



A G E N D A

Carlsbad City Council Regular Meeting
Janell Whitlock Municipal Complex
114 S. Halagueno Street
Carlsbad, New Mexico

August 8, 2023 at 6:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Routine and Regular Business

All matters under this heading are considered routine by the City Council and will be acted upon in one motion. There will be no separate discussion of these items. If discussion is desired on a particular item, upon request, that item may be removed from the Routine and Regular Business and be considered separately.

- A. **Minutes of the Regular City Council Meeting held on July 25, 2023**
 - B. **City Personnel Report**
 - C. **Purchasing**
 - 1) Consider Approval of RFP 2023-09 to Orlando Garza, dba Guadalupe Pest Control for Cemetery Grounds Maintenance and Grave Opening/Closing
 - D. **Monthly Reports**
 - 1) Human Resources Department July 2023
 - 2) Utilities Department June 2023
 - E. **Board Appointments**
 - 1) City of Carlsbad Police Department's Citizen Advisory Board Appoint: Coby Gentry four-year term
 - 2) Carlsbad Public Library Board of Trustees Reappoint: Deborah Beard four-year term
3. Consider Approval of Request for a Restaurant A Liquor License for Roque Burritos, LLC located at 1401 W Mermod
 4. Consider Approval of Deaccession and Sale of the Frank Schoonover Oil on Canvas Painting under a Consignment Agreement with the Owings Gallery
 5. Consider Approval of Submission of a Bureau of Justice FY2023 Edward Byrne Memorial Justice Assistance Grant Award to the U.S. Department of Justice
 6. Consider Approval of Resolution 2023-39, a Resolution ratifying the Agreement between the City of Carlsbad and Southeastern New Mexico Economic Development District (SENMEDD) for 2023-2024 Membership

7. Consider Approval of Resolution 2023-40, a Resolution adopting the FY2025-2029 Infrastructure Capital Improvement Plan (ICIP)
8. Council Committee Reports
9. Adjourn



FOR INFORMATION ONLY

Agendas and City Council minutes are available on the City web site: cityofcarlsbadnm.com or may be viewed in the Office of the City Clerk during normal and regular business hours.

Public Comments - three minute time limit per person. The City request all comments be respectful and courteous in nature.

CARLSBAD CITY COUNCIL MEETING SCHEDULE

- Regular Meeting - Tuesday, August 22, 2023 at 6:00 p.m.
- Regular Meeting – Tuesday, September 12, 2023 at 6:00 p.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

**LINKED MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE JANELL WHITLOCK
MUNICIPAL COMPLEX BUILDING ON JULY 25, 2023 AT 6:00 P.M.**

Present:	Dale Janway	Mayor
	Lisa A. Anaya Flores	Councilor
	Edward T. Rodriguez	Councilor
	Jason O. Chavez	Councilor
	Wesley A. Carter	Councilor
	Mark C. Walterscheid	Councilor
	Jeff Forrest	Councilor
	Karla Niemeier	Councilor
	Judith E. Waters	Councilor
Absent:		
Also Present:	John Lowe	City Administrator
	K.C. Cass	Deputy City Administrator
	Ted Cordova	Deputy City Administrator
	Wendy Austin	Deputy City Administrator
	Denise Madrid-Boyea	City Attorney
	Nadine Mireles	City Clerk
	Angie Barrios-Testa	Director of Municipal Services
	Mike Abell	Director of Utilities
	Wayne Hatfield	IT Director
	Brent Griffith	IT Technician
	Melissa Salcido	Finance Director
	Ken Ahrens	Fire Chief
	Jeff Patterson	Planning Director
	Shane Skinner	Police Chief
	Patrick Cass	Public Works Director
	Charlie Garcia	Police Officer
	Mary Kairouz	WSP
	Robin Terrell	Mewbourne Oil
	Bradley Bishop	Mewbourne Oil
	Robert Duran	Curbside Cravings
	Wade Smith	Citizen

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00 **Call Meeting to Order**

0:00:48 Invocation – Pledge of Allegiance

0:01:24 **1. APPROVAL OF AGENDA**

0:01:27 **MOTION**

The motion was made by Councilor Forrest and seconded by Councilor Walterscheid to approve the Agenda.

0:01:32 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:01:45 **2. CITY OF CARLSBAD FINANCIALS – JUNE 2023**

Mrs. Salcido reviewed the revenues and expenditures as of June 2023 for the General Fund and selected Enterprise and Special Funds contained within the City Budget.

0:03:21 **3. CONSIDER APPROVAL OF RESOLUTION 2023-35, A RESOLUTION APPROVING THE 4TH QUARTER FINANCIAL REPORT AS OF JUNE 30, 2023**

Mrs. Salcido said this is the 4th quarter Fiscal Year 2023 finance reports. She presented the DFA recap; she said this information is the same as the June 2023 finance reports that were previously reviewed, however the Department of Finance and Administration requires to consolidate our City funds into their designated chart of accounts. She said DFA also requires that the governing body approve these 4th quarter financial reports and submit the reports along with our final budget.

0:04:11 **MOTION**

The motion was made by Councilor Forrest and seconded by Councilor Waters to approve of Resolution 2023-35, a Resolution approving the 4th Quarter Financial Report as of June 30, 2023.

0:04:18 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:04:34 **4. CONSIDER APPROVAL OF RESOLUTION 2023-36, A RESOLUTION APPROVING THE CITY OF CARLSBAD 2023-24 FISCAL YEAR FINAL BUDGET**

Mrs. Salcido reviewed the final budget for Fiscal Year 2024, highlighting increases from the interim budget to the final budget. **Mrs. Salcido** thanked Chairman Rodriguez of the Budget Committee, Councilor Carter, Councilor Chavez, and Councilor Forrest for their expertise and guidance in developing the Fiscal Year 2024 budget.

Councilor Rodriguez thanked the Finance Department for their diligence.

0:06:28 **MOTION**

The motion was made by Councilor Rodriguez and seconded by Councilor Carter to approve of Resolution 2023-36, a Resolution approving the City of Carlsbad 2023-24 Fiscal Year Final Budget.

0:06:34 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:06:52 **5. ROUTINE AND REGULAR BUSINESS**

- A. Minutes of the Regular City Council Meeting held on July 11, 2023
- B. City Personnel Report
- C. Contracts and Agreements
 - 1) Consider Approval of renewal Agreement between the City of Carlsbad a and Carlsbad MainStreet for Pearl of the Pecos Arts and Cultural District Management
 - 2) Consider Approval of renewal Agreement between the City of Carlsbad and Robert Jacquez dba Ultra Clean Carpet for the cleaning of city restrooms and Janitorial services
 - 3) Consider Approval of 30-day extension to the Agreement between the City of Carlsbad and Orlando Garza dba Guadalupe Pest Control, LLC for Grounds Maintenance and Grave opening and closing services at Carlsbad Cemeteries
- D. Monthly Reports
 - 1) Community Development Department June 2023
 - 2) Municipal Court Department June 2023
 - 3) Municipal Services Department June 2023
 - 4) Transportation and Facilities Department June 2023
- E. Board Appointments
 - 1) Carlsbad Museum and Art Center Board appoint Jeff Pangburn four-year term
- F. Set the Date: August 22, 2023
 - 1) Ordinance rezoning part of "R-1" Residential 1 District to "R-2" Residential 2 District for an approximately 4.15 acre property located at 2412 Tulip Street
 - 2) Ordinance rezoning part of "R-R" Rural Residential District to "R-2" Residential 2 District for an approximately 5.50 acre property located at West of 301 W Chapman Road
 - 3) Ordinance rezoning part of "R-1" Residential 1 District to "R-2" Residential 2 District for an approximately 0.23 acre property located at the Northwest intersection of North First Street and Northeast First Street

0:07:10 **Mayor Janway asked Mr. Lowe to briefly discuss Agenda item C1, Consider Approval of renewal Agreement between the City of Carlsbad and Carlsbad MainStreet for Pearl of the Pecos Arts and Cultural District Management.**

Mr. Lowe said in 2018, the City of Carlsbad was approved to form the Carlsbad Arts and Cultural District (ACD). He said the ACD is a partnership between the City of Carlsbad, Creative Carlsbad and MainStreet. **Mr. Lowe** said this is an agreement with Carlsbad MainStreet to act as the program manager for the Pearl of the Pecos Arts and Cultural District. He said the City will fund \$30,000 for the Director position, and these funds have been included in the Fiscal Year 2024 budget.

0:07:52 **MOTION**

The motion was made by Councilor Niemeier and seconded by Councilor Rodriguez to approve Routine and Regular Business.

0:07:59 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:08:16 **6. CONSIDER APPROVAL OF REQUEST FOR A TRANSFER OF OWNERSHIP AND CHANGE OF LOCATION OF INTER-LOCAL LIQUOR LICENSE NO 2625 WITH ON PREMISE CONSUMPTION FOR PUMPJACK LLC LOCATED AT 1503 S CANAL**

Mr. Lowe said a public hearing was held on July 19, 2023 and there was no opposition to this proposed license. He said the applicant is Shawna Calhoun.

0:09:22 **MOTION**

The motion was made by Councilor Walterscheid and seconded by Councilor Rodriguez to approve of request for a Transfer of Ownership and change of location of Inter-Local Liquor License No 2625 with on premise consumption for Pumpjack LLC located at 1503 S Canal.

0:09:31 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:09:45 **7. CONSIDER APPROVAL OF REQUEST FROM MEWBOURNE OIL TO DRILL AND CONSTRUCT A GAS PRODUCTION WELL SUNRISE 31 WOLI FEE #1H WITHIN THE CITY LIMITS**

Mr. Lowe said this is a request from Mewbourne Oil to drill inside the City limits. He said on May 1, 2023, the City received an application to drill from Mewbourne. **Mr. Lowe** said Chapter 34 of the Carlsbad Code of Ordinances defines this process for the applicant to obtain a permit. He said the City of Carlsbad retained WSP Environmental and Infrastructure, Inc. (WSP) to review the application, and on June 7, 2023, WSP deemed the application complete and ready for Council consideration.

0:10:50 **Mayor Janway asked if there were any questions or comments from the Council.**

Councilor Chavez said according to the paperwork, WSP does not have any liability insurance, and asked if this was correct. **Ms. Kairouz** said the insurance expired on July 1, 2023, and it needs to be renewed.

Robin Terrell, District Manager of Mewbourne Oil Company, said there are some conflicting maps. He said the Oil Conservation District (OCD) map shows that the surface location was outside the city limits of Carlsbad. **Mr. Terrell** said Mewbourne Oil did mistakenly start the drilling process prior to having approval from the City of Carlsbad. He said they did have approval from OCD.

Bradley Bishop passed out the OCD map to Council members.

Councilor Walterscheid asked how far along Mewbourne is in the drilling process. **Mr. Terrell** said they have drilled 3,200 ft. of one of the 14,000 ft. wells. **Mr. Terrell** said **Mr. Lowe** told him they needed to cease and desist their drilling operations. He said over the weekend, the appropriate plugs were set, moved the drilling rig out, and submitted paperwork for Council approval. **Councilor Walterscheid** asked if the drilling rig was taken down. **Mr. Terrell** said yes, the rig was moved to another location and drilled subsequent wells.

Councilor Chavez asked if the OCD website is an official record for maps. **Mrs. Madrid-Boyea** said she does not know where the official map comes from.

Councilor Rodriguez asked in their permit process, do they have to submit a metes and bounds survey to the OCD. **Mr. Terrell** said yes, there is an official plat for the surface location of the well.

Councilor Forrest asked if there is any liability. **Mr. Terrell** said yes.

Councilor Carter asked if this meets all of the terms and conditions that the City of Carlsbad requires to drill within the city limits. **Ms. Kairouz** said no, they have one more issue that is being within 500 ft. of an existing residence or commercial building. She said right now it is at 417 ft.

Mr. Terrell said he has reached out to Tool Pushers, the company within the 500 ft. boundary, and asked them if they had any problems with the drilling. **Councilor Carter** said his concern is if the Ordinance that was drafted years ago allowed for a variance.

Mayor Janway asked **Mrs. Madrid-Boyea** to go over the specific Ordinance. **Mrs. Madrid-Boyea** said the Ordinance was passed in 2004 and it provides that no well shall be drilled at any location within the city and no permit shall be issued for any well to be drilled at any location within the city, nor shall any storage tank be located within the

city nearer than 500 ft. to any existing residents or commercial building. Provided however, that the Council may, in considering any application for a permit, require a greater distance depending on the circumstances and so specify in the permit. **Mrs. Madrid-Boyea** said she was asked to review the entire Ordinance on the drilling of oil and gas wells and pipelines. She said she did not see any provision for a variance.

Councilor Carter said unless they are willing to move over the 83 ft. he does not see how this could move forward.

0:21:36 **MOTION**

The motion was made by Councilor Carter and seconded by Councilor Chavez to approve the request from Mewbourne Oil to drill and construct a Gas Production Well Sunrise 31 WOLI Fee #1H within the City Limits with the stipulation that Mewbourne Oil move the drilling rig to be in the 500 ft. range and in compliance with City Ordinance.

0:22:41 **VOTE**

The vote was as follows: Yes - Carter, Forrest, Niemeier, Walterscheid, Chavez, Waters; No - Anaya-Flores; Abstain - Rodriguez; Absent - None; the motion carried.

0:23:34 **8. CONSIDER APPROVAL OF REQUEST FROM MEWBOURNE OIL TO DRILL AND CONSTRUCT A GAS PRODUCTION WELL SUNRISE 31/32 WOMP FEE #1H WITHIN THE CITY LIMITS**

Mr. Lowe said this request is from Mewbourne to drill inside city limits. He said this application was received by the City of Carlsbad on May 1, 2023.

0:23:59 **Mayor Janway asked if there were any questions or comments from the Council.**

Councilor Walterscheid said since the last vote was to deny unless they moved the well over, the vote should be the same with this item.

0:24:20 **MOTION**

The motion was made by Councilor Walterscheid and seconded by Councilor Niemeier to approve the request from Mewbourne Oil to drill and construct a Gas Production Well Sunrise 31/32 WOMP Fee #1H within the City Limits with the stipulation that Mewbourne Oil move the drilling rig to be in the 500 ft. range and in compliance with City Ordinance.

0:24:32 **VOTE**

The vote was as follows: Yes - Carter, Forrest, Niemeier, Walterscheid, Chavez, Waters; No - Anaya-Flores; Abstain - Rodriguez; Absent - None; the motion carried.

0:24:51 **9. CONSIDER APPROVAL OF RECOMMENDATION FROM THE BOARD OF WATER AND SEWER COMMISSIONERS REGARDING THE WATER TRUST BOARD APPLICATION FOR THE EFFLUENT 5B PROJECT**

Mr. Lowe said on September 13, 2022, the Council approved submitting a Water Trust Board Application to Effluent 5B Project. He said this fully engineered project was designed to bring effluent water from the new holding pond at the Lake Carlsbad Golf Course under the Pecos River to irrigate the grass throughout the Lake Carlsbad recreational area. **Mr. Lowe** said at the time of submission, it was anticipated that this project would be funded with a 90% grant and a 10% City match; however, this application was approved by the State of New Mexico with a 60% grant and a 40% City match. He said the funding breakdown is as follows, a \$4.3 million grant, a \$2.7 million City match, and a \$2.8 million required City loan, with the total cost for the City of Carlsbad being \$5.5 million. **Mr. Lowe** said at the regular meeting on July 20, 2023, the Board of Water and Sewer Commissioners voted to not accept the grant with a vote of four in favor and one absent.

0:26:08 **Mayor Janway asked if there were any questions or comments from the Council.**

Councilor Rodriguez said one of the topics of discussion at the Board of Water and Sewer Commissioners meeting was whether or not this could be resubmitted at a later date. **Councilor Rodriguez** said they can resubmit this, and denying this now does not mean we cannot reapply and be reconsidered. He said it did not fall within the financial parameters that we were seeking in order to make this viable for the City of Carlsbad.

0:27:07 **MOTION**

The motion was made by Councilor Rodriguez and seconded by Councilor Forrest to approve the recommendation from the Board of Water and Sewer Commissioners regarding the Water Trust Board Application for the Effluent 5B Project.

0:27:14 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:27:32 **10. CONSIDER APPROVAL OF ACCEPTANCE OF A JUNIOR BILL APPROPRIATION AGREEMENT FROM THE NEW MEXICO AGING & LONG-TERM SERVICES DEPARTMENT FOR SERVICES AND EQUIPMENT AT THE SENIOR CENTERS**

Mrs. Barrios-Testa said the City was allocated \$100,000 in Junior Bill money. She said this is separate from the regular capital outlay that our area legislatures had set aside for the City of Carlsbad to spend for the two senior centers. She said she is working with North Mesa Senior Center and Alejandro Ruiz Senior Center to put together a list of items that they need and did not have funded in their regular budget.

0:28:43 **Mayor Janway asked if there were any questions or comments for Mrs. Barrios-Testa.**

Councilor Rodriguez asked since this is a one-time money grant, does it have to be capital or fiscal. **Mrs. Barrios-Testa** said it does have to be spent this fiscal year. She said it could be used for small items as it is also for services. She said the plan is to split it in half between the two senior centers.

0:29:32 **MOTION**

The motion was made by Councilor Neimeier and seconded by Councilor Waters to approve of acceptance of a Junior Bill Appropriation Agreement from the New Mexico Aging & Long-Term Services Department for Services and Equipment at the Senior Centers.

0:29:39 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:29:58 **11. INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN**
PRELIMINARY LIST PRESENTATION FOR FY 2023-2027 FOR COUNCIL REVIEW
AND RECOMMENDATIONS

Mrs. Barrios-Testa said this is for FY 2025-2029. She said it is a five-year planning tool that is updated annually so that we can move projects out that have been funded or if something has been reprioritized. She said the city staff works on this annual process and it typically runs the same timelines every year. She said in June there is a public meeting and an open comment meeting. She said the City is not required to participate but we do have to have projects on this list in order for us to receive State funding. She said going through this process helps us with federal programs.

Mrs. Barrios-Testa said comments can be provided tonight, through July 31, 2023 to make any updates to the list. She said this will allow us to prepare the final list to bring to the August 8, 2023 Council meeting. She said the deadline to upload the projects is August 18, 2023 for the municipality and September 8, 2023 for the senior projects.

0:34:04 **Mayor Janway asked if there were any questions or comments for Mrs. Barrios-Testa.**

Councilor Rodriguez said the night of the ICIP meeting was not very well attended. He asked Mrs. Barrios-Testa to inform us of other ways people had to comment. **Mrs. Barrios-Testa** said we provided a comment period from June 1, 2023 to June 16, 2023. She said people were able to call or email and provide comments. She said they did receive quite a bit of comments and had a lot of support for projects that are already on the list.

Councilor Walterscheid said the first five items on the list were Mike Abell's projects and it is interesting to see. **Mrs. Barrios-Testa** said we typically look at the need for the projects and how they are going to affect the community. She said it does not matter where the projects fall on the list when it comes to a funding source. She said as long as they are on the list, it is going to help for future funding sources.

0:36:36 **12. CONSIDER APPROVAL OF REQUEST BY MILTON'S BREWERY TO SERVE ALCOHOL (BEER & WINE) ON CITY STREETS DURING MILTON'S BREWING "80'S STREET PARTY"**

Mr. Patterson said Milton's Brewery is requesting to host an 80's street party on Wednesday, August 23, 2023. He said the event will be from 4:00 pm to 11:00 pm along Mermod Street and Canyon Street. He said as part of this event, Milton's Brewery plans for food trucks and local vendors along with alcohol service (beer & wine). He said the event will be set up by a licensed alcohol server and will be roped off, alcohol will be served from 4:00 pm to 10:00 pm, and the event will have controlled entrance for attendees and security will be provided. **Mr. Patterson** said the Planning Department would recommend approval of this request with the following conditions; the alcohol server obtain all required licenses and permits, Milton's Brewery and the alcohol server comply with all laws, rules, regulations, requirements and restrictions for service at the location, including but not limited to, fencing of the serving area, carding of customers, and providing appropriate security, Milton's Brewery shall name the City of Carlsbad as an additional insured on their general liability insurance and liquor server insurance in the amount to be approved by the City Administrator.

0:38:31 **MOTION**

The motion was made by Councilor Rodriguez and seconded by Councilor Carter to approve of request by Milton's Brewery to serve alcohol (beer & wine) on City streets during Milton's Brewing "80's Street Party".

0:38:37 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:38:51 **13. CONSIDER APPROVAL OF REQUEST BY MILTON'S BREWERY TO SERVE ALCOHOL (BEER & WINE) ON CITY STREETS DURING MILTON'S BREWING "SEPTEMBERFEST"**

Mr. Patterson said Milton's Brewery is requesting to host September Fest on Saturday, September 23, 2023. He said the event will be from 11:00 am to 11:00 pm along Mermod Street and Canyon Street. He said as part of this event, Milton's Brewery plans for an additional small brewer, food trucks, local vendors, and a cornhole tournament along with alcohol service (beer & wine). He said the event will be set up by a licensed alcohol server and will be roped off, alcohol will be served from 12:00 pm to 10:00 pm, and the event will have one controlled entrance for attendees and security will be provided. **Mr. Patterson** said the Planning Department would recommend approval of

this request with the following conditions; the alcohol server obtain all required licenses and permits, Milton's Brewery, Blackcock Brewery, and the alcohol server comply with all laws, rules, regulations, requirements and restrictions for service at the location, including but not limited to, fencing of the service area, carding of customers, and providing appropriate security, Milton's Brewery and Blackcock Brewery shall name the City of Carlsbad as an additional insured on their general liability insurance and liquor server insurance in the amount to be approved by the City Administrator.

0:40:47 **MOTION**

The motion was made by Councilor Niemeier and seconded by Councilor Anaya-Flores to approve of request by Milton's Brewery to serve alcohol (beer & wine) on City streets during Milton's Brewing "SeptemberFest".

0:40:54 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:41:10 **14. CONSIDER APPROVAL OF TEMPORARY USE APPLICATION TO ALLOW FOR MOBILE SALES (VENDING) OF SNOW CONES AND RELATED FOOD AND DRINKS (NON-ALCOHOLIC) ON CITY PROPERTY AT THE CARLSBAD BEACH BY LA MONARCHA OWNER: ESTEFANIA VALENZUELA**

Mr. Patterson said this is a request for permission to allow for mobile sales and vending of snow cones and related food and drinks (non-alcoholic) on City property at the Carlsbad Beach Park. **Mr. Patterson** said the Planning Department would recommend approval of this with the following conditions; the applicant shall not disturb the peace with a loud speaker, megaphone, bell, music, or other disruptive noise. He said the approval of request grants permission to the applicant to vend snow cones and related food and drinks (non-alcoholic) on City owned property at the Beach Park parking lot from Thursday through Sunday starting on July 27, 2023, until December 31, 2023, and the applicant will need to provide a surety bond to the Planning Department.

0:42:49 **MOTION**

The motion was made by Councilor Walterscheid and seconded by Councilor Forrest to approve of Temporary Use Application to allow for mobile sales (vending) of snow cones and related food and drinks (non-alcoholic) on City property at the Carlsbad Beach by La Monarcha Owner: Estefania Valenzuela.

0:43:05 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:43:19 **15. CONSIDER APPROVAL OF TEMPORARY USE APPLICATION TO ALLOW FOR MOBILE SALES (VENDING) OF FOOD AND DRINKS (NON-**

ALCOHOLIC) ON CITY PROPERTY AT THE CARLSBAD BEACH PARK BY CURBSIDE CRAVINGS OWNER: ROBERT DURAN

Mr. Patterson said the applicant is requesting to set up for mobile vending of food and drinks (non-alcoholic) on City owned property, both at the Beach Park parking lot and the Ray Anaya San Jose Plaza. He said the applicant did inform him that he currently has one food truck that he would like to go back and forth to test the market. **Mr. Patterson** said the applicant will be required to provide a surety bond for this type of request. He said the Planning Department recommends approval with the following conditions; the applicant shall not disturb the peace with a loud speaker, megaphone, bell, music, or other disruptive noise. He said approval of this request grants permission to the applicant to vend food and drinks (non-alcoholic) on City owned property at the Ray Anaya San Jose Plaza, Sunday through Saturday, 5:00 am to 11:00 pm, and at the Carlsbad Beach Park, 5:00 pm to 9:00 pm, Saturday through Sunday, beginning on July 26, 2023 through December 31, 2023.

Councilor Walterscheid asked what kind of food does this applicant want to serve. **Mr. Patterson** said the applicant did not specify in their application but he believes they are in attendance to further elaborate.

Robert Duran of Curbside Cravings, said there will be a different menu every day. He said some of the things they serve are enchiladas, tacos, and brisket.

0:46:01 **MOTION**

The motion was made by Councilor Neimeier and seconded by Councilor Anaya-Flores to approve of Temporary Use Application to allow for mobile sales (vending) of food and drinks (non-alcoholic) on City property at the Carlsbad Beach Park by Curbside Cravings Owner: Robert Duran.

0:46:06 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:46:20 **16. CONSIDER APPROVAL TO TEMPORARY USE APPLICATION TO ALLOW FOR MOBILE SALES (VENDING) OF FOOD AND DRINKS (NON-ALCOHOLIC) ON CITY PROPERTY AT THE RAY ANAYA SAN JOSE PARK BY JD'S FOOD TRUCK OWNER: JORGE DEL MURO**

Mr. Patterson said the applicant is requesting to set up for mobile vending of food and drinks (non-alcoholic) on City owned property at the Ray Anaya San Jose Plaza. He said the Planning Department recommends approval with the following conditions; the applicant shall not disturb the peace with a loud speaker, megaphone, bell, music, or other disruptive noise. He said approval of this request grants permission to the applicant to vend food and drinks (non-alcoholic) on City owned property at the Ray Anaya San Jose Plaza, Thursday through Sunday, beginning on July 27, 2023 through

December 31, 2023. He said the applicant will need to provide a surety bond to the Planning Department.

Councilor Walterscheid asked what kind of food are they selling. **Mr. Patterson** said he is not sure but their application stated fast food.

0:48:05 **MOTION**

The motion was made by Councilor Forrest and seconded by Councilor Chavez to approve of Temporary Use Application to allow for mobile sales (vending) of food and drinks (non-alcoholic) on City property at the Ray Anaya San Jose Park by JD's Food Truck Owner: Jorge Del Muro.

0:48:14 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:48:36 **17. CONSIDER APPROVAL OF AN APPEAL OF THE DECISION BY THE PLANNING AND ZONING COMMISSION TO DENY A VARIANCE REQUEST TO REDUCE THE REQUIRED SIDE PROPERTY SETBACK AT 1209 W THOMAS STREET APPELLANT: LUCAS MCDONALD**

Mr. Patterson said at their regularly scheduled meeting on June 5, 2023, the Planning and Zoning Commission considered a request for a variance to reduce the required side property setback from a minimum of 5 ft. to 0 ft. at the subject property, 1209 W. Thomas Street. He said the subject property is currently zoned "R-1" Residential 1 District and the required side property setback is 5 ft. He said the applicant, Lucas McDonald, stated in his application that he plans to place a carport structure over his current driveway in order to provide shelter for his vehicles and provide a covered area for his children to play. **Mr. Patterson** said the Planning and Zoning Commission considered the application materials and the statements made, and voted to deny this request with a vote of four in favor of denial, zero against denial, and one absent. He said on June 6, 2023, the applicant submitted an email stating that he is appealing the decision of the Planning and Zoning Commission to the City Council.

0:50:01 **Mayor Janway asked if there were any questions or comments for Mr. Patterson.**

Councilor Walterscheid asked if Chief Ahrens could come to the podium and explain why the request is being denied.

Chief Ahrens said he believes Councilor Walterscheid is referencing fire lane regulations, as far as widths and access. **Chief Ahrens** said this plays a big part, more so in commercial properties than in residential. He said in cases of setback, especially on narrow residential roads, they have limited visibility and large trucks that need to go through. He said issues with fencing, carports and debris restricts their ability to gain entrance and serve our citizens.

Mayor Janway called the appellant, Lucas McDonald, to the podium. **Mr. McDonald** said he understands that the setback is in the fire code, but he has an alley that is accessible for the Fire Department to be able to access his house. He said he could still build the carport, but all he is asking for is to be able to utilize his driveway. He said a one car driveway does not look appealing.

Councilor Forrest said we have our City codes for a reason and we should not make exceptions.

0:54:46 **MOTION**

The motion was made by Councilor Forrest and seconded by Councilor Anaya-Flores to deny the appeal and to uphold the decision by the Planning and Zoning Commission to deny a variance request to reduce the required side property setback at 1209 W Thomas Street Appellant: Lucas McDonald.

0:54:55 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:55:18 **18. CONSIDER APPROVAL OF ORDINANCE 2023-13, AN ORDINANCE REZONING PART OF "R-R" RURAL RESIDENTIAL DISTRICT TO "C-2" COMMERCIAL 2 DISTRICT FOR AN APPROXIMATELY 18.5 ACRE PROPERTY LOCATED AT 3201 BOYD DRIVE APPLICANT: VALLEY PROPERTIES, LLC/CHRIS HAMILL**

0:55:41 **A. Public Hearing**

Mr. Patterson said this is a request for a zoning change from "R-R" Rural Residential District to "C-2" Commercial 2 District for approximately 18.5 acres at 3201 Boyd Drive. He said the properties to the east and west are zoned "R-R" Rural Residential District and the properties to the north and south are zoned "C-2" Commercial 2 District, therefore this would not create a spot-zone. He said this item was considered at the June 5, 2023, Planning and Zoning Commission meeting and the commission voted to recommend approval; with a vote of three in favor in approval, none against, one absent, and one abstain.

0:56:48 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council into regular session.**

0:57:03 **B. Approval of Ordinance**

0:57:04 **MOTION**

The motion was made by Councilor Rodriguez and seconded by Councilor Walterscheid to approve of Ordinance 2023-13, an Ordinance rezoning part of "R-R" Rural Residential District to "C-2" Commercial 2 District for an approximately 18.5 acre property located at 3201 Boyd Drive Applicant: Valley Properties, LLC/Chris Hamill.

0:57:17 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:57:32 **19. CONSIDER APPROVAL OF RESOLUTION 2023-37, A RESOLUTION STATING THE REQUIREMENTS FOR NOTICE OF PUBLIC MEETINGS OF THE GOVERNING BODY, BOARDS, COMMISSIONS, COMMITTEE, AGENCIES, AUTHORITIES, OR OTHER POLICYMAKING BODIES OF THE CITY OF CARLSBAD**

Mr. Lowe said State statute requires the governing body to annually adopt a Resolution stating the requirements for notice of public meetings. He said the last amendment to the New Mexico Open Meetings Act was in 2013.

0:58:11 **MOTION**

The motion was made by Councilor Chavez and seconded by Councilor Walterscheid to approve of Resolution 2023-37, a Resolution stating the requirements for notice of Public Meetings of the Governing Body, Boards, Commissions, Committee, Agencies, Authorities, or other Policymaking Bodies of the City of Carlsbad.

0:58:18 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

0:58:31 **20. CONSIDER APPROVAL OF RESOLUTION 2023-38, A RESOLUTION REQUIRING THE REMOVAL OF THE RUINED, DAMAGED, OR DILAPIDATED BUILDINGS OR STRUCTURE, RUINS, RUBBISH, WRECKAGE AND DEBRIS AT 411 N THIRD STREET OWNERS: JOSHUA LEIJA AND JAKOB DOMINGUEZ**

Mrs. Madrid-Boyea said this property is located at 411 N. Third Street in a residential area. She said there appears to be a fire damaged structure on the property, as well as rubbish, debris, and weeds that may have preexisted the fire. She said the Eddy County Assessor's Office lists the owners as Joshua Leija and Jakob Dominguez. She said Code Enforcement has spoken to one of the owners, Mr. Leija, who indicated that he lives at a different address. She said the property is vacant and unsecured. **Mrs. Madrid-Boyea** said Code Enforcement has been to the property, a Notice of Violation was mailed to the owners at the address on record, 411 N. Third, and the house was red tagged on June 1, 2023. She said there was a fire on the property on June 28, 2023 and the Fire Department was on scene shortly after it started. She said the property has recently been inspected by City Code Enforcement, Building Inspector, and the Fire Marshall,

and they all found that it remains out of compliance with applicable codes. She said the Fire Marshall found that the property presents an extreme fire hazard for responding firefighters and emergency personnel, and recommends that the buildings be demolished and that the property be left cleaned and the debris be removed. **Mrs. Madrid-Boyea** said a Resolution has been prepared which would require the owner to remove all ruins, dilapidated structures, rubbish, wreckage, debris, and weeds from the property within 30 days of service of the Resolution.

1:01:09 **Mayor Janway asked if there were any questions or comments for Mrs. Madrid-Boyea.**

Councilor Chavez asked if the car on the property is included in the Resolution. **Mrs. Madrid-Boyea** said if the car is still there when the demolition team arrives, they will typically try to locate the owner. She said if they cannot locate the owner it will be towed.

Councilor Walterscheid asked what happens when she cannot get ahold of the owners of the property. **Mrs. Madrid-Boyea** said they send a letter to the address that is on record and if they cannot get in contact with the owners, if a Resolution is passed, it will be posted on the property and they will attempt to have the Sheriff's Department serve the owners if they can be found. She said the Resolution is also posted in the Current Argus once it is passed.

1:02:17 **MOTION**

The motion was made by Councilor Rodriguez and seconded by Councilor Carter to approve of Resolution 2023-38, a Resolution requiring the removal of the ruined, damaged, or dilapidated buildings or structure, ruins, rubbish, wreckage and debris at 411 N Third Street Owners: Joshua Leija and Jakob Dominguez.

1:02:23 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

1:02:38 **21. COUNCIL COMMITTEE REPORTS**

1:02:44 **Mayor Janway asked if anyone in the audience would like to address the Council.**

Wade Smith said his current residence is at 122 S. Fourth Street. He said he believed a report was issued to Code Enforcement about a neighbor at 118 S. Fourth with a collection of trash, debris, and an automobile. He said there has been an increase in debris in the last couple of months. He said the accumulation of trash keeps building and some of it is towards his property. He said he considers it a fire and a health hazard. **Mr. Smith** said he would like to see what can be done about this.

Mayor Janway asked Mr. Patterson to come up to the podium. **Mr. Patterson** said he and his Deputy Director visited this residence earlier in the day. He said he will direct Code Enforcement to begin addressing the property. **Mr. Smith** thanked Mr. Patterson.

1:05:09 **Councilor Walterscheid** said he was at a solar car show recently that was hosted at the Walter Gerrells Civic Center and it was a great occasion.

1:06:06 **22. ADJOURN**

1:06:12 **MOTION**

The motion was made by Councilor Anaya-Flores and seconded by Councilor Waters to adjourn.

1:06:22 **VOTE**

The vote was as follows: Yes - Carter, Rodriguez, Forrest, Niemeier, Walterscheid, Anaya-Flores, Chavez, Waters; No - None; Absent - None; the motion carried.

1:06:40 Adjourn

There being no further business, the meeting was adjourned at 7:06 p.m.

Dale Janway, Mayor

ATTEST:

Nadine Mireles, City Clerk

CITY OF CARLSBAD
PERSONNEL REPORT

August 8, 2023

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Rashod Amos	08/09/23	Riverwalk	Recreation Attendant, seasonal
Aragorn Barreras	08/09/23	Fire	Firefighter Rookie/EMT-B
Joshua Daniel	08/09/23	Fire	Firefighter Rookie/EMT-B
Sebastian Heredia	08/09/23	Fire	Firefighter Rookie/EMT-B
Matthew Hinojos	08/09/23	Fire	Firefighter Rookie/EMT-B
Raul Juarez	08/09/23	Fire	Firefighter Rookie/EMT-B
Renee Torres	08/09/23	Finance	Account Clerk 1, part-time
Michael Wrease	08/09/23	Fire	Firefighter Rookie/EMT-B

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Sawyer Angelis	07/26/23	Water Park	Lifeguard	Resigned
Sean Burns	07/28/23	Water Park	Lifeguard	Resigned
S. Joshua Dorado	08/01/23	Fire	Engineer/EMT-I	Resigned
Diana Esquibel	07/25/23	Sports Complex	Sports & Rec. Attendant, on-call	Resigned
Danny Fletcher	07/31/23	Executive	Special Projects Manager	Resigned
Emmanuel Florez	07/28/23	Police	Animal Control Officer	Resigned
Robert Hernandez	07/31/23	Water	Meter Reader Foreman	Retired
Ty Longoria	07/23/23	Water Park	Lifeguard	Resigned
Scott Maxwell	07/23/23	Fire	Battalion Chief/EMT-P	Retired
David McDougall	08/02/23	Fire	Lieutenant/EMT-I	Resigned
R. Dane Naylor	07/30/23	Water Park	Head Lifeguard	Resigned
Jeni Waters	08/01/23	Museum	Museum Attendant	Declined job offer
Luke Waters	07/27/23	Water Park	Lifeguard	Resigned

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Jalynn Dominguez	07/24/23	City Clerk	Compliance Clerk
M. Brad Henson	07/30/23	Fire	Lieutenant/EMT-I
Tony Hernandez	07/31/23	PFA Garage	Shop Foreman
Ben Madrid	07/24/23	Garage	Maintenance Superintendent
C. Dylan Munoz	07/24/23	Fire	Lieutenant/EMT-I
Laci Orgain	07/24/23	Waste Water	Executive Secretary
Valeria Quezada	07/26/23	Finance	Account Clerk 1
Kristina Torres	07/24/23	Finance	Account Clerk 3
Larry Yturralde	07/30/23	Fire	Battalion Chief/EMT-I

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Angie Barrios-Testa, Director of Municipal Services

Angie Barrios-Testa

Digitally signed by Angie Barrios-Testa
DN: cn=Angie Barrios-Testa, o=City of
Carlsbad, ou=HR,
email=abarrios@cityofcarlsbad.net, c=US
Date: 2023.07.19 12:19:49 -0800

SUBJECT: Recommendation for Employment

DATE: July 19, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Rashod Jr. Amos Classification/Position: Recreation Attendant

Department: Riverwalk Recreation

- Regular Full-time Hourly \$ 22.66 per hour
- Seasonal Part-time Salary \$ _____ per annum
- Temporary On call

Education Level:

- High School Diploma GED or equivalent
- Associates Degree _____
- Bachelors Degree _____
- Masters Degree _____
- Other _____

Employment:

Present or last Employer: Boys and Girls Club

From 1-2023 to 3-2023 Classification: Referee

Duties: Officiate the basketball games, interact with the youth

Related Experience: Mr. Amos has worked with with the community and the youth.

Comments: The Riverwalk Recreation Center is pleased to have Mr. Amos working for the Riverwalk Recreation Complex.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Aragorn Barreras Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | |
|---|--|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input type="checkbox"/> Other | _____ |

Employment:

Present or last Employer: Mad Jacks Mountain Top BBQ

From Sept '20 to Present Classification: Cook

Duties: All duties associated with a restaurant. Cooking, busing, cleaning, and prepping food.

Related Experience: Volunteer Firefighter with Cloudcroft Fire Department, Haz-Mat Ops and Awareness, CPR, Firefighter First Aid.

Comments: Due to his experience and training, I believe that Mr. Barreras will be a valuable asset to the Fire Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Joshua Daniel Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | | |
|--|---|--|
| <input type="checkbox"/> Associates Degree | <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Bachelors Degree | _____ | _____ |
| <input type="checkbox"/> Masters Degree | _____ | _____ |
| <input checked="" type="checkbox"/> Other | <u>Fire Tech</u> | _____ |

Employment:

Present or last Employer: P.F. Changs

From July' 18 to August' 22 Classification: Bartender

Duties: Serving Customers

Related Experience: Will receive Fire 1 & 2 in August. Certified in NIMS and Courage to Be Safe.

Comments: Due to his experience and training, I believe that Mr. Daniel will be a valuable asset to the Fire Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Sebastian Heredia Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | |
|---|--|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input type="checkbox"/> Other | _____ |

Employment:

Present or last Employer: Subway

From March '23 to Present Classification: Sandwich Artist

Duties: Cleaning, maintaining shop, and assisting cutomers.

Related Experience: Working on Firefighter 1 & 2, Experienced Swimmer.

Comments: Due to his experience and training, I believe that Mr. Heredia will be a valuable asset to the Fire Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Matthew Hinojos Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | |
|---|--|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input type="checkbox"/> Other | _____ |

Employment:

Present or last Employer: Albertsons

From June '22 to Present Classification: Meat Cutter

Duties: Helping customers, ordering/transferring supplies needed, and keeping displays full/up to date.

Related Experience: Experienced in heavy labor, and works well under pressure.

Comments: I believe that Mr. Hinojos will be a valuable asset to the Fire Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Raul Juarez Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | |
|---|--|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input type="checkbox"/> Other | _____ |

Employment:

Present or last Employer: Subway

From Oct '21 to April '23 Classification: Sandwich Artist

Duties: Cleaning, maintaining shop, and assisting customers.

Related Experience: Working on Firefighter 1 & 2, CPR Certified

Comments: I believe that Mr. Juarez will be a valuable asset to the Fire Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Michael Hernandez, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Melissa Salcido, Director of Finance

Msalcido 7/27/23

SUBJECT: Recommendation for Employment

DATE: July 27, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Renee Torres Classification/Position: Account Clerk I

Department: Finance

- Regular Full-time Hourly \$21.81 per hour
Seasonal Part-time Salary per annum
Temporary On call

Education Level:

- High School Diploma GED or equivalent
Associates Degree Associate of Applied Science
Bachelors Degree
Masters Degree
Other

Employment:

Present or last Employer: Intrepid Potash Inc

From Sept 2022 to June 2023 Classification: Project Cost Control Specialist

Duties: Managed various capital project costs through multiple applications, submitted monthly accounting CIP reports, tracked invoices, conducted monthly meetings for Financial forecast projections

Related Experience: Ms. Torres has previous customer service and office experience.

Comments: Ms. Torres will be a great addition to the Finance Department.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ken Ahrens, Fire Chief *KA*

SUBJECT: Recommendation for Employment

DATE: July 26, 2023

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Michael Wrease Classification/Position: Firefighter Rookie/ EMT-B

Department: Fire

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Hourly \$ <u>\$ 18.45</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | | |
|--|---|--|
| <input type="checkbox"/> Associates Degree | <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input checked="" type="checkbox"/> Bachelors Degree | _____ | _____ |
| <input type="checkbox"/> Masters Degree | _____ | _____ |
| <input type="checkbox"/> Other | _____ | _____ |

Employment:

Present or last Employer: PDN Childrens Development Center

From Feb '22 to Present Classification: RBT

Duties: _____

Related Experience: First AID & AED

Comments: I believe that Mr. Wrease will be a valuable asset to the Fire

Department: _____

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 8/8/2023

Department: Cemetery	BY: Matt Fletcher, CPO	Date: 8/2/2023
SUBJECT: Services Description: Award of RFP for Cemetery Grounds Maintenance and Grave Opening/Closing contract		
<i>M. Fletcher 8/2/23</i>		
SYNOPSIS:		
Qty <u>1</u>	Total Est. Cost <u>\$ 443,720.00</u>	Total Actual Cost <u>\$ 412,980.00</u>
Budgeted Yes	Est. City Share <u>\$ 443,720.00</u>	Actual City Share <u>\$ 412,980.00</u>
Account # <u>10161-61200</u>	<u>\$ 443,720.00</u>	
Account # _____	_____	
Account # _____	_____	
Account # _____	_____	
TOTAL		<u>\$ 443,720.00</u>

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The City solicited proposals for the Cemetery Grounds Maintenance and Grave Opening and Closing Services contract.

The City received two proposals from Orlando Garza and Garden Mart Inc. The proposals were evaluated and scored by a six person committee based on a 100 point scale.

Orlando Garza received an average cumulative score of 98.17. Orlando Garza is a qualifying New Mexico Resident Business contractor, which adds an additional 5 points to the total score in accordance with the New Mexico State Procurement Code. For this reason, Orlando Garza's final total score was 103.17. Garden Mart received an average cumulative score of 83.26.

The City recommends awarding the contract to Orlando Garza, dba Guadalupe Pest Control, and requests authorization for the City Administrator and Mayor to enter into contract negotiations on behalf of the City and upon successful negotiation of the agreement, authorize the Mayor and/or City Administrator to execute the agreement for those services.

The total proposed annual cost is \$412,980 (excluding NMGRT)

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
---	--	--------------

Reviewed by City Administrator:

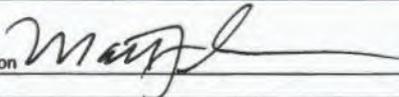
POST BID/RFP RECOMMENDATION	Council Meeting Date:
Requested action to be taken by Council: Award RFP Number <u>2023-09</u>	Council Action Taken: Select one
Date:	
ADDITIONAL INFORMATION:	
Reviewed by City Administrator: /s/John Lowe	
08/03/2023	

ATTACHMENT(S): Specifications Bid/RFP Summary Other: _____

RFP Title: Groundskeeping, Maintenance and Grave Digging for Carlsbad and Sunset Gardens Cemeteries

RFP # 2023-09

Staff Experience and Qualifications - (III B)	Points Possible	Orlando Garza	Garden Mart
1. Plan for administration and maintenance services	20	19.50	15.50
2. Qualifications of all key staff members	5	5.00	3.83
Category Total	25	24.50	19.33
Proposer Experience - (III C)	Points Possible	Orlando Garza	Garden Mart
Experience of proposer in providing similar services	25	24.17	19.67
Technical Approach and Resources - (III D)	Points Possible	Orlando Garza	Garden Mart
1. Proposer's understanding of the scope of the work.	10	9.83	8.50
2. Plans to perform the services required in the scope of work	10	9.67	7.67
3. Specialized Problem Solving Skills	5	5.00	3.67
Category Total	25	24.50	19.83
4. Financial Ability (III E)	Points Possible	Orlando Garza	Garden Mart
Financial Ability to meet the contract requirements	15	15.00	15.00
COST PROPOSAL	Points Possible	Orlando Garza	Garden Mart
To Be Scored by Procurement Manager	10	10	9.43
Proposed Monthly Fee (excluding tax)		\$ 34,415.00	\$ 36,500.00
NM Resident or Veteran Owned Business	5	5.00	N/A
Total Points	100	103.17	83.26

CPO Certification 

**City of Carlsbad
Personnel Department**

**Action Report
Month of July 2023**

City of Carlsbad
 Personnel Department Action Report
 Month of July 2023

EMPLOYEE REPORT	Beginning of Month	New Hires	Terminations	Transfers In	Transfers Out	End of Month
Full-Time Employees	427	3	6	1	0	425
Part-Time/Temp Employees	79	4	7	0	1	75
Total Employees	506	7	11	1	1	500
Administrative	19	0	1	0	0	18
Judicial	7	1	0	0	0	8
Finance	18	0	1	0	0	17
Police	104	1	2	0	0	103
Fire	64	0	2	0	0	62
Community Development	122	3	6	0	0	119
Planning & Regulation	13	0	0	0	0	13
Utilities	73	2	1	0	0	74
Transportation & Facilities	86	0	0	0	0	86
TOTAL	506	7	13	0	0	500

WEEKLY INDEMNITY	Beginning of Month	New Claims	Released To Work	Terminated	End of Month
Employees on WI	4	2	3	0	3

UNEMPLOYMENT CLAIMS	Claims Received	Claims Returned	Claims Denied	Claims Approved	Claims Pending	Claims Appealed
Current Month	0	0	0	0	0	0

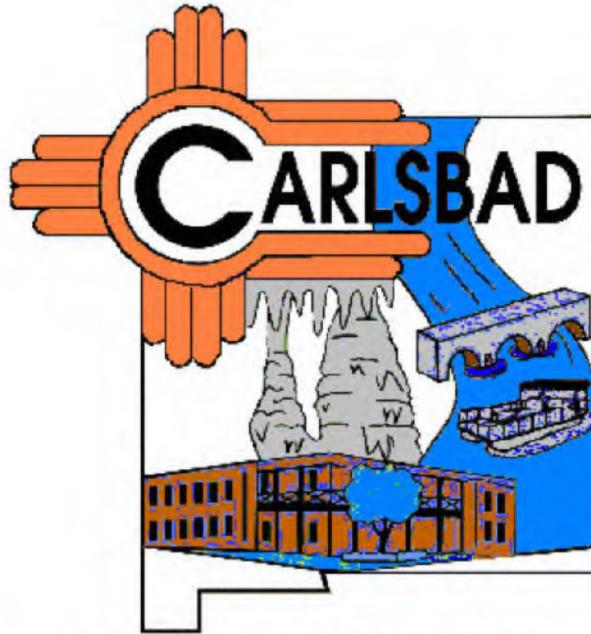
DRUG TESTS	Number Given
Pre-employment	5
Probationary	0
Post Accident	13
Random	0
Periodic	0
Probable Cause	0

VACANCIES BID	Department
Account Clerk 1	Finance
Master Mechanic	Garage
Meter Reader Foreman	Water
Shop Foreman	PFA Garage
Transit Driver	Transit

PHYSICAL EXAMINATIONS	Number Given
Pre-employment	6
Return to Work Evaluation	0
Functional Capacity Evaluation	0

VACANCIES ADVERTISED	Applications Received
Electrical Inspector	Pending
Electrician	Pending
Firefighter/EMT	28
Heavy Equipment Operator	Pending
Museum Attendant	10
Patrolman	Pending
Seasonal Recreation Attendant	Pending
Transit Driver, on-call	Pending
Vactor Operator	Pending

TESTING	Number Given
None	



CITY OF CARLSBAD

FY 2022 - 2023

DEPARTMENT OF UTILITIES

JUNE 2023

Ivan M. Abell, Director of Utilities

ENVIRONMENTAL SERVICES REPORT

JUNE 2023

<i>Environmental Services:</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Calendar Year to Date</i>
State and Federal Environmental Violations by City	0	0	0
Environmental Assessments (CDBG, P&Z, Drilling)	0	0	0
Environmental Compliance Inspections	0	0	0
Criminal Complaints Filed	0	0	0
Environmental Projects or Programs	0	1	1
Grease Interceptors Inspections	0	0	0

<i>Laboratory:</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Calendar Year to Date</i>
<i>Municipal Water Sampling/Analysis:</i>			
Wellfield Chemical Characteristic Analysis	38	44	259
Partial Wellfield Chemical Characteristics	28	36	199
Monitoring Wells Chemical Analysis	5	0	17
Total Coliform Analysis	40	40	240
Fecal Coliform Analysis	0	0	0
Chlorine Residual Tests (DE)	22	23	129
Special Chemicals (BTEX, Ammonia, Nitrite)	0	0	0

<i>Municipal Wastewater Sampling/Analysis (Reads):</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Calendar Year to Date</i>
Chemical Oxygen Demand Tests	0	0	0
Biochemical Oxygen Demand	12	15	78
Total Suspended Solids Tests	12	15	78
Volatile Alkalinity Tests	0	0	0
E-Coli on Effluent	12	15	78
Metals/TCLP/PCB/M2 Sampling on Sludge	0	0	0
Fecal Coliform Analysis on Sludge (Compost)	0	0	0
Effluent Chemical Characteristic Analysis	1	1	6

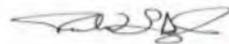
<i>DMR Bench Sheet:</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Calendar Year to Date</i>
Influent BOD Avg. (Lbs.)	7,175	6,342	40,081
Effluent BOD Avg. (Lbs.)	25.94	643	850
BOD Removal (%)	99.64	90	587
Influent TSS Avg. (Lbs.)	10,169	6,095	44,491
Effluent TSS Avg. (Lbs.)	26.14	304	576
TSS Removal (%)	99.74	95	590

ENVIRONMENTAL SERVICES REPORT JUNE 2023

Private Well Analysis:	Current Month	Previous Month	Calendar Year to Date
Total Coliform Analysis	40	38	241
Total Coliform Analysis (Construction)	0	0	4
Number of Positives for Confirmation	1	1	2
Chemical Characteristics Analysis	0	0	2
Environment Department Mediated Tests	0	0	0
Lake Carlsbad E-Coli Analysis Performed	30	11	41
Lake Carlsbad Beach Closures Due to Bacterial Count	0	0	0

Golf Course (Reclaimed) Water Analysis (NMED Groundwater Discharge Permit):	Current Month	Previous Month	Calendar Year to Date
Nitrate	5	4	26
Total Kjeldahl Nitrogen	0	0	0
Total Dissolved Solids	1	1	6
E-Coli Analysis	12	14	75
Chemical Characteristics	0	0	0
Other NMED-Required Testing (Chlorides, etc.)	1	1	6

Remarks:



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 ou=Env Services Lab,
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**Richard Aguilar,
Environmental Svcs. Superintendent**

Solid Waste Department Summary

June 2023

	This Month	Previous Month	Last Year	Calendar Year to Date
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Garbage Collection (ARC)

Number of ARC Trucks in Operation	16 Of 22	19 of 22	17 of 18	
Tons Collected and Delivered to Landfill	2,208.23	2,377.35	1,260.33	12,784.42
Number of Trips to Landfill	309	320	133.00	1789

Residential and Commercial Services

Number of Residential Services	10,315	10256	10,315	
Number of Commercial Services	992	996	992	
Number of New Residential Services	11	15	11	209
Number of New Commercial Services	8	8	3	40

*No Data Available

Container Maintenance

Number of 3 CuYard Containers Repaired	35	20	83	159
Number of 3 CuYard Containers Replaced	35	8	8	53
Number of 1.5 CuYard Containers Repaired	0	0	8	
Number of 1.5 CuYard Containers Replaced	0	0	0	2
Number of 96 gallon Containers Repaired	102	20	83	484
Number of 96 gallon Containers Replaced	159	8	131	155
Number of 96 gallon Lids Replaced	35	20	16	220
Number of 96 gallon Wheels Replaced	69	58	20	264
Number of 1.5 CuYard Lids Repaired	8	0	3	8
Number of 3 CuYard Lids Repaired	8	8	20	20
Number of New 96 Gallon Roll-Outs	119	26	127	127

Trash/Yard Waste Residential Collection (Grappler)

Number of Trucks in Operation	3 of 7	4 of 5	5 of 5	
Tons of Trash Delivered to Landfill	132.54	232.17	230.01	1,106.97
Number of Trips to Landfill	50	20	83	367
Green Waste Collected and Delivered to WWTP (TONS)	0.00	0	3	0.00
Number of trips to WWTP	0	0	0	0

	8	8	8	
	0			
	8			
	8	8	8	

	8	8		
	8	8		
	8	8		

Solid Waste Department Summary

June 2023

This Month Previous Month Last Year Calendar
Year to Date

Sandpoint Landfill Operation

Waste Received from Carlsbad (Tons)	4,241.56	7,049.58	2,093.92	27,641.01
Waste Received from Artesia (Tons)	1,993.28	4,004.09	893.97	13,782.53
Waste Received from Eddy County (Tons)	3,227.40	4,047.69	1,006.03	20,145.11
Waste Received from Others (Tons)	192.11	87.37	30.77	837.18
Tipping Fees received at Gate	\$4,342.10	\$7,040.10	2,324.92	\$40,450.65
Tipping fees Billed	\$104,332.45	\$204,450.45	32,850.12	\$684,043.52
Solid Waste Facility Permit Violations	0	0	0.00	0

Convenience Station

Tons of Trash Collected and Delivered to Landfill	442.62	556.00	1,059.49	3,059.77
CuYards of Glass	0.00	0.00	0.00	0.00
Tons of Metal	19.93	11.28	11.28	96.85
Green Waste Collected and Delivered to WWTP (TONS)	0	0.00	0.00	0.00
Number of trips to WWTP	0	0	0.00	0

Roll Off Rentals

Fees Billed	\$30,072.00	\$35,537.00	32,023.12	\$200,050.83
Tons of Refuse Collected and Delivered to Landfill	191.13	289.43	251.41	1,460.40
No. of 40 CuYard Containers Rented	0	0.00	0.00	0.00
No. of 30 CuYard Containers Rented	53	55.00	47.00	322.00
No. of 25 CuYard Containers Rented	0	0.00	0.00	0.00
No. of 15 CuYard Containers Rented	0	0.00	0.00	1.00

REMARKS:

*No Data Available

Robert Carrillo

Robert Carrillo, Acting Solid Waste Superintendent

7/10/23

Date

Carlsbad Municipal Water System Report

Jun-23

Acre Ft.

Production Figures:

This Month Previous Month Year to Date

Pumped from Sheep's Draw (Ac. Ft.)	1,079.94	916.36	3949.12
Water Imported from Double Eagle (Ac. Ft.)	33.32	35.61	453.59
Water delivered to Livestock (Ac. Ft.)	0.45	0.43	2.05
Water Sold to Apartments (Ac. Ft.)	14.19	11.93	70.23
Water Sold to Commercial Accounts (Ac. Ft.)	181.99	147.77	788.47
Water Sold to Government Accounts (Ac. Ft.)	68.76	57.07	207.43
Water Sold to Industrial Accounts (Ac.Ft.)	0.21	0.08	0.57
Water Sold to Residential Accounts (Ac.Ft.)	645.62	483.05	2400.99
Record Only Accounts (Ac.Ft.)	2.47	1.75	6.57
Water Sold to Semi-Commercial Accounts (Ac.Ft.)	21.08	16.86	80.17
Safe Drinking Water Act Violations	0	0	0

Wells:

Number in Operation (Sheep's Draw) **	9/9	9/9	
KWH Consumed	879,040	722,320	3,205,800
Capitan Aquifer Level (Ft. from Surface @ #6)	393.50	392.67	
Number of New Water Services Installed	20	18	69

Meters:

Total in Service	12,676	12,627	
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Fire Hydrants:

In Service	879	879	
Out of Service	1	1	
Repaired	0	2	13

Remarks:

Ron Myers
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 Department, email=ronmyers@cityofcarlsbad.com, c=US
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Ron Myers, Superintendent

CARLSBAD WATER SYSTEM WELL OPERATION Jun-23

WELL	POWER CONSUMPTION X 400			WATER PRODUCTION X 1000				ENGINE HOUR CLOCK			WATER LEVELS			
	CURRENT MONTH	LAST MONTH	KWH CONSUMED	CURRENT MONTH	LAST MONTH	GALLONS PUMPED	ACRE FEET	CURRENT MONTH	LAST MONTH	HOURS RUN	GPM	STATIC	PUMPED per Hour Meter (gal)	gal/kwh
1	5996	5903	37,200	28,525	12,688	15,837,000	48.60	305.3	144.7	160.6	1,750		16,863,000	525
2	2316	2261	22,000	24,951	17,175	7,776,000	23.86	12335.9	12216.4	119.5	1,200		8,604,000	420
3	6061	5800	104,400	523,247	482,720	40,527,000	124.37	38571.6	38160.7	410.9	1,600		39,446,400	375
4	22629	22315	125,600	736,794	686,580	50,214,000	154.10	53299.5	52827.5	472.0	1,750		49,560,000	257
5	20536	20470	26,400	1,291,918	1,281,031	10,887,000	33.41	63277.5	63186.4	91.1	1,200		6,559,200	348
6	37968	36719	199,840	1,010,001	925,744	84,257,000	258.58			495.1	2,800		83,170,080	421
7	36332	35941	156,400	540,052	472,876	67,176,000	206.16	5209.3	4631.9	577.4	1,950		67,555,800	424
8	34760	34449	124,400	485,581	435,332	50,249,000	154.21	13960.7	13356.1	604.6	1,350		48,972,600	389
9	12871	12664	82,800	613,952	588,978	24,974,000	76.64		0		1,600		0	324
10														
TOTAL KWH CONSUMED			879,040	TOTAL PUMPED		351,897,000	1,079.94	TOTAL HOURS RUN		2,931.2	OIL		TOTAL CHLORINE USED	
											56.5		2,011	
Reservoir No. 4 Meter			Total Gallons Pumped Comparison				Total Rainfall			Notes				
Inlet This Month X 1000		4,204,234		THIS MONTH		351,897,000	1,079.94	0.1			Wells #4 and #5 on State Trust Land			
				LAST YEAR, SAME MONTH		318,020,000	975.97							
Inlet Last Month X 1000		3,849,765		DIFFERENCE		33,877,000	103.97							
Total Inlet		354,469,000		* corrected										

**MUNICIPAL WATER SYSTEM
WATER RIGHTS PUMPED (C-76)
ACRE FEET**

(9867 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2002	297.16	268.70	440.91	704.96	958.06	1,066.88	1,341.56	1,074.79	774.52	485.05	280.99	155.99	7849.57
2003	270.84	203.99	505.94	1,064.03	1,206.94	1,122.78	1,343.98	1,076.39	775.41	685.53	305.27	409.57	8970.67
2004	385.42	439.36	489.06	680.19	948.71	1,063.84	1,068.05	798.52	772.40	451.14	364.15	414.64	7875.48
2005	332.30	318.24	425.71	655.91	878.61	1,123.12	1,338.81	773.36	830.12	609.54	478.07	445.90	8209.69
2006	395.24	416.50	606.61	799.07	1,145.49	1,165.26	1,141.96	699.68	536.40	574.84	453.79	372.30	8307.14
2007	386.96	350.66	480.44	665.57	629.51	1,062.65	841.31	964.52	740.42	672.37	485.02	446.90	7726.33
2008	452.24	668.55	705.92	934.92	1,060.06	1,454.74	1,040.96	900.29	768.43	684.45	505.09	456.16	9631.81
2009	458.70	519.36	694.55	871.85	1,095.02	1,202.19	951.06	980.82	809.14	666.16	529.67	420.61	9199.13
2010	422.56	352.26	539.69	327.39	1,150.19	1,219.15	848.31	1,057.28	738.68	677.68	503.09	461.84	8298.12
2011	474.73	536.44	800.88	973.90	1,238.89	1,355.98	1,423.54	1,226.62	886.11	776.71	540.43	454.95	10689.18
2012	466.85	431.44	701.69	810.10	828.11	1,185.27	901.47	1,013.28	806.85	652.17	480.34	461.15	8738.72
2013	423.91	412.36	633.53	822.91	947.12	1,047.09	800.86	925.05	727.29	611.46	451.84	377.93	8,181.35
2014	388.31	383.82	557.69	701.51	872.84	1,031.98	1,122.07	893.82	552.90	541.69	414.16	391.00	7,851.79
2015	428.54	369.38	490.96	711.13	732.60	903.17	919.01	994.43	789.98	522.56	432.59	418.96	7,713.31
2016	408.24	364.58	449.03	573.56	672.93	921.77	1,157.49	791.59	541.42	587.72	443.39	442.94	7,354.66
2017	394.41	415.24	615.73	768.14	921.14	883.20	1,007.00	726.66	715.10	536.59	482.95	484.39	7,950.55
2018	484.78	402.92	640.20	750.65	991.56	1,023.15	954.69	853.04	684.90	530.89	386.73	404.76	8,108.27
2019	392.03	408.30	501.88	712.74	920.31	919.36	931.82	860.57	880.60	570.04	425.02	400.18	7,922.85
2020	424.96	402.62	508.41	896.76	983.81	1,161.49	1,242.85	1,055.78	1,045.26	625.06	411.27	463.48	9,221.75
2021	368.52	418.64	712.43	726.13	809.60	837.98	793.40	764.24	715.36	652.05	455.84	403.35	7,657.54
2022	336.78	376.58	515.94	882.91	973.98	975.97	1,147.87	848.51	773.62	493.31	404.67	435.85	8,165.99
2023	330.74	313.20	484.97	823.91	916.36	1,079.94							3,949.12

Sheep Draw Water Pumped - Acre Feet 9867 Acre Feet Available Per Year

Difference

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
													9867	
1999	259.97	275.11	485.12	694.64	798.54	839.80	903.86	1,102.11	751.40	534.43	395.59	253.70	7,294.27	2,572.73
Total		535.08	1,020.20	1,714.84	2,513.38	3,353.18	4,257.04	5,359.15	6,110.55	6,644.98	7,040.57	7,294.27		
2000	303.85	377.05	592.71	710.82	1,063.12	1,168.66	1,072.41	1,134.64	886.90	487.13	260.33	278.46	8,336.08	1,530.92
Total		680.90	1,273.61	1,984.43	3,047.55	4,216.21	5,288.62	6,423.26	7,310.16	7,797.29	8,057.62	8,336.08		
2001	379.10	340.60	389.50	714.80	1,129.68	1,083.53	1,341.71	1,074.96	612.54	662.35	356.80	276.27	8,361.84	1,505.16
Total		719.70	1,109.20	1,824.00	2,953.68	4,037.21	5,378.92	6,453.88	7,066.42	7,728.77	8,085.57	8,361.84		
2002	297.16	268.70	440.91	704.96	958.06	1,066.88	1,341.56	1,074.79	774.52	485.05	280.99	155.99	7,849.57	2,017.43
Total		565.86	1,006.77	1,711.73	2,669.79	3,736.67	5,078.23	6,153.02	6,927.54	7,412.59	7,693.58	7,849.57		
2003	270.84	203.99	505.94	1,064.03	1,206.94	1,122.78	1,343.98	1,076.39	775.41	685.53	305.27	409.57	8,970.67	896.33
Total		474.83	980.77	2,044.80	3,251.74	4,374.52	5,718.50	6,794.89	7,570.30	8,255.83	8,561.10	8,970.67		
2004	385.42	439.36	489.06	680.19	948.71	1,063.84	1,068.05	798.52	772.40	451.14	364.15	414.64	7,875.48	1,991.52
Total		824.78	1,313.84	1,994.03	2,942.74	4,006.58	5,074.63	5,873.15	6,645.55	7,096.69	7,460.84	7,875.48		
2005	332.30	318.24	425.71	655.91	878.61	1,123.12	1,338.81	773.36	830.12	609.54	478.07	445.90	8,209.69	1,657.31
Total		650.54	1,076.25	1,732.16	2,610.77	3,733.89	5,072.70	5,846.06	6,676.18	7,285.72	7,763.79	8,209.69		
2006	395.24	416.50	606.61	799.07	1,145.49	1,165.26	1,141.96	699.68	536.40	574.84	453.79	372.30	8,307.14	1,559.86
Total		811.74	1,418.35	2,217.42	3,362.91	4,528.17	5,670.13	6,369.81	6,906.21	7,481.05	7,934.84	8,307.14		
2007	386.96	350.66	480.44	665.57	629.51	1,062.65	841.31	964.52	740.42	672.37	485.02	446.90	7,726.33	2,140.67
Total		737.62	1,218.06	1,883.63	2,513.14	3,575.79	4,417.10	5,381.62	6,122.04	6,794.41	7,279.43	7,726.33		
2008	452.24	668.55	705.91	934.92	1,060.06	1,454.74	1,040.96	900.29	768.43	684.45	505.09	456.16	9,631.80	235.20
Total		1,120.79	1,826.70	2,761.62	3,821.68	5,276.42	6,317.38	7,217.67	7,986.10	8,670.55	9,175.64	9,631.80		
2009	458.70	519.36	694.55	871.85	1,095.02	1,202.19	951.06	980.82	809.14	666.16	529.67	420.61	9,199.13	667.87
Total		978.06	1,672.61	2,544.46	3,639.48	4,841.67	5,792.73	6,773.55	7,582.69	8,248.85	8,778.52	9,199.13		

Sheep Draw Water Pumped - Acre Feet 9867 Acre Feet Available Per Year

Difference

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
														9,867.00
2011	474.73	536.44	800.88	973.90	1,238.89	1,355.98	1,423.54	1,226.62	886.11	776.71	540.43	454.95	10,689.18	-822.18
Total		1,011.17	1,812.05	2,785.95	4,024.84	5,380.82	6,804.36	8,030.98	8,917.09	9,693.80	10,234.23	10,689.18		
2012	466.85	431.44	701.69	810.10	828.11	1,185.27	901.47	1,013.28	806.85	652.17	480.34	461.15	8,738.72	1,128.28
Total		898.29	1,599.98	2,410.08	3,238.19	4,423.46	5,324.93	6,338.21	7,145.06	7,797.23	8,277.57	8,738.72		
2013	423.91	412.36	633.53	822.91	947.12	1,047.09	800.86	925.05	727.29	611.46	451.84	377.93	8,181.35	1,685.65
Total		836.27	1,469.80	2,292.71	3,239.83	4,286.92	5,087.78	6,012.83	6,740.12	7,351.58	7,803.42	8,181.35		
2014	388.31	383.82	557.69	701.51	872.84	1,031.98	1,122.07	893.82	552.90	541.69	414.16	391.00	7,851.79	2,015.21
Total		772.13	1,329.82	2,031.33	2,904.17	3,936.15	5,058.22	5,952.04	6,504.94	7,046.63	7,460.79	7,851.79		
2015	482.54	369.38	490.96	711.13	732.60	903.17	919.01	994.43	789.98	522.56	432.59	418.96	7,767.31	2,099.69
Total		851.92	1,342.88	2,054.01	2,786.61	3,689.78	4,608.79	5,603.22	6,393.20	6,915.76	7,348.35	7,767.31		
2016	408.24	364.58	449.03	573.56	672.93	921.77	1,157.49	791.59	541.42	587.72	443.39	442.94	7,354.66	2,512.34
Total		772.82	1,221.85	1,795.41	2,468.34	3,390.11	4,547.60	5,339.19	5,880.61	6,468.33	6,911.72	7,354.66		
2017	394.41	415.24	615.73	768.14	921.14	883.20	1,007.00	726.66	715.10	536.59	482.95	484.39	7,950.55	1,916.45
Total		809.65	1,425.38	2,193.52	3,114.66	3,997.86	5,004.86	5,731.52	6,446.62	6,983.21	7,466.16	7,950.55		
2018	484.78	402.92	640.20	750.65	991.56	1,023.15	954.69	853.04	684.90	530.89	386.73	404.76	8,108.27	1,758.73
Total		887.70	1,527.90	2,278.55	3,270.11	4,293.26	5,247.95	6,100.99	6,785.89	7,316.78	7,703.51	8,108.27		
2019	392.03	408.30	501.88	712.74	920.31	919.37	931.82	860.57	880.60	570.04	425.02	400.18	7,922.86	1,944.14
Total		800.33	1,302.21	2,014.95	2,935.26	3,854.63	4,786.45	5,647.02	6,527.62	7,097.66	7,522.68	7,922.86		
2020	438.73	387.20	523.69	928.40	1,015.17	1,177.81	1,120.57	1,062.19	1,066.47	539.88	430.40	463.48	9,153.99	713.01
Total		825.93	1,349.62	2,278.02	3,293.19	4,471.00	5,591.57	6,653.76	7,720.23	8,260.11	8,690.51	9,153.99		
2021	368.01	418.64	712.43	726.13	809.60	837.98	793.40	764.24	715.36	652.05	455.84	403.35	7,657.03	2,209.97
Total		786.65	1,499.08	2,225.21	3,034.81	3,872.79	4,666.19	5,430.43	6,145.79	6,797.84	7,253.68	7,657.03		
2022	336.78	376.58	515.94	882.91	973.98	975.97	1,147.87	848.51	773.62	493.31	404.67	435.85	8,165.99	1,701.01
Total		713.36	1,229.30	2,112.21	3,086.19	4,062.16	5,210.03	6,058.54	6,832.16	7,325.47	7,730.14	8,165.99		
2023	330.74	313.20	484.97	823.91	916.36	1,079.94							3,949.12	5,917.88
Total		643.94	1,128.91	1,952.82	2,869.18	3,949.12	3,949.12	3,949.12	3,949.12	3,949.12	3,949.12	3,949.12		

**MUNICIPAL WATER SYSTEM
WATER SOLD
ACRE FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2002	361.07	373.67	374.24	527.03	956.91	1164.77	996.81	977.93	1153.18	607.92	431.21	301.17	8225.93
2003	391.07	304.91	404.05	598.44	999.69	1030.55	1061.59	1169.02	1046.52	731.67	559.33	342.90	8639.75
2004	418.82	310.23	337.47	479.72	685.58	983.31	984.35	814.65	763.90	475.02	413.97	302.17	6969.19
2005	368.27	275.02	299.95	503.81	693.61	840.97	1296.63	886.95	754.89	658.48	468.42	377.74	7424.74
2006	414.11	677.07	450.26	678.99	725.58	1280.61	1083.09	705.47	564.79	572.49	430.08	334.08	7916.62
2007	354.13	318.22	380.07	437.50	653.63	756.31	899.69	774.47	896.99	541.76	530.36	344.60	6887.72
2008	326.32	375.13	413.71	627.22	842.55	1025.43	943.54	855.66	605.32	559.79	494.03	0.00	7068.68
2009	439.03	352.25	614.56	2321.13	1268.55	1211.80	1099.85	927.66	1030.30	765.46	976.92	564.86	11572.39
2010	567.77	471.98	547.89	757.41	1272.59	1066.67	1081.09	913.03	1105.63	1031.30	950.35	786.38	10552.09
2011	444.27	760.40	774.56	1233.94	1338.54	1352.52	1717.55	1405.40	1347.32	924.66	874.25	677.51	12850.91
2012	565.38	642.97	581.75	926.04	848.01	1000.31	1440.24	1151.94	1237.78	866.01	865.02	670.56	10796.01
2013	616.99	671.05	645.27	975.32	1,049.04	1,249.35	944.16	951.65	1,058.15	785.76	592.98	469.93	10009.65
2014	475.55	470.88	507.96	653.04	920.21	1,041.43	1,157.15	978.54	953.20	558.14	550.55	417.07	8683.72
2015	554.03	282.77	520.21	624.18	758.14	800.23	985.58	863.21	1,068.91	639.91	478.42	448.68	8024.27
2016	456.11	302.09	482.13	615.67	708.66	828.42	1,071.60	820.33	623.25	460.13	368.12	305.64	7042.15
2017	389.78	306.60	440.10	639.30	654.47	838.50	1,049.46	698.97	675.47	504.34	369.98	684.50	7251.47
2018	422.34	332.74	345.80	670.09	971.05	975.33	966.38	858.30	871.28	451.67	438.60	355.77	7659.35
2019	393.08	359.27	350.49	565.35	639.70	890.80	994.24	830.84	887.72	711.06	476.89	347.64	7447.08
2020	336.09	374.53	311.89	657.80	838.33	1,080.68	1,158.21	1,069.16	1,120.70	917.05	479.84	350.70	8694.98
2021	414.83	317.62	365.17	767.91	768.47	825.78	709.15	954.68	597.34	740.70	354.75	355.25	7171.65
2022	367.25	360.67	349.75	693.40	752.88	1,174.27	944.39	940.34	746.92	652.02	422.08	417.17	7821.14
2023	415.22	425.35	388.23	673.31	718.62	934.58							3555.31

* No info available due to transition of new billing system.

MUNICIPAL WATER SYSTEM METERS IN SERVICE

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2002	10,385	10,398	10,360	10,396	10,485	10,486	10,492	10,479	10,512	10,468	10,448	10,534
2003	10,453	10,420	10,550	10,505	10,549	10,682	10,604	10,670	10,688	10,631	10,586	10,606
2004	10,608	10,541	10,617	10,624	10,627	10,678	10,700	10,730	10,671	10,672	10,684	10,597
2005	10,581	10,552	10,635	10,618	10,645	10,733	10,757	10,747	10,725	10,695	10,692	10,669
2006	10,676	10,669	10,663	10,704	10,687	10,759	10,720	10,746	10,739	10,711	10,670	10,645
2007	10,633	10,661	10,679	10,717	10,726	10,814	10,801	10,786	10,740	10,735	10,761	10,753
2008	10,804	10,784	10,809	10,826	10,836	10,880	10,861	10,875	10,820	10,758	10,713	
2009	10,747	10,881	11,126	11,179	11,156	11,232	11,160	11,184	11,158	11,169	11,182	11,107
2010	11,132	11,105	11,201	11,157	11,208	11,221	11,216	11,225	11,201	11,205	11,184	11,165
2011	11,271	11,292	11,256	11,270	11,281	11,349	11,331	11,333	11,327	11,300	11,267	11,224
2012	11,249	11,229	11,277	11,305	11,333	11,353	11,368	11,370	11,319	11,332	11,344	11,321
2013	11,290	11,361	11,415	11,405	11,412	11,450	11,488	11,527	11,507	11,478	11,482	11,442
2014	11,501	11,709	11,803	11,807	11,848	11,893	11,919	11,988	12,001	12,022	11,892	11,993
2015	11,865	11,871	11,916	12,014	11,957	12,153	12,062	12,087	12,020	11,968	11,825	11,978
2016	11,854	12,116	12,166	12,125	12,143	12,224	12,170	12,219	12,162	12,076	11,979	11,948
2017	12,053	12,014	12,173	12,213	12,173	12,223	12,205	12,376	12,213	12,300	12,204	12,288
2018	12,315	12,307	12,329	12,384	12,452	12,531	12,472	12,479	12,467	12,408	12,577	12,352
2019	12,440	12,386	12,556	12,508	12,653	12,656	12,698	12,827	12,644	12,804	12,708	12,653
2020	12,769	12,731	12,859	12,827	12,844	12,926	12,912	13,057	12,996	13,265	12,812	12,799
2021	12,830	12,920	12,945	13,205	13,026	13,162	*	*	*	*	*	*
2022	*	*	*	*	*	*	*	*	*	*	*	12,980
2023	12,572	12,604	12,610	12,646	12,627	12,676						

* No info available due to transition of new billing system.

**AIRPORT WELLS
WATER RIGHTS PUMPED
ACRE FEET**

(61.24 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2012	0.59	0.62	1.08	0.83	1.83	3.64	2.31	3.67	2.27	2.01	1.67	1.87	22.41
2013	0.89	2.32	2.26	1.18	1.28	1.73	1.9	3.69	2.01	2.62	1.99	1.06	22.93
2014	1.86	0.73	1.04	1.55	0.66	0.20	3.17	0.96	0.37	1.89	0.80	0.61	13.84
2015	0.03	0.07	0.03	1.02	1.59	2.47	2.57	2.96	2.13	1.35	2.46	1.57	18.25
2016	1.14	2.21	3.25	3.48	2.43	1.45	0.064	0.031	0.002	0.016	0.00	0.058	14.13
2017	0.07	0	0.16	0.31	0	0.51	0.55	0.022	0.00	0	0.18	0.14	1.94
2018	0.00	0.07	0.06	0.082	0.303	0.00	0.002	0.002	0.002	0.002	0.001	0.002	0.53
2019	0.00	0.023	0.36	0.56	1.17	2.72	2.13	2.67	2.60	2.60	1.33	1.99	18.15
2020	0.48	1.04	0.49	1.47	0.61	1.37	0	0.99	1.55	2.03	0.46	0.35	10.84
2021	0.77	0.34	0.45	0.71	0.94	2.01	1	1.56	0.92	0.83	1.21	0.61	11.35
2022	0.89	0.62	0.95	0.27	0.21	0.33	0.9	0.08	0.12	0.01	0.03	0	4.41
2023	0.00	0.00	0.00	0.40	0.52	3.75							4.67

**AIRPORT WELLS
WATER SOLD
ACRE FEET**

2011	1.18	1.09	3.76	3.87	3.32	3.91	3.32	1.69	3.5	3.25	3.99	0.81	33.69
2012	2.36	2.65	3.77	3.84	1.27	3.02	2.66	4.22	2.62	2.3	2.65	1.28	32.64
2013	1.32	1.11	0.88	0.49	0.64	1.67	1.78	2.70	1.22	0.97	1.20	0.95	14.93
2014	1.15	0.05	1.51	0.82	0.07	0	0.44	0.27	0.01	0.02	0.01	0.01	4.36
2015	0.01	0	0	0	0	1.04	1.78	3.12	1.12	1.60	2.07	1.25	11.99
2016	1.4	2.14	2.86	3.35	2.18	1.22	0.04	0.03	0	0.02	0	0	13.235
2017	0	0	0.15	0	0	0.48	0.53	0.00	0	0.00	0.00	0	1.16
2018	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0	0
2019	0	0	0.33	0.052	0	0.031	0.031	0.00	0.37	0.29	0.51	0.08	1.694
2020	0.04	6.27	0.38	1.21	0.58	1.17	0.31	0.00	1.5	1.75	0.40	0.29	13.9
2021	0.84	0.17	0.42	0.73	0.92	1.9	1.36	1.26	1.17	0.64	0.95	0.79	11.15
2022	*	*	*	*	*	*	*	*	*	*	*	*	0
2023	0	0	0	0	0.73	0.55							1.28

Note: Water Sold Report is always one month behind.

*no info available

WATER CUTOFFS

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2012		227	231	299	198	270	216	274	219	504	293	408	3139
2013	260	309	321	438	267	362	267	315	236	254	362	291	3682
2014	343	360	433	239	353	185	363	399	288	373	484	307	4127
2015	397	254	252	355	256	273	299	303	266	307		535	3497
2016	414	440	298	297	360	239	345	163	177	212	240	172	3357
2017	268	210	265	279	158	231	170	195	166	228	221	177	2568
2018	241	301	120	139	235	153	227	152	206	216	368	199	2557
2019	257	270	334	143	238	147	222	251	235	256	341	217	2911
2020	172	172	235	0	0	0	0	0	0	643	0	0	1222
2021	0	0	0	428	341	255	0	0	0	0	0	0	1024
2022	0	0	797	324	394	345	457	285	276	0	0	0	2878
2023	506	275	291	318	305	319							2014

**SHOOTING RANGE WELL
WATER RIGHTS PUMPED
ACRE FEET**

(3 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2013	0.05	0.03	0.12	0.16	0.18	0.28	0.21	0.32	0.16	0.20	0.08	0.05	1.84
2014	0.07	0.10	0.16	0.10	0.13	0.29	0.34	0.31	0.17	0.18	0.11	0.10	2.06
2015	0.08	0.07	0.12	0.12	0.11	0.12	0.12	0.26	0.21	0.12	0.08	0.09	1.50
2016	0.07	0.08	0.10	0.07	0.10	0.22	0.16	0.09	0.04	0.04	0.037	0.031	1.04
2017	0.009	0.01	0.03	0.02	0.04	0.10	0.04	0.055	0.046	0.05	0.03	0.034	0.47
2018	0.04	0.02	0.04	0.02	0.02	0.03	0.02	0.03	0.025	0.025	0.034	0.058	0.37
2019	0.061	0.05	0.06	0.05	0.03	0.03	0.01	0.02	0.02	0.02	0.086	0.080	0.51
2020	0.003	0.00	0	0	0.00	0.00	0.05	0.06	0.06	0.043	0.043	0.000	0.26
2021	0	0	0	0	0.00	0.03	0.02	0.02	0.09	0.03	0.02	0.04	0.25
2022	0.01	0.01	0.02	0.02	0.02	0.01	0.2	0.01	0.02	0.02	0.02	0.02	0.38
2023	0.01	0.02	0.02	0.02	0.06	0.02							0.15

**SUNSET GARDEN WELL
WATER RIGHTS PUMPED
ACRE FEET**

(28.2 Acre Ft. Available Per Year)

2012											10.75	0	10.75
2013	0.00	0.00	0.00	1.51	4.53	4.47	2.98	5.09	1.73	0.51	0.00	0.00	20.82
2014	0.00	0.00	0.00	0.00	0.00	0.00	6.81	2.58	0.53	0.00	0.00	0.00	9.92
2015	0.00	0.00	0.07	2.68	2.84	1.93	1.13	2.72	4.71	1.47	2.17	0.26	19.98
2016	0.13	1.89	3.37	4.30	4.49	4.11	4.66	0.82	0.00	0.00	0.00	0.00	23.77
2017	0.00	0.00	2.60	3.92	3.87	3.63	4.18	2.97	0.33	0.00	0.00	1.38	22.88
2018	0.00	0.07	0.00	1.48	3.53	3.74	1.57	3.46	2.79	1.00	0.00	0.00	17.64
2019	0.00	0.00	0.04	2.56	4.36	4.57	2.72	4.60	3.06	1.04	0.28	0.00	23.23
2020	0.13	0.55	1.06	2.53	3.77	1.58	3.97	3.97	3.81	2.46	0.78	0.29	24.90
2021	0.0045	0.00	1.06	2.23	3.09	3.29	3.36	2.23	2.60	1.07	1.49	1.41	21.84
2022	0.03	0.00	0.31	1.88	3.20	3.74	3.45	2.60	2.30	0.64	0.47	0.70	19.32
2023	0.00	0.02	0.73	2.40	3.43	3.49							10.07

WOOD FARM WELLS

1,000,000 325850

*1,000,000 /325850 Formula do not delete

2011	0.08	0.90	11.80	9.78	22.64	22.54	18.60	19.88	37.60	8.30	2.20	0.02	154.34
2012	0.00	4.81	9.11	11.16	11.79	18.76	10.00	11.69	15.24	1.89	0.05	0.64	95.13
2013	0.35	0.61	7.29	12.51	16.04	16.64	10.62	16.57	8.61	4.90	2.34	0.27	96.75
2014	1.36	1.79	6.64	10.62	16.04	22.07	21.01	13.50	3.31	4.42	0.12	0.25	101.13
2015	0.29	1.31	4.58	13.01	37.20	2.17	11.54	20.96	8.74	1.62	0.44	0.55	102.41
2016	0.27	2.67	14.42	13.03	22.09	30.57	33.17	15.94	8.18	15.31	1.38	1.44	158.47
2017	1.62	0.93	11.50	17.68	24.58	29.33	29.59	11.05	14.91	8.18	1.56	1.43	152.36
2018	5.02	3.40	12.61	15.47	26.22	28.31	27.69	24.12	34.65	5.79	11.50	1.96	196.74
2019	4.11	2.42	0.01	14.42	49.65	0.70	25.05	21.72	26.74	13.96	7.00	7.03	172.81
2020	1.14	3.17	12.31	28.72	29.58	30.38	32.01	27.83	27.48	11.13	10.67	5.49	219.91
2021	6.43	4.67	13.65	12.36	10.29	18.34	18.00	12.59	17.68	14.25	9.66	0.00	137.92
2022	1.30	2.77	10.51	18.12	17.91	21.45	25.31	19.20	11.97	11.94	10.19	5.43	156.10
2023	10.89	6.93	13.21	15.06	19.29	27.86							93.24

Water Department Summary
Double Eagle Water System
Jun-23
Acre Ft.

Production Figures:

This Month **Previous Month** **Year to Date**

Water:

Pumped from Double Eagle (Ac. Ft.)	93.44	88.51	755.82
Water Exported to Carlsbad Municipal System	33.32	35.61	453.59
Water delivered to "Paying Livestock Water" Customers (Ac. Ft.)	0.48	0.36	2.37
Water delivered to "Free Livestock Water" Customers (Ac. Ft.)	2.30	1.13	6.42
Water sold to "Governmental Domestic Water" Customers (Ac. Ft.)	0.50	0.48	3.07
Water sold "Commercial Domestic Water" Customers (Ac. Ft.)	0.04	0.02	0.54
Water sold to "Industrial Water" customers (Ac. Ft.)	7.66	5.25	31.29
Water delivered to WIPP (Ac. Ft.)	1.48	1.31	8.11
Water Used by CSW - New Well Const.	0	0	0.00
Safe Drinking Water Act Violations	0	0	0.00

Wells:

Wells in Operation	21	19	
KWH consumed*	99,658	77,222	735,303
Total No. of Wells	23	23	
Ogallala Aquifer Level at Hudson 1	127.10	127.06	
Tatum Aquifer Level	118.75	118.80	
Meters in Service	66	66	

Distribution Figures:

Transmission Lines:

Line Extension (feet)	0	0	0
Line Replacement (feet)	0	50	80
Leaks (Main Lines)	4	5	42
Leaks (Service Lines)	0	0	0
Number of Isolating Valves Operated	2	4	22
Number of Isolating Valves Serviced	0	0	0
Number of Pressure Reducing Valves Serviced	0	1	1
Number of Air Relief Valves Serviced	0	0	0
Line Location Services	50	70	343

Remarks:

Wells Down - C-3, AMB-1, AMB-3, CR-16, CR-17, CR10, CR15A
* Not available

Ron Myers

Ron Myers, Water Superintendent

Double Eagle Well Operation Jun-23

Well	Status	Water Production				Power Consumption			Motor Hours			Well Information		
		Present Read	Previous Read	Water Pumped		Present Read	Previous Read	KWH	Current	Previous	Hours Run	Avg GPM	Static Water Elevation	Pumping Elevation
				Gallons	Acre Ft.									
AMBASSADOR # 1	Neptune/ Trident											off		
AMBASSADOR # 4	Well Inoperable													
AMBASSADOR # 3	Well Inoperable					6,906	6,575	331				off		
C-11	McCrometer	41,299,506	40,400,965	898,541	2.76	149,099	145,059	4,040						
C-10	McCrometer	38,449,160	37,432,716	1,016,444	3.12	184,449	180,344	4,105						
C-6	Mc Crometer	45,376,480	43,575,513	1,800,967	5.53	539,633	534,727	4,906	21,380.7	21,213.4	167.3	140		
CAPROCK # 19	Mc Crometer Mag	34,281,454	34,186,001	95,453	0.29	31,996	31,595	401	16,557.5	16,490.1	67.4	25		
CAPROCK # 13	Mc Crometer	93,306,072	91,791,577	1,514,495	4.65	198,907	194,724	4,183	20,531.2	20,362.1	169.1	140		
C-9	McCrometer	29,608,990	28,395,951	1,213,039	3.72	134,974	131,493	3,481						
CAPROCK # 20	Sensus/ Omni	86,547,042	83,986,116	2,560,926	7.86	199,949	189,439	10,510	10,730.1	10,158.7	571.4	150		
CAPROCK # 10	Mc Crometer	10,467,327	10,467,327	0	0.00	114,831	114,822	9	0.0	0.0	0	90		
C-8	McCrometer	44,409,264	43,440,175	969,089	2.97	133,042	130,159	2,883						
C-7	McCrometer	25,189,597	24,551,520	638,077	1.96	96,454	94,331	2,123						
CAPROCK # 18	Sensus/ Omni	3,389,985	3,389,924	61	0.00	49,144	48,706	438	11,729.1	11,703.1	26	90		
CAPROCK # 6	Neptune/ Trident	143,351,945	136,295,240	7,056,705	21.66	77,424	72,047	5,377	28,770.0	28,444.5	325.5	105		
CAPROCK # 4	McCrometer	34,729,520	34,288,694	440,826	1.35	50,722	48,951	1,771	14,820.4	14,639.9	180.5	45		
CAPROCK # 1	Mc Crometer	36,134,778	35,509,509	625,269	1.92	141,303	139,234	2,069	18,113.0	17,807.3	305.7	30		
Frontier # 2	Mc Crometer	41,716,386	40,992,730	723,656	2.22	2,233	214	2,019	17,957.5	17,655.6	301.9	30		
Frontier # 1	Sensus/ Omni	41,679,851	40,317,738	1,362,113	4.18	13,718	9,539	4,179	26,622.2	26,249.0	373.2	50		
FRONTIER # 3	Mc Crometer	117,375,764	114,747,161	2,628,603	8.07	38,773	32,077	6,696	14,683.5	14,370.3	313.2	140		
C-2	Mc Crometer	7,638,660	7,638,467	193	0.00	16,225	0	16,225	659.0	659.0	0	160		
HUDSON # 1	Octave	17,000,559	15,476,037	1,524,522	4.68	235,577	231,761	3,816	10,717.6	10,447.3	270.3	130		
CAPROCK # 14	Mc Crometer	57,392,097	56,514,575	877,522	2.69	146,565	144,246	2,319	9,681.2	9,558.6	122.6	110		
CAPROCK # 15A	Mc Crometer	118,921,243	118,921,243	0	0.00	31	22	9	9,913.8	9,913.8	0	130		
CAPROCK # 21	Mc Crometer	71,568,356	70,018,708	1,549,648	4.76	185,263	180,171	5,092	13,623.8	13,320.8	303	65		
C-1	Mc Crometer	55,200,653	52,249,084	2,951,569	9.06	111,975	105,839	6,136	16,992.3	16,992.3	0	110		
CAPROCK # 2	Well Inoperable													
CAPROCK # 3	Well Inoperable													
CAPROCK # 5	Well Inoperable													
C-5	Well Inoperable													
C-4	Mc Crometer													
C-3	Mc Crometer													
CAPROCK # 17	Mc Crometer											80		
CAPROCK # 16	Mc Crometer											off		
Boosters		9,866,615	9,866,615	0	0.00	183,922	177,419	6,503	10999.9	10999.9	0			
2 MG RESERVOIR						1,145	1,108	37						
Totals				30,447,718	93.44			99,658			3497.10			

Meter Reads In Barrells
 Ambassadors #1 & # 3 - Wells Inoperable
 C-3, & Caprock #16 - Wells Inoperable
 Meter Changed Out
 Meter removed.

**DOUBLE EAGLE WATER SYSTEM
WATER RIGHTS PUMPED
ACRE FEET**

7648 Acre Ft. Available Per Year

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2003	122.27	104.02	106.63	131.16	131.94	108.31	137.27	122.89	129.50	122.80	83.40	125.20	1,425.39
2004	94.10	99.14	108.96	88.59	85.29	104.91	80.47	96.62	108.99	99.07	84.00	132.98	1,183.12
2005	81.06	73.83	91.00	90.00	110.71	129.71	103.80	125.81	89.55	91.54	92.55	103.75	1,183.31
2006	99.66	92.01	109.29	75.35	137.85	132.18	86.22	98.53	96.51	96.88	103.45	82.69	1,210.62
2007	73.12	78.65	99.85	73.60	97.46	93.25	114.77	141.58	113.26	111.06	98.79	109.92	1,205.31
2008	108.28	117.41	93.89	110.54	91.87	107.59	103.60	134.80	114.37	126.79	119.45	139.80	1,368.39
2009	115.53	83.87	105.70	112.09	109.80	124.02	128.01	105.62	101.64	134.59	96.48	98.93	1,316.28
2010	98.23	113.03	134.55	139.75	121.56	152.79	139.33	180.08	160.27	158.58	167.75	151.88	1,717.80
2011	171.89	131.01	144.73	160.28	185.57	170.30	157.83	137.34	139.25	135.26	137.58	117.98	1,789.02
2012	112.77	108.16	110.15	110.62	111.76	186.92	141.80	163.02	72.61	134.45	161.72	175.64	1,589.62
2013	164.38	146.44	142.20	145.50	142.80	124.28	97.54	94.88	109.18	103.89	93.63	85.58	1,450.30
2014	85.93	86.42	87.69	97.98	125.16	108.77	144.13	120.58	98.47	114.24	102.38	107.72	1,279.47
2015	89.83	63.29	89.61	87.98	64.58	50.44	70.24	51.81	37.52	33.59	30.08	30.07	699.04
2016	30.64	38.22	36.18	26.75	28.85	34.75	32.22	33.35	23.61	26.72	29.06	31.03	371.38
2017	25.7	35.61	28.01	23.74	32.89	38.88	31.35	39.17	34.97	35.18	35.9	30.94	392.34
2018	40.13	23.75	34.02	35.14	39.33	42.3	31.46	43.72	38.41	37.23	35.01	31.7	432.20
2019	38.5	31.43	38.88	47.10	47.95	27.52	54.21	65.54	52.22	48.53	47.46	38.97	538.31
2020	33.11	23.96	37.75	38.84	68.02	54.59	77.21	59.61	62.09	51.36	93.76	34.66	634.96
2021	62.14	65.22	46.43	96.87	69.61	96.94	91.63	56.41	120.17	121.64	87.7	85.52	1,000.28
2022	68.37	81.29	92.93	110.89	112.75	115	78.14	79.49	131.9	119.22	93.76	138.36	1,222.10
2023	108.02	142.18	195.09	128.58	88.51	93.44							755.82

**DOUBLE EAGLE WATER SYSTEM
WATER SOLD/PROVIDED
ACRE FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2003	103.16	118.81	92.16	100.16	106.02	121.98	117.48	118.48	96.98	96.27	117.92	65.14	1,255
2004	77.06	132.54	98.28	113.37	95.77	156.29	95.71	102.28	75.52	133.76	82.88	78.70	1,242
2005	95.53	53.68	62.88	76.56	70.95	68.86	107.91	88.42	76.59	66.83	88.31	60.69	917
2006	68.06	68.09	64.04	74.07	54.60	73.13	70.56	65.77	63.28	71.94	70.15	67.72	811
2007	63.47	71.20	43.33	64.06	81.36	83.03	80.18	72.46	89.35	38.88	49.77	115.89	853
2008	73.31	54.99	170.85	58.17	113.89	87.58	112.17	93.30	54.07	113.46	87.57	0.00	1,019
2009	133.68	134.89	193.91	128.57	124.42	147.29	149.87	144.41	403.39	204.34	216.64	205.47	2,187
2010	166.20	147.23	156.74	206.90	262.81	159.74	235.21	209.27	261.26	289.04	249.98	202.71	2,547
2011	273.88	296.83	197.17	305.62	293.17	356.46	306.39	341.59	373.96	299.28	332.79	115.34	3,492
2012	70.53	108.07	365.95	127.64	147.59	169.53	110.81	151.82	168.33	94.88	158.73	145.76	1,820
2013	304.62	105.90	114.03	89.49	91.59	72.45	66.60	67.58	58.66	52.40	62.94	49.32	1,136
2014	60.02	54.78	73.24	66.94	80.62	76.05	68.73	80.55	75.86	58.67	67.36	63.32	826
2015	59.07	47.81	31.75	28.16	38.17	18.94	17.79	19.48	17.51	11.21	9.04	8.54	307
2016	11.61	8.13	9.02	7.07	5.58	4.20	7.95	6.37	7.11	4.21	3.57	3.61	78
2017	4.28	4.14	3.55	4.95	3.85	8.38	7.79	4.46	4.83	3.69	4.76	7.98	63
2018	6.59	9.34	3.65	6.59	7.74	7.76	11.90	10.94	10.64	4.89	8.53	4.29	93
2019	8.82	6.04	3.21	5.81	9.53	6.98	9.20	9.01	13.52	11.29	9.57	11.67	105
2020	8.15	8.88	6.63	7.80	8.57	11.79	12.75	11.66	9.38	8.64	8.64	11.87	115
2021	4.34	2.25	8.89	9.73	16.09	8.99	13.45	7.96	8.14	6.35	18.20	7.44	111.83
2022	4.86	4.86	7.35	8.99	11.39	11.67	13.44	12.63	11.79	7.41	8.69	5.88	108.96
2023	9.35	7.06	7.84	10.60	8.74	9.70							53.29

Note: Free Stock Included

** Number includes Paying Livestock/Free Livestock/Gov Domestic/Comm Domestic/Industrial/WIPP

WASTEWATER TREATMENT PLANT REPORT June 2023

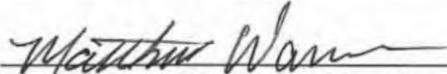
Wastewater:	Current Month	Previous Month	Calendar Year to Date
Total Effluent Discharge to Pecos River (Acre Ft.)	105.31	166.59	933.19
Treated Reuse Delivered to Mun. Golf Course (Acre Ft.)	102.72	55.79	267.41
Treated Reuse Sold to Rockhouse Ranch (Acre Ft.)	23.19	1.15	77.14
WWTP Irrigation Meter (Acre Ft.)	1.72	1.11	4.56
Total Reuse Pumped	127.63	58.05	349.11
After Hours Control Panel Alarms	1	0	9
KWH Consumed 102,679 - 101,727 = x 160 =	197,920	169,120	827,200
NPDES Permit Violations	0	0	0
Sodium Hydrochloride for Reuse (Gallons)	162	330	618

Septage Disposal Report:	Current Month	Previous Month	Calendar Year to Date
Total Number of Loads	176	152	\$840.00
Taxed Gallons 233037.25 x \$.10	\$233,037.25	\$27,735.58	\$370,342.34
Taxed Manifest Books / \$30.00 3 x \$30.00	\$90.00	\$180.00	\$690.00
Subtotal	\$23,393.73	\$27,915.58	\$161,298.82
5% Tax	\$1,169.69	\$1,395.78	\$8,064.98
Taxed Billing	\$24,563.41	\$29,311.36	\$169,363.78
Tax Exempt Gallons 67407.50 x \$.10	\$67,407.50	\$4,749.75	\$100,764.00
Tax Exempt Manifest Books / \$30.00 1 x \$30.00	\$30.00		\$180.00
Taxed Exempt Billing	\$67,437.50	\$4,869.74	\$100,943.99
Total Billing	\$92,000.91	\$34,181.10	\$270,307.77

Biosolids:	Current Month	Previous Month	Calendar Year to Date
Total Compost Produced (Cu. Yds.)	460.00	126.00	1,336.00
Amount of Sludge Sent to Compost Operation (Cu. Yds.)	273284.00	295213.00	1,348,744.94

Wastewater Discharge Characteristics:	Current Month	Previous Month	Permit Limit
Average Biochemical Oxygen Demand (Lbs./Day)	25.94	33.57	293.00
Average Total Suspended Solids (Lbs./Day)	26.14	56.21	1,051.00
Average Flow (Million Gallons/Day)	1.22	1.65	NA
E.Coli (30 Day Avg.)	1.09	1.03	126.00

Remarks:


 Matthew Warner, WW Superintendent

SEWER COLLECTIONS REPORT

Jun 23

Calendar

This Month Previous Month Year to Date

Collection Lines:

Total Mileage of Main Line in System			139
Line Extension (Ft.)	0	0	0
Line Replacement (Ft.)	12	26	103
Repairs on Main Lines	2	1	11
Main Line Stoppages	0	2	7
Number of Manholes and Cleanouts	0	0	0
Manholes Flushed	0	0	0
Manholes Repaired	1	1	7
Customer Service Repairs	1	1	6
Customer Complaints, All Other	9	5	42
Carlsbad Line Location Service	0	0	0
Double Eagle Line Location Service	0	0	0
Ft. Sewer Liner Cleaned/Rodded	3,300	6,900	17,550
Sewer Tap Inspections	0	0	0
Total No. of Customer Services	0	0	0
Total No. of New Cust. Services Installed	0	0	0

Lift Stations:

Total in Service			
Number of After-Hour Control Panel Alarms	0	0	14
Number of Repairs	0	0	0
KWH Consumed, Primary Lift Station	41280	59,680	352,480
KWH Consumed, All Other Lift Stations	11757	11,415	70,986

[Signature] 7-6-23

**EFFLUENT DISCHARGE TO PECOS RIVER
ACRE / FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2000	275.31	248.42	260.88	233.80	316.16	282.37	276.77	278.69	311.94	258.03	349.52	325.73	3,417.62
2001	272.21	204.60	217.67	191.40	142.09	236.98	244.68	224.77	225.64	195.79	254.84	265.78	2,676.45
2002	266.35	232.01	263.62	256.99	225.81	190.74	250.02	214.79	206.30	244.07	207.28	239.84	2,797.82
2003	195.98	143.44	168.79	155.94	169.64	151.16	185.64	183.40	174.65	209.24	209.88	236.34	2,184.10
2004	232.32	213.56	223.88	291.51	274.82	213.81	209.05	186.17	199.53	241.73	280.59	208.26	2,775.23
2005	184.13	164.12	178.11	168.66	206.41	168.17	167.37	181.58	157.77	173.60	147.12	169.92	2,066.96
2006	141.87	127.02	172.99	140.40	140.92	169.70	174.86	188.76	197.39	185.97	178.88	182.23	2,000.99
2007	175.29	153.32	169.55	166.88	207.94	153.26	271.96	303.14	316.00	351.48	364.76	305.84	2,939.42
2008	259.44	239.22	252.53	246.40	228.69	180.08	206.35	210.09	240.35	261.89	258.89	171.21	2,755.14
2009	358.99	231.11	189.22	175.11	196.47	196.37	167.43	158.99	147.30	182.56	165.29	186.18	2,355.02
2010	179.80	164.40	171.85	172.47	136.28	138.37	220.04	174.07	196.08	190.49	192.02	181.35	2,117.22
2011	177.75	161.00	153.44	128.22	131.87	132.52	140.71	144.86	149.98	149.77	158.14	176.47	1,804.73
2012	177.26	133.35	158.96	132.17	197.54	139.17	163.09	149.43	143.97	124.39	140.86	183.20	1,843.39
2013	174.54	155.21	161.36	131.65	121.07	133.60	175.46	164.14	177.28	206.07	240.30	209.81	2,050.49
2014	210.63	150.47	156.04	153.06	160.67	157.52	218.21	280.09	284.34	255.76	244.57	224.53	2,495.89
2015	251.82	212.71	212.94	169.98	208.69	201.13	216.44	237.77	198.80	221.07	202.61	233.28	2,567.24
2016	250.84	215.81	203.86	199.36	220.94	213.33	202.97	238.61	251.05	230.03	217.11	202.17	2,646.08
2017	226.02	195.23	190.92	172.18	121.62	114.39	132.83	166.44	166.80	172.02	164.66	171.59	1,994.70
2018	180.72	134.33	132.78	116.31	115.83	119.59	129.91	152.77	160.73	184.72	166.96	175.48	1,770.13
2019	187.77	147.18	151.39	141.14	122.93	147.25	156.34	163.47	171.70	196.57	190.31	181.66	1,957.71
2020	171.87	152.55	144.74	108.70	129.17	128.14	127.36	133.91	137.49	147.44	150.85	168.11	1,700.33
2021	176.88	166.70	155.81	141.66	147.77	138.68	213.38	233.23	213.59	229.06	205.63	201.46	2,223.85
2022	215.85	180.58	165.29	88.93	133.36	132.40	154.29	155.42	159.82	200.87	194.49	193.65	1,974.95
2023	195.33	175.90	127.53	162.53	166.59	105.31							933.19

**EFFLUENT REUSE
ACRE / FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	18.94	15.45	17.52	25.36	40.46	43.55	50.58	38.81	31.31	20.14	7.82	8.08	318.02
2005	6.96	5.99	14.35	35.49	31.91	43.54	45.14	30.45	37.52	25.95	25.12	20.74	323.16
2006	22.68	22.17	23.21	37.40	49.95	99.47	207.81	72.92	23.20	34.28	20.50	17.75	631.34
2007	13.63	13.91	24.14	31.79	27.52	49.34	36.59	38.53	32.68	25.42	12.77	13.64	319.96
2008	15.06	20.54	21.83	41.29	46.49	48.50	35.56	40.95	22.85	38.63	26.92	7.18	365.80
2009	16.77	20.71	26.54	40.51	39.84	41.08	44.08	51.38	49.33	43.70	27.62	11.71	413.27
2010	16.58	8.89	23.08	31.79	62.07	61.63	15.10	49.33	28.02	29.55	21.36	18.51	365.91
2011	14.69	8.13	38.05	54.54	56.44	52.72	55.45	50.42	49.73	44.67	23.78	7.38	456.00
2012	5.82	10.40	24.91	46.25	37.18	50.67	42.51	59.86	50.03	26.67	15.56	8.15	378.01
2013	8.68	7.48	21.68	38.81	58.76	53.68	37.15	36.50	21.42	29.52	12.20	14.36	340.24
2014	19.88	23.44	34.05	32.20	47.27	54.26	67.18	45.85	21.00	32.05	19.69	28.04	424.91
2015	7.33	13.31	21.93	47.89	49.49	75.50	63.51	46.70	44.23	16.48	17.41	12.08	415.86
2016	7.43	17.65	41.85	42.00	37.41	34.82	53.26	35.94	29.90	29.75	21.56	18.97	370.54
2017	10.85	15.78	32.93	38.92	58.76	70.39	69.88	42.35	41.26	32.46	17.40	10.48	441.46
2018	25.29	45.73	62.15	81.04	88.81	83.84	93.81	74.15	55.54	42.74	34.22	15.62	702.94
2019	18.09	35.37	50.54	63.17	87.76	78.14	89.60	85.06	68.66	48.29	26.89	27.94	679.51
2020	28.16	29.07	40.67	66.70	70.90	67.84	77.07	74.77	58.73	42.58	23.60	10.88	590.97
2021	7.76	6.75	44.46	41.16	47.64	63.50	37.20	40.37	10.15	33.27	30.33	13.21	375.80
2022	6.81	14.04	38.29	48.19	67.72	82.38	70.77	77.47	75.39	27.51	15.31	14.71	538.59
2023	12.63	10.61	83.36	56.85	58.04	127.63							349.12

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

John N. Lowe, City Administrator

August 2, 2023

TO: Council Members

FROM: Mayor Janway

RE: Board, Commission and Committee Appointments

Subject to the approval of the Governing Body, I would like to appoint the following:

City of Carlsbad Police Department's Citizen Advisory Board

Appoint: Coby Gentry 4 year term

CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES

Reappoint: Deborah Beard 4 year term

Thank you
DJ/wca



May 26, 2023

Certified Mail No.: 7021 2720 0001 2204 7986

City of Carlsbad
Attn: Nadine Mireles, Clerk
PO Box 1569
Carlsbad, NM 88221-1569

Lic. No. /Appl. No.: N/A
Name of Applicant: Roque Burritos LLC
Doing Business As: Roque Burritos LLC
Proposed Location: 1401 W. Mermod St, Carlsbad, NM 88220

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and



regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

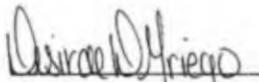
The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

The Applicant is seeking a Restaurant A Liquor License.

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Desirae D. Griego

Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 476-4552 | (505) 795-4091
Email: Desirae.Griego@rld.nm.gov

Enclosures:

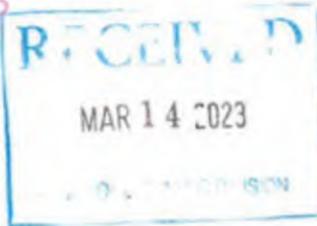
1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of the Zoning Statement





NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

316 23



STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Linda M. Trujillo, Superintendent
Andrew Vallejos, Director

Restaurant Liquor License Application | \$200.00 Application Fee, non-refundable

ABC USE ONLY: Application Fee \$200.00 Received on: 3/14/23 Receipt No. _____
License Fee \$ _____ Received on: _____ Receipt No. _____

Application Number: _____ Local Option District: Carlsbad

TYPE of APPLICATION: Check appropriate box

- Restaurant A | Beer & Wine only | License Fee, pro-rated, due at final: \$1,050.00
- Restaurant B | Beer, Wine & Spirits | License Fee, pro-rated, due at final: \$10,000.00

Called Applicant to verify type. Clarified Juan's wife translated to her husband to verify. DG 3 21 23

Applicant is: Individual Limited Liability Company Corporation Partnership (General/Limited)

Applicant /Company Name: Roque Burritos LLC

D/B/A Name: Roque Burritos LLC

Email: (required) Roqueburritos2020@gmail.com Business Phone No: 575 725-5933

Mailing Address: 1401 W. Mermad St Carlsbad NM 88220

Physical location, if different: _____ (Include Street number / Hwy number / State Road, City, State, and Zip Code)

County: Eddy

Are alcoholic beverages currently being dispensed at the proposed location? Yes No If Yes, License #/Type: _____

As defined in §60-3A-3. V. "Restaurant", means an establishment having a New Mexico resident as a proprietor or manager ... as a place where food is prepared and served primarily for on-premises consumption to the general public in consideration of payment and that has a dining room, a kitchen and the employees necessary for preparing, cooking and serving food: ... does not include establishments as defined in rules promulgated by the director serving only hamburgers, sandwiches, salads and other fast foods:

I qualify as a "Restaurant"? Yes No

Is food service the primary source of revenue and accounts for 60% or more of the total gross receipts at current licensed premises? Yes No

Is Food Service Permit current? Yes, attached No

I have attached photos of the Dining Room and Kitchen and included a copy of the Menu. Yes No

Days and Hours of Operation? Monday - Saturday 4:00 P.M. - 9:00 P.M.
Sunday 5:00 A.M. - 6:00 P.M.

I understand that a restaurant license requires that the establishment is not a bar-like setting and the hours for sales and/or service of alcoholic beverages are only from 7:00am to 11:00pm or until food sale and service ceases, whichever is earlier? Yes No

Contact Person: Juan Roque Phone #: 839-6151 Email: balaroque87@gmail.com
Lesly Veliz 5 818-470-3610
total roqueburritos2020@gmail.com
Claudia + Juan asked the contact email be updated 3 21 23



Application No. Roque Burritos LLC

You must sign before a Notary Public.

I, (print name) Juan F Roque, as (Title) Owner
being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

Signature of Applicant: Juan C Roque Date: 3-8-23

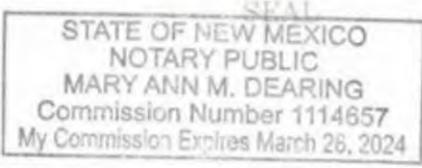
Notary Public Use Only: (State of New Mexico, County of Eddy)

SUBSCRIBED AND SWORN TO before me this 8th day of March, 2023

By Affiant: Juan F Cervantes

Notary Public: Mary Ann Dearing

My Commission Expires on: 03/28/2024



Local Option District Use Only:

Local Governing Body of _____ City, County, Town, Village

Public Hearing held on _____ 20____ Decision: Approved Disapproved

Signature of Official: _____ Title: _____

ABC USE ONLY:

APPROVED DISAPPROVED, _____

Done this _____ Day of _____, 20____.

SIGNED BY DIRECTOR: _____

ASSIGNED LICENSE NO. _____ EXPIRES ON: _____

Reviewed, with copy sent to Licensee via Email, Fax, 1st class mail

By: _____ Date: _____

Premises Location, Ownership, and Description | NMSA §60-6B-10 | Page 2

1. The land and building which is proposed to be the licensed premises is: (check one)

Owned by Applicant, copy of deed/document attached

Leased by Applicant, copy of lease/document attached

Other (provide details): _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s): Todd Allen & Ana McHeban.

B. Date and Term of Lease: 2020 - 2024 - yearly.

3. Premises location is Zoned (example C-1, see Zoning Statement): C-2 District.

Zoning Statement attached, Yes No Must be obtained from the Local Government, listing the proposed location by address, Type of Zone, state whether alcoholic beverages are allowed at proposed location, and if applicable, whether packaged sales, patio service and/or manufacturing is allowable. If there is no zoning in the proposed location, attach Statement from the local government, indicating there is no zoning.

4. Distance* from nearest Church: (Property line of church to closest point of licensed premises—shortest distance)

Name of Church: Carlsbad First Assembly Miles/feet: 501

Address/location of Church: 1502 W. Mexmoor St Carlsbad NM 88220

5. Distance* from nearest School: (Property line of school to closest point of licensed premises—shortest distance)

Name of School: Alta Vista middle School Miles/feet: 1,584

Address/location of School: 301 Alta Vista St Carlsbad NM 88220

6. Attach Detailed Floor Plan, must include the Total Square Footage of premises; List nearest cross street; Show which direction is North; Show each level (floor) where alcoholic beverages will be sold or consumed, exterior walls, doors, and interior walls; Patio Area with type of barrier used; Highlight Bonded Areas. The floor plan should be no larger than 8 1/2 x 11 inches and must be labeled with designated areas highlighted, which will reflect the proposed Licensed Premises.

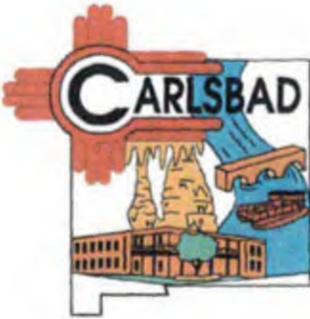
7. Type of Operation: Hotel Lounge Package Grocery Racetrack

Restaurant Craft Distiller Small Brewer Winery Wholesaler

Other (specify): _____

*NOTE: If the distance is beyond 300 feet, but less than 400 feet, and the Applicant does not admit that the location is within 300 feet and requests a waiver from the LOD, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.





DALE JANWAY
Mayor

Post Office Box 1569
Carlsbad, NM 88221-1569
(505) 887-1191
1-800-658-2713
www.cityofcarlsbadnm.com

JOHN LOWE
City Administrator

March 7, 2023

ZONING DISTRICT DETERMINATION

Property Address: 1401 W. Mermod St. Carlsbad, NM 88220
Legal Description: Lot: 1 Block: 7, Gibsons Amended Blk 7 Subdivision
Property Owner: Todd Allen & Ana M Chleboun
Zoning District: "C-2" Commercial 2

The property located at 1401 W. Mermod St. is currently zoned "C-2" Commercial 2 District. The "C-2" Commercial 2 District is described in Sec. 56-40(e) of the Carlsbad Zoning Ordinance as follows:

Commercial 2 (C-2) District.

The Commercial 2 District is intended to accommodate community and regional-scale retail and commercial uses. Such uses are regulated in order to be compatible with surrounding uses and existing infrastructure.

Alcohol sales is an allowed use in the "C-2" Commercial 2 Zoning District.

For any further questions or concerns, please contact me at (575) 885-1185, or at paortiz@cityofcarlsbadnm.com.

Thank you,

Trysha Ortiz
Deputy Director of Planning and Regulation

COUNCILORS

Ward 1
EDWARD T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2
JJ CHAVEZ
JEFF FORREST

Ward 3
JUDITH WATERS
KARLA NIEMEIER

Ward 4
WESLEY CARTER
MARK WALTERSHEID

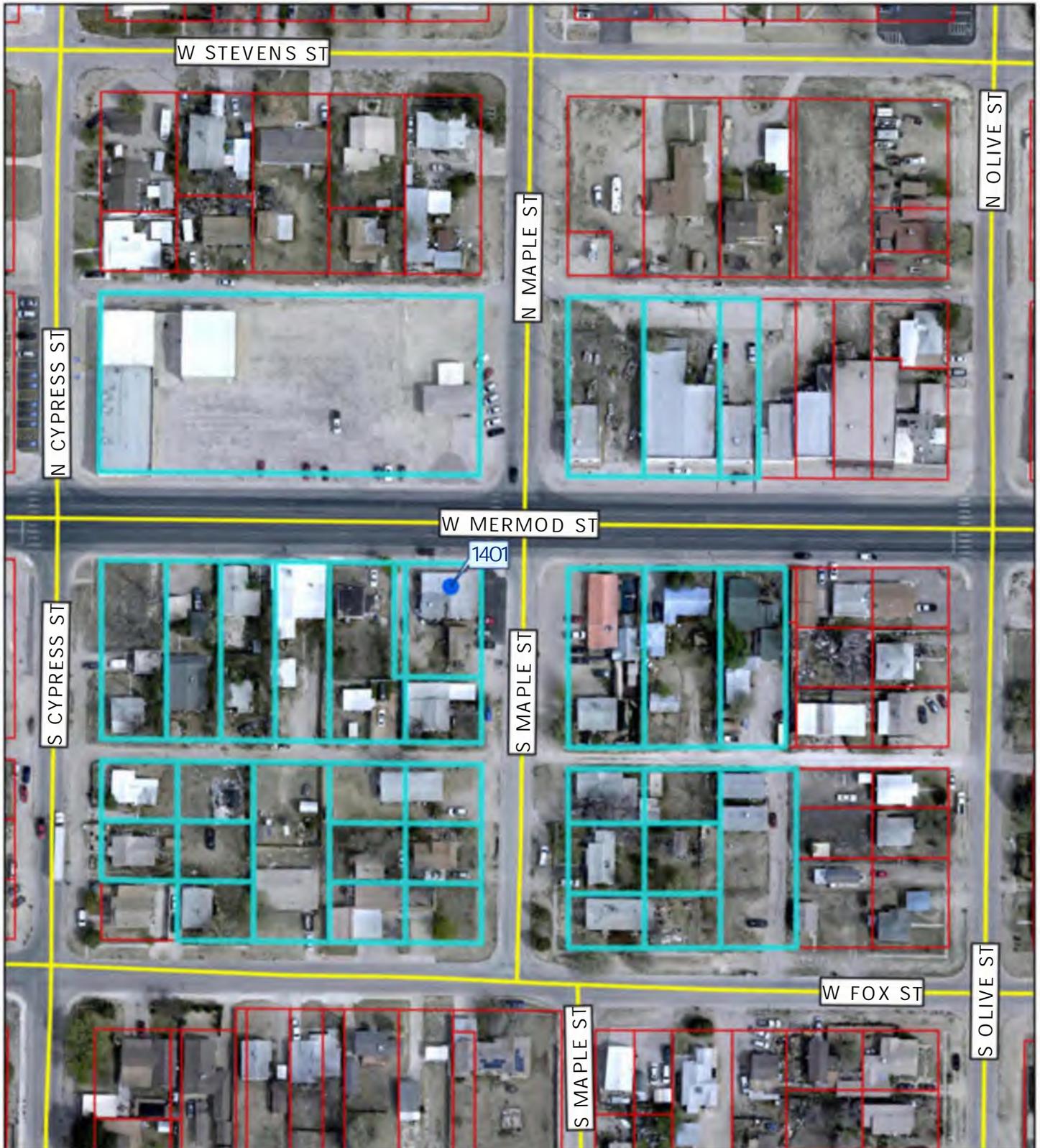
Scale: 1:1,517

300 Foot Radius

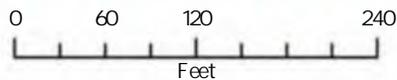
Map # 2831_ed01

1 inch = 126 Feet

Date: 6/21/2023



- CarlsbadAddress
- └─┘ Roads
- Parcel



IMPORTANT: Maps, products and data are NOT surveyor quality and are only to be used as a reference.



**MINUTES OF A PUBLIC HEARING IN THE MUNICIPAL BUILDING
ON July 26, 2023 AT 9:00 A.M.**

IN THE MATTER OF: A Restaurant A Liquor License with on-premises consumption

Proposed Owner & Location:

Roque Burritos
dba: Roque Burritos LLC
1401 W Mermod Street
Carlsbad, NM 88220

Present:

John Lowe, Hearing Officer
Olga Ramirez, Assistant to City Administrator
Lesly Veliz, Roque Burritos

Mr. Lowe convened the hearing at 8:59 a.m. to consider a Restaurant A Beer and Wine Liquor License. The proposed location is at 1401 W Mermod, Carlsbad, NM.

The matter was received by the City of Carlsbad on June 21, 2023. The hearing was conducted in accordance with Section 60-6B-4 NMSA of the Liquor Control Act.

For the record, public notice was properly made on June 25, 2023 and July 2, 2023, in accordance with the applicable statutes. Persons representing the applicant were present. The proposed locations are within an area where alcohol sales is allowed by the laws of New Mexico.

Mr. Lowe asked for comments from those present at the hearing. There were no comments.

There was no opposition to the requested application for a Restaurant A Beer and Wine Liquor License.

Mr. Lowe explained that the application would be considered by the Carlsbad City Council at their next regular scheduled meeting on Tuesday, August 8, 2023 at 6:00 pm.

There being no further comments, the hearing was adjourned at 9:02 am.

John Lowe
Hearing Officer

JL:or

Carlsbad Current Argus.

Affidavit of Publication

Ad # 0005747364

This is not an invoice

CITY OF CARLSBAD
POBOX 1569

CARLSBAD, NM 88221

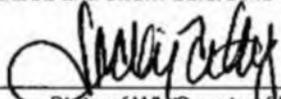
I, a legal clerk of the **Carlsbad Current Argus**, a newspaper published daily at the City of Carlsbad, in said county of Eddy, state of New Mexico and of general paid circulation in said county; that the same is a duly qualified newspaper under the laws of the State wherein legal notices and advertisements may be published; that the printed notice attached hereto was published in the regular and entire edition of said newspaper and not in supplement thereof in editions dated as follows:

06/25/2023, 07/02/2023



Legal Clerk

Subscribed and sworn before me this July 2, 2023:



State of WI, County of Brown
NOTARY PUBLIC



My commission expires

NOTICE OF HEARING REGARDING APPLICATION FOR A RESTAURANT "A" LIQUOR LICENSE

Notice is hereby given that a public hearing will be held by the City of Carlsbad, New Mexico in the Planning Room of the Municipal Building, 101 North Halagueno Street, Carlsbad, NM at 9:00 a.m. on July 26, 2023.

The purpose of the hearing will be to accept public comment on whether the City Council should approve or disapprove an application for a Restaurant "A" Beer and Wine Liquor License
Applicant: Roque Burritos, LLC
D/B/A: Roque Burritos, LLC
Address: 1401 W Mermod Street
Carlsbad, NM 88220

Only questions relating to the Liquor License will be considered. Written comments regarding this matter maybe directed to the office of the City Administrator, City of Carlsbad, 101 N. Halagueno Street, PO Box 1569, Carlsbad, New Mexico, 88220, or by email to oerami rez@cityofcarlsbadnm.com and will be accepted until 5:00 p.m. on July 25, 2023.
/s/John N Lowe
City Administrator
#5747364, Current Argus,
June 25, July 2, 2023

VICKY FELTY
Notary Public
State of Wisconsin

Ad # 0005747364
PO #: 0005747364
of Affidavits 1

This is not an invoice

**NOTICE OF HEARING RE-
GARDING
APPLICATION FOR A RES-
TAURANT "A"
LIQUOR LICENSE**

Notice is hereby given that a public hearing will be held by the City of Carlsbad, New Mexico in the Planning Room of the Municipal Building, 101 North Halagueno Street, Carlsbad, NM at 9:00 a.m. on July 26, 2023.

The purpose of the hearing will be to accept public comment on whether the City Council should approve or disapprove an application for a Restaurant "A" Beer and Wine Liquor License

Applicant: Roque Burritos, LLC

D/B/A: Roque Burritos, LLC
Address: 1401 W Mermod Street
Carlsbad, NM 88220

Only questions relating to the Liquor License will be considered. Written comments regarding this matter maybe directed to the office of the City Administrator, City of Carlsbad, 101 N. Halagueno Street, PO Box 1569, Carlsbad, New Mexico, 88220, or by email to oerami rez@cityofcarlsbadnm.com and will be accepted until 5:00 p.m. on July 25, 2023.

/s/John N Lowe
City Administrator
#5747364, Current Argus,
June 25, July 2, 2023

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 8-8-2023

DEPARTMENT: Municipal Services	BY: Angie Barrios-Testa, Director <i>ABT 7/27/2023</i>	DATE: 7-27-2023
--------------------------------	---	-----------------

SUBJECT: Approve the Deaccession and Sale of the Frank Schoonover Oil on Canvas Painting Under a Consignment Agreement with the Owings Gallery

BACKGROUND, ANALYSIS, AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The Carlsbad Museum requests approval to deaccession "Escape of Colonel Bistaff" 1914 by Frank Schoonover. The Carlsbad Museum Director and the Carlsbad Museum Advisory Board are in full support of this deaccession as the artifact is no longer consistent with the mission or collection goals of the Carlsbad Museum.

This oil painting was donated by an anonymous donor on November 10, 1981. The goal is to use the proceeds of this sale to purchase artifacts that will align with the mission which states: "Founded in 1931, Carlsbad Museum fulfills its mission as a cultural and educational institution through the collection, preservation, exhibition, and interpretation of artifacts, documents, and works of art related to prehistory of the City of Carlsbad, the surrounding communities of southeastern New Mexico and the greater American Southwest".

To assist with the sale, staff requests approval for the City to enter into an agreement between the Owings Gallery and the City of Carlsbad for the sale of the Frank Schoonover painting. The Owings Gallery is a reputable gallery that has assisted a number of museums with sales such as this. Enclosed is the agreement which outlines the terms of the agreement including a net 70/30 of the sale proceeds to the consigner (70% to the City of Carlsbad). A reframing cost will be deducted from the final proceeds at the time of sale or reimbursed to the Owings Gallery if the work does not sell. If the art is unable to sell within a year of this agreement, the agreement may be extended by mutual agreement of the parties in writing. If the art is not sold it may be returned at any time after the initial consignment period if requested by the City of Carlsbad.

DEPARTMENT RECOMMENDATION: If it is the will of the City Council to approve the deaccession of the artifact, approve the agreement between the Owings Gallery and the City of Carlsbad – Carlsbad Museum, and designate the City Administrator signature authority on this agreement and related documents.

BOARD/COMMISSION/COMMITTEE ACTION:

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> P & Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Riverwalk Rec Center Board | <input type="checkbox"/> APPROVED |
| <input checked="" type="checkbox"/> Museum Board | <input type="checkbox"/> San Jose Board | <input type="checkbox"/> Water Board | <input type="checkbox"/> DISAPPROVED |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> N. Mesa Board | <input type="checkbox"/> Beautification Committee | |

Reviewed by: City Administrator: /s/John Lowe Date: 08/03/2023

THE OWINGS GALLERY

A GALLERY FOR 19TH AND 20TH CENTURY AMERICAN ART

Please sign and return in the envelope provided.

July 26, 2023

OC 458

This Consignment Agreement (the "Agreement") is between
THE OWINGS GALLERY ("Consignee") and
CARLSBAD MUSEUM ("Consignor")

Carlsbad Museum

Attn: John Lowe, City Administrator
101 North Halagueno
Carlsbad, NM 88220
Phone 575.887.1191

c/o: Edward VanScotter, Director
Carlsbad Museum
418 West Fox Street
Carlsbad, NM 88220
Phone 575.887.0276
Email ejvanscotter@cityofcarlsbadnm.com

DURATION: This Agreement begins on the date stated above and will continue for one (1) year. This Agreement may be extended by mutual agreement of the parties evidenced in writing. Any unsold item/items may be returned at the Consignor's request at any time after the initial consignment period.

Consignee will use commercially reasonable efforts to sell the Works. Consignee does not guarantee that a sale of Works will occur. Any personal income taxes payable on or related to the sale of the Works shall be the sole and exclusive responsibility of the Consignor.

REPRESENTATIONS: The Consignor represents and warrants to Consignee that:
(a) the Works are the Consignor's sole and exclusive property, free and clear of any liens, encumbrances, security interests, mortgages or other defects of title.
(b) the Consignor has the legal right to enter into this Agreement and to sell the Works.
(c) for the duration of this Agreement, the Consignor shall not sell, transfer or assign the Works to any other party and shall keep the Works free and clear of any liens, encumbrances, security interests, mortgages or other defects of title.

INSURANCE: The Works are placed on consignment with *THE OWINGS GALLERY* at Consignee's risk against theft, vandalism, water/smoke damage, and breakage while on Consignee's premises, as well as while in transit to the Gallery. Consignee will take all reasonable precautions to insure the safety of the Works. Consignee will insure the Works from loss or significant damage while the Works are in the possession of Consignee.

THE OWINGS GALLERY

A GALLERY FOR 19TH AND 20TH CENTURY AMERICAN ART

CONSERVATION AND FRAMING: Any necessary conservation or framing of a particular Work will be deducted from the final proceeds at time of sale.

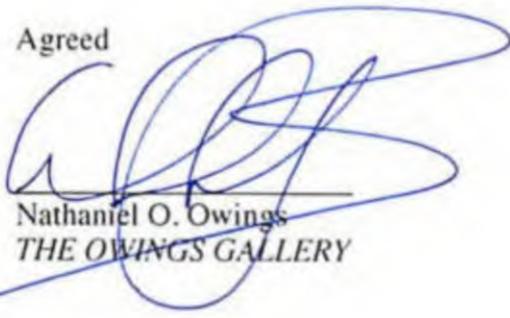
TITLE: Consignors retain title to the Works until a sale is completed by Consignee.

PHOTOGRAPHY: Consignee reserves the right to photograph any of the Works and to use such photography in promotional material or in any other way determined by Consignee.

GENERAL: This Agreement will be governed by the laws of the State of New Mexico. This Agreement is binding on Consignor's successors, assigns, heirs and personal representatives. Notwithstanding the foregoing, this Agreement may not be assigned, transferred or conveyed by Consignor without the express written consent of Consignee. This Agreement may be signed in one or more counterparts, each of which will be deemed to be an original and together will constitute one and the same instrument.

WORKS: Consignor grants Consignee the exclusive right to sell the following items (the "Works") to Consignee for sale by Consignee at Consignee's principal business location or such other locations as determined by Consignee.

Agreed



Nathaniel O. Owings
THE OWINGS GALLERY

John Lowe, City Administrator
City of Carlsbad, New Mexico
CONSIGNOR

THE OWINGS GALLERY

A GALLERY FOR 19TH AND 20TH CENTURY AMERICAN ART

MATERIAL ON CONSIGNMENT TO *THE OWINGS GALLERY*

Carlsbad Museum * OC458

OC458-1

Frank SCHOONOVER

1905-1985

ITEM "Escape of Colonel Bigstaff" 1914

MEDIUM Oil on canvas

SIGNED "F.E. Schoonover - 14." l.l.

IMAGE 40 x 30 inches
FRAME: 46 ¼ x 36 ¼ inches

NOTE: Published in *Marmaduke of Tennessee*
by Edward Cummings, 1914

CONSIGNED TO TOG 07/20/23

RETAIL RANGE: \$50,000. - \$75,000.
NETS (70/30) TO CONSIGNOR \$35,000. - \$52,500.

PLEASE NOTE CONSERVATION / FRAMING
The costs of any Necessary Conservation and/or Framing
of a particular work will be
(1) Deducted from the final proceeds at Time of Sale.
or
(2) Reimbursed to TOG if the work does not sell and
is returned to Consignor.

Agreed

Nathaniel O. Owings
THE OWINGS GALLERY

John Lowe, City Administrator
City of Carlsbad, New Mexico
CONSIGNOR

Please sign and return in the envelope provided.

Franklin School of Fine Arts
University of Tennessee



< Previous Next >

Categories

- > Resources
- > Web Links
- > Publications List
- > Students of Frank E. Schoonover: 1942-1968

(0623) Escape of Colonel Bigstaff



623

Escape of Colonel Bigstaff

FES Title: Escape of Col. Bigstaff

Alternate: Colonel Bigstaff Escapes

Titles: [1969]

Date: 04/02/1914

Size: 40"H x 30"W

Medium: oil on Single Prime canvas

Type: illustration

Published: Cummings, Edward. *Marmaduke of Tennessee*. Chicago: A. C. McClurg & Co., 1914: facing 180. caption: Colonel Bigstaff escapes

Inscription: Il: F.E. Schoonover / '14

Annotations:

Exhibitions: 1969 FES

Comments: index; edit; image from Roberson Graphics, Carlsbad,



CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 08-08-2023

DEPARTMENT: Carlsbad Police Department	BY: Shane Skinner – Chief of Police	DATE: 08-02-2023
--	---	----------------------------

SUBJECT: Approve the Submission of a Bureau of Justice FY2023 Edward Byrne Memorial Justice Assistance Grant Award to the U.S. Department of Justice

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The Carlsbad Police Department is requesting approval to submit a grant application for its formula allocation of \$14,734 to the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) under the 2023 Justice Assistance Grant (JAG) Program – Local Solicitation. JAG awards are based on a statutory formula and the purpose of the program is to further the DOJ's mission by assisting state, local, and tribal jurisdictions' efforts to prevent or reduce crime and violence and to improve the fair administration of the justice system.

The funding is available for a variety of statutory program areas and emphases such as advancing justice system reform efforts, advancing racial equity and support for underserved communities, and preventing and combating hate crimes, crime, and violence reduction strategies. The formula grant is made available to the disparate group which includes; Eddy County and the City of Carlsbad. Eddy County Sheriff's Department has declined participation, therefore the \$14,734 will be used by the Carlsbad Police Department (CPD) to enhance its body-worn camera equipment. The enclosed Memorandum of Agreement (MOU) between the two disparate groups will satisfy this requirement.

At this time, staff requests approval to submit the application, as well as to designate the City Administrator or his designee authority to sign the grant application, the MOU, and related documents.

DEPARTMENT RECOMMENDATION: If it is the will of the City Council, approve the submission of the grant application and authorize the City Administrator or his designee signature authority on the grant application, the MOU, and related documents.

BOARD/COMMISSION/COMMITTEE ACTION:

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> P & Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Riverwalk Rec Center Board | <input type="checkbox"/> APPROVED |
| <input type="checkbox"/> Museum Board | <input type="checkbox"/> San Jose Board | <input type="checkbox"/> Water Board | <input type="checkbox"/> DISAPPROVED |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> N. Mesa Board | <input type="checkbox"/> Beautification Committee | |

Reviewed by:
City Administrator: /s/John Lowe **Date:** 08/03/2023

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF CARLSBAD, and EDDY COUNTY**

2023 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ____ day of _____, 2023, by and between The COUNTY of EDDY, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of CARLSBAD, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of EDDY County, State of NEW MEXICO, witnesseth:

WHEREAS, this Agreement is made under the authority of Sections Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C (a), U.S. Department of Justice Government Code: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY accepts the COUNTY'S decision to decline participation in the JAG award and thus will not provide the COUNTY any of the JAG awards: and

WHEREAS, the CITY will use the JAG award to enhance its body-worn camera equipment for the purpose of crime prevention, and

WHEREAS, the CITY will continue collaboration efforts and share Law Enforcement data and information, with the EDDY COUNTY SHERIFF'S OFFICE: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the CITY OF CARLSBAD and the COUNTY OF EDDY agree as follows:

Section 1.

THE CITY of CARLSBAD agrees to pay EDDY COUNTY a total of \$0.00 of JAG funds.

Section 2.

THE CITY of CARLSBAD agrees to use the \$14,734 for the Carlsbad Police Department crime prevention equipment by no later than the end of the grant performance period which is September 30, 2025.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against the COUNTY other than claims for which liability may be imposed by the New Mexico Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the New Mexico Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party, not a signatory hereto.

CITY OF CARLSBAD, NM

COUNTY OF EDDY, NM

City Administrator

County Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

County Clerk

APPROVED AS TO FORM:

Contract Authorization

City Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contracts or legal document on behalf of other parties. Our view of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

2023 New Mexico Local JAG Allocations

Listed below are all jurisdictions in the state that are eligible for FY 2023 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2021> and current JAG Frequently Asked Questions here: <https://bja.ojp.gov/program/jag/frequently-asked-questions>.

Finding your jurisdiction:

- (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.
- (2) Direct allocations are listed alphabetically below the shaded, disparate groupings.
- (3) Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
NM	BERNALILLO COUNTY	County	\$68,905	
NM	ALBUQUERQUE CITY	Municipal	\$676,406	\$745,311
NM	CHAVES COUNTY	County	*	
NM	ROSWELL CITY	Municipal	\$36,792	\$36,792
NM	CURRY COUNTY	County	*	
NM	CLOVIS CITY	Municipal	\$22,668	\$22,668
NM	DONA ANA COUNTY	County	\$21,331	
NM	LAS CRUCES CITY	Municipal	\$49,608	\$70,939
NM	EDDY COUNTY	County	*	
NM	CARLSBAD CITY	Municipal	\$14,734	\$14,734
NM	LEA COUNTY	County	*	
NM	HOBBS CITY	Municipal	\$24,296	\$24,296
NM	LUNA COUNTY	County	*	
NM	DEMING CITY	Municipal	\$10,433	\$10,433
NM	MCKINLEY COUNTY	County	\$12,090	
NM	GALLUP CITY	Municipal	\$35,891	\$47,981
NM	RIO ARRIBA COUNTY	County	*	
NM	ESPANOLA CITY	Municipal	\$24,121	\$24,121
NM	SANDOVAL COUNTY	County	\$10,927	
NM	RIO RANCHO CITY	Municipal	\$24,179	\$35,106
NM	SANTA FE COUNTY	County	*	
NM	SANTA FE CITY	Municipal	\$27,492	\$27,492
NM	BELEN CITY	Municipal	\$11,683	
NM	FARMINGTON CITY	Municipal	\$47,516	
NM	LOS LUNAS CITY	Municipal	\$11,480	
NM	OTERO COUNTY	County	\$13,717	
NM	SAN JUAN COUNTY	County	\$47,893	

2023 New Mexico Local JAG Allocations

Listed below are all jurisdictions in the state that are eligible for FY 2023 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2021> and current JAG Frequently Asked Questions here: <https://bja.ojp.gov/program/jag/frequently-asked-questions>.

Finding your jurisdiction:

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- (2) Direct allocations are listed alphabetically below the shaded, disparate groupings.
- (3) Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
NM	VALENCIA COUNTY	County	\$22,290	
	Local total		\$1,214,452	

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Assistance Listing Number # 16.738

Grants.gov Opportunity Number: O-BJA-2023-171790

Solicitation Release Date: June 30, 2023 12:00 PM ET

Application Grants.gov Deadline: August 24, 2023 8:59 PM ET

Application JustGrants Deadline: August 31, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the DOJ's mission by assisting state, local, and tribal jurisdictions' efforts to prevent or reduce crime and violence and to improve the fair administration of the justice system.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the [OJP Grant Application Resource Guide](#).

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00104-PROD	Category 1– Applicants with eligible allocation amounts of less than \$25,000	678	\$10,420,302	10/1/22 12:00 AM	24
C-BJA-2023-00105-PROD	Category 2–Applicants with eligible allocation amounts of \$25,000 or more	618	92,358,317	10/1/22 12:00 AM	48

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Special district governments

By law, for purposes of the JAG Program, the term "units of local government" includes a town, township, village, parish, city, county, borough, or other general-purpose political subdivision of a state; or it may be a federally recognized American Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff. The eligible allocations by state for the fiscal year (FY) 2023 JAG Program can be found at: <https://bjaojp.gov/program/jag/fy-2023-allocations>.

Eligible allocations under the JAG Program are posted annually on the [JAG web page](#). See the Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds section for more information. **Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1, and applicants with eligible allocation amounts of \$25,000 or more will apply to Category 2.**

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation

close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, the Bureau of Justice Assistance (BJA) seeks to award Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds to eligible units of local government. (BJA will issue a separate solicitation for applications from states).

For more information on the JAG Program, please refer to the [JAG Fact Sheet](#) and/or [JAG Frequently Asked Questions \(FAQs\)](#).

Statutory Authority: The JAG Program is authorized by Title I of Public Law 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

Specific Information

Statutory Formula

JAG awards are based on a statutory formula that is fully described within the [JAG Technical Report](#). Once each fiscal year's overall JAG Program funding level is determined, BJA works with the Bureau of Justice Statistics to begin a four-step grant award calculation process, which, in general, consists of:

1. Computing an initial JAG allocation for each state, based on its share of violent crime and population (weighted equally).
2. Reviewing the initial JAG allocation amount to determine if the state allocation is less than the minimum award amount defined in the JAG legislation (0.25 percent of the total). If this is the case, the state is funded at the minimum level, and the funds required for this are deducted from the overall pool of JAG funds. Each of the remaining states receives the minimum award plus an additional amount based on its share of violent crime and population.
3. Dividing each state's final award amount (except for the territories and the District of Columbia) between the state and its units of local governments at rates of 60 and 40 percent, respectively.
4. Determining award allocations for the units of local government, which are based on their proportion of the state's 3-year violent crime average. If the "eligible award amount" for a particular unit of local government, as determined on this basis, is \$10,000 or more, then the unit of local government is eligible to apply directly to OJP (under the JAG Local Solicitation) for a JAG award. If the "eligible award

amount” for a particular unit of local government, as determined on this basis, is less than \$10,000, the funds are not made available for a direct award to that particular unit of local government, but instead are added to the amount that is awarded to the state.

Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds

Eligible allocations under JAG are posted annually on the [JAG web page](#).

According to the JAG Program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. See [34 U.S.C. § 10156\(d\)\(4\)](#). Units of local government identified by BJA as disparate must select a fiscal agent that will submit an application for the allocation to include all disparate municipalities. A memorandum of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by each participating jurisdiction’s authorized representative. Once an award is made, the fiscal agent will be responsible for distributing award funds to the other jurisdictions in the disparate group through subawards that include all appropriate award conditions. To verify eligibility, an applicant should visit the [JAG web page](#) and click on their respective state and note the following regarding the state’s allocation table:

1. Disparate units of local government are listed in shaded groups, in alphabetic order by county. Units of local government identified as disparate must select one unit of local government to submit an application on behalf of the disparate group.
2. Counties that have an asterisk (*) under the “Direct Allocation” column did not submit the level of violent crime data to qualify for a direct award from BJA but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required MOU.
3. Direct allocations are listed alphabetically below the shaded disparate groupings.

Please note that disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and documenting individual allocations in the MOU. See the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

Statutory Program Areas

In general, JAG funds awarded to a unit of local government under the FY 2023 program may be used to hire additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.

2. Prosecution and court programs.
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and enforcement programs.
6. Planning, evaluation, and technology improvement programs.
7. Crime victim and witness programs (other than compensation).
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

In connection with all of the above purposes, it should be noted that the statute defines "criminal justice" as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."

BJA Areas of Emphasis

BJA recognizes that many state and local justice systems currently face challenging fiscal environments and an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, and local law enforcement. Key areas of priority for BJA include advancing justice system reform efforts, advancing racial equity and support for underserved communities, preventing and combating hate crimes, crime and violence reduction strategies, and community violence intervention (CVI) approaches. BJA encourages recipients of FY 2023 JAG funds to consider coordination with federal law enforcement agencies and other stakeholders, including communities most impacted by crime and violence, in addressing these challenges. Additional details on the BJA areas of emphasis can be found below:

Advancing Justice System Reform Efforts

The justice system serves an important role in protecting communities and seeking justice for victims. For the justice system to serve that role effectively, it must be fair, open, and equitable; utilize evidence-based approaches; and promote restorative practices and rehabilitation. For far too long, however, the justice system has not lived up to its promise. Racial bias and injustice and overly harsh sentences have swelled correctional populations which not only exacerbates distrust in the justice system, but also destabilizes the wellbeing of communities. To build strong, safe, and healthy communities, it is critical to address the underlying,

entrenched issues of inequity and disparity in the criminal justice system so that all persons receive equal treatment under the law. Jurisdictions must carefully review the ways in which the structures and incentives within their own systems are driving correctional populations and racial disparities and realign operations and target resources toward community solutions.

Consistent with President Biden's [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety, and the [Safer America Plan](#), DOJ is committed to advancing bold, effective justice reform solutions that deliver safety, equity, and justice for all. Justice system reform includes, but is not limited to, a wide range of investments in community safety and justice such as accountability of law enforcement to build community trust, alternatives to incarceration, community supervision reforms, support for mental health and substance use treatment services, community-driven programs and partnerships, and enhancing pretrial processes. Efforts to continue to address the backlog of court cases created during the pandemic would fall in this category. BJA encourages JAG recipients to utilize funding for projects that promote all aspects of justice system reform.

Advancing Racial Equity and Support for Underserved Communities

Consistent with the Presidential [Memorandum on Restoring the Department of Justice's Access-to-Justice Function and Reinvigorating the White House Legal Aid Interagency Roundtable](#) and [Executive Order 13985](#), Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, DOJ is committed to ensuring equal access to justice and identifying and reducing disparities that exist throughout the criminal and civil legal systems, and to remove barriers to ensure equal opportunity for people of color and for communities that have been historically underserved, marginalized, and adversely affected by inequality. This commitment is evidenced by the April 14, 2022, [Equity Action Plan](#) designed to increase equity, opportunity, and resources for the most vulnerable communities.

BJA encourages JAG recipients to utilize funds to support efforts at the state, territory, local, and tribal levels to institute more effective and equitable criminal justice policies and practices, foster public trust, and enhance public safety and security by increasing engagement with community members and building partnerships with community organizations to develop a shared vision and approach to addressing crime. This includes support for strategies to ensure the protection of defendants' and incarcerated individuals' constitutional rights and safety and efforts to address wrongful convictions and conviction integrity. This also includes supporting technological or personnel upgrades to provide more equitable access to justice, including language access resources, resources to better serve those with disabilities, and indigent defense services. Finally, this can include efforts to build partnerships between the criminal justice system and nonprofits to

provide support for collaborative, community-driven and informed efforts, such as community-based diversion programs outside of the criminal justice system, increasing access to resources to support the right to counsel, and developing community-driven and informed prevention programs or responses to violent crime.

Preventing and Combating Hate Crimes

Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward victims based on their perceived or actual race, color, ethnicity, religion, national origin, sexual orientation, gender, gender identity, or disability. Hate crimes have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened, attacked, or forced from their homes because of what they look like, who they are, where they worship, who they love, or whether they have a disability. As with most other crimes, hate crimes in the United States are primarily investigated under state law and prosecuted by local, state, and tribal authorities. However, reluctance from victims and witnesses to contact law enforcement about hate crime incidents may arise from perceptions of bias, distrust of law enforcement or the criminal justice system, or barriers such as language or concerns about immigration status. Hate crimes are chronically underreported to and under-identified by law enforcement. Tools such as the [U.S. Bureau of Justice Statistics' National Crime Victimization Survey \(NCVS\)](#) and the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) program shed some light on trends among those hate crimes reported to law enforcement or through NCVS. Although hate crimes are often underreported, in recent years, there have been alarming spikes in hate crimes and threats of violence across the country, often fueled by online hate forums. In 2021 and 2022, there were several attacks on houses of worship, threats against Historically Black Colleges and Universities, and increased attacks on Asian Americans. Though many jurisdictions are facing significant increases in hate crimes and hate incidents, [a recent research study and survey from the National Institute of Justice \(NIJ\)](#) indicates that many state and local law enforcement agencies do not have adequate tools to identify, investigate, and respond to hate crimes, and only 23 percent of law enforcement agencies that responded to the survey reported any hate crime investigations in 2018.

In September 2022, Attorney General Merrick Garland [announced that all 94 U.S. Attorneys' offices](#) would be implementing the United Against Hate Program and emphasized that eliminating hate and bias-motivated crimes is one of DOJ's top priorities, and combating hate crimes and promoting trust and accountability in law enforcement was one of the Department's priority goals for fiscal year 2023. BJA encourages JAG recipients to utilize funding to promote change and accountability by supporting state, local, and tribal efforts to prevent hate crimes, improve data collection and reporting of hate-related criminal offenses and incidents, and promote efforts to fully investigate and prosecute hate crimes when they do occur.

This includes ensuring those agencies that have not yet transitioned to the National Incident Based Reporting System (NIBRS) do so expeditiously to ensure that national hate crime statistics are as accurate as possible. More information on BJA's portfolio addressing hate crimes, including the [Emmett Till Cold Case Investigations](#) and [Matthew Shepard and James Byrd, Jr. Hate Crimes](#) programs, can be found at: [Hate Crime | Bureau of Justice Assistance \(ojp.gov\)](#).

Crime and Violence Reduction Strategies

The Biden–Harris Administration and DOJ have made crime and violence reduction a top priority. In May 2022, President Biden signed [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, which states, "since early 2020, communities around the country have faced rising rates of violent crime, requiring law enforcement engagement at a time when law enforcement agencies are already confronting challenges of staffing shortages and low morale." According to an analysis of 27 cities conducted by the Council on Criminal Justice, the number of homicides in 2022 declined 4 percent over 2021, yet the homicide rate remained 34 percent higher than 2019 levels. Also, preliminary data compiled by the [National Law Enforcement Officers Memorial Fund](#) indicate that as of December 31, 2022, 226 federal, state, tribal, and local law enforcement officers died in the line of duty in 2022. Line-of-duty-related deaths continue to be a top concern. Sixty-four law enforcement officers were killed feloniously by firearms in 2022, which is an increase over the historical number of deaths by gunfire seen in the prior decade (2010–2020 saw an average of 53).

BJA encourages JAG grantees to invest funds to tailor programs and responses to state and local crime issues through the use of data and analytics; coordinate with United States Attorneys and Project Safe Neighborhoods grantees in order to leverage funding for crime and violence reduction projects and coordinate their law enforcement activities with those of federal law enforcement agencies such as the FBI, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Drug Enforcement Administration, the United States Marshals Service, and the Department of Homeland Security; and form partnerships with federal, state, and local law enforcement and prosecutors to identify persons who use guns to commit a crime and who purchase or sell guns illegally. This includes ensuring that persons prohibited from purchasing firearms (see e.g., 18 U.S.C. § 922(g)) are deterred from doing so by enhancing complete, accurate, and timely access to the FBI's National Instant Criminal Background Check System (NICS) and the timely submission of all necessary records into the FBI databases, which will help prevent illegal transfers of firearms to those who are prohibited from owning firearms under current law. BJA also encourages JAG grantees to invest in implementing programs that provide training, assistance, and resources to law enforcement agencies to mitigate the current crisis in law enforcement recruitment and retention, bolster the security of at-risk places of worship such as synagogues, churches, and mosques, provide

security for prosecutors and elections, enhanced community policing and crime prevention, enforcement of commonsense gun laws, and upgrade systems and/or purchase technology that support agency strategies to reduce violent crime and enhance their capacity to better address crime.

Community Based Violence Intervention (CVI) Approaches

In April 2021, the [Biden–Harris Administration announced historic investments in CVI](#) efforts to combat the gun violence epidemic. CVI is an approach that uses evidence-informed strategies to reduce violence through tailored, community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence. On February 16, 2023, Attorney General Garland [delivered remarks](#) at a convening of grantees under OJP's [Community Based Violence Intervention and Prevention Initiative](#). He emphasized that DOJ's approach to disrupting violent crime is: "centered on our partnerships – both with the communities harmed by violent crime and with the law enforcement agencies that protect those communities. Our approach is centered on building public trust. We know that we cannot do our jobs effectively without the trust of the communities we serve. Our department-wide anti-violent crime strategy leverages the resources of our federal prosecutors, agents, investigators, grant programs, and criminal justice experts towards those ends. We are working closely with local and state law enforcement agencies, with officials across government, and with the communities most affected by this violence, and with the community organizations on the front lines – all toward one goal: the goal of making our communities safer."

BJA encourages JAG recipients to invest JAG funds to tailor programs to build strong, sustained partnerships with community residents and organizations to support CVI work in communities most impacted by violent crime. CVI strategies typically focus on high-risk individuals and gang and gun violence as well as the historical and structural challenges that often contribute to community violence. CVI strategies should involve holistic, coordinated interventions attending to the multiple needs of individuals at high risk of gang and gun violence. For example, hospital-based violence intervention programs use credible messengers to connect with victims of gun violence while they are still in the hospital, and then wraparound services are typically provided to them such as behavioral health support, employment access, housing advocacy, and family support. More information on CVI strategies is available through [BJA's National Training and Technical Assistance Center \(NTTAC\)](#) and on [BJA's website](#) at: <https://bja.ojp.gov/program/community-violence-intervention/overview>. BJA encourages JAG recipients to partner with organizations with existing CVI strategies to support and enhance those programs, which may include organizations funded under OJP's Community Based Violence Intervention and Prevention Initiative (CVIPI). To identify and learn

more about existing CVIPI grantees, review [OJP's CVIPI web page](#) and FY 2022 CVIPI award information. In addition, jurisdictions looking to implement those strategies can request training and technical assistance (TTA) on the [NTTAC website](#).

Additional Uses of JAG Funds

JAG funds awarded under this FY 2023 solicitation may also be used to:

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.
- Purchase drug-detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- Support efforts to seal and expunge criminal history information in accordance with state laws and policies.
- Support efforts to attract and retain an all-inclusive, diverse, expert, and accountable law enforcement workforce, with a focus on gender and racial diversity.
- Support virtual reality de-escalation training.
- Purchase humane remote restraint devices that enable law enforcement to restrain an uncooperative subject without inflicting pain.
- Purchase gunfire detection technology.
- Promote data sharing and sex offender monitoring.

Additionally, JAG funds awarded under this FY 2023 solicitation may be used for any purpose indicated here: [Purposes for Which Funds Awarded Under the Edward Byrne Memorial Justice Assistance Grants \(JAG\) Program May Be Used \(ojp.gov\)](#).

Limitations on the Use of JAG funds

Administrative Costs — Up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award, which can include indirect costs.

Supplanting — JAG funds may not be used to supplant state or local funds but must be used to increase the amount of such funds that would, in the absence of federal funds, be made available. See the [JAG FAQs](#) for examples of supplanting. Although supplanting is prohibited, BJA encourages the leveraging of federal funding.

Matching Funds — Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for other federal awards.

Prohibited and Controlled Equipment and Associated Procedures under JAG — The JAG statute, at [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. In addition, consistent with [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety of May 25, 2022, the use of OJP grant funds for the purchase or transfer of certain equipment has been designated as prohibited or controlled starting with FY 2023 OJP grant funds. Details and associated procedures for requesting prior approval, where applicable, can be found in the [JAG Prohibited and Controlled Equipment Guidance](#) and the [JAG FAQs](#).

Note: The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

Other Program Requirements

A unit of local government that applies for and receives an FY 2023 JAG award must note the following:

Trust Fund — Units of local government may draw down JAG funds either in advance or on a reimbursement basis. To draw down in advance, a trust fund must be established in which to deposit the funds. The trust fund must be in an interest-bearing account, unless one of the exceptions in 2 C.F.R. § 200.305(b)(8) apply. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit the funds. For additional information, see [2 C.F.R. § 200.305](#).

Minimum Requirements for Extreme Risk Protection Order Programs (ERPOs) — ERPOs must include, at a minimum—

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive or procedural due process rights guaranteed under the fifth and 14th amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses.
2. The right to be represented by counsel at no expense to the government.
3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in

federal court or promulgated by the state's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive and procedural due process rights guaranteed under the fifth and 14th amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.

4. Penalties for abuse of the program.

Certifications and Assurances by the Chief Executive of the Applicant Government (which incorporates the 30-day governing body review requirement) — A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., the mayor) properly executes, and the unit of local government submits, the "Certifications and Assurances by the Chief Executive of the Applicant Government." The most up-to-date version of this certification can be found at: [FY23 JAG - Certifications and Assurances by the Chief Executive of the Applicant Government](#). Please note that this certification contains assurances that the governing body notification and public comment requirements, which are required under the JAG statute (at 34 U.S.C. § 10153(a)(2)), have been satisfied.

OJP will not deny an application for an FY 2023 award for failure to submit these "Certifications and Assurances by the Chief Executive of the Applicant Government" by the application deadline, but a unit of local government will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these certifications and assurances properly executed by its respective chief executive (e.g., the mayor).

Body-worn Cameras (BWCs) — A JAG award recipient that proposes to use FY 2023 funds to purchase BWC equipment or implement or enhance BWC programs must provide to OJP a certification(s) that each direct recipient receiving the equipment or implementing the program has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at: [JAG - Body-Worn Camera \(BWC\) Policy Certification](#).

A JAG award recipient that proposes to use funds for BWC-related expenses will have funds withheld until the required certification is submitted and approved by OJP. If the JAG award recipient proposes to change project activities to utilize JAG funds for BWC-related expenses after the award is accepted, the JAG award recipient must submit the signed certification to OJP at that time.

Further, before making any subaward for BWC-related expenses, the JAG award

recipient must collect a completed BWC certification from the proposed subrecipient. Any such certifications must be maintained by the JAG award recipient and made available to OJP upon request. The [BJA BWC Toolkit](#) provides model BWC policies and best practices to assist criminal justice departments in implementing BWC programs.

Apart from the JAG Program, BJA provides funds under the [Body-worn Camera Policy and Implementation Program](#) (BWCPPI). BWCPPI allows jurisdictions to develop and implement policies and practices required for effective program adoption, and to address program factors including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. Interested JAG award recipients may wish to refer to the [BWC Partnership Program web page](#) for more information. JAG award recipients that are also BWC award recipients may not use JAG funds for any part of the 50 percent match required by the BWC Program.

Body Armor — Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the following requirements are met: The body armor must have been tested and found to comply with the latest applicable National Institute of Justice ballistic or stab standards (<https://citech.org/compliance-testing-program/compliant-product-lists/>). In addition, body armor purchased must be made in the United States.

Body armor purchased with JAG funds must be "uniquely fitted vests," which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage through a combination of (1) correctly sized panels and carrier determined through appropriate measurement and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. Note that the requirement that body armor be "uniquely fitted" does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer. In support of OJP's efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor ([Active Standard ASTM E3003](#)) at no cost. The [Personal Armor Fit Assessment Checklist](#) is excerpted from ASTM E3003.

A JAG award recipient that proposes to use FY 2023 award funds to purchase body armor must provide OJP with a certification(s) that each law enforcement agency receiving body armor has a written "mandatory wear" policy in effect (see [34 U.S.C. § 10202\(c\)](#)). The certification form related to mandatory wear can be found at: [JAG - Body Armor Mandatory Wear Policy Certification](#). Note: A JAG award recipient that proposes to use funds for the purchase of body armor will have funds withheld until the required certification is submitted and approved by OJP. If the JAG award recipient proposes to change project activities to utilize funds for the purchase of body armor after the award is accepted, the award recipient must submit the signed certification to OJP at that time.

Further, before making any subaward for the purchase of body armor, the JAG award recipient must collect a completed mandatory wear certification from the proposed

subrecipient. Any such certifications must be maintained by the JAG award recipient and made available to OJP upon request. A mandatory wear concept and issues paper and a model policy are available from the BVP Customer Support Center, which can be contacted at vests@usdoj.gov or toll free at 1-877-758-3787. Additional information and FAQs related to the mandatory wear policy and certifications can be found in the [JAG FAQs](#).

Apart from the JAG Program, BJA provides funds under the Patrick Leahy Bulletproof Vest Partnership (BVP) Program. The BVP Program provides funding to state and local law enforcement agencies for the purchase of ballistic-resistant and stab-resistant body armor. For more information on the BVP Program, including eligibility and an application, refer to the [BVP webpage](#). JAG award recipients should note, however, that funds may not be used for any part of the 50 percent match required by the BVP Program.

Death in Custody Reporting Act (DCRA) — The Death in Custody Reporting Act of 2013 (Public Law 113-242) requires states to report to the Attorney General information regarding the death of any person who is detained, under arrest, in the process of being arrested, en route to be incarcerated, or incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted by the state, any state or local contract facility, or other local or state correctional facility (including any juvenile facility). To comply with DCRA, JAG State Administering Agencies (SAAs) are responsible for collecting data on a quarterly basis from local entities including local jails, law enforcement agencies, medical examiners, and other state agencies and submitting the data to BJA. Units of local government are strongly encouraged to cooperate with DCRA data collection efforts within their state.

Interoperable Communications — Units of local government (including any subrecipients) that are using FY 2023 JAG funds for emergency communications activities should comply with the SAFECOM Guidance for Emergency Communication Grants (SAFECOM Guidance), including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is an essential resource for entities applying for federal financial assistance for emergency communications projects. It provides general information on eligible activities, technical standards, and other terms and conditions that are common to most federal emergency communications programs. Specifically, the SAFECOM Guidance provides guidance to applicants on:

- Recommendations for planning, coordinating, and implementing projects.
- Emergency communications activities that can be funded through federal grants.
- Best practices, policies, and technical standards that help to improve interoperability.
- Resources to help grant recipients comply with technical standards and grant requirements.

SAFECOM Guidance is recognized as the primary guidance on emergency communications grants by the Administration, Office of Management and Budget, and federal grant program offices. The Cybersecurity & Infrastructure Security Agency (CISA) updates the document every year in close coordination with federal, state, local, tribal, and territorial stakeholders, and partners. SAFECOM Guidance is applicable to all federal grants funding emergency communications. The most recent version of the SAFECOM Guidance is available at: <https://www.cisa.gov/safecom/funding>.

Additionally, emergency communications projects funded with FY 2023 JAG funds should support the Statewide Communication Interoperability Plan (SCIP) and be coordinated with the full-time statewide interoperability coordinator (SWIC) in the state of the project. As the central coordination point for a state's interoperability effort, the SWIC plays a critical role and can serve as a valuable resource. SWICs are responsible for the implementation of SCIP through coordination and collaboration with the emergency response community. CISA maintains a list of SWICs for each state and territory. Contact ecd@cisa.dhs.gov for more information. All communications equipment purchased with FY 2023 JAG Program funding should be identified during the quarterly performance measurement reporting.

DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database — If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy). Additionally, award recipients utilizing JAG funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching available at: <https://www.justice.gov/olp/page/file/1204386/download>. For more information about DNA testing as it pertains to JAG, please refer to the [JAG FAQs](#).

Entry of Records into State Repositories — As appropriate and to the extent consistent with law, a special condition will be imposed that would require the following: Any program or activity that receives federal financial assistance under JAG that is likely to generate court dispositions or other records relevant to NICS determinations, including any dispositions or records that involve any noncitizen or migrant who is undocumented in the United States (18 U.S.C. § 922(g)(5)(A)), must have a system in place to ensure that all such NICS-relevant dispositions or records are made available in a timely fashion.

National Incident-based Reporting System — In FY 2016, the FBI formally announced its intention to sunset the UCR program's traditional Summary Reporting System (SRS) and replace it with NIBRS by January 1, 2021. By statute, BJA JAG awards are calculated using summary part 1 violent crime data from the FBI's UCR program. Specifically, the formula allocations for JAG rely heavily on the ratio of "the average number of part 1

violent crimes of the UCR of the FBI reported by such State for the three most recent years reported by such State to the average annual number of such crimes reported by all States for such years" (34 U.S.C. 10156(a)(1)(B)). In preparation for the FBI's 2021 NIBRS compliance deadline, BJA imposed an administrative requirement for JAG award recipients that are not NIBRS compliant to dedicate 3 percent of their JAG award toward coming into full compliance with the FBI's NIBRS data submission requirement to both encourage and assist jurisdictions in working toward compliance and ensure they continue to have critical criminal justice funding available through JAG when SRS transitioned to NIBRS. A NIBRS set-aside is NOT required for FY 2023 awards; however, JAG recipients are encouraged to continue working toward and/or maintaining NIBRS compliance to ensure that JAG eligibility is not affected in future fiscal years. Local jurisdictions that are seeking NIBRS compliance certification should reach out directly to their respective state agency. Agencies with questions about the certification process may contact ucr-nibrs@fbi.gov. More information about NIBRS, including toolkits and updates from the FBI Criminal Justice Information Services team, can be found at: [NIBRS — FBI](#).

Goals, Objectives, and Deliverables

Goals

In general, the FY 2023 JAG Program is designed to provide units of local government with additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice and civil proceedings.

Objectives

The objectives are directly related to the JAG Program accountability measures described at: <https://bjaojp.gov/sites/g/files/xyckuh186/files/media/document/jag-pmt-accountability-measures.pdf>.

A unit of local government that receives an FY 2023 JAG award will be required to produce various types of reports including quarterly performance reports in BJA's Performance Measurement Tool (PMT), quarterly financial reports in JustGrants, and semi-annual progress reports in JustGrants.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Application and Submission Information section.

Evidence-Based Programs

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

General Guidance for Federal Award

Anticipated number of awards BJA expects to make: 1296

Anticipated maximum dollar amount for each award: \$4,660,745

Period of performance start date: October 1, 2022

Period of performance duration: 24 - 48 months

Anticipated Total amount to be awarded under solicitation: \$102,778,619

Category 1 — Eligible Allocation Amounts of Less than \$25,000: Units of local government that are listed on the JAG web page as eligible for an allocation amount of less than \$25,000 should apply under Category 1. This includes direct and joint (disparate) allocations. Category 1 awards of less than \$25,000 are 2 years in length. Extensions of up to 2 years can be requested for these awards via JustGrants no fewer than 30 days prior to the project period end date and will be automatically granted upon request.

Category 2 — Eligible Allocation Amounts of \$25,000 or More: Units of local government that are listed on the JAG web page as eligible for an allocation amount of \$25,000 or more should apply under Category 2. This includes direct and joint (disparate) allocations. Category 2 awards of at least \$25,000 are 4 years in length. Extensions beyond this period may be made on a case-by-case basis at the discretion of BJA and must be requested via JustGrants no fewer than 30 days prior to the project period end date.

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00104-PROD	Category 1— Applicants with eligible allocation amounts of less than \$25,000	678	\$10,420,302	10/1/22 12:00 AM	24
	Category				

C-BJA-2023-00105-PROD	2-Applicants with eligible allocation amounts of \$25,000 or more	618	92,358,317	10/1/22 12:00 AM	48
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Awards, Amounts and Durations

Type of Award

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

This solicitation expressly modifies the [OJP Grant Application Resource Guide](#) by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provision in the "Financial Information" section of the [OJP Grant Application Resource Guide](#).

General requirement for federal authorization of any subaward; statutory authorization of subawards under the JAG Program statute. Generally, a recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) particular subawards, a recipient must have authorization from OJP before it may make a subaward. However, JAG subawards that are required or specifically authorized by statute (see [34 U.S.C. § 10152\(a\)](#) and [34 U.S.C. § 10156](#)) do not require prior approval. For additional information regarding subawards and authorizations, please refer to the subaward section in the [OJP Grant Application Resource Guide](#).

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The allocations by state for the FY23 JAG Program can be found at: <https://bjaojp.gov/program/jag/fy-2023-allocations>.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the "Federal Award Information" section.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review." the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A brief Proposal Abstract (no more than 100 words), which concisely describes the intended use of JAG funds, must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. Examples of brief Proposal Abstracts are included below.

JAG Abstract Examples:

The city of _____ will use JAG funds for overtime for increased patrols to bolster the security of at-risk nonprofit organizations such as synagogues, churches, mosques, and other places of worship.

The county of _____ will use JAG funds to hire credible messengers as part of a community based violence intervention initiative.

Disparate JAG Abstract Example:

The disparate jurisdictions of _____ and _____ will use JAG funds for technology improvements and equipment. Specifically, the county of _____ will use JAG funds to replace its records management system in order to transition to NIBRS, and the city of _____ will use JAG funds to purchase body worn cameras to promote public trust, accountability, and transparency.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 numbered pages.

Category 1 — Eligible Allocation Amounts of Less than \$25,000

The proposal narrative for Category 1 applications must include a description of the project(s), including subawards, if applicable, to be funded with JAG funds over the 2-year grant period.

Category 2 — Eligible Allocation Amounts of \$25,000 or More

The proposal narrative for Category 2 applications should include:

a. Description of the Issue

Identify the unit of local government's strategy/funding priorities for the FY 2023 JAG funds, the subaward process (if applicable, including disparates) and

timeline, any progress or challenges, and a description of the programs to be funded over the 4-year grant period.

b. Project Design and Implementation

Describe the unit of local government's process, if any, for engaging stakeholders from across the justice continuum and how that input informs priorities. This should include a description of how local communities are engaged in the planning process, how state and local planning efforts are coordinated, and the challenges faced in coordination. The applicant should identify the stakeholders representing each program area who are participating in the strategic planning process, the gaps in the state's needed resources for criminal justice purposes, plans to improve the administration of the criminal justice system, and how JAG funds will be coordinated with state and related justice funds.

c. Capabilities and Competencies

Describe any additional strategic planning/coordination efforts in which the units of local government participate with other criminal justice entities within the local jurisdiction and/or state. Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might inform implementation of strategic plan priorities.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at: <https://bjapmt.ojp.gov/help/JAGDocs.html>. NOTE: BJA is in the process of reviewing and revising these performance measure questions. Any changes resulting from this

review will be communicated to award recipients.

BJA will require award recipients to submit quarterly performance measure data in BJA's PMT located at <https://bjapmt.ojp.gov> and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

The budget narrative and budget worksheet (attachment) are critical elements, and applicants will be unable to successfully submit an application in JustGrants unless an attachment is uploaded in this section. If an applicant does not have a budget to submit at the time of application, an attachment must be uploaded noting as such, and BJA will add the appropriate special condition withholding funds for budget documentation. Please note that the budget narrative should include a full description of all costs, including administrative costs (if applicable).

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

This rule does not eliminate or alter the JAG-specific restriction in federal law that states charges for administrative costs may not exceed 10 percent of the award amount, regardless of the approved indirect cost rate.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Memorandum of Understanding (if applicable)

For disparate jurisdictions, an MOU that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each participating jurisdiction. See the Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds section and the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

OJP will not deny an application for an FY 2023 award if the recipient does not submit a properly executed MOU by the application deadline, but the award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits the properly executed MOU.

Certifications and Assurances by the Chief Executive of the Applicant Government

A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., the mayor) properly executes, and submits, the "Certifications and Assurances by the Chief Executive of the Applicant Government" attached in the section above entitled "Other Program Requirements." The most up-to-date certification form can be found at: <https://bja.ojp.gov/doc/fy-23-local-jag-ce-certification.pdf>.

Disclosure and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step

process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8/24/2023 8:59 PM, ET.

The **full application** must be submitted in JustGrants by 8/31/2023 8:59 PM, ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient

time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the

- error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports - Award recipients typically must submit quarterly financial reports, quarterly performance measurement reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Specific reporting requirements by category are listed below:

Category 1 — Eligible Allocation Amounts of Less than \$25,000

Recipients must submit:

- Quarterly Federal Financial Reports (and one final Federal Financial Report after all funds have been obligated and expended) through OJP's JustGrants system.
- Quarterly Performance Measurement Tool reports and a final Performance Measurement Tool report through BJA's PMT. Please note that as soon as all project activity has concluded, that report may be marked final.
- An annual performance report and final progress report through OJP's JustGrants. If all project activity has concluded at the time the first annual performance report is submitted, that report may be marked final.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

Category 2 — Eligible Allocation Amounts of \$25,000 or More

Recipients must submit:

- Quarterly Federal Financial Reports (and one final Federal Financial Report after all funds have been obligated and expended) through OJP's JustGrants system.
- Quarterly Performance Measurement Tool reports and a final Performance Measurement Tool report (at any time once all project activity has concluded) through BJA's PMT.
- Semi-annual performance reports and a final performance report (at any time once all project activity has concluded) through OJP's JustGrants.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), and contact information for Grants.gov and JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

BJA FY 23 Edward Byrne Memorial Justice Assistance Grant Formula Program - Local Solicitation

This application checklist has been created as an aid in developing an application. For more information, reference the [OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialquidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit. See <https://bj.a.ojp.gov/program/jag/fy-2023-allocations>.

Review Eligibility Requirement: Review the Eligibility section on the cover page and

Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Narrative (attachment)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application](#))

- [Resource Guide](#))
- Memorandum of Understanding (if applicable)
- [FY23 JAG - Certifications and Assurances by the Chief Executive of the Applicant Government](#)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

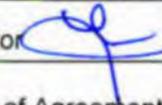
[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: August 8, 2023

DEPARTMENT: Executive	By: John Lowe City Administrator 	DATE: July 28, 2023
SUBJECT: Consider Approval of Resolution and Approval of Agreement Between the City of Carlsbad and Southeastern New Mexico Economic Development District for 2023-2024 Membership		
BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)		
<p>The City of Carlsbad has an annual membership with the Southeastern New Mexico Economic Development District (SENMEDD) and enters into an agreement annually for their services.</p> <p>SENMEDD works on behalf of the City to provide planning, technical assistance and capacity building services. SENMEDD will assist the City with Infrastructure Planning; Coordinate the ICIP process and Capital Outlay.</p> <p>This agreement begins on July 1, 2023 thru June 30, 2024 for \$7,641.00.</p>		
DEPARTMENT RECOMMENDATION: Approval of Resolution, Agreement and 2023-2024 Membership in the Southeastern New Mexico Economic Development District		
BOARD/COMMISSION/COMMITTEE ACTION:		
<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board
<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board
<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee
		} <input type="checkbox"/> APPROVED } <input type="checkbox"/> DISAPPROVED
Reviewed by: City Administrator: /s/John Lowe		Date: 08/03/2023

Attachments: Resolution, Proposed Agreement



Dora Batista
Executive Director

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT**

COUNCIL OF GOVERNMENTS

1600 SE Main, Suite D
Roswell, NM 88203
Phone: (575) 624-6131
Fax: (575) 624-6134
www.snmedd.com

July 5, 2023

Dale Janway, Mayor
City of Carlsbad
P.O. Box 1569
Carlsbad, NM 88221-1380

Dear Mayor Dale Janway:

With regard to your annual membership in the District for the 2023-2024 fiscal year, we have enclosed the following:

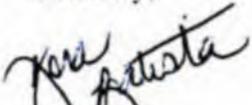
- I. **AGREEMENT** – required by the Department of Finance and Administration for disbursement of local funds and which conforms to state regulations. Two copies are enclosed. After the Agreement has been executed, please keep one copy and return one to our office.
- II. **RESOLUTION** – upon approval by your council or commission, it is to be signed, attached to and distributed with the attached Agreement.
- III. **2023-2024 ASSESSMENT SCHEDULE AND BUDGET FOR 2023-2024** enclosed for your information.
- IV. **WORK PROGRAM FOR STATE APPROPRIATED FUNDS** – enclosed for your information.
- V. **INVOICE** – enclosed for billing and bookkeeping purposes. Please return one copy with your check.

The most recent audit and financial statements are available upon request.

As you know, we are in the process of finalizing the SNMEDD/COG budget for the coming year and your prompt attention is greatly appreciated.

If you have any questions or require further information, please feel free to contact me. Thank you for your support and letting us serve you.

Sincerely,


Dora Batista
Executive Director

DB/pm
Enclosures

WHEREAS, the City of Carlsbad hereinafter referred to as the Municipality, is a member of and desires the services of the Southeastern New Mexico Economic Development District/COG, and

WHEREAS, in accordance with article 58, section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/COG is required, and

WHEREAS, it is the desire of the Municipality to continue as an active member of the Southeastern New Mexico Economic Development District/COG.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CARLSBAD THAT:

1. The Agreement attached to the Resolution expressed the desires and intent of the Municipality.
2. The Agreement attached is hereby ratified and approved and the proper official(s) of the Municipality are hereby authorized and instructed to affix their signature (s) thereto.
3. A copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/COG; and shall be made a part of the budget documentation of the Municipality.

DONE THIS _____ day of _____, 2023 at

City of Carlsbad
New Mexico

ATTEST:

Mayor

Clerk

AGREEMENT

This Agreement, entered into by and between the Southeastern New Mexico Economic Development District/COG (hereinafter known as the "District") and the City of Carlsbad a member of said District (hereinafter known as the "Member") is as follows:

I. The District agrees to provide the following services to the Member upon request and final approval of the District budget:

- A. Undertake studies, collect data and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities and the general improvement of living and working environments.
- B. Furnish technical and management assistance in the development of planning activities.
- C. Coordinate local planning with that of other Members of the District and the State.
- D. Assist in community and economic development, transportation and public works projects.
- E. Assist member governments with their legislative activities.
- F. Assist in the preparation of applications for funding under various state, federal and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administrate project.
- G. Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- H. Engage in such other activities as are necessary to improve area development and address regional problems.

II. The Member agrees to the following:

- A. To remain an active member of the District.
- B. To make an annual contribution of \$ 7,641.00 to the District as recognition of active membership.

Entered into this _____ day of _____, 2023, at

New Mexico

ATTEST:

Clerk

Mayor/Commission Chairman

ATTEST:

SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT/COG

Dora Batista, Secretary

Mike Gallagher, President

SNMEDD APPROVED BUDGET 2023-2024

	Budget
Income	
Contracts And Fees Income	\$5,000.00
DFA-Grant Writing Reimbursement	\$88,014.44
DFA NM Govt. Approp.	\$99,000.00
DFA Grants Mgmt (new)	\$200,000.00
EDA Fed Gov't	\$70,000.00
EDA Disast: EDA Disaster Recovery Grant	\$250,000.00
Grant Administration	\$130,000.00
Interest Income	\$100.00
Led-Tech Cap Grant Reimb	\$64,708.59
Legislative Cap Grant (new)	\$175,000.00
Member Dues	\$102,790.00
Reimbursement Income	\$100.00
Unbudgeted Revenue	\$0.00
Total Income	\$1,184,713.03
Expense	
Advertising	\$500.00
Audit	\$16,703.00
Total Communication	\$8,725.00
Contract Services	\$250,000.00
DFA Grants Mgmt (new)	\$200,000.00
Equip Lease/Repair	\$7,500.00
Equip. Purchases	\$4,000.00
Fringe Benefits	\$100,000.00
Legis Tech Cap Grant (new)	\$175,000.00
Payroll Taxes and Expense	\$22,000.00
Program Operations	\$66,514.00
Salary and Wages	\$236,493.55
Travel	\$20,000.00
Unbudgeted Balance	\$77,277.48
Total Expense	\$1,184,713.03

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER

2023-2024

Chaves County	\$8,000	
Eddy County	\$8,000	
Lea County	\$8,000	
Lincoln County	\$7,000	
Otero County	\$8,000	
Town of Dexter	\$1,000	
Town of Hagerman	\$1,000	
Town of Lake Arthur	\$1,000	
City of Roswell	\$13,588	
City of Artesia	\$3,450	
City of Carlsbad	\$7,641	
Village of Hope	\$1,000	
Village of Loving	\$1,000	
City of Eunice	\$1,000	
City of Hobbs	\$10,237	
City of Jal	\$1,000	
City of Lovington	\$3,303	
Town of Tatum	\$1,000	
Village of Capitan	\$1,000	
Town of Carrizozo	\$1,000	
Village of Corona	\$1,000	
Village of Ruidoso	\$2,450	
City of Ruidoso Downs	\$1,000	
City of Alamogordo	\$9,121	
Village of Cloudcroft	\$1,000	
Village of Tularosa	\$1,000	
TOTALS:	\$102,790	

Southeastern New Mexico Economic Development District/ Council of Governments

FY 2023-2024 ANNUAL WORK PLAN

State of New Mexico Grant-In-Aid Program

The following are functions, measures, targets and tasks the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) will complete in fulfillment of its obligation to its member governments and the State of New Mexico Department of Finance and Administration-Local Government Division to provide planning, technical assistance and capacity building services to local governments in southeastern New Mexico.

Function 1. Submit reports, budgets and planning outcomes to the Local Government Division.

- Task 1.1 Prior to July 1, 2023 submit a Board approved Annual Work and Operations Budget to the Local Government Division.
- Task 1.2 Submit Quarterly Progress Reports and payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter. Quarterly reports must be approved by the Board of Directors prior to submittal. The Annual Report will be submitted following the Annual Meeting in January, 2023.
- Task 1.3 Provide professional development training to staff at least once annually.
- Task 1.4 Schedule and include as an agenda item for each quarterly meeting of the Board of Directors a training or information component to benefit local elected officials such as speakers from relevant agencies.
- Task 1.5 Attend regularly scheduled meetings of member governments; special purpose meetings; provide technical assistance, conduct public hearings and assist in whatever capacity we are able.

Task 1.6 Attend regularly scheduled Board Meetings, conferences, or webinars sponsored by the Southwest Regional Executive Directors Association and the National Association of Development Organizations (NADO), and New Mexico Association of Regional Councils.

Benefit to New Mexico Citizens: Increased timeliness of reporting activities. Increased capacity of regional planning district. Better coordination between regional and state levels.

Function 2. Community Development Block Grant, Economic Development Public Works Assistance, Colonias Infrastructure Fund and other funding assistance programs—Provide local governments with application and general technical assistance.

Task 2.1 Inform all members of CDBG, EDA, USDA, CIF and other funding program rule changes and Notifications of Funding Assistance (NOFA) including recover act funds.

Task 2.2 Prepare and complete funding assistance applications for members upon their request including the conducting of public hearings as may be necessary.

Task 2.3 Provide Grant Administration and Technical Assistance to member governments upon approval of a contractual agreement between the local government and the funding agency.

Task 2.4 Coordinate presentations to the Community Development Council and Colonias Infrastructure Fund Board by our member governments seeking CDBG or CIF funding.

Task 2.5 Assist local governments with the seeking of funds for updating comprehensive plans

Benefit to New Mexico Citizens: Better prepared funding assistance applications and presentations. Well implemented and administered project grants.

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

- Task 3.1 Sponsor ICIP training session that will be presented to local governments and others by DFA/LGD staff.
- Task 3.2 Assist and provide local governments technical assistance with the development and submittal of the ICIP as needed.
- Task 3.3 Encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP.
- Task 3.4 Encourage submission of ICIP to the State
- Task 3.5 Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans.
- Task 3.6 Have staff attend and encourage local government members to attend, the annual New Mexico Infrastructure Finance Conference and other relevant conferences.
- Task 3.7 Conduct regional clearinghouse review, as may be necessary for all applications submitted to funding agencies.

Benefits to New Mexico Citizens: Timely and meaningful local infrastructure planning connected to financing sources.

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

- Task 4.1 Assist local entities seeking assistance in the preparation and submission of capital outlay request forms through informational workshops and direct application technical assistance.
- Task 4.2 Work with Legislators throughout the region on locally established capital improvement priorities by holding project vetting hearings in each county and allowing municipalities and counties the opportunity to present potential projects to their legislators. Work with reauthorizations when necessary.

- Task 4.3 Assist with testimony or information as might be required during the legislative session.
- Task 4.4 Prepare a preliminary list of projects submitted by local entities and submit list to local legislators.
- Task 4.5 Track capital outlay legislation relevant to community development, infrastructure improvement projects and project planning and programming.
- Task 4.6 Work with local elected officials to complete on-going projects in a timely manner or recommend reauthorization, re-appropriation or reversion of grant funds as may be necessary.

Benefit to New Mexico Citizens: Better and more timely use of taxpayer funds to support local infrastructure projects

Function 5. Rural Support—Build capacity of local governments, rural water associations and other rural organizations.

- Task 5.1 Coordinate a minimum of one training session in planning, budgeting, finance, auditing and/or administration for District Officials and their staffs.
- Task 5.2 Work with rural water associations, community ditches, acequias and other non-members on capital project planning. Assistance may be based on a Board approved fee for service schedule.
- Task 5.3 Engage rural members and non-members requesting assistance in “project prospectus development”, develop, review and vet projects seeking funding sources to meet specific project needs. Assistance may be based on a Board approved fee for service schedule.
- Task 5.4 Offer a training workshop to rural water associations and other non-member organizations in each county on the capital improvement project planning process.
- Task 5.5 Provide opportunities and information for local government staff and/or elected officials to attend capacity building training, workshops

and conferences sponsored by state, regional and national planning and development organizations and funding sources.

- Task 5.6 Provide US Census data information and support for the region as the US Census Bureau Affiliate.
- Task 5.7 Provide public relations for the SNMEDD and local governments through continuous media dissemination.
- Task 5.8 Meet with community elected and appointed officials and key community leaders to increase community capacity building foundation.
- Task 5.9 Educate and inform the general public, legislative and congressional law makers about the negative impact of regulatory constraints on local economies.

Function 6. Transportation—Provide local governments with assistance to improve the region's transportation system for the efficient movement of goods, services, and people.

- Task 6.1 Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region.
- Task 6.2 Maintain transportation-related technical information on the website, as available, to assist local governments and others in packaging applications that improve the infrastructure of the region.
- Task 6.3 Provide orientations or similar training to newly appointed RPO members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees.
- Task 6.4 Meet with local elected officials, informing them of the transportation-related programs and activities available to them through the Southeastern Regional Planning Organization (SERTPO) and encourage their input in regional transportation planning.

- Task 6.5 Maintain and provide the SERTPO regional transportation planning function in concert with the New Mexico Department of Transportation.
- Task 6.6 Organize, schedule and host, as necessary, SERTPO Policy Committee and Technical Committee meetings.

Benefit to New Mexico Citizens: Assist in the development of a comprehensive transportation network and infrastructure improvements plan to move people, goods and services efficiently.

Function 7. Provide resources toward the development of new business or business expansions to retain and create jobs.

- Task 7.1 Prepare a Comprehensive Economic Development Strategy update for submittal to our local government members and the Economic Development Administration (EDA) under the guidance and rules established by EDA.
- Task 7.2 Meet quarterly with the region's five economic development corporation/entities to gather and share information.
- Task 7.3 Support the energy industry in the region by attending energy related workshops and meeting quarterly with energy related professionals.
- Task 7.4 Support and promote the local agriculture and related value added industries.
- Task 7.5 Provide business counseling and training to prospective and existing small business owners through the operation of the Small Business Development Center with Eastern New Mexico University-Roswell.

Benefit to New Mexico Citizens: Develop regional resources to improve and strengthen the existing core for sustainable communities.

Function 8: Provide information; technical assistance and funding opportunities during the COVID 19 pandemic

- Task 8.1 Develop a Regional Economic Recovery Plan funded by EDA Cares Act funds

- Task 8.2 Provide funding opportunities, technical assistance and Stimulus Program information to our Municipalities and Counties

- Task 8.3 Provide funding opportunities, and collaboration with local Main Street Programs; Economic Development Corporations; Chambers Of Commerce for local businesses

- Task 8.4 Work with State and Federal Representatives to bring information; assistance and opportunities to our District that are a result of the COVID pandemic

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 8-8-2023

DEPARTMENT: Municipal Services	BY: Angie Barrios-Testa, Director <i>ABT 8/1/2023</i>	DATE: 8-1-2023
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SUBJECT: Resolution Adopting the FY2025-2029 Infrastructure Capital Improvement Plan (ICIP)

BACKGROUND, ANALYSIS, AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

During the July 25, 2023 City Council meeting staff presented the recommended FY2025-2029 Infrastructure Capital Improvement Plan (ICIP) project list for review and comments by City Council. There were no additional changes requested, therefore, staff is pleased to submit for consideration the attached resolution adopting the FY2025-2029 Infrastructure Capital Improvement Plan.

Once approved, the FY2025-2029 ICIP becomes the working capital project list for the City of Carlsbad. In order to be more efficient and proactive in funding the projects through alternate sources, the City Council designates the Mayor or his/her designee signature authority to take all actions necessary to seek and apply for funding opportunities as they become available. The resolution ensures City Council retains the authority to accept and approve awards or contracts related to any funding opportunity applications submitted by the City.

The deadline to submit the ICIP into the Department of Finance and Administration's database is August 18, 2023, for all Municipalities. The ICIP for Senior Citizen Facilities is due on September 8, 2023.

DEPARTMENT RECOMMENDATION: City Council approves the resolution adopting the FY2025/2029 Infrastructure Capital Improvement Plan for the City of Carlsbad.

BOARD/COMMISSION/COMMITTEE ACTION:

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> P & Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Riverwalk Rec Center Board | <input type="checkbox"/> APPROVED |
| <input type="checkbox"/> Museum Board | <input type="checkbox"/> San Jose Board | <input type="checkbox"/> Water Board | <input type="checkbox"/> DISAPPROVED |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> N. Mesa Board | <input type="checkbox"/> Beautification Committee | |

Reviewed by:
City Administrator: /s/John Lowe **Date:** 08/03/2023

CITY OF CARLSBAD

RESOLUTION NO. 2023-40

A RESOLUTION ADOPTING THE FY 2025-2029 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the City of Carlsbad recognized that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities, and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long-range capital planning efforts; and

WHEREAS, the City of Carlsbad desires to improve the process of financing public improvement projects with state, federal, or local funding for capital projects identified in the Infrastructure Capital Improvement Plan (Exhibit A – Municipality ICIP List and Exhibit B Senior Facility ICIP List); and

WHEREAS, the City Council recognizes that state, federal, and local notice of funding opportunities have specific, and at times, short submission deadlines; and

WHEREAS, the City Council desires to be more effective and proactive, hereby, directs staff to seek, prepare, and submit applications as state, federal, and local notices of funding opportunities become available; and

WHEREAS, the City Council retains its authority to accept and approve funding awards or contracts related to any funding opportunity applications submitted by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, NEW MEXICO, that:

1. The City of Carlsbad has adopted the attached FY 2025-2029 Infrastructure Capital Improvement Plan, and
2. The Infrastructure Capital Improvement Plan is intended to be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. The Mayor or his/her designee is delegated signature authority and shall take all actions necessary to seek and apply for funding the Infrastructure Capital Improvement Plan projects, and

4. The City Council retains its authority to accept and approve funding awards or contracts related to any funding opportunity applications submitted by the City, and
5. This Resolution supersedes Resolution No. 2022-37

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of August 8, 2023

Mayor, City of Carlsbad

ATTEST:

City Clerk

EXHIBIT "A"
CITY OF CARLSBAD
INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) FY2025-2029
MUNICIPALITY ICIP (52 PROJECTS)

- 1. National Parks Hwy Sewer**
- 2. Double Eagle Waterline Replacement**
- 3. Double Eagle Waterline – Connection to Tatum Wells**
- 4. Sheep’s Draw Wellfield Generator**
- 5. Primary Sewer Lift Station Wet Well**
- 6. East Greene St. Waterline Upgrade**
- 7. Repair Riverwalk Recreation Center**
- 8. Sheep's Draw Reservoir #5**
- 9. W. Orchard Lane Sewer Upgrade/Upsize**
- 10. Fire Department - Ladder Truck Replacement**
- 11. Recycling Program Improvements**
- 12. Lower Tansill Boating and Fishing Recreation Area**
- 13. Dark Canyon Erosion Control and Divergence Feasibility Study**
- 14. Main Street Pedestrian Safety and Public Restrooms**
- 15. Library HVAC Renovations**
- 16. Water System Improvements**
- 17. Halagueno/East Greene Storm Drainage Improvements**
- 18. Fire Station 2 Remodel**
- 19. PD In-Car Video System**
- 20. PD Vehicle Fleet**
- 21. Dark Canyon Bridge & Bikeway**
- 22. Civic Center Improvements**
- 23. New Main Fire Station**
- 24. Sage Area Sidewalk Improvements**
- 25. Museum Archives/Collections Annex**
- 26. PD Evidence Holding and Processing Facility**
- 27. Golf Course Irrigation System Replacement**
- 28. Library Security Upgrades (RFID Security Gates)**

- 29. Primrose Street Extension**
- 30. MainStreet Wayfinding Signage**
- 31. Fire Station 1 – Solar Carport**
- 32. Halagueno Arts Parks**
- 33. Traffic Signalization Improvements**
- 34. Carlsbad Police Main Station Renovations**
- 35. Fire Department – Rescue Boat Replacement**
- 36. South Carlsbad Sewer Improvements**
- 37. Carlsbad Sewer Improvement**
- 38. Sewer Line Rehab Program**
- 39. Fiber Network Upgrades**
- 40. Davis Street Reconstruction**
- 41. Lazy River Expansion - Water Park**
- 42. Carlsbad Transportation Plan Update**
- 43. Carlsbad Energy Efficiency and Conservation Plan**
- 44. E. Chapman Sidewalk Improvements**
- 45. Callaway Drive Sidewalk Improvements**
- 46. Library Employee Solar Panel Parking Structure**
- 47. MainStreet District Property Acquisition for Public Parking Lot**
- 48. Old Cavern Hwy Reconstruction**
- 49. New Fire Station-North Ph. 1-3**
- 50. Road Safety Assistance Vehicle**
- 51. Six-Mile Dam Recreation Area**
- 52. San Jose Community Center Renovation**

EXHIBIT B
CITY OF CARLSBAD
INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) FY2025-2029
SENIOR CENTER FACILITY (6 PROJECTS)

ALEJANDRO RUIZ SENIOR CENTER (ARSC) *

- 1. Alejandro Ruiz Senior Center - Building Renovation**
- 2. Alejandro Ruiz Senior Center Outdoor Fitness Recreation**
- 3. Alejandro Ruiz Senior Center Meals Kitchen Equipment**
- 4. Alejandro Ruiz Senior Center Nutritional Program Vehicles**
- 5. Alejandro Ruiz Senior Center (Activities) Transportation Vehicle**

*Note: Alejandro Ruiz Senior Center formally known as the San Jose Senior Recreation Center – facility was renamed in March 9, 2021

NORTH MESA SENIOR RECREATION CENTER

- 1. North Mesa Senior Recreation Center Expansion and Renovations**

MUNICIPALITY ICIP FY2025-2029

PROJECT SUMMARIES (52 PROJECTS)

- 1. National Parks Hwy Sewer - \$3,600,000 (Received \$500,000 in 2020 Capital Outlay; FY23 \$910,000 Construction pending Capital Outlay)**
To plan, design, and construct a sewer line; including sewer interceptor, manholes, fittings, and attachments.
- 2. Double Eagle Waterline Replacement - \$6,100,000 Phase III (EDA/Capital Outlay Funded \$3.6 Million for Phase I and II)**
To plan, design, construct, and replace existing water lines in the Double Eagle water well field in Carlsbad, NM. The lines to be replaced serve as gathering lines and transmission lines from the two well fields. This project is being phased.
- 3. Double Eagle Waterline – Connection to Tatum Well Fields - \$11,190,000 (\$330,757 Funded/FY2021 \$1,431,100)**
To plan (including environmental Studies), design and construct a new water line from the Tatum Wells area to the existing Double Eagle Water System. Also included in this project will be the drilling of up to 21 additional permitted wells in the Tatum Well Field area. Phase 1 includes the design and construction of the waterline to connect the two water fields and the drilling and equipping of new wells.
- 4. Sheep’s Draw Wellfield Generator - \$150,000**
To purchase an additional generator for Sheep’s Draw Wellfield as a backup.
- 5. Primary Sewer Lift Station Wet Well - \$500,000 (Construction Estimate \$2,000,000)**
To plan and design a second sewer wet well for the City's Primary sewer lift station. All of the City's sewer flows through this critical facility.
- 6. East Greene St. Waterline Upgrade - \$1,554,000 Phase I (Federal priority #1)**
The project involves repurposing approximately 9,750 LF of existing water line and installing 4,040 LF of new waterline to increase fire flow capacities to the industrial park areas along E. Greene St. The length of the line that will be impacted is approximately 13,790 LF (approximately 2.6 miles). The project scope includes planning, design, and construction. Phase 1 of this project has a budgetary cost of \$1,554,000, which includes engineering, construction, 20% contingency, and NMGRT.
- 7. Repair Riverwalk Recreation Center –\$3,000,000 (Pending \$750,000 in 2022 Capital Outlay)**
To plan, design, equip, furnish, and construct improvements to the Riverwalk Recreation Center. Phase 2 improvements will include an energy efficiency plan, HVAC improvements, renovations of interior spaces, and security systems for doors, and cameras.
- 8. Sheep's Draw Reservoir #5 - \$7,200,000**
To plan, design, and construct a new 5-million-gallon reservoir tank in the Sheep's Draw water well field in Carlsbad, NM, Eddy County. To plan, design, and construct a new 5-million-gallon Reservoir at the Sheep's Draw Wellfield. The City will issue an RFP for the design and engineering of the new reservoir.

9. W. Orchard Lane Sewer Upgrade/Upsize - \$2,500,000

The project involves replacing approximately 3,010 linear feet of undersized 12-inch vitrified clay pipe (VCP) with 15-inch C-900 PVC pipe, including new manholes and service laterals, from a utility easement north of West Orchard Lane near Country Club Way to the intersection of West Orchard Lane and North Canal Street. The project scope includes planning, design, and construction. This project has a planning-level budgetary cost of \$2,500,000, which includes engineering, construction, 20% contingency, and NMGRT.

10. Fire Department - Ladder Truck Replacement- \$2,500,000

To purchase and equip a new Ladder Truck for the Carlsbad Fire Department that will respond to fire and rescue emergencies within the City of Carlsbad. The current Ladder Truck needs replacement due to age and the normal wear and tear of almost 20 years of use as an emergency vehicle.

11. Recycling Program Improvements - \$300,000

To plan, design, construct, and equip a receiving building for a recycling program. Improvements to the City's recycling program include the design and construction of a 1,500 sq. foot receiving building and purchasing and installation of conveyance and sorting equipment. Also included is the purchase of professional services to explore the idea of program expansion and the construction of a new recycling material processing facility.

12. Lower Tansill; Boating and Fishing Recreation Area - \$1,800,000

To plan, design, equip, and construct recreation areas with accessibility improvements to pathways and crosswalks, equipment, parking, and lighting improvements.

13. Dark Canyon Erosion Control Feasibility Study – \$100,000

Feasibility study to find erosion control and divergence methods ideal for Dark Canyon.

14. MainStreet Pedestrian Safety and Public Restrooms- \$1,000,000

Plan, Design, and Construct corridor connections as attractive pedestrian walkways to encourage visitors and downtown employees to use them as convenient and safe pedestrian links to downtown. Provide public restrooms for tourists and those using the downtown area.

15. Library HVAC Renovations - \$600,000

To plan, design, equip, and install new airflow units for the boiler are needed to provide required air handling for separate building areas, incorporate variable speed drives to improve temperature control, moderate excessive airflow to certain areas, and reduce energy usage.

16. Water System Improvements - \$1,000,000 (FY2021 Funded \$1,000,000, Total Project \$6,000,000)

To plan, design and construct system-wide waterline improvements. Plan, design, and construct improvements to the Municipal Water System including waterline extensions, waterline replacement, minor repairs to booster and pressure-reducing stations, repairs to reservoirs, fire lines and hydrants, and dead-end lines.

17. Halagueno/East Greene Storm Drainage Improvements – \$3,298,200 (\$600,000 Capital Outlay Funded)

To plan, design, and construct extensions to the Canal Street Storm Drain for the City of Carlsbad, Eddy County, NM.

18. Fire Station 2 Remodel - \$2,500,000

This project will remodel the entire station, add one apparatus bay, and extend the two existing apparatus bays.

19. PD In-Car Video System - \$350,000 (\$48,000 Funded/ \$70,000 per year for five years)

To purchase, furnish and equip all new vehicles with an in-car camera system and accompanying body-worn cameras. The PD needs to place in-car videos and accompanying body cameras in all marked patrol units. This is not only an industry-wide best practice, but it also provides crucial prosecutorial evidence as well as significant administrative assistance.

20. PD Vehicle Fleet Replacement - \$1,000,000 (\$200,000 Funded, Pending \$100,000 FY23 JR Bill/\$200,000 Each for Five Years)

To purchase and equip new police vehicles. The need exists to continuously upgrade older marked patrol vehicles due to excessive use, wear, and tear. The necessity to maintain a newer fleet is paramount regarding both officer and community safety. A continuous replacement system allows for the sustainment of a newer and safer fleet.

21. Dark Canyon Bridge & Bikeway – \$22,000,000 (\$1,373,328 funded from RAISE; NMDOT Funded \$3 mil)

To plan, design, and construct a new bridge at Boyd Dr. and Radio Blvd. crossing Dark Canyon including a bikeway, in Eddy County.

22. Civic Center Improvements -\$2,000,000 (\$550,000 Funded)

To plan, design, equip, install, and construct improvements to the Walter Gerrells Performing Arts Center (Civic Center) in the City of Carlsbad in Eddy County. The project being phased includes Fire Suppression Sprinkler System to update fire code compliance, an ADA-compliant entrance lobby and seating replacements, an upgrade HVAC System, parking improvements including RV hook-ups, and auditorium and annex wall partitions.

23. New Main Fire Station - \$10,350,000

Plan, design, demolish the current station, construct and furnish a new Fire Station #1. Plan, design, demolish current station, construct and furnish new Fire Station #1. The Carlsbad Fire Department desperately needs a new main facility. Expansion of the Fire Department with additional personnel, vehicles, and equipment in response to a dramatically increased call volume over the last 20 years has severely impacted our dormitory occupancy, living space, training areas, vehicle parking, and protection, equipment repair areas, administrative office space, storage, and all operational infrastructure.

24. Sage Area Sidewalk Improvements - \$540,000

To plan, design, and construct sidewalks on Sage St., Montgomery, and Caviness St.

25. Museum Archives/Collections Annex - \$2,500,000 (\$300,000 for local funds for acquisition)

To acquire property, plan, design, and renovate a facility to be used as an annex to the museum for archives and art displays. This will allow the collections currently stored away to be accessible to the public for research and viewing. The City is also exploring the possible alternative of renovating existing space in another City owned facility as a viable option.

26. PD Evidence Holding and Processing Facility - \$650,000

To plan, design and construct additional bays to house a holding facility for vehicles and offices for processing. The City plans to renovate an old fire station to become a substation located in the south portion of the City.

27. Golf Course Irrigation System Replacement - \$2,000,000

To design, replace and upgrade the entire irrigation system at Lake Carlsbad Golf Course for reliability and efficiency.

28. Library Security Upgrades (RFID Security Gates) - \$50,000

To purchase, and install an RFID security system. The library currently uses RFID technology on all items for checkout purposes. This project would enable RFID technology for inventory and anti-theft purposes.

29. Primrose Street Extension - \$482,000

To plan, design, and construct a street extension on Primrose Street connecting to Wood Ave. This will benefit the newly constructed Desert Willow Elementary School.

30. MainStreet Wayfinding Signage - \$80,000

To plan, design and install wayfinding signage in downtown MainStreet Carlsbad as well as surrounding areas that include both the Arts and Cultural District and Historical District.

31. Fire Station 1 – Solar Carport - \$50,000

To plan and design a solar carport at its Main Fire Station No. 1. To provide energy savings as well as protect fire units from the elements. This initial phase is mainly for planning to determine the cost of construction.

32. Halagueno Arts Parks – \$500,000 (\$800,000 Funded)

To plan, design and construct art exhibits, landscaping, lighting, and other improvements to the Halagueno Art Park (Phase IV).

33. Traffic Signalization Improvements - \$1,050,000 (\$350,000 Each for 3 Years)

To furnish and replace existing traffic signals with new ones at two intersections. Several key intersections lack proper traffic signals and most existing signals are old and outdated. New signals have brighter LED lamps, video detection, and upgraded controllers.

34. Carlsbad Police Main Station Renovations - \$4,500,000 (\$100,000 funded)

The project involves the design of new construction and renovations to the Carlsbad Police Department. It will include the completion of the 4th floor which has remained incomplete for 15 years and the renovation of the 1st floor. This project could be completed in two phases. Phase 1 is the completion of construction on the 4th floor. Phase 2 is the renovation to the 1st floor.

35. Fire Department – Rescue Boat Replacement - \$80,000

To purchase and equip a rescue boat for the Fire Department's rescue boat and dive operations. The existing boat is in need of replacement. The boat is used for river patrol and for special events from Memorial Weekend to Labor Day, as well as Christmas on the Pecos when hundreds and thousands of people are enjoying the Pecos River in Carlsbad, NM

- 36. South Carlsbad Sewer Improvements - \$8,719,215 (FY2022 \$3,108,300, FY 2023 \$2,165,841, FY2024 \$3,445,074)**
To plan, design and construct new sewer improvements for south, Carlsbad, NM in Eddy County. Design and construct the expansion of sewer lines to different areas in the south half of Carlsbad where sewer service is not currently available. The first phase of the project includes an infrastructure assessment. Once the assessment is complete, extending the sewer lines to areas such as Standpipe Road, Old Cavern Hwy., Chapman Road, Radio Blvd., Union Street, and Quay will be scheduled for inclusion in the subsequent phases. Phases will be set due to assessed needs and growth patterns.
- 37. Carlsbad Sewer Improvement - \$14,260,678 (\$600,000 funded/FY2022 \$1,778,211)**
To design and construct new sewer line extensions. Design and construct expansion of sewer lines to different areas located north of the Pecos River where sewer service is not currently available. This project includes the unincorporated area of La Huerta. The project will eliminate the use of septic tanks in an area adjacent to the Pecos River. This is a Joint City Of Carlsbad/County of Eddy Project.
- 38. Sewer Line Rehab Program - \$1,349,774 (\$1,000,000 funded/FY2021 \$349,774 for Design)**
To design a program and purchase or acquire the equipment needed to clean and videotape sewer lines. Design a sewer line rehab program consisting of cleaning and video-taping to identify problems and implement repairs to existing clay pipe sewer lines that are more than 40 years old.
- 39. Fiber Network Upgrades – \$2,500,000**
Improve broadband capabilities for various City facilities by upgrading to fiber optics infrastructure. Fiber optic cables provide higher bandwidth and transmit data over longer distances. Fiber optic cables support much of the community's internet, cable television, and telephone systems. This has become even more of a critical infrastructure as the City and the community faced negative impacts caused by closures and the need for internet increased during the COVID-19 pandemic.
- 40. Davis Street Reconstruction - \$1,800,000**
To design and reconstruct Davis Street with new paving, curb, gutter, sidewalk, water, and sewer lines, and ADA curb returns.
- 41. Lazy River Expansion - Water Park - \$2,500,000 (\$150,000 Previously Funded)**
To design and construct a separate lazy river feature complete with a new support facility for water treatment, water pumps, restrooms, and shade structures at the Carlsbad Water Park.
- 42. Carlsbad Transportation Plan Update - \$1,000,000**
To update the City of Carlsbad's Transportation Plan. Last updated in 2016.
- 43. Carlsbad Energy Efficiency and Conservation Plan - \$100,000 (\$10,000 local funding)**
To develop a plan for energy efficiency to better position the city for available Energy conservation funding. Currently developing an Energy Efficiency Strategy to coincide with this project.
- 44. E. Chapman Sidewalk Improvements Project - \$150,000**
To plan, design, and construct sidewalks along E. Chapman.

45. Callaway Drive Sidewalk Improvements - \$150,000

To plan, design, and construct sidewalks along Callaway Drive.

46. Library Employee Solar Panel Parking Structure - \$350,000

To plan, design, construct, install, and equip, solar parking lot parking in the employee parking lot of the Carlsbad Public Library.

47. MainStreet District Property Acquisition for Public Parking Lot - \$800,000

To plan, design, acquire land, construct, and equip a parking lot along the MainStreet district to create more public parking for events and retail shopping/activities.

48. Old Cavern Hwy Reconstruct - \$3,100,000 (\$300,000 Funded)

This project will be a complete rebuild from the subgrade up to the finished surface, from the intersection of Farris St. and Old Cavern Highway at the north end of this phase to the city limits approximately 600 feet south of Chapman Road. This phase encompasses approximately 5,977 LF of roadway reconstruction. The total project budget requested is \$3,100,000.00.

49. New Fire Station-North Ph. 1-3 - \$3,500,000

To acquire the land, plan, design, construct, furnish, and equip a new fire station north of the Pecos River in Carlsbad, NM, Eddy County. Plan and acquire property (Ph.1), design (Ph.2), and construct, and equip (Ph.3) a new 6,400 sq. foot Fire Station Facility-North of the Pecos River, including parking lot, storage and landscaping etc. This area is secluded from the rest of the City. Floods and frequent railway traffic impede and often totally block access to this area from existing emergency facilities. The Insurance Services Organization (ISO) standards describe the need for a fire station to serve this area.

50. Road Safety Assistance Vehicle - \$75,000

To purchase, install, and equip a road safety assistance vehicle with a trailer to help clear the roadways of debris and other road hazards caused by emergencies such as flooding and other man-made or natural disasters. The vehicle will be used as a “ready-to-go” emergency readiness vehicle complete with road-closed signs, barriers, etc. to make responding to emergencies so much quicker.

51. Six-Mile Dam Recreation Area - \$900,000

To plan, acquire property, design, and construct a recreation area at the City’s Six-Mile Dam. Phase I includes preliminary design and planning. Phase II will be to construct the recreation area on existing City-owned property. Future phases will connect walking, running, and non-motorized bike trails from the Lower Tansil area along the Pecos River to the new Six-Mile Dam Recreation area.

52. San Jose Community Center Renovations – \$1,750,000

To plan, design and construct including HVAC and roof upgrades to the San Jose Community Center.

SENIOR CENTER FACILITY ICIP FY2025-2029

PROJECT SUMMARIES PER FACILITY

ALEJANDRO RUIZ (SAN JOSE) SENIOR CENTER (5)

- 1. Alejandro Ruiz Senior Center - Building Renovation - \$2,500,000 (\$4,040,307 Previous and Pending Funds)**
To plan, design, and construct improvements at the Alejandro Ruiz Senior Center located at 120 Kircher St. in Carlsbad in Eddy County. This will include Phase 4 renovations for additional rooms for activity rooms, office spaces, and additional ADA restrooms on the east side of the building. Phase 4 will require asbestos abatement. A future phase will include outdoor improvements to xeriscape and outdoor recreation improvements.
- 2. Alejandro Ruiz Senior Center Outdoor Fitness Recreation Area - \$450,000**
To plan, design, purchase, install, and furnish an outdoor recreation structure and exercise equipment for the Alejandro Ruiz Senior Center.
- 3. Alejandro Ruiz Senior Center Nutritional Program Kitchen Equipment - \$87,000**
To purchase, install, and furnish upgraded kitchen equipment for the Alejandro Ruiz/San Jose Senior Center.
- 4. Alejandro Ruiz Senior Center Nutritional Program Vehicles - \$200,000 (Pending ALTSD 2022 Funding \$162,024)**
To purchase, install, and equip ADA-accessible passenger vehicles and food transportation units for the Alejandro Ruiz/San Jose Senior Center.
- 5. Alejandro Ruiz Senior Center (Activities) Transportation Vehicle - \$35,000**
To purchase and equip a new vehicle for the senior services program at San Jose Senior Center. This will allow staff to transport seniors for various programs.

NORTH MESA SENIOR RECREATION CENTER (1 PROJECT)

- 1. North Mesa Senior Recreation Center Expansion and Renovations \$800,000 (\$1,000,000)**
To purchase property, plan, design, and construct renovations to the North Mesa Senior Center. This will include property acquisition and expansion of the parking area. A later phase will include expansion of the facility to add a large activity area and more activity rooms. The city is also exploring the acquisition of a new location as an alternative.

Committee Reports

Adjourn



August 3, 2023

Mr. John Lowe
City Administrator
City of Carlsbad

Dear Mr. Lowe:

The following report is submitted to the City of Carlsbad to update the progress and status of the Carlsbad MainStreet Project for July 2023, per the Downtown Revitalization Services Contract. With this report, MainStreet is enclosing an invoice requesting the monthly allocation from the City of Carlsbad for \$7,500.00 based on the total annual services contract of \$90,000.

NEW MEXICO MAIN STREET (NMMS) REQUIRED MEETINGS (MAINSTREET EXECUTIVE DIRECTOR):

- New Mexico MainStreet Roundtable- 7/27 Topic: Vacant Buildings
- Meeting with Amy Barnhart, Amy Bell and Julie Blanke for Fall Conference planning

EXECUTIVE DIRECTOR BOARDS AND COMMITTEES:

- In addition to MainStreet activities, the Carlsbad MainStreet Executive Director serves on the following boards and committees related to downtown promotion and economic development and attends weekly and monthly meetings to support their priorities and activities:

Carlsbad Area Art Association, Carlsbad Community Concerts Association, Cavern Theater Task Force, Carlsbad Downtown Lions Club, Pearl of the Pecos Committee, Chamber of Commerce Tourism Council, Chamber of Commerce Non-Profit Council, Chamber of Commerce Age Friendly Council, Eddy County DWI Mayors Fine Arts and Acquisition Committee (FAAV), Mayors Beautification Committee, Anti-Drug and Gang Coalition, Rotary, Chamber of Commerce, City Council, Eddy County Commission, Walter Gerrell's Civic Center Advisory Board, and Carlsbad Department of Development

ECONOMIC DEVELOPMENT-MAINSTREET STYLE

MainStreet Business/Merchants Economic Vitality

- In this past month we have had 3 new businesses open in the district, they are Aquino's Deli, Anthony's Place and The Outlaw Beauty Bar. We have met with the owners of the stores and offered any assistance to them moving forward.
- Working with ConocoPhillips for the second year of bringing their "Small Biz Builder" program to Eddy County. The program is powered through Lift Fund who help small businesses owners secure capital and 0% interest loans. This program is offered to current or emerging business owners at no cost, and it is a 3-week program. On August 10th, we are hosting an in-person networking event to learn more about the program and hear from some graduates of last year's program.



Downtown MainStreet Rejuvenation Project

- Met with Deputy City Administrator Ted Cordova in regard to our request in the annual City Budget for public restrooms in the downtown area and upgrades to our current light poles and globes. The requests for these projects were both approved, and we are thrilled to get to work on them alongside the City.

MainStreet

- July 13th- Held our MainStreet Summer Board party
- July 25th- Board Meeting

Pearl of the Pecos

- No steering committee meeting held in July
- Sites Southwest Site follow up meetings - 6/12 & 7/28
- Full report of POP work can be found in July report

City of Carlsbad

- July 4th - Fourth of July parade & veterans ceremony
- July 13th- Meeting with Ted Cordova
- July 25th- City Council

Eddy County

- Submitted Q2 Report

Chamber of Commerce

- 7/11- Non-Profit Council Meeting
- 7/12 Tourism Council Meeting

Department of Development

- N/A

HAPPENING AT THE MAINSTREET OFFICE

Staff at the MainStreet office

- Kat attended the second session of the Nonprofit management leadership training hosted by the PY Foundation on July 18th & 19th
- We have had a lot of correspondence with the New Mexico MainStreet staff and revitalization specialist who are leading the conference. Registration went live on July 31st and we already have 30 participants registered. The conference will be held at the Carlsbad Museum September 13th-15th
- Eyenid & Kat attended the Main Street America “Summer School” webinar series. These series were based on the most popular conference sessions presented at MainStreet Now back in March.



- Victoria has been attending monthly Market Manager forums hosted by the state, these have been good for her to learn different practices and experiences that people are having through out different parts of the state

Reporting

- All monthly and quarterly reports have been submitted to the City and County
- Q2 report submitted to New Mexico MainStreet

Speaking Opportunity

- N/A

OTHER MAINSTREET ED MEETINGS AND ACTIVITIES:

- We are almost halfway through our downtown farmers & makers market season. It has been very hot weather so far this summer, but we have had very good vendor participation and community attendance. The June & July Third Thursdays went well, and we are looking forward to what we have planned for August and September. Our market is held on Thursdays from 5:30-7:30pm

PROMOTION FOR MAINSTREET and CARLSBAD

New Mexico Magazine

- Newsletter, web and print ads running

Focus Magazine

- Ad submitted for Artesia summer edition

Texas Monthly

- N/A

Carlsbad Local

- Market ads running

Current-Argus

- N/A

Artesia Radio

- Summer events advertising starting July

Carlsbad Radio

- Summer events advertising starting

KCC Radio

- N/A

If you have any questions, please feel free to contact me.

Respectfully,

Kat Davis

Kat Davis
Executive Director