



**A G E N D A**  
Carlsbad City Council  
**Regular Meeting**  
Municipal Building, 101 North Halagueno  
Carlsbad, New Mexico  
May 12, 2015 at 6:00 p.m.

**Invocation – Pledge of Allegiance**

- 1. Approval of Agenda**
- 2. Presentation of Budget Review**
- 3. Consider approval of Resolution No. 2015-17, a Resolution making certain Budgetary Adjustments to the 2014-2015 Fiscal Year Budget (4<sup>th</sup> Quarter Budget Adjustments)**
- 4. Mental Health Task Force Presentation by Jeff Diamond**
- 5. 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 April 28, 2015**
- B. Personnel Report**
- C. Purchasing:**
  - 1) Consider approval to Award Bid No 2014-58, to American Signal Corporation for the provision and installation of a six siren Early Warning System in the amount of \$159,312.00
  - 2) Consider approval to Award Bid No 2015-08, to Abraham Construction, Inc. for the Convenience Station Site Improvements in the amount of \$451,393.28
  - 3) Consider approval to Advertise Invitation for Bid the Lake Carlsbad Tennis Court Restroom Reconstruction
  - 4) Consider approval to Advertise Invitation for Request for Proposals for Professional Surveying Services for various City Construction Projects
- D. Contracts and Agreements:**
  - 1) Consider approval of the State of New Mexico Audit Contract between the City of Carlsbad and Strickler & Prieto, LLP for Auditing Services for 2014-2015
- E. Monthly Department Reports:**
  - 1) Consider approval of Personnel Department Monthly Report, April 2015
  - 2) Consider approval of Planning, Engineering, & Regulation Department Monthly Reports for March and April, 2015

**F. Boards and Committee Appointments:**

- 1) Walter Gerrells Performing Arts & Exhibition Center Advisory Board:  
Steve Sauer-remainder of 4-year term
6. Presentation of National Public Works Week Proclamation
7. Consider approval of Resolution No 2015-18, a Resolution declaring certain City Property unusable or obsolete
8. Consider approval of Resolution No 2015-19, a Resolution finding the Buildings or Structures at the property commonly known as 506 N. 7th Street to be ruined damaged, and dilapidated and finding the premises to be covered with ruins, rubbish, wreckage, weeds, debris; requiring the removal of the building, structures, ruins, rubbish, wreckage, weeds, debris; Owners: Lino Rodriguez Estate, and Jose V. Sr. & Mercedes D. Fuentes
9. Consider approval of Infrastructure Reimbursement Agreement with Ken Thurston Development Corporation regarding Farmview Subdivision, Phase 4
10. Consider approval of Infrastructure Reimbursement Agreement with George Dunagan regarding Springs Farm Subdivision, Inc.
11. Consider approval of request by Dawson Geophysical Company regarding a 3-D Geophysical Survey in parts of Carlsbad for Devon Energy Production Co., LP
12. Consider approval to determine the course of action concerning the Grounds Maintenance Services Contract for the Carlsbad and Sunset Gardens Cemetery
13. Remove from Table and Consider approval of Collective Bargaining Agreement between the City of Carlsbad and Carlsbad Police Officers Association (CPOA)
  - A. Remove from Table
  - B. Consider approval of Agreement
14. Council Committee Reports
15. Adjourn

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INFORMATION ONLY

**NEXT REGULAR CITY COUNCIL MEETINGS**

- Regular City Council Meeting on Tuesday, May 26, 2015 at 6:00 p.m.
- Regular City Council Meeting on Tuesday, June 9, 2015 at 6:00 p.m.

## Budget Review 3/31/2015

**TARGET = 75%**

	As of 3/31/2015	Current Budget	% YTD
<b>Revenues</b>			
Gross Receipts Tax	\$ 29,791,826	\$ 34,786,321	86%
Property Tax	1,819,217	2,301,018	79%
Franchise Tax	611,383	760,100	80%
Other	2,753,990	3,633,436	76%
<b>TOTAL</b>	<b>\$ 34,976,416</b>	<b>\$ 41,480,875</b>	<b>84%</b>

<b>Transfers</b>			
IN	0	\$ 5,853,470	0%
OUT	2,490,710	\$ 10,338,296	24%

General Fund Expenditures	Salaries			Operating			Capital			Total Expenditures			Notes
	3/31/2015	Current Budget	% YTD	3/31/2015	Current Budget	% YTD	3/31/2015	Current Budget	% YTD	3/31/2015	Current Budget	% YTD	
Executive	\$ 908,696	\$ 1,348,991	67%	\$ 476,081	\$ 1,104,811	43%	\$ 284,170	\$ 328,624	86%	\$ 1,668,947	\$ 2,782,426	60%	
Personnel	182,888	257,496	71%	26,499	65,500	40%	-	-	-	209,387	322,996	65%	
Judicial	302,213	413,744	73%	70,190	165,015	43%	-	6,500	0%	372,402	585,259	64%	
Riverwalk Recreation	298,629	431,324	69%	70,595	135,154	52%	11,598	158,000	7%	380,822	724,478	53%	
Information Technology	335,900	525,607	64%	153,533	240,339	64%	231,714	417,156	56%	721,148	1,183,102	61%	
Finance	967,148	1,444,045	67%	519,747	848,107	61%	29,858	65,000	46%	1,516,753	2,357,152	64%	
Public Safety	6,860,253	10,210,257	67%	843,769	1,507,042	56%	483,720	2,095,396	23%	8,187,743	13,812,695	59%	
Fire	4,851,830	6,863,097	71%	442,008	754,184	59%	435,289	1,081,703	40%	5,729,127	8,698,984	66%	
Street	954,735	1,377,416	69%	519,679	814,763	64%	-	57,000	0%	1,474,415	2,249,179	66%	
Garage	880,983	1,337,214	66%	69,428	136,699	51%	170,262	422,235	40%	1,120,673	1,896,148	59%	
Electrical	478,975	962,837	50%	25,704	68,867	37%	-	35,000	0%	504,679	1,066,704	47%	
Construction	747,290	1,290,865	58%	37,724	56,755	66%	59,807	89,000	67%	844,821	1,436,620	59%	
Community Service	212,438	295,758	72%	20,667	57,735	36%	-	-	-	233,106	353,493	66%	
Golf	306,868	520,225	59%	242,513	451,770	54%	259,103	374,143	69%	808,483	1,346,138	60%	
Parks	598,519	934,198	64%	458,650	715,373	64%	174,581	1,190,877	15%	1,231,749	2,840,448	43%	
Airport	196,925	286,157	69%	50,145	113,525	44%	19,680	293,772	7%	266,750	693,454	38%	
Facility Maintenance	555,262	864,804	64%	70,970	143,250	50%	-	46,000	0%	626,232	1,054,054	59%	
Library	489,645	683,243	72%	115,945	220,628	53%	105,838	147,349	72%	711,427	1,051,220	68%	
CRC Beautification	10,355	58,974	18%	3,460	20,158	17%	-	-	-	13,815	79,132	17%	
Museum	192,049	279,045	69%	41,323	185,900	22%	-	37,000	0%	233,372	501,945	46%	
Planning, Engineering & Regulations	996,370	1,654,756	60%	182,629	482,100	38%	74,208	139,000	53%	1,253,207	2,275,856	55%	
Culture & Arts	159,224	218,429	73%	23,788	42,100	57%	101,418	115,448	88%	284,429	375,977	76%	Purchase of vehicles
San Jose SC	105,920	137,958	77%	23,215	81,040	29%	-	55,000	0%	129,135	273,998	47%	City Share Health Insurance
North Mesa SC	104,780	166,100	63%	23,604	55,285	43%	-	-	-	128,384	221,385	58%	
TOTAL	\$ 21,697,893	\$ 32,562,540	67%	\$ 4,511,867	\$ 8,466,100	53%	\$ 2,441,246	\$ 7,154,203	34%	\$ 28,651,006	\$ 48,182,843	59%	

**Budget Review**  
**3/31/2015**  
*other funds*

	As of 3/31/2015	Current Budget	% YTD	
<b>TARGET = 75%</b>				
<u>Revenues</u>				
Transit	\$ 357,815	\$ 569,187	63%	
Civic Center	17,935	20,000	90%	
Lodgers Tax Oper Revenue	1,735,253	1,583,121	110%	
Lodgers Tax Grants	-	217,800	0%	
Total Lodgers Tax Revenues	1,735,253	1,800,921	96%	
Solid Waste	4,365,955	5,603,353	78%	
Cemetery	134,348	404,000	33%	
Sports Complex Fund	1,450,501	1,666,243	87%	
Water & Sewer Oper Revenue	13,969,243	15,936,746	88%	
Water & Sewer Loan/Grant	15,913,698	20,000,000	80%	
Total Joint W & S Revenues	29,882,941	35,936,746	83%	
RSVP	36,907	36,907	100%	

	3/31/2015	<i>Salaries</i> Current Budget	% YTD	3/31/2015	<i>Operating</i> Current Budget	% YTD	3/31/2015	<i>Capital</i> Current Budget	% YTD	3/31/2015	Current Budget	<i>Total</i> <i>Expenditures</i>	<i>Notes</i>
<u>Expenditures</u>													
Transit	\$ 620,281	\$ 885,276	70%	\$ 107,884	\$ 202,691	53%	\$ 17,635	\$ 87,858	20%	\$ 745,801	\$ 1,175,825	63%	
Civic Center	-	-	-	85,609	176,000	49%	7,668	311,000	2%	\$ 93,277	\$ 487,000	19%	
Lodgers Tax	-	-	-	489,895	1,168,131	42%	70,643	1,438,952	5%	\$ 560,539	\$ 2,607,083	22%	
Solid Waste	1,247,354	1,804,498	69%	836,890	1,244,374	67%	177,576	601,527	30%	\$ 2,261,819	\$ 3,650,399	62%	
Sandpoint Landfill	-	-	-	532,188	1,169,276	46%	-	-	-	\$ 532,188	\$ 1,169,276	46%	
Total Solid Waste	1,247,354	1,804,498	69%	1,369,078	2,413,650	57%	177,576	601,527	30%	\$ 2,794,007	\$ 4,819,675	58%	
Cemetery	114,758	159,170	72%	316,806	536,797	59%	388,519	901,544	43%	\$ 820,083	\$ 1,597,511	51%	
Sports Complex Fund	370,718	588,328	63%	282,018	531,350	53%	2,225,653	3,230,979	69%	\$ 2,878,389	\$ 4,350,657	66%	
Water	1,603,728	2,320,266	69%	957,512	1,811,415	53%	676,574	4,115,253	16%	\$ 3,237,814	\$ 8,246,934	39%	
Sewer	415,068	776,526	53%	250,449	491,484	51%	1,612	1,202,550	0.13%	\$ 667,129	\$ 2,470,560	27%	
Double Eagle	581,667	1,027,366	57%	443,470	850,385	52%	16,593,718	27,122,198	61%	\$ 17,618,855	\$ 28,999,949	61%	
Lab Environmental Services	215,589	291,275	74%	18,620	61,909	30%	-	3,300	0%	\$ 234,209	\$ 356,484	66%	
Collection System	392,207	738,206	53%	111,115	255,150	44%	6,804	3,226,767	0.21%	\$ 510,126	\$ 4,220,123	12%	
Total Joint W & S Expenditures	3,208,260	5,153,639	62%	1,781,167	3,470,343	51%	17,278,707	35,670,068	48%	\$ 22,268,133	\$ 44,294,050	50%	
RSVP	32,719	74,661	44%	3,728	20,045	19%	-	-	-	\$ 36,446	\$ 94,706	38%	



**RESOLUTION NO. 2015-17**

**A RESOLUTION MAKING CERTAIN BUDGETARY  
ADJUSTMENTS TO THE 2014-15 FISCAL YEAR BUDGET**

WHEREAS, it is necessary to amend the 2014-15 fiscal year budget to adjust revenues, transfers and expenditures as reflected on the attached pages, and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD that the 2014-15 fiscal year budget be amended as attached.

INTRODUCED, PASSED, ADOPTED AND APPROVED this 12<sup>th</sup> day of May, 2015.

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Mayor

ATTEST:

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City Clerk

**CITY OF CARLSBAD  
FY 2014-2015 BUDGET**

	<b>BEGINNING BUDGET</b>	<b>1ST QTR ADJUSTMENTS</b>	<b>2ND QTR ADJUSTMENTS</b>	<b>3RD QTR ADJUSTMENTS</b>	<b>APRIL ADJ</b>	<b>MAY ADJ</b>	<b>INC/DEC ADJ</b>	<b>REVISED BUDGET</b>
GENERAL FUND    FUND 01								
CASH BALANCE	20,657,621							20,657,621
REVENUE	41,329,595		-	151,280	521,988	-		42,002,863
NET TRANSFERS	(3,263,209)		(885,117)	(336,500)	(474,083)	-		(4,958,909)
TOTAL REVENUES AND TRANSFERS	38,066,386		(885,117)	(185,220)	47,905	-		37,043,954
PERSONNEL EXPENSE	31,971,655	46,896	543,989	-	6,089	8,763	-	32,577,392
OPERATING EXPENSE	8,255,287	150,000	14,300	1,280	4,013		57,119	8,481,999
CAPITAL OUTLAY	6,058,624	11,326	3,500	1,125,986	717,975	-	(57,119)	7,860,292
TOTAL EXPENSES	46,285,566	208,222	561,789	1,127,266	728,077	8,763		48,919,683
NET REVENUES/EXPENSES	(8,219,180)	(208,222)	(1,446,906)	(1,312,486)	(680,172)	(8,763)		(11,875,729)
ENDING CASH BALANCE	12,438,441	(208,222)	(1,446,906)	(1,312,486)	(680,172)	(8,763)		8,781,892

CITY OF CARLSBAD  
FY 2014-2015 BUDGET ADJUSTMENTS  
4th QTR  
MAY

	Current Budget	Change Budget	New Budget	Item #
01-0129-50011-000000 CITY SHARE - HEALTH INSUR. INCREASE CITY SHARE OF HEALTH INSURANCE TO COVER AN EMPLOYEE THAT WAS NOT BUDGETED FOR HEALTH INSURANCE	8,615	8,763	17,378	1
<b>TOTAL EXPENDITURES DEPT. 129 - SAN JOSE SR CENTER</b>		<b>8,763</b>		
<b>TOTAL EXPENDITURES GENERAL FUND</b>		<b>8,763</b>		
<b>NET INC/DEC GENERAL FUND</b>		<b>(8,763)</b>		

**CITY OF CARLSBAD  
FY 2014-2015 BUDGET**

	<b>BEGINNING BUDGET</b>	<b>1ST QTR ADJUSTMENTS</b>	<b>2ND QTR ADJUSTMENTS</b>	<b>3RD QTR ADJUSTMENTS</b>	<b>APRIL ADJ</b>	<b>MAY ADJ</b>	<b>INC/DEC ADJ</b>	<b>REVISED BUDGET</b>
MUNICIPAL TRANSIT    FUND 15								
CASH BALANCE	44,963							44,963
REVENUE	565,685		3,502	-		10,968		580,155
NET TRANSFERS	632,656		9,521	-	1,213			643,390
TOTAL REVENUES AND TRANSFERS	1,198,341		13,023	-	1,213	10,968		1,223,545
PERSONNEL EXPENSE	873,366	2,389	9,521	-				885,276
OPERATING EXPENSE	199,189	-	3,502	-	1,213	10,968		214,872
CAPITAL OUTLAY	87,858	-	-	-				87,858
TOTAL EXPENSES	1,160,413	2,389	13,023	-	1,213	10,968		1,188,006
NET REVENUES/EXPENSES	37,928	(2,389)	-	-	-	-		35,539
ENDING CASH BALANCE	82,891	(2,389)	-	-	-	-		80,502

CITY OF CARLSBAD  
FY 2014-2015 BUDGET ADJUSTMENTS  
4th QTR  
MAY

		Current Budget	Change Budget	New Budget	Item #
15-0000-31345-000000	INSURANCE RECOVERIES	0	10,968	10,968	2
	INSURANCE RECOVERY FOR A VEHICLE DAMAGED IN AN ACCIDENT				
	<b>TOTAL REVENUES MUNICIPAL TRANSIT</b>		<b>10,968</b>		
15-0150-60025-000000	VEHICLE MAINTENANCE & REPAIR	33,502	10,968	44,470	2
	REPAIR TRANSIT VEHICLE DAMAGED IN AN ACCIDENT				
	<b>TOTAL EXPENDITURES DEPT. 150 - MUNICIPAL TRANSIT</b>		<b>10,968</b>		
	<b>TOTAL EXPENDITURES MUNICIPAL TRANSIT</b>		<b>10,968</b>		
	<b>NET INC/DEC MUNICIPAL TRANSIT</b>		<b>-</b>		

**CITY OF CARLSBAD  
FY 2014-2015 BUDGET**

	<b>BEGINNING BUDGET</b>	<b>1ST QTR ADJUSTMENTS</b>	<b>2ND QTR ADJUSTMENTS</b>	<b>3RD QTR ADJUSTMENTS</b>	<b>APRIL ADJ</b>	<b>MAY ADJ</b>	<b>INC/DEC ADJ</b>	<b>REVISED BUDGET</b>
SOLID WASTE      FUND 24								
CASH BALANCE	1,615,940							1,615,940
REVENUE	5,603,353	-	-	-	38,241			5,641,594
NET TRANSFERS	(2,208,378)		37,194	-				(2,171,184)
TOTAL REVENUES AND TRANSFERS	3,394,975		37,194	-	38,241			3,470,410
PERSONNEL EXPENSE	1,762,804	4,500	37,194	-				1,804,498
OPERATING EXPENSE	2,413,650	-	-	-	38,241		3,776	2,455,667
CAPITAL OUTLAY	601,527	-	-	-		82,734	(3,776)	680,485
TOTAL EXPENSES	4,777,981	4,500	37,194	-	38,241	82,734		4,940,650
		-						
NET REVENUES/EXPENSES	(1,383,006)	(4,500)	-	-	-	(82,734)		(1,470,240)
		-						
ENDING CASH BALANCE	232,934	(4,500)	-	-	-	(82,734)		145,700

CITY OF CARLSBAD  
FY 2014-2015 BUDGET ADJUSTMENTS  
4th QTR  
MAY

		Current Budget	Change Budget	New Budget	Item #
24-0240-81016-000000	CONVENIENCE STATION IMPROVEMENT COVER BASE BID FOR CONSTRUCTION OF THE CONVENIENCE STATION SITE IMPROVEMENTS	331,527	82,734	414,261	3
	<b>TOTAL EXPENDITURES DEPT. 240 - SOLID WASTE</b>		<b>82,734</b>		
	<b>TOTAL EXPENDITURES SOLID WASTE</b>		<b>82,734</b>		
	<b>NET INC/DEC SOLID WASTE</b>		<b>(82,734)</b>		

**No document for this  
Agenda Item**



**LINKED MINUTES OF REGULAR MEETING OF THE CITY COUNCIL OF THE  
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING  
ON APRIL 28, 2015 AT 6:00 P.M.**

Present:	Dale Janway Nick G. Salcido Sandra K. Nunley J. R. Doporto Wesley A. Carter Richard Doss Janell E. Whitlock	Mayor Councilor Councilor Councilor Councilor Councilor Councilor
Absent:	Lisa A. Anaya Flores Jason Shirley	Councilor Councilor
Also Present:	Steve McCutcheon Stephanie Shumsky Eileen P. Riordan Annette Barrick Monica Harris Jeff Patterson Luis Camero Thomas Carlson Richard Lopez Kent D. Waller Patsy Jackson-Christopher Steve Hendley	City Administrator Deputy City Administrator City Attorney City Clerk Finance Director Planning, Eng., & Reg. Director Public Works Utilities Director Public Works Director Fire Chief Police Chief Director of Arts & Culture Director of Parks & Recreation

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**

0:00:04      Invocation – Pledge of Allegiance

0:00:39      **Mayor Janway asked Mr. McCutcheon and Chief Lopez to join him in a special presentation.**

**Chief Lopez** asked Mr. Charles Munoz and Mr. Tim Dorado to come forward.

**Mayor Janway** administered the Oath's of Charles and Tim, new recruits to the Fire Department, who have completed their training.

0:03:05      **1.      APPROVAL OF AGENDA**

0:03:07      **Motion**

The motion was made by Councilor Carter and seconded by Councilor Doss to approve the Agenda

0:03:11      **Vote**

The vote was as follows: Yes - Doss, Nunley, Salcido, Carter, Whitlock, Doporto; No - None; Absent - Shirley, Anaya Flores; The motion carried.

0:03:22      **2.      BUDGET REVIEW**

Ms. Harris reviewed the revenues and expenditures as of February 28, 2015 for the General Fund and selected Enterprise and Special Funds contained within the City Budget.

0:07:00      **Motion**

The motion was made by Councilor Carter and seconded by Councilor Nunley to approve the Budget Review

0:07:07      **Vote**

The vote was as follows: Yes - Doss, Nunley, Salcido, Carter, Whitlock, Doporto; No - None; Absent - Shirley, Anaya Flores; The motion carried.

0:07:17      **3.      ROUTINE AND REGULAR BUSINESS**

- A. Minutes of the Regular City Council Meeting held on April 14, 2015
- B. Personnel Report
- C. Purchasing:
  - 1) Consider approval to Advertise Invitation for Bid to Replace Existing Valves and Repair Bypass Line at Reservoir #2
  - 2) Consider approval to Advertise Invitation for Proposals for the provision of EMS Materials and Supplies for the Carlsbad Fire Department for FY 2015-2016
  - 3) Consider approval to Award RFP 2015-05, to Amec, Foster, Wheeler Environmental and Infrastructure for Construction Observation Services
  - 4) Consider approval to Award Bid to Lynco Electric Co. Inc., for the Ray Anaya San Jose Plaza Park Lighting Project
- D. Contracts and Agreements:
  - 1) Consider approval of Extension of Agreement between the City of Carlsbad and NMDOT Aviation Division for the Airport Master Plan/ Air Service Study
  - 2) Consider approval of MOU between the City of Carlsbad and the City of Artesia, the Village of Loving, the County of Eddy, and the 5th Judicial District Attorney's Office regarding the implementation and operation of the Pecos Valley Drug Task Force
- E. Monthly Department Reports:
  - 1) Arts and Culture Department Monthly Report, March 2015

- 2) Municipal Court Monthly Report, March 2015
  - 3) Sports and Recreation Department Monthly Report, March 2015
  - 4) Transportation and Facilities Department Monthly Report, March 2015
  - 5) Utility Department Monthly Report, March 2015
- F. Boards and Committee Appointments:
- 1) Carlsbad Golf Course Advisory Board-Myrna Conoyer-Remainder of 4-year term

0:07:38      **Mayor Janway asked Mr. McCutcheon to review Item C.4 Consider approval to Award Bid to Lynco Electric Co. Inc., for the Ray Anaya San Jose Plaza Park Lighting Project.**

**Mr. McCutcheon** explained Item C.4 is to award a bid to Lynco Electric for lighting in the Ray Anaya San Jose Plaza Park. He said Lynco Electric is a long time New Mexico contractor with a good reputation. He said the project has a legislative grant in the amount of \$100,000 and \$60,000 of City funds totaling a \$160,000 for the project. He said the lighting will be for the entire park and will be similar to what is currently on the river.

**Mayor Janway** added the Park is looking very good and is a great addition to Carlsbad.

0:09:24      **Mayor Janway asked Chief Waller to discuss Item D.2 Consider approval of MOU between the City of Carlsbad and City of Artesia, the Village of Loving, the County of Eddy, and the 5th Judicial District Attorney's Office regarding the implementation and operation of the Pecos Valley Drug Task Force.**

**Chief Waller** explained that item D.2 is the MOU between the Carlsbad Police Department, City of Carlsbad and the Pecos Valley Drug Task Force. He said when there are changes in any of the agencies the document is updated.

**Councilor Whitlock** asked how many officers the Carlsbad Police Department has assigned to the Pecos Valley Drug Task Force. **Chief Waller** said the department currently has three positions and two of the positions are filled with one currently open.

**Councilor Doss** asked how many positions the City of Artesia has assigned to them. **Chief Waller** said Artesia currently has one position filled with one position that has not been filled.

**Councilor Doss** asked how many positions the County has assigned. **Chief Waller** said the County has three positions and a supervisor position. **Chief Waller** stated that the MOU stated 2 positions for the City. He explained since then the City has added another position.

**Councilor Whitlock** asked if the MOU shows the changes. **Ms. Riordan** said the agreement reads assigned personnel with no specific numbers.

0:13:56        **Motion**

The motion was made by Councilor Carter and seconded by Councilor Salcido to approve Routine and Regular Business

0:14:01        **Vote**

The vote was as follows: Yes - Doss, Nunley, Salcido, Carter, Whitlock, Doporto; No - None; Absent - Shirley, Anaya Flores; The motion carried.

0:14:20        **4.        COUNCIL COMMITTEE REPORTS**

**Councilor Nunley** explained she is really excited about the summer reading program sponsored by the City. She thanked the City for their support.

**Mayor Janway** congratulated Councilor Nunley for receiving Principal of the year.

0:16:05        **5.        ADJOURN**

0:16:06        **Motion**

The motion was made by Councilor Doss and seconded by Councilor Salcido to Adjourn

0:16:10        **Vote**

The vote was as follows: Yes - Doss, Nunley, Salcido, Carter, Whitlock, Doporto; No - None; Absent - Shirley, Anaya Flores; The motion carried.

0:16:39        **Adjourn**

There being no further business, the meeting was adjourned at 6:26 p.m.

ATTEST:

---

Mayor

---

City Clerk

CITY OF CARLSBAD  
**PERSONNEL REPORT**  
May 12, 2015

**APPOINTMENTS:**

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Alyssa Arnwine	05/21/15	Fire	Lifeguard
Hannah Azzinaro	05/21/15	Fire	Lifeguard
Robyn Beeman	05/21/15	Fire	Head Lifeguard
Ted Cordova	05/15/15	Sports Complex	Sports & Rec. Attendant, PT
Crystal Grimes	05/21/15	Fire	Lifeguard
Brinnley McCullough	05/21/15	Fire	Lifeguard
Kambreigh Miller	05/21/15	Fire	Lifeguard
Caleb Prentiss	05/21/15	Fire	Lifeguard
Zachery Putman	05/21/15	Fire	Lifeguard
Andrew Rodriguez	05/21/15	Fire	Lifeguard
Mason Sillas	05/21/15	Fire	Head Lifeguard
Cameron Villa	05/21/15	Fire	Lifeguard
Alyssa Wheeler	05/21/15	Fire	Lifeguard
Kylynn Whetham	05/21/15	Fire	Lifeguard
Jaykan Willis	05/21/15	Fire	Lifeguard

**TERMINATIONS:**

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Lisa Campos-Hernandez	05/01/15	Executive	Projects Assistant	Resigned
Glenn Gilliland	04/30/15	Library	Library Page	Resigned
Arturo Rodriguez	04/28/15	Collections	Waste Water Oper., Appr.	Declined job offer

**INTERNAL TRANSFERS AND PROMOTIONS:**

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Debra Edwards	05/04/15	Finance	Account Supervisor
Rafael Tavaraz	05/06/15	Water	Water Maintenance Supervisor
Diane Trujillo	05/04/15	Sports Complex	Caretaker

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Arnwine, Alyssa Classification/Position: Returning Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>8.80</u> per hour
<input checked="" 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>Attending NMSU</u>	

### Employment:

Present or last Employer: Enrich the Kids Inc.

From Feb. '14 to May '15 Classification: Caregiver

Duties: Help students with homework, teach

Related Experience: Lifeguard Summer of 2011, 2012, 2013 and 2014, CPR & First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Azzinaro, Hannah Classification/Position: Returning Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>8.80</u> per hour
<input checked="" 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 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>Attending Carlsbad High School</u>	

### Employment:

Present or last Employer: Carlsbad Aquatic Center

From Sept. '14 to present Classification: Lifeguard

Duties: Lifeguard

Related Experience: Lifeguard Summer of 2014, CPR & First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Beeman, Robyn

Classification/Position: Head Lifeguard

Department: Fire

☐ Regular

☒ Full-time

☐ Hourly \$ \$ 10.60 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

Attending McMurry University

### Employment:

Present or last Employer: McMurry University

From Sept. '14 to May '15

Classification: Secretary

Duties: Keep minutes at the weekly meeting.

Related Experience: Lifeguard Summer of 2014, CPR & First Aid Certified

Comments:



# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** John Lowe, Sports Superintendent



**SUBJECT:** Recommendation for Employment

**DATE:** May 5, 2015

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: Ted Cordova

Classification/Position: Sports & Rec Attendant

Department: Sports & Recreation

☒ Regular

☐ Full-time

☒ Hourly \$ 16.18 per hour

☐ Seasonal

☐ Part-time

☐ Salary \$ \_\_\_\_\_ per annum

☐ Temporary

☒ On call

### Education Level:

☐ Associates Degree

☐ High School Diploma

☐ GED or equivalent

☒ Bachelors Degree

Education

☐ Masters Degree

☐ Other

### Employment:

Present or last Employer: Carlsbad Municipal Schools

From 2001' to 2013'

Classification: Human Resources

Duties: \_\_\_\_\_

Related Experience: Hobbies include basketball & golf. Familiar with sporting activities

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Grimes, Crystal Classification/Position: Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>\$ 8.40</u> per hour
<input checked="" 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 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>Attending Carlsbad High School</u>	

### Employment:

Present or last Employer: Alena Carreon

From Oct. '14 to present Classification: Babysitter

Duties: Care for children

Related Experience: CPR and First Aid Certified

Comments:

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief



**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: McCullough, Brinnley Classification/Position: Lifeguard  
Department: Fire

☐ Regular ☒ Full-time ☐ Hourly \$ \$ 8.40 per hour  
☒ Seasonal ☐ Part-time ☐ Salary \$ \_\_\_\_\_ per annum  
☐ Temporary ☐ On call

### Education Level:

☐ Associates Degree ☐ High School Diploma ☐ GED or equivalent  
☐ Bachelors Degree  
☐ Masters Degree  
☒ Other Attending Carlsbad High School

### Employment:

Present or last Employer: None  
From \_\_\_\_\_ to \_\_\_\_\_ Classification: \_\_\_\_\_  
Duties: \_\_\_\_\_

Related Experience: CPR and First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Miller, Kambreigh Classification/Position: Returning Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>\$ 8.80</u> per hour
<input checked="" 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 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>Attending Carlsbad High School</u>	

### **Employment:**

Present or last Employer: Carlsbad Aquatic Center

From Sept. '14 to present Classification: Lifeguard

Duties: Lifeguard

Related Experience: Lifeguard Summer of 2014, CPR & First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief



**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Prentiss, Caleb

Classification/Position: Lifeguard

Department: Fire

☐ Regular

☒ Full-time

☐ Hourly \$ 8.40 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

Attending South Mountain University

### Employment:

Present or last Employer: None

From \_\_\_\_\_ to \_\_\_\_\_ Classification: \_\_\_\_\_

Duties: \_\_\_\_\_

Related Experience: CPR and First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Putman, Zachery Classification/Position: Lifeguard  
Department: Fire

☐ Regular ☒ Full-time ☐ Hourly \$ \$ 8.40 per hour  
☒ Seasonal ☐ Part-time ☐ Salary \$ \_\_\_\_\_ per annum  
☐ Temporary ☐ On call

### Education Level:

☐ Associates Degree ☐ High School Diploma ☐ GED or equivalent  
☐ Bachelors Degree  
☐ Masters Degree  
☒ Other Attending Carlsbad High School

### Employment:

Present or last Employer: Renea Winters  
From June '14 to present Classification: Laborer  
Duties: Landscaping, yard work, hauling trash, cutting down trees

Related Experience: CPR and First Aid Certified

Comments:


# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Rodriquez, Andrew Classification/Position: Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>8.40</u> per hour
<input checked="" 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>Attending NMSU-C</u>	

### Employment:

Present or last Employer: Lake Carlsbad Golf Course

From Aug. '13 to April '14 Classification: Golf Course Help

Duties: Run golf shop, pick up golf balls from range, wash carts, etc.

Related Experience: CPR and First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief



**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Sillas, Mason

Classification/Position: Head Lifeguard

Department: Fire

☐ Regular

☒ Full-time

☐ Hourly \$ \$ 10.60 per hour

☒ Seasonal

☐ Part-time

☐ Salary \$ \_\_\_\_\_ per annum

☐ Temporary

☐ On call

### Education Level:

☐ Associates Degree

☐ High School Diploma

☐ GED or equivalent

☐ Bachelors Degree

☐ Masters Degree

☒ Other

Attending Carlsbad High School

### Employment:

Present or last Employer: McAlister's Deli

From Feb. '15 to present

Classification: Expo

Duties: Server and clean up

Related Experience: Lifeguard Summer of 2014, CPR & First Aid Certified

Comments:



# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief



**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Villa, Cameron

Classification/Position: Lifeguard

Department: Fire

☐ Regular

☒ Full-time

☐ Hourly \$ 8.40 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

Attending Carlsbad High School

### Employment:

Present or last Employer: Wendy's

From June '14 to July '14

Classification: Cashier

Duties: Cashier, Fries

Related Experience: CPR and First Aid Certified

Comments:

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Wheeler, Alyssa Classification/Position: Returning Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>\$ 8.80</u> per hour
<input checked="" 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 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>Attending Carlsbad High School</u>	

### Employment:

Present or last Employer: Kaleidoscoops

From Sept. '14 to April '15 Classification: Cashier

Duties: Wait on customers, cashier, clean, stock merchandise and prep food.

Related Experience: Lifeguard Summer of 2014, CPR & First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Whetham, Kylvynn Classification/Position: Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>\$ 8.40</u> per hour
<input checked="" 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 type="checkbox"/> Other	_____	_____

### Employment:

Present or last Employer: Sonic

From Oct. '14 to May '15 Classification: Crew Member

Duties: Take orders, fill orders, deliver food to customer, cashier

Related Experience: CPR and First Aid Certified

Comments: \_\_\_\_\_

# CITY OF CARLSBAD

## RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

**FROM:** Richard Lopez, Fire Chief 

**SUBJECT:** Recommendation for Employment

**DATE:** May 6, 2015

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: Willis, Jaykan Classification/Position: Lifeguard

Department: Fire

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Hourly \$ <u>\$ 8.40</u> per hour
<input checked="" 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 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>Attending Carlsbad High School</u>	

### Employment:

Present or last Employer: Alan Jenkins

From June '14 to present Classification: Yard Maintenance

Duties: Mow and weedat lawn

Related Experience: CPR and First Aid Certified

Comments: \_\_\_\_\_

## CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM  
PURCHASING RECOMMENDATION

Council Meeting Date: 05/12/2015

<b>Department:</b> Fire	<b>BY:</b> Rick Lopez, Fire Chief <i>RL</i>	<b>Date:</b> 04/28/2015																																										
<b>SUBJECT:</b> Equipment and Services <b>Description:</b> Early Warning System																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>SYNOPSIS:</b></td> <td style="width: 35%;">Qty <u>1</u></td> <td style="width: 20%;">Total Est. Cost</td> <td style="width: 15%; text-align: right;">\$ 160,000.00</td> <td style="width: 15%;">Total Actual Cost</td> <td style="width: 10%; text-align: right;">\$ 159,312.00</td> </tr> <tr> <td></td> <td>Budgeted Yes</td> <td>Est. City Share</td> <td style="text-align: right;">\$ 160,000.00</td> <td>Actual City Share</td> <td style="text-align: right;">\$ 159,312.00</td> </tr> <tr> <td></td> <td>Account # <u>01-0050-85750</u></td> <td></td> <td style="text-align: right;">\$ 160,000.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;">\$ 160,000.00</td> <td></td> <td></td> </tr> </table>			<b>SYNOPSIS:</b>	Qty <u>1</u>	Total Est. Cost	\$ 160,000.00	Total Actual Cost	\$ 159,312.00		Budgeted Yes	Est. City Share	\$ 160,000.00	Actual City Share	\$ 159,312.00		Account # <u>01-0050-85750</u>		\$ 160,000.00				Account # _____						Account # _____						Account # _____						<b>TOTAL</b>		\$ 160,000.00		
<b>SYNOPSIS:</b>	Qty <u>1</u>	Total Est. Cost	\$ 160,000.00	Total Actual Cost	\$ 159,312.00																																							
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	<b>TOTAL</b>		\$ 160,000.00																																									
<b>BACKGROUND, JUSTIFICATION AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.) Currently the City does not have an Early Warning System in place to warn citizens that are outdoors during a tornado watch/warning, flood or large scale Hazmat incident. After evaluating the needs of the City I recommend that 6 electro-mechanical sirens be placed in areas that will reach the majority of people that are congregated outdoors. These areas include parks, golf courses, sports complexes and the airport.  The system will be controlled at the Carlsbad Police Department dispatch center and will include a second site as a back up for the control system. The sirens would only be activated during a test or an emergency that I have listed above. The City will have full control of the person or person's that have the authority to activate the alarm.  I am requesting that we award the Bid 2014-58 to American Signal Corporation for the installation of an Early Warning System. American Signal is the low bidder.																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Requested action to be taken by Council:</b></td> <td style="width: 30%;"><b>Council Action Taken:</b></td> <td style="width: 30%;"><b>Date:</b></td> </tr> <tr> <td>Other:</td> <td>Select one</td> <td></td> </tr> <tr> <td>Award the Bid</td> <td></td> <td></td> </tr> </table>			<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>	<b>Date:</b>	Other:	Select one		Award the Bid																																			
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Other:	Select one																																											
Award the Bid																																												
<b>Reviewed by City Administrator:</b>																																												

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Requested action to be taken by Council:</b></td> <td style="width: 30%;"><b>Council Action Taken:</b></td> <td style="width: 30%;"><b>Date:</b> 5-12-2015</td> </tr> <tr> <td>Award Bid Number</td> <td>Select one</td> <td></td> </tr> <tr> <td>2014-58</td> <td></td> <td></td> </tr> </table>	<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>	<b>Date:</b> 5-12-2015	Award Bid Number	Select one		2014-58			
<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>	<b>Date:</b> 5-12-2015								
Award Bid Number	Select one									
2014-58										
<b>ADDITIONAL INFORMATION:</b> The recommendation is to award Bid 2014-58 to American Signal Corporation in the amount of \$159,312.00 for the provision and installation of a six siren early warning system.										
<b>Reviewed by City Administrator:</b> /s/ Steve McCutcheon										
5-8-2015										

 ATTACHMENT(S): ☐ Specifications ☒ Bid/RFP Summary ☐ Other: \_\_\_\_\_

## Emergency Early Warning Siren System

## Bid Results

**Bid No. 2014-58**

Date: 12/22/14 Time: 2:30 p.m.

[illegible]

## CITY OF CARLSBAD

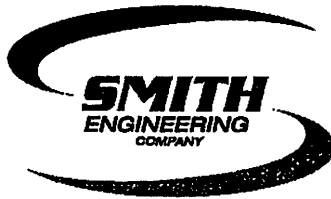
AGENDA BRIEFING MEMORANDUM  
PURCHASING RECOMMENDATION

Council Meeting Date: 3/24/15

<b>Department:</b> <p style="text-align: center; font-size: 1.2em;">Solid Waste</p>	<b>BY:</b> <p style="text-align: center;">Luis Camero, Director of Utilities</p>	<b>Date:</b> <p style="text-align: center;">3/18/15</p>																																										
<b>SUBJECT:</b> Equipment <b>Description:</b> <p style="text-align: center;">Convenience Station Site Improvements</p>																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>SYNOPSIS:</b></td> <td style="width: 15%;">Qty <u>1</u></td> <td style="width: 20%;">Total Est. Cost</td> <td style="width: 20%; text-align: right;">\$ 444,565.63</td> <td style="width: 20%;">Total Actual Cost</td> <td style="width: 20%; text-align: right;">\$ 451,393.28</td> </tr> <tr> <td></td> <td>Budgeted Yes</td> <td>Est. City Share</td> <td style="text-align: right;">\$ 444,565.63</td> <td>Actual City Share</td> <td style="text-align: right;">\$ 451,393.28</td> </tr> <tr> <td></td> <td>Account # <u>24-0240-81016-000000</u></td> <td></td> <td style="text-align: right;">\$ 310,863.37</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Account # _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 310,863.37</b></td> <td colspan="2"></td> </tr> </table>			<b>SYNOPSIS:</b>	Qty <u>1</u>	Total Est. Cost	\$ 444,565.63	Total Actual Cost	\$ 451,393.28		Budgeted Yes	Est. City Share	\$ 444,565.63	Actual City Share	\$ 451,393.28		Account # <u>24-0240-81016-000000</u>		\$ 310,863.37				Account # _____						Account # _____						Account # _____					<b>TOTAL</b>			<b>\$ 310,863.37</b>		
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<b>BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)</b> <p>Smith Engineering Co. (SEC) the engineer for this project has completed plans, specifications and bid documents for this project. SEC estimates that based on the completed plans and specifications, the project will cost \$444,465.63 to construct. The budgeted available funding for construction is currently at \$308,691.79, so additional funds in the amount of \$135,873.84 will be needed to fund the total cost of construction of the project. Additional Solid Waste funds will not be available until the new budget is approved in early September 2015.</p> <p>As discussed at the March 18, 2015 meeting of the Board of Solid Waste Commissioners, the project could go to bid provided the bid is divided into a base bid schedule to amount to an estimated cost equal to the available funds and an additive alternate bid to amount to the remaining of the estimated cost. This will allow the project to proceed to construction to build only the items included in the base bid and if funds are made available before construction on the base bid is completed, the alternate bid items can be added to the base bid.</p> <p>Council consideration is requested to advertise an invitation for bids from qualified contractors to provide sealed bids for the construction of the Convenience Station Site Improvements.</p> <p>The minimum number of refuse transfer docks needed is three to handle the 120 cubic yard of waste per day the facility is registered for. The construction of the other four docks could be added to the base bid contract as funds become available.</p> <p>The city received two bid for this project, see attached Bid Summary. As expected the low bid exceeds the available funds, so after further review, the Engineer is recommending that the project be awarded to the low responsive bid received from Abraham Construction Inc. for the base bid amount plus NMGR (451,393.28), see attached letter of recommendation.</p>																																												
<b>Requested action to be taken by Council:</b> <p>Advertise Invitation for Bid</p>	<b>Council Action Taken:</b> <p>Select one</p>	<b>Date:</b>																																										
<b>Reviewed by City Administrator:</b>																																												

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>		
<b>Requested action to be taken by Council:</b> <p>Award Bid Number 2015-08</p>	<table style="width: 100%;"> <tr> <td style="width: 40%;"><b>Council Action Taken:</b> Select one</td> <td style="width: 60%;"><b>Date:</b> 5-12-2015</td> </tr> </table>	<b>Council Action Taken:</b> Select one	<b>Date:</b> 5-12-2015
<b>Council Action Taken:</b> Select one	<b>Date:</b> 5-12-2015		
<b>ADDITIONAL INFORMATION:</b> <p>To award Bid Number 2015-08 to Abraham Construction Inc. from Albuquerque, NM in the base bid amount of \$451,393.28 including NMGR @ 7.4375%</p>			
<b>Reviewed by City Administrator:</b> /s/ Steve McCutcheon <div style="float: right;">5-8-2015</div>			

ATTACHMENT(S): ☐ Specifications ☒ Bid/RFP Summary ☒ Other: Engineer's Letter of Recommendation



*Solutions for Today...*

*Vision for Tomorrow*

April 20, 2015

Mr. Luis Camero  
Director of Utilities, City of Carlsbad  
P.O. Box 1569  
Carlsbad, NM 88221-1569

Re: **Bid No. 2015-08**  
**Convenience Station Site Improvements – Carlsbad, NM**

Dear Mr. Camero:

As you know, bids were opened for the above-referenced project on Wednesday, April 15, 2015. The City received two (2) competitive bids. The bid amounts are summarized on the attached bid tabulation sheet. The bids were reviewed by me for completeness and mathematical accuracy. The lowest base bid amount was submitted by Abraham's Construction, Inc. of Albuquerque, NM. They submitted a base bid in the amount of \$451,393.28, including gross receipts tax.

Abraham's Construction, Inc. is a registered Contractor in the State of New Mexico with active classifications GB98, GA01 and GA03 under license number 87492. They are registered with the New Mexico Department of Workforce Solutions. They listed all subcontractors that will work on this project. All are licensed in the State of New Mexico with the appropriate classification attachments to perform their nature of work. The Surety for the 5% Bid Bond is Granite Re, Inc.

The basis of award for this project is the lowest, complete and responsive base bid submitted by a licensed contractor in the State of New Mexico. Therefore, after reviewing the submitted bids, Smith Engineering Co. recommends the contract be awarded to Abraham's Construction, Inc. of Albuquerque, NM in the amount of \$451,393.28, including gross receipts tax.

Please feel free to call me with any questions or comments.

Sincerely,  
Smith Engineering Co.

A handwritten signature in black ink, appearing to read "Scott E. Hicks", is written over the typed name.

Scott E. Hicks, PE  
Project Engineer

Attachment  
cc: Matt Fletcher, Purchasing Manager



City of Carlsbad  
Convenience Station Site Improvements  
Bid No. 2015-08

BID TABULATION 04-15-15

BASE BID

Item No.	Item Description	Unit	Qty.	Engineer's Estimate		Abraham's Construction, Inc.		Constructors, Inc.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	Demolition/Removals	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$11,000.00	\$11,000.00
2	Clear and Grub/Earthwork	LS	1	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$77,000.00	\$77,000.00
3	Structural Concrete For Retaining Walls	CY	215	\$575.00	\$123,625.00	\$600.00	\$129,000.00	\$750.00	\$161,250.00
4	8" Concrete Dock Slabs	SY	175	\$95.00	\$16,625.00	\$95.00	\$16,625.00	\$130.00	\$22,750.00
5	6" Pipe Bollards (8' Tall)	EA	10	\$450.00	\$4,500.00	\$450.00	\$4,500.00	\$750.00	\$7,500.00
6	6" Steel Pipe Rail	LF	220	\$50.00	\$11,000.00	\$75.00	\$16,500.00	\$100.00	\$22,000.00
7	Metal Dock Edge Flap/Container Guide Rail (1 Per Dock)	EA	3	\$2,000.00	\$6,000.00	\$1,500.00	\$4,500.00	\$3,500.00	\$10,500.00
8	Concrete Parking Block with Rebar Anchors	EA	6	\$250.00	\$1,500.00	\$200.00	\$1,200.00	\$250.00	\$1,500.00
9	6" Subgrade Preparation	SY	4850	\$3.00	\$14,550.00	\$3.00	\$14,550.00	\$3.00	\$14,550.00
10	6" Base Course	SY	4850	\$8.00	\$38,800.00	\$14.00	\$67,900.00	\$10.00	\$48,500.00
11	6" Concrete Drive Pad	SY	170	\$75.00	\$12,750.00	\$101.00	\$17,170.00	\$125.00	\$21,250.00
12	8' Chain Link Fence	LF	2000	\$28.00	\$56,000.00	\$30.00	\$60,000.00	\$33.00	\$66,000.00
13	24' Wide Double Swing Gate (Chain Link)	EA	3	\$2,000.00	\$6,000.00	\$4,000.00	\$12,000.00	\$1,750.00	\$5,250.00
14	30' Wide Double Swing Gate (Chain Link)	EA	1	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$2,200.00	\$2,200.00
15	Construction Staking	LS	1	\$7,500.00	\$7,500.00	\$6,700.00	\$6,700.00	\$10,000.00	\$10,000.00
16	Traffic Control	LS	1	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00
17	NPDES Permitting, SWPPP Complete	LS	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$1,000.00	\$1,000.00
18	Mobilization	LS	1	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00

BASE BID SUBTOTAL	\$366,350.00	\$420,145.00	\$498,750.00
NMGRT @ 7.4375	\$27,247.28	\$31,248.28	\$37,094.53
BID LOT I TOTAL	<u>\$393,597.28</u>	<u>\$451,393.28</u>	<u>\$535,844.53</u>

ADDITIVE ALTERNATE NO. 1

Item No.	Item Description	Unit	Qty.	Engineer's Estimate		Abraham's Construction, Inc.		Constructors, Inc.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	8" Concrete Dock Slab	SY	230	\$95.00	\$21,850.00	\$95.00	\$21,850.00	\$130.00	\$29,900.00
2	6" Pipe Bollards (8' Tall)	EA	11	\$450.00	\$4,950.00	\$450.00	\$4,950.00	\$750.00	\$8,250.00
3	6" Steel Pipe Rail	LF	250	\$50.00	\$12,500.00	\$75.00	\$18,750.00	\$100.00	\$25,000.00
4	Metal Dock Edge Flap/Container Guide Rail (1 Per Dock)	EA	4	\$2,000.00	\$8,000.00	\$2,000.00	\$8,000.00	\$3,500.00	\$14,000.00
5	Concrete Parking Block with Rebar Anchors	EA	8	\$250.00	\$2,000.00	\$200.00	\$1,600.00	\$250.00	\$2,000.00
6	Construction Staking	LS	1	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00

ADD. ALT NO. 1 SUBTOTAL	\$50,800.00	\$58,150.00	\$80,650.00
NMGRT @ 7.4375	\$3,778.25	\$4,324.91	\$5,998.34
BID LOT II TOTAL	<u>\$54,578.25</u>	<u>\$62,474.91</u>	<u>\$86,648.34</u>

BASE BID and ADD. ALT. NO 1 SUBTOTAL	\$417,150.00	\$478,295.00	\$579,400.00
NMGRT @ 7.4375	\$31,025.53	\$35,573.19	\$43,092.88
BID LOT I and II TOTAL	<u>\$448,175.53</u>	<u>\$513,868.19</u>	<u>\$622,492.88</u>



## CITY OF CARLSBAD

# **AGENDA BRIEFING MEMORANDUM PURCHASING RECOMMENDATION**

Council Meeting Date: 5/12/15

<b>Department:</b> Street Improvement	<b>BY:</b> Jason Burns - Projects Administrator	<b>Date:</b> 5/06/15
<b>SUBJECT:</b> Infrastructure <b>Description:</b> Lake Carlsbad Tennis Court Restroom Reconstruction		
<b>SYNOPSIS:</b> Qty <u>1</u> Total Est. Cost <u>\$ 182,000.00</u> Total Actual Cost _____ Budgeted Yes                      Est. City Share <u>\$ 82,000.00</u> Actual City Share _____ Account # <u>01-0070-81012-000003</u> <u>\$ 168,297.00</u> Account # <u>01-0070-84013-000002</u> <u>\$ 100,000.00</u> Account # _____ Account # _____ <div style="text-align: right;">TOTAL <u>\$ 268,297.00</u></div>		
<b>BACKGROUND, JUSTIFICATION AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.) The plans are complete and have been reviewed for the Lake Carlsbad Tennis Court Restroom Reconstruction. The city has received a Legislative Grant, in the amount of \$100,000.00, to be expended on this project. The remaining balance will be comprised of City funds. Council consideration is requested is to allow the project to proceed to advertising and receiving construction bids.		
<b>Requested action to be taken by Council:</b> Advertise Invitation for Bid	<b>Council Action Taken:</b> Select one	<b>Date:</b> 5-12-2015
<b>Reviewed by City Administrator:</b> /s/ Steve McCutcheon		5-8-2015

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>	
<b>Requested action to be taken by Council:</b> Select one	<b>Council Action Taken:</b> Select one	<b>Date:</b>
<b>ADDITIONAL INFORMATION:</b>		
<b>Reviewed by City Administrator:</b>		

ATTACHMENT(S): ☐ Specifications ☐ Bid/RFP Summary ☐ Other: \_\_\_\_\_

## CITY OF CARLSBAD

# **AGENDA BRIEFING MEMORANDUM PURCHASING RECOMMENDATION**

**Council Meeting Date:** 5-12-15

<b>Department:</b> <b>Executive</b>	<b>BY:</b> Jason Burns - Projects Administrator	<b>Date:</b> 5-6-15
<b>SUBJECT:</b> Services <b>Description:</b> Request proposals from local firms to provide Professional Surveying Services, for various construction projects within the City.		
<b>SYNOPSIS:</b> Qty _____ Total Est. Cost _____ Total Actual Cost _____ Budgeted Yes _____ Est. City Share _____ Actual City Share _____ Account # <u>Various Project Accounts</u> _____ Account # _____ Account # _____ Account # _____ <div style="text-align: right;">TOTAL _____ \$ 0.00</div>		
<b>BACKGROUND, JUSTIFICATION AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)  The City has several construction projects that are currently in progress, and warrant a qualified professional to provide surveying staking, layout, and mapping, ect. The "Professional Surveyor" shall coordinate and complete assigned projects, be professional and technically competent, and be licensed with the New Mexico State Board of Licensers, as a Professional Surveyor (PS).  Council consideration is requested to advertise a call for proposals from qualified firms to provide Professional Surveying services on a on-call/as-needed basis for general projects as assigned.		
<b>Requested action to be taken by Council:</b> Advertise Invitation for Request for Proposal	<b>Council Action Taken:</b> Select one	<b>Date:</b> 5-12-2015
<b>Reviewed by City Administrator:</b> /s/ Steve McCutcheon		5-8-2015

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>	
<b>Requested action to be taken by Council:</b> Select one	<b>Council Action Taken:</b> Select one	<b>Date:</b>
<b>ADDITIONAL INFORMATION:</b>		
<b>Reviewed by City Administrator:</b>		

ATTACHMENT(S): ☐ Specifications ☐ Bid/RFP Summary ☐ Other: \_\_\_\_\_

## CITY OF CARLSBAD

## AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 05/12/15

<b>Department:</b> Finance	<b>By:</b> <i>Monica D. Harris</i> <small>Digitally signed by Monica D. Harris DN: cn=Monica D. Harris, o=City of Carlsbad, NM, ou=Finance Dept., email=mdharris@cityofcarlsbadnm.com, c=US Date: 2015.05.06 11:50:20 -0600</small>	<b>DATE:</b> 05/06/15
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**SUBJECT:**  
Annual Audit and Lodgers' Tax Audit for FY 2014-2015

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

The Audit Act (12-6-1 through 12-6-14 NMSA 1978) states the financial affairs of every agency shall be thoroughly examined and audited each year by the State Auditor, personnel of his office designated by him or by independent auditors approved by him. The City is required to have an annual audit. The State Auditor requires that all audit contracts be approved by his office prior to entering into any audit contract services. City of Carlsbad Code of Ordinances No. 48-87 states the governing body shall select for annual random audit one or more vendors to verify the amount of gross rent subject to the occupancy rate and to ensure that the full amount of occupancy tax on the rent is collected from each vendor and audited as required under Section 3-38-17.1, NMSA 1978. A copy of the audit is filed with DFA-Local Government Division.

City Council awarded RFP 2014-18 to Strickler & Prieto, LLP on 05/13/14. The award was for a multi-year renewable contract not to exceed three years. This contract is for year two of three.

The cost of the audit is \$66,955, including tax, and will be included in the Budget for FY 2015-2016 as all costs will be incurred on or after July 1, 2015.

**DEPARTMENT RECOMMENDATION:**

Staff is requesting the approval of the attached State of New Mexico Audit Contract for annual audit services for Fiscal Year Ending June 30, 2015 to be provided by Strickler & Prieto, LLP, subject to approval by the NM State Auditor.

**BOARD/COMMISSION/COMMITTEE ACTION:**

<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	} <input type="checkbox"/> <b>APPROVED</b>
<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"/> <b>DISAPPROVED</b>

Reviewed by  
City Administrator /s/ Steve McCutcheon Date: 5-8-2015

ATTACHMENT(S): State of New Mexico Audit Contract

**IPA Recommendation Form for Audits**

(Please print on your agency's letterhead)

- ❖ **Complete the audit contract (including obtaining the IPA's signature) and submit it to the Office of the State Auditor with this form by the deadline indicated at 2.2.2.8(G)(6)(c).**

**I. Agency Contact Information**

Name of Agency: City of Carlsbad  
Address of Agency: PO Box 1569  
Phone # of Agency: 575.234.7910 FAX# of Agency \_\_\_\_\_  
City: Carlsbad (State: NM) Zip: 88221 - 1569 Web Site Address: www.cityofcarlsbadnm.com

**Agency Head Contact Information**

Name of Agency Head: Steve McCutcheon Title of Agency Head: City Administrator  
E-mail address of Agency Head: svmccutcheon@cityofcarlsbadnm.com

**Agency Contact Information**

Name of Agency Contact: Monica Harris Title of Agency Contact: City Treasurer  
Phone # of Agency Contact: 575.234.7910 FAX# of Agency Contact 575.887.8566  
E-mail address of Agency Contact: mdharris@cityofcarlsbadnm.com

**Note: Please fill out e-mail address of contact person. All fully executed contracts will be sent via e-mail.**

**II. Recommended Independent Public Accountant (IPA) Information**

As required by the Audit Rule, Section 2.2.2.8.E(3), an IPA subject to contract restriction is responsible for informing this agency whether it is eligible to engage in this proposed contract. By signing the signature page, I am verifying herein that the IPA has certified its eligibility to engage in this proposed contract.

Name of IPA Firm:  
Strickler & Prieto, LLP  
Phone # 915.532.2901 Fax: 915.532.0807 E-mail \_\_\_\_\_  
Address: pstrickler@cpa-sp.com

**Note: If there is a change in the On-Site Manager, the Office of the State Auditor must be notified in writing.**

**III. Important Dates**

**For which Fiscal Year (FY) is this recommendation being made:** FY 2014-2015  
**Estimated Audit Start Date** July 1, 2015 **Estimated Completion Date** December 15, 2015

**IV. Single Audit Requirement**

Please check the box below that applies to your agency (a Single Audit should have been included in the procurement if the agency expended \$500,000 or more of federal funds:

- ☐ My agency procured an annual financial and compliance audit **without** a Single Audit.  
☒ My agency procured an annual financial and compliance audit **with** a Single Audit.

**V. Multi-Year Certification****Please check the appropriate box below:**

- ☒ This is a multi-year award and this request applies to the 2 year of a 3 year Proposal.
- ☐ This is a one year procurement award for only the fiscal year indicated in Section III.

**VI. Fee and Hour Breakdown**

Category	The first year of our 3-year procurement was FY 20 <u>14</u> (or use just these columns for one-year procurement)		The second year of our 3-year procurement was FY 20 <u>15</u>		The third year of our 3-year procurement was FY 20 <u>16</u>	
	Year 1 Hours	Year 1 Cost	Year 2 Hours	Year 2 Cost	Year 3 Hours	Year 3 Cost
Financial Statement Audit	460	37720	460	37720	460	37720
Financial Statement Preparation	100	8200	100	8200	100	8200
Federal Single Audit	120	9840	120	9840	120	9840
Other allowed non-audit services						
Component Units						
Other	80	6560	80	6560	80	6560
SUBTOTAL		62320		62320		62320
Gross Receipts Tax		4635		4635		4635
TOTAL	760	66955	760	66955	760	66955

### SIGNATURE PAGE

I hereby certify that all the information submitted in this recommendation is true, accurate and complete to the best of my knowledge. Furthermore, I also hereby certify that, to the best of knowledge, my agency complied with applicable provisions of the New Mexico Procurement Code (Sections 13-1-28 through 13-1-199 NMSA 1978) and the Audit Rule (2.2.2 NMAC) in the procurement of the IPA and recommendation to the State Auditor. Finally, I hereby attest that I have the authority to certify the information submitted in this recommendation on behalf of the agency.

Agency Head/Designee: \_\_\_\_\_  
(Signature)

Monica D. Harris  
\_\_\_\_\_  
(Print Name)

City Treasurer  
\_\_\_\_\_  
(Title and Date)

#### (THIS SECTION APPLIES TO SCHOOLS AND UNIVERSITIES ONLY)

This IPA recommendation has been reviewed and approved by our oversight agency (please select one) ☐ the Higher Education Department (HED) or ☐ the Public Education Department (PED) as required by Section 12-6-14 NMSA 1978, and as indicated by the following oversight agency signature and date.

\_\_\_\_\_  
Oversight Agency Signature

\_\_\_\_\_  
Printed name of signer

\_\_\_\_\_  
Date

**STATE OF NEW MEXICO  
AUDIT CONTRACT  
(Agencies and Local Public Bodies with December 15 deadline)**

City of Carlsbad

hereinafter referred to as the “Agency,” and

Strickler & Prieto, LLP

hereinafter referred to as the “Contractor,” agree:

**As required by the Audit Rule, NMAC Section 2.2.2.1 et seq., Contractor agrees to, and shall, inform the Agency of any restriction placed on Contractor by the Office of the State Auditor pursuant to NMAC Section 2.2.2.8.E, and whether the Contractor is eligible to enter into this Contract despite the restriction.**

**1. SCOPE OF WORK** (Include in Paragraph 25 any expansion of scope)

A. The Contractor shall conduct a financial and compliance audit of the following applicable statements and schedules of the Agency for the period from **July 1, 2014 through June 30, 2015:**

- (1) Basic Financial Statements consisting of the government-wide financial statements, fund financial statements, budgetary comparison statements for the general fund and major special revenue funds (GASB 34, footnote 53), and the notes to the financial statements;
- (2) Required supplemental information (RSI), if applicable, consisting of budgetary comparison schedules for the general fund and major special revenue fund data presented on a fund, organization, or program structure basis because the budgetary information is not available on the GAAP fund structure basis for those funds (*GASB Statement No. 41, Budgetary Comparison Schedules—Perspective Differences an amendment of GASB Statement No. 34*) must be audited and included in the auditor’s opinion (AAG-SLV 14.52);
- (3) Supplemental Information (SI) that must be audited and included in the auditor’s opinion (AAG-SLV 14.52), if applicable, consisting of:
  - (a) Component unit fund financial statements and related combining statements (if there are no separately issued financial statements on the component unit per AAG-SLV 3.20);



- (b) Combining financial statements;
  - (c) Individual fund budget comparison statements for remaining funds that have an adopted budget, including proprietary funds, that did not appear as basic financial statement budget comparisons for the general fund, major special revenue funds or as RSI as described above; and
  - (d) Remaining supplemental information on schedules as required by NMAC Section 2.2.2.10.A(2)(f).
- B. The contractor shall apply certain limited procedures to the following required supplemental information (RSI), if applicable, and report deficiencies in or the omission of required information in accordance with the requirements of AU-C 730.05 to 730.09:
  - (1) The Management Discussion and Analysis (MD&A);
  - (2) RSI data required by Statements 25, 27, 43 and 45 regarding pension plans and post-employment healthcare plans administered by defined benefit pension plans; and
  - (3) Schedules derived from asset management systems (GASB 34, paragraphs 132 to 133).
- C. The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, OMB Circular A-133, and *Requirements for Contracting and Conducting Governmental Audits* (NMAC Section 2.2.2.1, et seq.).

## 2. **DELIVERY AND REPRODUCTION**

- A. In order to meet the delivery terms of this Contract, the Contractor shall deliver the following documents to the State Auditor on or before **December 15, 2015** and in accordance with NMAC Section 2.2.2.9:
  - (1) an organized, bound and paginated hard copy of the Agency's audit report for review;
  - (2) a copy of the signed management representation letter provided to the IPA by the Agency as required by AU-C580;
  - (3) a Summary of Findings Form available at [www.osanm.org](http://www.osanm.org); and
  - (4) a copy of the completed State Auditor Report Review Guide available at [www.osanm.org](http://www.osanm.org);

- B. Reports postmarked by the Agency's due date will be considered received by the due date for purposes of NMAC Section 2.2.2.9. Unfinished or excessively deficient reports will not satisfy this requirement; such reports will be rejected and returned to the Contractor and the State Auditor may take action in accordance with NMAC Section 2.2.2.13.C. If the State Auditor does not receive copies of the engagement letter, management representation letter, summary of findings form and the completed Report Review Guide with the audit report or prior to submittal of the audit report, the State Auditor will not consider the report submitted to the State Auditor.
- C. As soon as the Contractor becomes aware that circumstances exist that will make the Agency's audit report late, the Contractor shall immediately provide written notification of the situation to the State Auditor. The notification shall include an explanation regarding why the audit report will be late, when the IPA expects to submit the report and a concurring signature by the Agency. The State Auditor shall also notify the Agency's oversight agency, but confidential information shall be omitted from that notification.
- D. Pursuant to NMAC Section 2.2.2.8.Q, the Contractor shall prepare a written and dated engagement letter that identifies the specific responsibilities of the Contractor and the Agency. The Contractor shall submit to the State Auditor an electronic copy of the signed and dated engagement letter and a list of client prepared documents with expected delivery dates within ten (10) days of the entrance conference.
- E. After its review of the audit report pursuant to NMAC Section 2.2.2.13, the State Auditor shall authorize the Contractor to print and submit the final audit report. Within five business days from the date of the authorization to print and submit the final audit report, the Contractor shall provide the State Auditor with **TWO** copies of the report and an electronic version of the audit report, in PDF format. After the State Auditor officially releases the audit report by issuance of a release letter, the Contractor shall deliver 25 copies of the audit report to the Agency. The Agency or IPA shall ensure that every member of the Agency's governing authority shall receive a copy of the report.
- F. The Agency, upon delivery of its audit report, shall submit the required copies of the data collection form, audit report and corrective action plan to the federal clearinghouse designated by the Office of Management and Budget and each federal awarding agency if the schedule of findings and questioned costs disclose audit findings directly related to federal awards.

### 3. COMPENSATION

- A. The total amount payable by the Agency to the Contractor under this Contract, including New Mexico gross receipts tax and expenses, shall not exceed 66,955.
- B. Contractor agrees not to, and shall not, perform any services in furtherance of this Contract prior to approval by the State Auditor. In accordance with Section 12-6-14(A), NMSA 1978, and NMAC Section 2.2.2.8.N(1), Contractor acknowledges and agrees that it will not be entitled to payment or compensation for any services performed by Contractor pursuant to this Contract prior to approval by the State Auditor.

C. Total Compensation will consist of the following:

SERVICES	AMOUNTS
(1) Financial statement audit	37720
(2) Federal single audit	8200
(3) Financial statement preparation	9840
(4) Other nonaudit services, such as depreciation schedule updates	
(5) Other (i.e., component units, specifically identified)	6560

Gross Receipts Tax = 4635

Total Compensation = 66955

D. The Agency shall pay the Contractor the New Mexico gross receipts tax levied on the amounts payable under this Contract and invoiced by the Contractor. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below.

E. Pursuant to Section 12-6-14, NMSA 1978 and NMAC Section 2.2.2.8.N, the State Auditor may authorize progress payments to the Contractor by the Agency; provided that the authorization is based upon evidence of the percentage of audit work completed as of the date of the request for partial payment. Progress payments up to 69% do not require State Auditor approval, provided that the Agency certifies receipt of services. The Agency must monitor audit progress and make progress payments only up to the percentage that the audit is completed prior to making the 69% payment. Progress payments from 70% to 90% require State Auditor approval after being approved by the Agency. If requested by the State Auditor, the Agency shall provide a copy of the approved progress billings. The State Auditor may allow only the first 50% of progress payments to be made without State Auditor approval if the Contractor's previous audits were submitted after the due date. Final payment for services rendered by the Contractor shall not be made until a determination and written finding is made by the State Auditor in the release letter that the audit has been made in a competent manner in accordance with the provisions of this Contract and applicable rules of the State Auditor.

#### 4. **TERM**

A. THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE STATE AUDITOR. Unless terminated pursuant to Paragraphs 5 or 19, this Contract shall terminate one calendar year after the date on which it is signed by the State Auditor.

B. If awarded based on a multi-year proposal, each permitted annual extension of the Contract shall be executed by mutual agreement of the parties and approval of the State Auditor pursuant to NMAC Section 2.2.2.8.G(4).

**5. TERMINATION, BREACH AND REMEDIES**

A. This Contract may be terminated:

- (1) By either party without cause, upon written notice delivered to the other party and the State Auditor at least ten (10) days prior to the intended date of termination.
- (2) By either party, immediately upon written notice delivered to the other party and the State Auditor, if a material breach of any of the terms of this Contract occurs. Unjustified failure to deliver the report in accordance with Paragraph 2 shall constitute a material breach of this Contract.
- (3) By the Agency pursuant to Paragraph 19, immediately upon written notice to the Contractor and the State Auditor.
- (4) By the State Auditor, immediately upon written notice to the Contractor and the Agency after determining that the audit has been unduly delayed, or for any other reason.

B. By termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. If the Agency or the State Auditor terminates this Contract, the Contractor shall be entitled to compensation for work performed prior to termination in the amount of earned, but not yet paid, progress payments, if any, that the State Auditor has authorized to the extent required by Paragraph 3(E). If the Contractor terminates this Contract for any reason other than Agency's breach of this Contract, the Contractor shall repay to the Agency the full amount of any progress payments for work performed under the terms of this Contract.

C. Pursuant to NMAC Section 2.2.2.8.D, the State Auditor may disqualify the Contractor from eligibility to contract for audit services with the State of New Mexico if the Contractor knowingly makes false statements, false assurances or false disclosures under this Contract. The State Auditor on behalf of the Agency or the Agency may bring a civil action for damages or any other relief against a Contractor for a material breach of this Contract.

D. THE REMEDIES HEREIN ARE NOT EXCLUSIVE, AND NOTHING IN THIS SECTION 5 WAIVES OTHER LEGAL RIGHTS AND REMEDIES OF THE PARTIES.

**6. STATUS OF CONTRACTOR**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the Agency. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles or any other benefits afforded to employees of the Agency as a result of this Contract. The Contractor agrees not to purport to bind the State of New Mexico to any obligation not assumed under this Contract unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. ASSIGNMENT**

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract.

**8. SUBCONTRACTING**

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the Agency and the State Auditor. An agreement between the Contractor and a subcontractor to subcontract any portion of the services under this Contract shall be completed on a form prescribed by the State Auditor. The agreement shall be an amendment to this Contract and shall specify the portion of the audit services to be performed by the subcontractor, how the responsibility for the audit will be shared between the Contractor and the subcontractor, the party responsible for signing the audit report and the method by which the subcontractor will be paid. Pursuant to NMAC Section 2.2.2.8.L, the Contractor may subcontract only with independent public accounting firms that are on the State Auditor's List of Approved Firms pursuant to NMAC Section 2.2.2.8.B, and that are not otherwise restricted by the Office from entering into such a contract pursuant to NMAC Section 2.2.2.8.E.

**9. RECORDS**

The Contractor shall maintain detailed time records that indicate the date, time, and nature of services rendered during the term of this Contract. The Contractor shall retain the records for a period of at least five (5) years after the date of final payment under this contract. The records shall be subject to inspection by the Agency and the State Auditor. The Agency and the State Auditor shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the Agency or the State Auditor on behalf of the Agency to recover excessive or illegal payments.

**10. RELEASE**

The Contractor, upon receiving final payment of the amounts due under the Contract, releases the State Auditor, the Agency, their respective officers and employees and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Contract. This paragraph does not release the Contractor from any liabilities, claims or obligations whatsoever arising from or under this Contract.

**11. CONFIDENTIALITY**

All information provided to or developed by the Contractor from any source whatsoever in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor, except in accordance with this Contract or applicable standards, without the prior written approval of the Agency and the State Auditor.

**12. PRODUCT OF SERVICES; COPYRIGHT AND REPORT USE**

Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor. The Agency and the State Auditor may post an audited financial statement on their respective websites once it is publicly released by the State Auditor.

**13. CONFLICT OF INTEREST**

The Contractor represents and warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. Each of the Contractor and the Agency certifies that it has followed the requirements of the Governmental Conduct Act, Section 10-16-1, et seq., NMSA 1978, regarding contracting with a public officer, state employee or former state employee, as required by the applicable professional standards.

**14. INDEPENDENCE**

The Contractor represents and warrants its personal, external and organizational independence from the Agency in accordance with the *Government Auditing Standards 2011 Revision*, issued by the Comptroller General of the United States, and NMAC Section 2.2.2.8.M. The Contractor shall immediately notify the State Auditor and the Agency in writing if any impairment to the Contractor's independence occurs or may occur during the period of this Contract.

**15. AMENDMENT**

This Contract shall not be altered, changed or amended except by prior written agreement of the parties and with the prior written approval of the State Auditor. Any amendments to this Contract shall comply with the Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978.

**16. MERGER**

This Contract supersedes all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract. Contractor and Agency shall enter into and execute an engagement letter pursuant to NMAC Section 2.2.2.8.Q, consistent with Generally Accepted Auditing Standards (GAGAS). **The engagement letter and any associated documentation included with or referenced in the engagement letter shall not be interpreted to amend this Contract. Conflicts between the engagement letter and this Contract are governed by this Contract, and shall be resolved accordingly.**

**17. APPLICABLE LAW**

The laws of the State of New Mexico shall govern this Contract. By execution of this Contract, Contractor irrevocably consents to the exclusive personal jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising from or related to this Contract.

**18. AGENCY BOOKS AND RECORDS**

The Agency is responsible for maintaining control of all books and records at all times and the Contractor shall not remove any books and records from the Agency's possession for any reason.

**19. APPROPRIATIONS**

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the legislature or the Agency's governing body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature or the Agency's governing body, this Contract shall terminate upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. This section of the Contract does not supersede the Agency's requirement to have an annual audit pursuant to Section 12-6-3(A) NMSA 1978.

**20. PENALTIES FOR VIOLATION OF LAW**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

**21. EQUAL OPPORTUNITY COMPLIANCE**

The Contractor shall abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. In accordance with all such laws, rules, regulations and orders, the Contractor assures that no person in the United States shall, on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation or gender identity be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If the Contractor is found not to be in compliance with these requirements during the life of this Contract, the Contractor shall take appropriate steps to correct these deficiencies.

**22. WORKING PAPERS**

- A. The Contractor shall retain its working papers of the Agency's audit conducted pursuant to this Contract for a period of at least five (5) years after the date shown on the opinion letter of the audit report, or longer if requested by the federal cognizant agency for audit,



oversight agency for audit, pass through-entity or the State Auditor. The State Auditor shall have access to the working papers at the State Auditor's discretion. When requested by the State Auditor or the Agency, the Contractor shall deliver the original or clear, legible copies of all working papers to the requesting entity.

- B. If the Contractor wishes to review the working papers of a predecessor, Contractor shall request that the Agency seek delivery of the working papers from a predecessor contractor.

**23. DESIGNATED ON-SITE STAFF**

The Contractor's on-site individual auditor responsible for supervision of work and completion of the audit is Phillip Strickler, CPA. The Contractor shall notify the Agency and the State Auditor in writing of any changes in staff assigned to perform the audit.

**24. INVALID TERM OR CONDITION**

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected.

**25. OTHER PROVISIONS**

Upon unjustified failure to meet delivery requirements, the IPA or agency may be liable for liquidated damages equal to .5% annum of the total audit contract (before gross receipts tax) for each working day beyond the stipulated due date.

If no other provisions are listed in this section, the remainder below is intentionally left blank.



## SIGNATURE PAGE

This Contract is made effective as of the date of the signature of the Office of the State Auditor.

### AGENCY

NAME: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: Director of Finance

DATE: \_\_\_\_\_

### CONTRACTOR

NAME: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

This Contract has been approved by:

### OFFICE OF THE STATE AUDITOR

BY: \_\_\_\_\_

TITLE: DEPUTY STATE AUDITOR

DATE: \_\_\_\_\_

State Auditor Contract No. 15 -

**City of Carlsbad  
Personnel Department**

**Action Report  
Month of April 2015**

**Submitted by  
Scot D. Bendixsen, HR Director**

City of Carlsbad  
Personnel Department Action Report  
Month of April 2015

<b>EMPLOYEE REPORT</b>	Beginning of Month	New Hires	Terminations	Transfers In	Transfers Out	End of Month
Full-Time Employees	421	6	1			426
Part-Time/Temp Employees	73		1			72
Total Employees	494	6	2	0	0	498
Administrative	21		1			20
Judicial	7					7
Finance	17					17
Police	107	2				109
Fire	59					59
Arts & Culture	83		1			82
Sports & Recreation	30	1				31
Planning & Regulation	17					17
Utilities	81	1				82
Transportation & Facilities	72	2				74
TOTAL	494	6	2	0	0	498

<b>WEEKLY INDEMNITY</b>	Beginning of Month	New Claims	Released To Work	Terminated	End of Month
Employees on WI	7	3	2	0	8

<b>UNEMPLOYMENT CLAIMS</b>	Claims Received	Claims Returned	Claims Denied	Claims Approved	Claims Pending	Claims Appealed
Current Month	1	1	3	0	0	0

<b>DRUG TESTS</b>	Number Given
Pre-employment	11
Probationary	3
Post Accident	15
Random	0
Periodic	0
Probable Cause	0

<b>VACANCIES BID</b>	Department
Projects Assistant	Executive
Account Clerk II	Finance
Waste Water Operator, Appr.	Collections
Caretaker	Sports Complex
Construction Apprentice	Construction
Recreation Attendant	Riverwalk Rec. Ctr.
Payroll Clerk	Finance

<b>PHYSICAL EXAMINATIONS</b>	Number Given
Pre-employment	8
Return to Work Evaluation	0
Functional Capacity Evaluation	0

<b>VACANCIES ADVERTISED</b>	Applications Received
Waste Water Operator, Appr.	9
Firefighter/EMT	13
Patrolman	7
Construction Apprentice	8
Electrician	Pending
Sports & Recreation Attendant	Pending
Payroll Clerk	Pending
Account Clerk II	Pending
Museum Attendant, PT	Pending
Telecommunicator	Pending
Animal Control Officer	Pending
Heavy Equipment Operator	Pending
School Crossing Guard	Pending

<b>TESTING</b>	Number Given
Typing -- Account Clerk II	5
Typing -- Telecommunicator	5
Firefighter -- Physical	11
Firefighter -- Written	11

**MONTHLY ACTIVITY REPORT**  
**Planning, Engineering, & Regulation Department**  
**March 2015**

**ACTIVITY SUMMARY**

**1. Business Activity:**

New Businesses: 53

Temporary Businesses: 6

Business Renewals: 190

**2. Miscellaneous Permits:**

Dances: 0

Parades: 0

Other: 0

**3. Building Permits & Inspections:**

Permits Issued: 246

Permit Revenue: \$22,798.65

Inspections Completed: 303

95—Building Permits

74—Building

70—Plumbing/Mechanical

95—Plumbing/Mechanical

81—Electrical Permits

134—Electrical

**4. Code Enforcement**

29—New Cases

32—Closed cases

**5. Planning & Engineering activities for the month of March 2015:**

**NEW**

- Three Planning & Zoning Applications received for April meeting
- Infrastructure Standards Document —100% Complete and Adopted
- Long-Range Roadway Plan—75% Complete
- Veterans Cemetery Project Moving Forward
- Civic Center Parking Lot Design Moving Forward
- Housing Plan Update 70% Complete
- Asset Management Plan 25% Complete

**ONGOING**

- Infrastructure Mapping (GIS)
- Development Review
- Subdivision Review and Approvals
- Leased Properties Inspections

**PLANNING AND ZONING COMMISSION**

Meets the first Monday of each month at 5 p.m. in the City Hall Planning Room.

Signed: \_\_\_\_\_

  
Planning Director

**MONTHLY ACTIVITY REPORT**  
**Planning, Engineering, & Regulation Department**  
**April 2015**

<b>ACTIVITY SUMMARY</b>		
<b>1. Business Activity:</b>		
New Businesses: 40	Temporary Businesses: 12	Business Renewals: 34
<b>2. Miscellaneous Permits:</b>		
Dances: 0	Parades: 0	Other: 0
<b>3. Building Permits &amp; Inspections:</b>		
Permits Issued: 296	Permit Revenue: \$31,269.75	Inspections Completed: 303
130—Building Permits		81—Building
58—Plumbing/Mechanical		84—Plumbing/Mechanical
108—Electrical Permits		138—Electrical
<b>4. Code Enforcement</b>		
89—New Cases		
21—Closed cases		
<b>5. Planning &amp; Engineering activities for the month of April 2015:</b>		
<b><u>NEW</u></b>		
<ul style="list-style-type: none"><li>• Five Planning &amp; Zoning Applications received for May meeting</li><li>• Long-Range Roadway Plan—75% Complete</li><li>• Veterans Cemetery Project Moving Forward</li><li>• Civic Center Parking Lot Design Moving Forward</li><li>• Housing Plan Update 70% Complete</li><li>• Asset Management Plan 30% Complete</li></ul>		
<b><u>ONGOING</u></b>		
<ul style="list-style-type: none"><li>• Infrastructure Mapping (GIS)</li><li>• Development Review</li><li>• Subdivision Review and Approvals</li><li>• Leased Properties Inspections</li></ul>		
<b>PLANNING AND ZONING COMMISSION</b> Meets the first Monday of each month at 5 p.m. in the City Hall Planning Room.		

Signed: \_\_\_\_\_

  
Planning Director

# CITY OF CARLSBAD

## INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon City Administrator

May 5, 2015

TO: Council Members

FROM: Mayor Janway

RE: Board, Commission and Committee Appointments

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

**Carlsbad Walter Gerrells Performing Arts & Exhibition Center Advisory Board**

Steve Sauer          Remainder of 4 year term


Thank you.

DJ/cm

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

COUNCIL MEETING DATE: 5/12/15

DEPARTMENT: Public Works	BY: Tom Carlson, Director of Public Works 	DATE: 05/04/15												
SUBJECT: National Public Works Week, May 17 <sup>th</sup> through May 23 <sup>rd</sup>														
<p><b>SYNOPSIS, HISTORY and IMPACT</b> (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.):</p> <p>National Public Works Week is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as Public Works. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week is being celebrated the week of May 17<sup>th</sup> through May 23<sup>th</sup>.</p> <p>To highlight the importance of Public Works in the life of our community, I respectfully ask for Mayor Janway and the City Council to consider issuing the attached proclamation. Public Works staff will recognize our employees with a breakfast which will be served at the PRVCC Carousel on Monday, May 18, 2015, from 7:00 a.m. to 8:00 a.m. It will be an honor if the Mayor, City Council and the City Administrator can join us in the recognition.</p>														
DEPARTMENT RECOMMENDATION: It is recommended that Mayor Janway and the City Council consider the attached proclamation.														
<p><b>BOARD/COMMISSION/COMMITTEE ACTION:</b></p> <table border="0"> <tr> <td><input type="checkbox"/> P &amp; Z</td> <td><input type="checkbox"/> Lodgers Tax Board</td> <td><input type="checkbox"/> Cemetery Board</td> <td><input type="checkbox"/> APPROVED</td> </tr> <tr> <td><input type="checkbox"/> Museum</td> <td><input type="checkbox"/> San Jose Board</td> <td><input type="checkbox"/> Water Board</td> <td><input type="checkbox"/> DISAPPROVED</td> </tr> <tr> <td><input type="checkbox"/> Library Board</td> <td><input type="checkbox"/> N. Mesa Board</td> <td><input type="checkbox"/> _____ Committee</td> <td></td> </tr> </table>			<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> APPROVED	<input type="checkbox"/> Museum	<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"/> _____ Committee	
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<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee												
<p><b>Reviewed by</b>  <b>City Administrator:</b> <u>/s/ Steve McCutcheon</u>      <b>Date:</b> <u>5-8-2015</u></p>														

ATTACHMENTS: Proclamation



## PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, parks and solid waste collection; and

WHEREAS, the health, safety and comfort of our community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skills of public works employees; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the public works department is materially influenced by the citizens attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I Dale Janway, Mayor of the City of Carlsbad, do hereby proclaim the week of May 17<sup>th</sup> through May 23<sup>rd</sup> as

### "NATIONAL PUBLIC WORKS WEEK"

in the City of Carlsbad, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the City of Carlsbad this 18<sup>th</sup> day of May 2015.



  
Dale Janway, Mayor

RESOLUTION NO. 2015- 18

WHEREAS, the attached lists of materials, equipment, and supplies are considered surplus and nonessential for municipal purposes; and

WHEREAS, it is to the City's advantage to dispose of those things listed; and

WHEREAS, the State regulations allow for such disposal of public property.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, NEW MEXICO that the items listed on the attached pages and incorporated herein are declared unusable and obsolete and that said items be disposed of by public sale or as otherwise provided by law.

APPROVED, PASSED, AND ADOPTED this 12 day of May, 2015.

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Mayor

ATTEST:

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City Clerk

FIRST VERIFICATION (Prior to Actual Disposal)

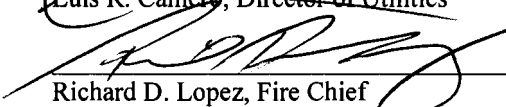
Each of the below-signed officials of the City of Carlsbad, New Mexico do hereby verify that, upon information and belief, the attached document is a list of tangible personal property belonging to the City of Carlsbad, such property has a value of five thousand dollars (\$5,000.00) or less, such property is worn-out, unusable, or obsolete to the extent that it is no longer economical or safe for continued use by the City of Carlsbad, and each official approves of the disposition of such property as provided by law.

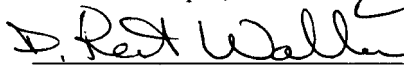


Tom Carlson, Director of Public Works



Luis R. Camero, Director of Utilities

  
Richard D. Lopez, Fire Chief



Kent Waller, Police Chief

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 15<sup>th</sup> day of April, 2015, by Tom Carlson, Director of Public Works.

My commission expires: 8-16-15

  
Notary Public



OFFICIAL SEAL  
KADEE WACHHOLZ  
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: 8-16-15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 15<sup>th</sup> day of April, 2015, by Luis R. Camero, Director of Utilities.

My commission expires: 8-16-15

  
Notary Public



OFFICIAL SEAL  
KADEE WACHHOLZ  
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: 8-16-15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 15<sup>th</sup> day of April, 2015, by Richard D. Lopez, Fire Chief.

My commission expires: 8-12-15

  
Notary Public

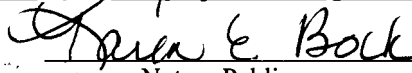


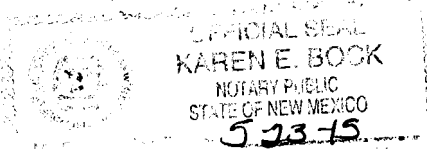
OFFICIAL SEAL  
Amanda J. McDougall  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires 8-12-15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 23<sup>rd</sup> day of April, 2015, by Kent Waller, Chief of Police.

My commission expires: 05-23-15

  
Notary Public



OFFICIAL SEAL  
KAREN E. BOOK  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
5-23-15



Date: 4-14-15

[illegible]

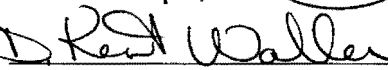
FIRST VERIFICATION (Prior to Actual Disposal)

Each of the below-signed officials of the City of Carlsbad, New Mexico do hereby verify that, upon information and belief, the attached document is a list of tangible personal property belonging to the City of Carlsbad, such property has a value of five thousand dollars (\$5,000.00) or less, such property is worn-out, unusable, or obsolete to the extent that it is no longer economical or safe for continued use by the City of Carlsbad, and each official approves of the disposition of such property as provided by law.

  
Tom Carlson, Director of Public Works

  
Luis R. Camero, Director of Utilities

  
Richard D. Lopez, Fire Chief

  
Kent Waller, Police Chief

STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 10<sup>th</sup> day of April, 2015, by Tom Carlson, Director of Public Works.

My commission expires: 8-14-15     Kadeu Rados  
Notary Public

STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 10<sup>th</sup> day of April, 2015, by Luis R. Camero, Director of Utilities.

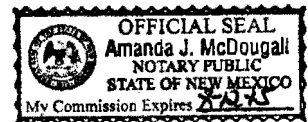
My commission expires: 8-16-15     Kadeu Rados  
Notary Public

STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 04<sup>th</sup> day of April, 2015, by Richard D. Lopez, Fire Chief.

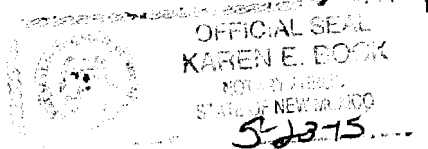
My commission expires: 8-12-15     Amanda J. McDougall  
Notary Public

STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )



Signed and sworn to me this 23<sup>rd</sup> day of April, 2015, by Kent Waller, Chief of Police.

My commission expires: 05-23-15     Karen E. Book  
Notary Public



## UNUSABLE OR OBSOLETE CITY PROPERTY

Department: WASTEWATER TREATMENT PLANT Date: 2-27-15

Department Head: JOE HARVEY

The City property described below is unusable or obsolete and has been. It is recommended that the governing body declare such property unusable or obsolete and authorize disposition by public sale or as otherwise provided by law.

[illegible]

## UNUSABLE OR OBSOLETE CITY PROPERTY

Department: Information Technology

Date: April 10, 2015

Department Head: Sam Plumlee

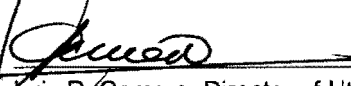
The City property described below is unusable or obsolete and has been. It is recommended that the governing body declare such property unusable or obsolete and authorize disposition by public sale or as otherwise provided by law.

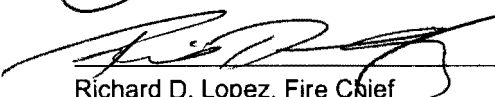
[illegible]

FIRST VERIFICATION (Prior to Actual Disposal)

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Tom Carlson, Director of Public Works

  
Luis R. Camero, Director of Utilities

  
Richard D. Lopez, Fire Chief

  
Kent Waller, Police Chief

STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 23rd day of April, 2015 by Tom Carlson, Director of Public Works.

My commission expires: 9/19/17

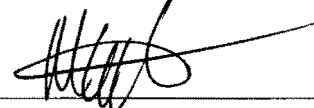
  
Notary Public

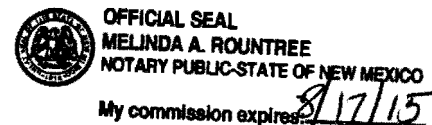


STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 23rd day of April, 2015, by Luis R. Camero, Director of Utilities.

My commission expires: 8/17/15

  
Notary Public

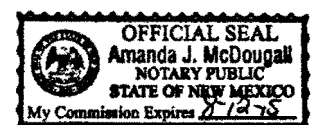


STATE OF NEW MEXICO     )  
  ) ss.  
COUNTY OF EDDY         )

Signed and sworn to me this 16 day of April, 2015, by Richard D. Lopez, Fire Chief.

My commission expires: 8-12-15

  
Notary Public





STATE OF NEW MEXICO )  
COUNTY OF EDDY ) ss.

Signed and sworn to me this 28<sup>th</sup> day of April, 2015, by Kent Waller, Chief of Police.  
My commission expires: 3-17-17 Nicole M. Carrasco  
Notary Public

Date: 4-16-15



## UNUSABLE OR OBSOLETE CITY PROPERTY

Department: Library Date: 4-20-15

Department Head: Cassandra Arnold

The City property described below is unusable or obsolete and has been. It is recommended that the governing body declare such property unusable or obsolete and authorize disposition by public sale or as otherwise provided by law.

[illegible]

CITY OF CARLSBAD  
Certificate of Erasure

I, Samantha Villa Tech Services Librarian certify that the equipment described below  
(Print Name & Title)

has been erased in compliance Section 2.2.2.10 X of 2.2.2 New Mexico Administrative Code. ALL data (including encrypted data) has been rendered unreadable including removable storage media such as floppy disks (also CDR, CDRW, Zip, Jaz etc disks, CompactFlash, SmartMedia, etc).

Location: Library

Department: Arts and Culture

Primary User: Public

CPU Serial Number: JN8QYQ1

Model Number: Dell Optiplex 980

Hard disk Serial Number (if available): 9VYD2NLT

Additional Notations (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Samantha Villa  
Signature


4-20-15  
Date


Original: Office of the City Administrator  
Copy: Keep with equipment  
Copy: Retain in department file

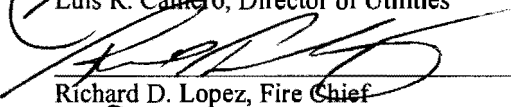
This form is to be completed and submitted with Unusable or Obsolete Property list containing computer units containing hard drives.

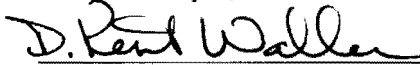
FIRST VERIFICATION (Prior to Actual Disposal)

Each of the below-signed officials of the City of Carlsbad, New Mexico do hereby verify that, upon information and belief, the attached document is a list of tangible personal property belonging to the City of Carlsbad, such property has a value of five thousand dollars (\$5,000.00) or less, such property is worn-out, unusable, or obsolete to the extent that it is no longer economical or safe for continued use by the City of Carlsbad, and each official approves of the disposition of such property as provided by law.

  
Tom Carlson, Director of Public Works

  
Luis R. Camero, Director of Utilities

  
Richard D. Lopez, Fire Chief

  
Kent Waller, Police Chief

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 4<sup>th</sup> day of May 2015, by Tom Carlson, Director of Public Works.

My commission expires: 8/17/15

  
Notary Public



OFFICIAL SEAL  
MELINDA A. ROUNTREE  
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: 8/17/15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 4<sup>th</sup> day of May 2015, by Luis R. Camero, Director of Utilities.

My commission expires: 8/17/15

  
Notary Public



OFFICIAL SEAL  
MELINDA A. ROUNTREE  
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: 8/17/15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 5<sup>th</sup> day of May, 2015, by Richard D. Lopez, Fire Chief.

My commission expires: 8-12-15

  
Notary Public

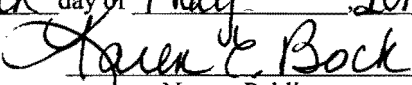


OFFICIAL SEAL  
Amanda J. McDougall  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires 8-12-15

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF EDDY )

Signed and sworn to me this 5<sup>th</sup> day of May, 2015, by Kent Waller, Chief of Police.

My commission expires: 05-23-15

  
Notary Public



OFFICIAL SEAL  
KAREN E. BOCK  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires 5-23-15

Date: 4-24-15Page 1 of 2

Date: 4-24-15



Date: 4-24-15

Page 1 of 2



Date: 4-24-15[illegible]

Date: 4-24-15

## UNUSABLE OR OBSOLETE CITY PROPERTY

Department: Police

Date: April 29, 2015

Department Head: D. Kent Waller

The City property described below is unusable or obsolete and has been. It is recommended that the governing body declare such property unusable or obsolete and authorize disposition by public sale or as otherwise provided by law.

[illegible]

**CITY OF CARLSBAD**  
**AGENDA BRIEFING MEMORANDUM**

Council Meeting Date: 12 May 2015

<b>DEPARTMENT:</b> Legal	<b>BY:</b> E. Riordan	<b>DATE:</b> May 7, 2015										
<b>SUBJECT:</b> Proposed Resolution requiring the removal of the building and debris at 506 North 7 <sup>th</sup> Street												
<b>BACKGROUND, ANALYSIS AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)  The property commonly known as 506 North 7 <sup>th</sup> Street is a single-family residence in a residential neighborhood between Hillcrest and Idaho. The home is older and had not been well maintained. There was a minor fire at the residence in March. On March 23, 2015, the property was inspected by the City Electrical Inspector. He found that the panel servicing the home was in violation of the electrical code and was in an unsafe condition. The electrical service was disconnected and the home red tagged as not suitable for human habitation. A City Building Inspector inspected the property. He found that the roof, ceilings, and foundation are in poor condition. In his opinion, the cost to rehabilitate the structure to make it suitable for human habitation is greater than the value of the structure. He recommended the property be condemned and the structure removed. A Code Enforcement Officer and a Fire Marshal also inspected the property. They found the home and yard to contain considerable junk and debris. The Fire Marshal expressed his concerns that a fire at the property would be hazardous to fight and difficult to extinguish due to the condition of the property and residence. The Eddy County Assessor's Office lists a contract of sale for the property between the Lino M. Rodriguez Estate and Jose and Mercedes Fuentes. On May 4 <sup>th</sup> , a letter was sent to the Lino M. Rodriguez Estate and Jose and Mercedes Fuentes at the address as shown on the records of the Eddy County Assessor's Office. The letter invited them to attend the meeting and speak with Council about the property.												
<b>DEPARTMENT RECOMMENDATION:</b> Adopt the proposed resolution.												
<b>BOARD/COMMISSION/COMMITTEE ACTION:</b> N/A  <table style="width:100%"><tr><td><input type="checkbox"/> P &amp; Z</td><td><input type="checkbox"/> Lodgers Tax Board</td><td><input type="checkbox"/> Cemetery Board</td><td rowspan="3" style="vertical-align:middle">} <input type="checkbox"/> <b>APPROVED</b> } <input type="checkbox"/> <b>DISAPPROVED</b></td></tr><tr><td><input type="checkbox"/> Museum Board</td><td><input type="checkbox"/> San Jose Board</td><td><input type="checkbox"/> Water Board</td></tr><tr><td><input type="checkbox"/> Library Board</td><td><input type="checkbox"/> North Mesa Board</td><td><input type="checkbox"/> _____ Committee</td></tr></table>			<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	} <input type="checkbox"/> <b>APPROVED</b> } <input type="checkbox"/> <b>DISAPPROVED</b>	<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> Library Board	<input type="checkbox"/> North Mesa Board	<input type="checkbox"/> _____ Committee
<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	} <input type="checkbox"/> <b>APPROVED</b> } <input type="checkbox"/> <b>DISAPPROVED</b>									
<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board										
<input type="checkbox"/> Library Board	<input type="checkbox"/> North Mesa Board	<input type="checkbox"/> _____ Committee										
<b>Reviewed by:</b> <b>City Administrator</b> <u>/s/ Steve McCutcheon</u> <b>Date:</b> <u>5-8-2015</u>												

ATTACHMENT(S):

Proposed Resolution with Attachments

Photographs

Letter to the Lino M. Rodriguez Estate and Jose and Mercedes Fuentes dated May 4, 2015

## **RESOLUTION NO. 2015-19**

### **A RESOLUTION FINDING THE BUILDINGS OR STRUCTURES AT THE PROPERTY COMMONLY KNOWN AS 506 N. 7<sup>th</sup> ST. TO BE RUINED, DAMAGED, AND DILAPIDATED AND FINDING THE PREMISES TO BE COVERED WITH RUINS, RUBBISH, WRECKAGE, WEEDS, DEBRIS; REQUIRING THE REMOVAL OF THE BUILDING, STRUCTURES, RUINS, RUBBISH, WRECKAGE, WEEDS, DEBRIS**

WHEREAS, the records of the Eddy County Assessor's Office show Lino Rodriguez Estate, and Jose V Sr. & Mercedes D Fuentes J of S to be the owners of or to have an interest in the property commonly known as 506 N. 7<sup>th</sup> St, Carlsbad, Eddy County, New Mexico and more particularly described as

Township 22 South, Range 26 East, N.M.P.M., Eddy County, New Mexico, Section 2, Beginning at a point which is 1455 feet North of the SE Corner of the NE 1/4 of Section 2, Thence West a distance of 360 feet to the point of beginning of the tract herein described, Thence West a distance of 140 feet, Thence a distance 43.5 feet, Thence East a distance of 140 feet, Thence North a distance of 43.5 feet, to the point of beginning.

a/k/a Tract 36A, N. 7' Street, Replat #14

WHEREAS, the interior of the home has been significantly damaged, there is evidence of roof leaks, windows are broken out, and the plumbing and electrical systems are damaged; and

WHEREAS, the structure is unsecured and is unsafe and a fire hazard to the surrounding area; and

WHEREAS, the City Code Enforcement Officer, the City Electrical Inspector, the Fire Marshal, and the City Building Inspector have inspected the Property; and

WHEREAS, the structure was found to be ruined, damaged, and dilapidated, and the Property contained ruins, rubbish, wreckage, weeds and debris; and

WHEREAS, the specific violations, under Code of Ordinances of the City of Carlsbad, include, but are not limited to those listed on the attached Exhibit "A;" and

WHEREAS, the specific Electrical Code violations include, but are not limited to those listed on the attached Exhibit "B;" and

WHEREAS, the specific violations, under Fire Code violations of the City of Carlsbad, include, but are not limited to those listed on the attached Exhibit "C;" and

WHEREAS, the specific Building Code violations include, but are not limited to those listed on the attached Exhibit "D;" and

WHEREAS, the structure, ruins, rubbish, wreckage, weeds, and debris are a menace to the public comfort, health, peace, and safety and require removal forthwith;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Carlsbad, Eddy County, New Mexico that:

1. A copy of this Resolution shall be served on the record owners, occupant, or agent in charge of the premises. Such service shall be in person if such a person can be found within the City of Carlsbad, New Mexico after a reasonable search.

2. If the record owners, occupant, or agent in charge of the premises cannot be located within the City of Carlsbad, New Mexico, notice shall be by posting at the premises and by publishing this Resolution one time in a newspaper in general circulation in the City of Carlsbad.

3. Within ten days of either the receipt of a copy of this Resolution or the posting and publishing of this Resolution, the owners, occupant, or agent in charge of the premises shall commence removing the buildings, structures, ruins, rubbish, wreckage, weeds, and debris from the premises; or the owners, occupant, or agent in charge shall file a written objection with the Carlsbad Municipal Clerk at 101 N. Halagueno, Carlsbad, New Mexico 88220 and request a hearing before the City Council.

4. If a written objection is filed as required, the City Council shall proceed as directed by Chapter 22, Article II of the Code of Ordinances, City of Carlsbad, New Mexico.

5. **The removal of the buildings, structures, ruins, rubbish, wreckage, weeds, and debris, shall begin immediately, and proceed properly and with diligence, and shall be completed in a timely manner, BUT IN NO CASE SHALL SUCH WORK TAKE LONGER THAN:**

**A. Ten days to remove all ruins, rubbish, wreckage, weeds, debris; and**

**B. Thirty days to remove structures**

6. Any removal of the structures, ruins, rubbish, wreckage, weeds, and debris shall leave the premises from which the materials have been removed in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled.

7. If the owners, occupant, or agent in charge do not commence the removal of the stated items, and if no written objection is filed as required, or if the removal of the stated items is not completed in a timely manner, the City may remove the structures, ruins, rubbish, wreckage, weeds, and debris, at the cost and expense of the owners.

8. The reasonable cost of such a removal shall constitute a lien against the structures, wreckage, rubbish, weeds, and debris, so removed and against the lots or parcel of land from which it was removed.

9. The City Clerk shall make out, sign, attest, file, and record in the office of the Eddy County Clerk's Office, a claim of lien upon the described premises.

10. The lien shall bear interest at the rate of twelve percent (12%) per annum from the date of filing until paid, together with reasonable attorney's fees for the foreclosure of the same. The lien shall be foreclosed in any manner approved by an applicable state lien foreclosure law.

INTRODUCED, PASSED, ADOPTED, AND APPROVED this day \_\_\_\_\_ of  
May \_\_\_\_\_, 2015

\_\_\_\_\_  
DALE JANWAY, MAYOR

ATTEST:

\_\_\_\_\_  
ANNETTE BARRICK, CITY CLERK

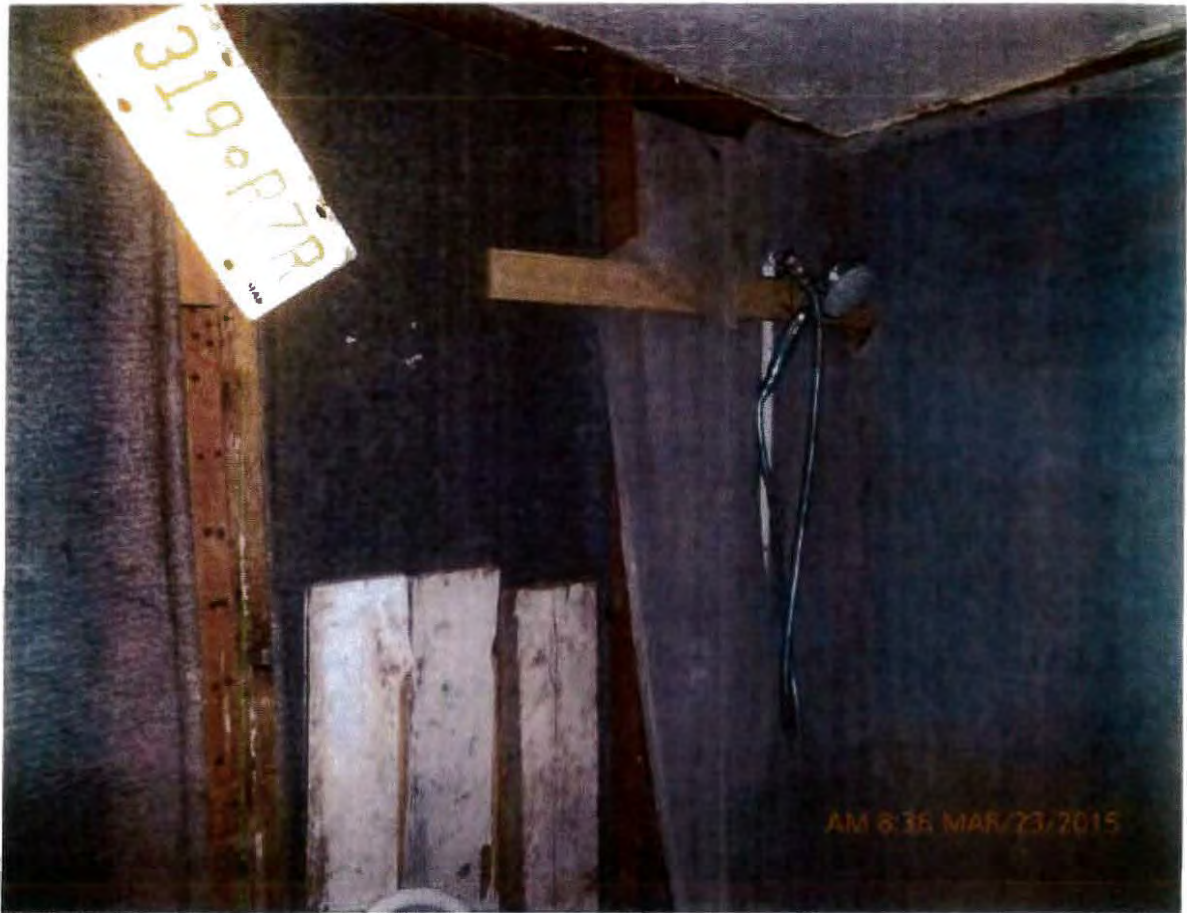


**City of Carlsbad**  
**Code Enforcement Division**  
**Case Supplemental**

Case Number: <u>CE-15 -050</u>	Date: <u>03/23/15</u>	Page: <u>1</u> of <u>1</u>
<b>Location:</b> <u>506 N. 7th</u> <span style="float: right;"><u>Carlsbad, County of Eddy, New Mexico, 88220</u></span>		
<b>Narrative:</b> <p>03/23/15 - Around 8:15 a.m. I recieved a call from the police department requesting my assitance at this address; when I arrived, the investigators were there an informed me that they had just made a arrest for drug related issues; I asked where the property owners were and it was stated that everyone in the house left. I did a walk through of the property and found the inside of the house to be in a total mess. There was no source of permanant heat in the home, wires hanging out ceiling and out of walls, leaking water in the restroom. I went outside to do an inspection of the outside of the home and found that the electrical box outside had wires illegally hooked up into it; I contacted the city eletrical inspector whom then came to the residence, confirmed the issues, had the meter pulled and red tagged the home. Documented with pictures.</p> <p>Around 1:00p.m. a lady contacted me by phone and identified herself as Cathleen Lopez; she stated that that home was her mothers, and that her mother was in the hospital and that she needed to know what needed to be corrected so that her mother could return to the home. We met at the residence at 1:30pm the same day, and I explained to her that the whole house would have to be re-wired with a service upgrade in order for power to be restored. I told her that it was of my opinion that the house structure was in such poor shape that it probably needed to be torn down. I called our city building inspector over to the home, he walked through the home and advised Mrs. Lopez that house structure was substandard and would cost thousands of dollars to repair the home and the electrical. Mrs. Lopez then stated that she would talk to her mom and that they would just let the place go into condemnation.</p> <p>03/30/15 - Mrs Lopez called me and stated that her mom was out of the hospital and had moved into an apartment; she stated that a small fire was set in the front yard of the property early that morning and they were able to extinguish it (matress had been set of fire); she stated that her mother could not have the place cleaned up or did not have the money to fix what needed to be fixed so we needed to take whatever measure nessacary to have the property cleaned.</p> <p>04/02/15 - After doing a drive by of the property to see if there was any activity at the home, I noticed that red tag that was placed on the door was gone. I contacted Mrs. Lopez to meet me at the home; she stated that no one should have been in the house, and that house had been locked up. We placed another red tag on the insida of the house in the window to prevent someone from taking the tag off. She secured the house.</p> <p>04/09/13 - I received a 311 stating that someone was staying in the house that had been red tagged. I did a drive by inspection, I did not see anyone at or on the property; left a message for Mrs. Lopez and notified the police department to keep an eye on that property during their night patrol.</p> <p>04/13/15 - I did a drive by inspection of the property and noted that the red tag had been removed again. I again contacted Mrs. Lopez who stated that she found out that her dad had been staying there and was probably the one whom removed the tag. She gave me his phone number and I attempted to contact him but had no luck.</p> <p>04/17/15 - At 8:00am I went back over the home in attempt to talk to Mr. Fuentes; he was not there. I left a door tag on the door to notify him of the red tag and sent a certified letter stating the issues at the property and gave them until 04/30/15 to have it fixed.</p> <p>04/24/15 - At approximatley 10:00am, Mr. Fuentes showed up at my office he spoke with Roland and told him he got a certified letter and wanted to speak with me. I had Roland Martinez stay in the room with me to interpert if needed. I explained to Mr. Fuentes what the problems were at his property and what would have to be done to fix the problems. He stated that he would agree that the city just needs to clean in and tear down the house as he has no money to fix or clean the place; he said he would cooperate with us and do whatever we needed him to do.</p> <p>04/28/15 - Had Fire Marshall Rook take a look at the property and he agreed with the decision of condemnation.</p>		
<u>Deanna Caverbach</u> Officer Printed Name	<u>Deanna Caverbach</u> ID      Officer Signature	<u>03/23/15-4-28-15</u> Date

Exhibit "A"





























**CITY OF CARLSBAD**  
**INTER-OFFICE MEMORANDUM**

---

Dale Janway, Mayor

Steve McCutcheon, City Administrator

**TO:** Eileen Riorden, City Attorney

**FROM:** Jeff Burger, City Electrical Inspector

**DATE:** 04/29/15

**SUBJECT:** 506 N. 7th

---

On March 23<sup>rd</sup> 2015 I inspected a property at 506 N. 7<sup>th</sup> St. in Carlsbad. I was called to the residence by Code Enforcement to inspect the electrical system. In accordance to city ordinance section 8-1, the 2009 IPMC section 604.1 and 605.1 which was adopted by the city, a code violation was found in the panel servicing the house which constituted unsafe conditions; the electrical service was disconnected from the residence and a red tag was placed on the door.

**2009 Edition International Property Maintenance Code:**

**SECTION 604 ELECTRICAL FACILITIES**

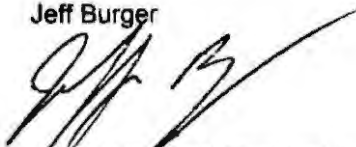
**604.1 Facilities required.** Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

**SECTION 605 ELECTRICAL EQUIPMENT**

**605.1 Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

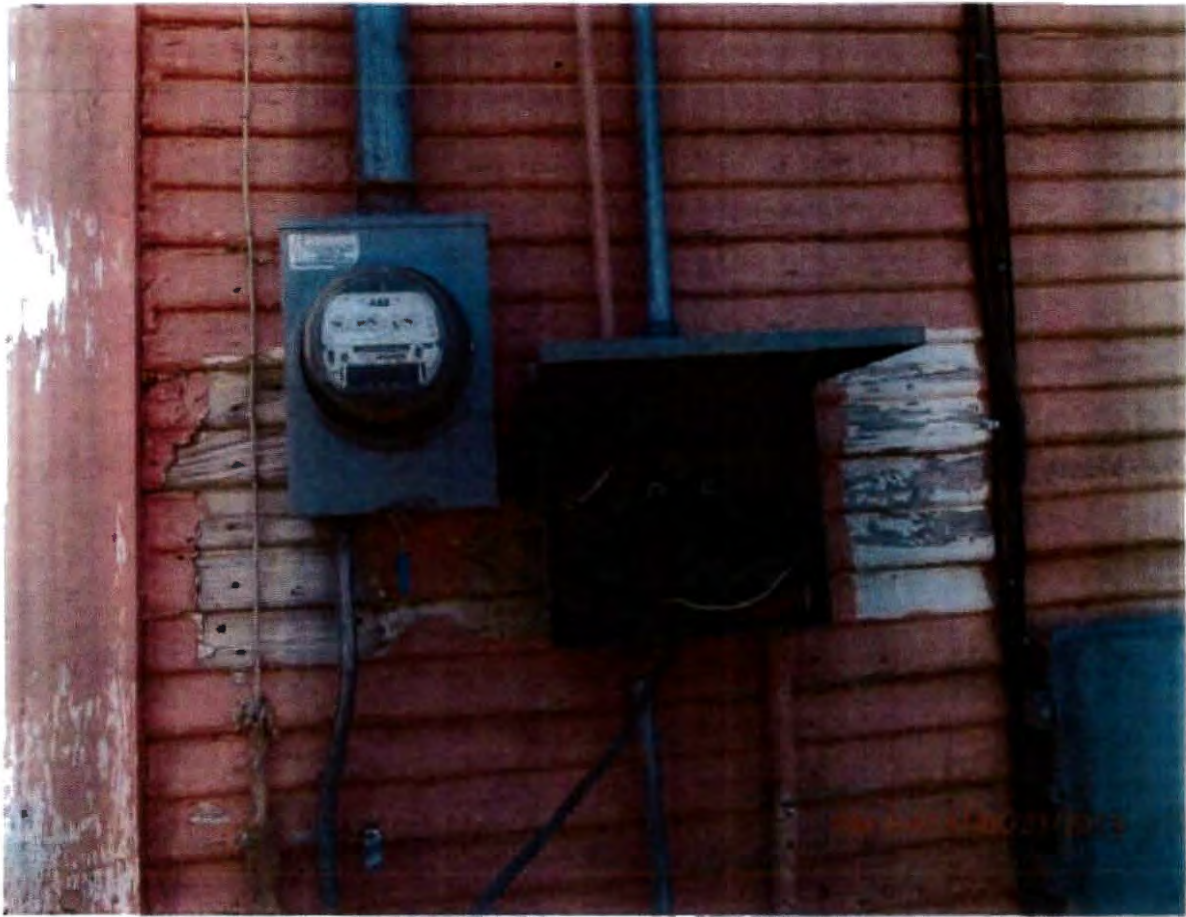
Please see attached pictures.

Jeff Burger



City of Carlsbad Electrical Inspector







CITY OF CARLSBAD  
INTER-OFFICE MEMORANDUM

DALE JANWAY, MAYOR

STEVE McCUTCHEON, CITY ADMINISTRATOR

DATE: April 29, 2015  
TO: Eileen Riordan, City Attorney  
FROM: Bill Rook, Fire Marshal  
RE: 506 N. 7<sup>th</sup> St.

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On April 27<sup>th</sup> 2015 I inspected a property at 506 N. 7th St. in Carlsbad. This is an unsecured house that has no utilities connected and is unsecured. There was a minor fire at this structure in March. There is a considerable amount of junk and trash surrounding the structure.

I was able to enter the property through the main door which was open at the time of my arrival. The house is very difficult to walk through and will pose a severe hazard to firefighters or rescue personnel. The structure of the house is in very poor condition. Several of the interior walls are without sheetrock. The electrical wiring has been torn out in several places and has been repaired or added to by unskilled and unlicensed persons. The ceiling has been torn down in several places leaving the attic and the roof structure unprotected and exposed. There is junk, clothes, and other household items strewn throughout the structure. The home also shows structural damage from multiple roof leaks.

This structure is now vacant but is very attractive nuisance and will draw attention from vandals. The increased undesirable traffic will create hazards and problems. If a fire starts it will be very hazardous to fight and difficult to extinguish.

The yard has several junk cars as well as considerable debris and trash. The front yard has several old appliances and furniture as well as mattresses. Access to the structure will be difficult in the event of a fire.

The property is clearly in very poor condition and it will not be economically viable to repair. I recommend that the property be condemned and torn down and the junk and debris removed under the following Fire Codes.

*The International Fire Code, 2009 edition states:*

**Section 110 UNSAFE BUILDINGS**

**110.1 General.** If during the inspection of a premises, a building or structure or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety or health, the fire code official shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with this section and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required.

**110.1.1 Unsafe conditions.** Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. A vacant structure which is not secured against unauthorized entry as required by Section 311 shall be deemed unsafe.



**110.1.2 Structural hazards.** When an apparent structural hazard is caused by the faulty installation, operation or malfunction of any of the items or devices governed by this code, the fire official shall immediately notify the building code official in accordance with Section 110.1

**110.4 Abatement.** The owner, operator, or occupant of a building or premises deemed unsafe by the fire code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition, or other approved corrective action.

## **Section 311 VACANT PREMISES**

**311.1 General.** Temporarily unoccupied buildings, structures, premises, or portions thereof including tenant spaces, shall be safeguarded and maintained in accordance with this section.

**311.1.1 Abandoned premises.** Buildings, structures and premises for which an owner cannot be identified or located by dispatch of a certificate of mailing to the last known address, which persistently or repeatedly become unprotected or unsecured, which have been occupied by unauthorized persons or for illegal purposes, or which present a danger of structural collapse or fire spread to adjacent properties shall be considered abandoned, declared unsafe and abated by demolition or rehabilitation.

**311.2 Safeguarding vacant premises.** Temporarily unoccupied buildings, structures, premises or portions thereof shall be secured and protected in accordance with this section.

**311.2.2 Security.** Exterior openings and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals. The Fire Code Official is authorized to placard, post signs, erect barrier tape or take similar measures as necessary to secure public safety.

**311.3 Removal of combustibles.** Persons owning, or in charge or control of, a vacant building or portion thereof, shall remove therefrom all accumulations of combustible materials, flammable or combustible waste or rubbish and shall securely lock or otherwise secure doors, windows, and other openings to prevent entry by unauthorized persons. The premises shall be maintained clear of waste or hazardous materials.



William Rook, Fire Marshal  
Carlsbad Fire Department

**CITY OF CARLSBAD**  
**INTER-OFFICE MEMORANDUM**

---

Dale Janway, Mayor

Steve McCutcheon, City Administrator

**TO:** Ms. Eileen Riordan

**FROM:** Danny J. Jones, Senior Building Inspector III

**DATE:** 1May2015

**SUBJECT:** 506 North 7<sup>th</sup> Street

---

On March 23<sup>rd</sup> 2015, I was called by Code Enforcement officer Deena Cavender to inspect the property located at 506 N. 7<sup>th</sup> Street. The structure was not secure so entry to the structure was fairly easy.

After looking at all of the rooms, the roof and ceilings and the foundation, I felt that the structure would difficult at best to be brought up to current building code. The cost to accomplish this would be more than the structure is presently worth.

It is my opinion that this structure be condemned and torn down and all debris be removed under the following IPC 2009 code sections. Please see the following photographs.

Danny J. Jones

Senior Building Inspector III

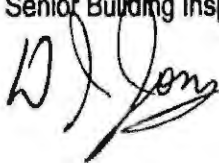


Exhibit "D"

506 N. 7<sup>th</sup> Street



**305.1 General.** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

**108.1.3 Structure unfit for human occupancy.** A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and

contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.



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**108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or premises that have any or all of the conditions or defects described below shall be considered dangerous:

4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.





10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.

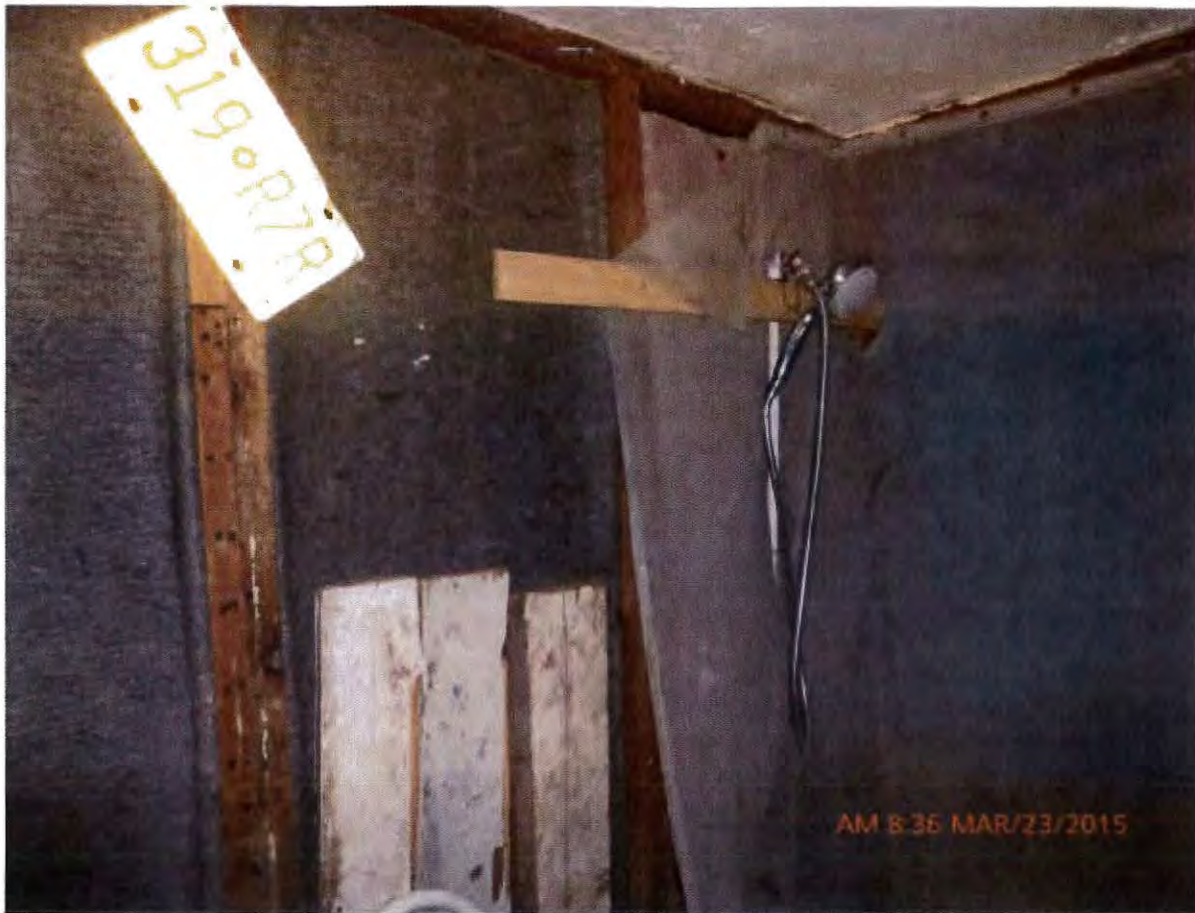
**305.3 Interior surfaces.** All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.



**108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or premises that have any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.





9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.



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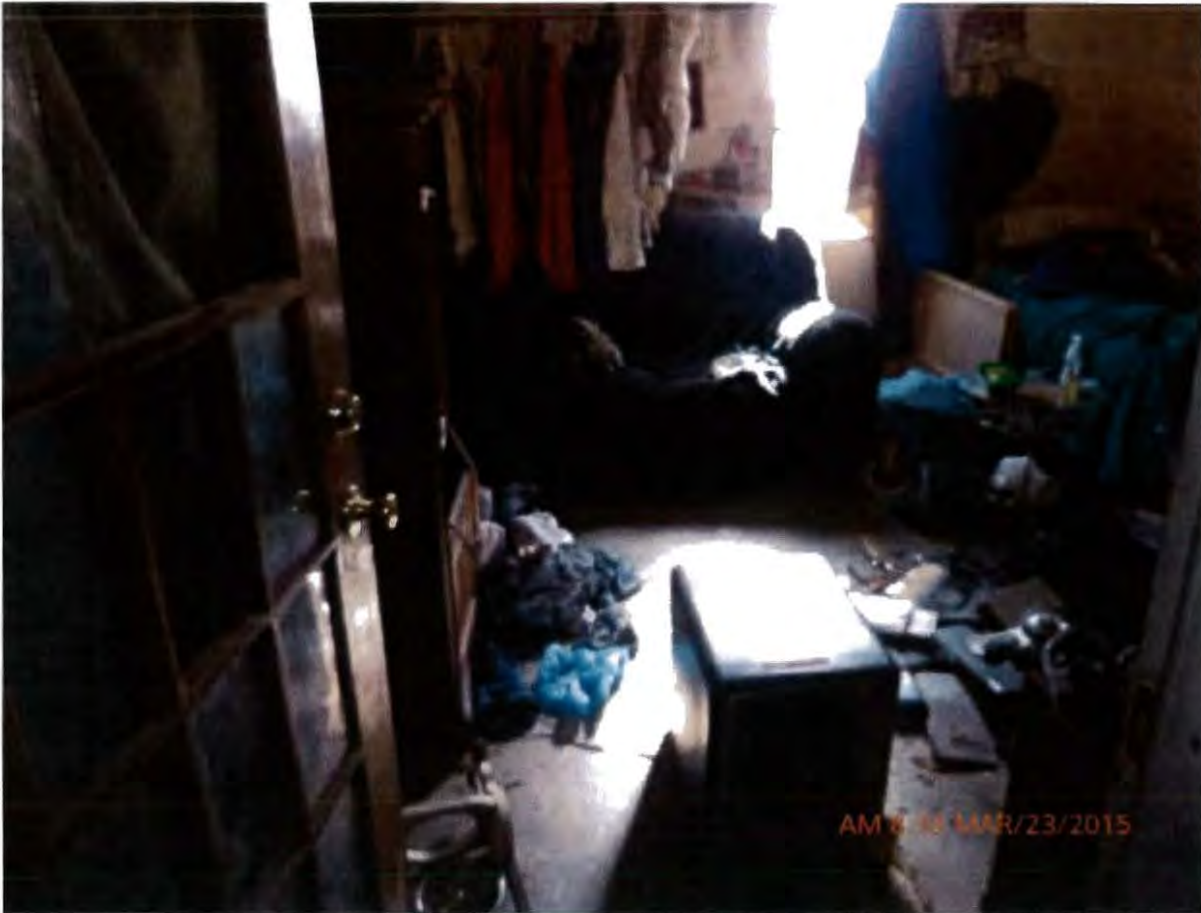
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**304.1 General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.





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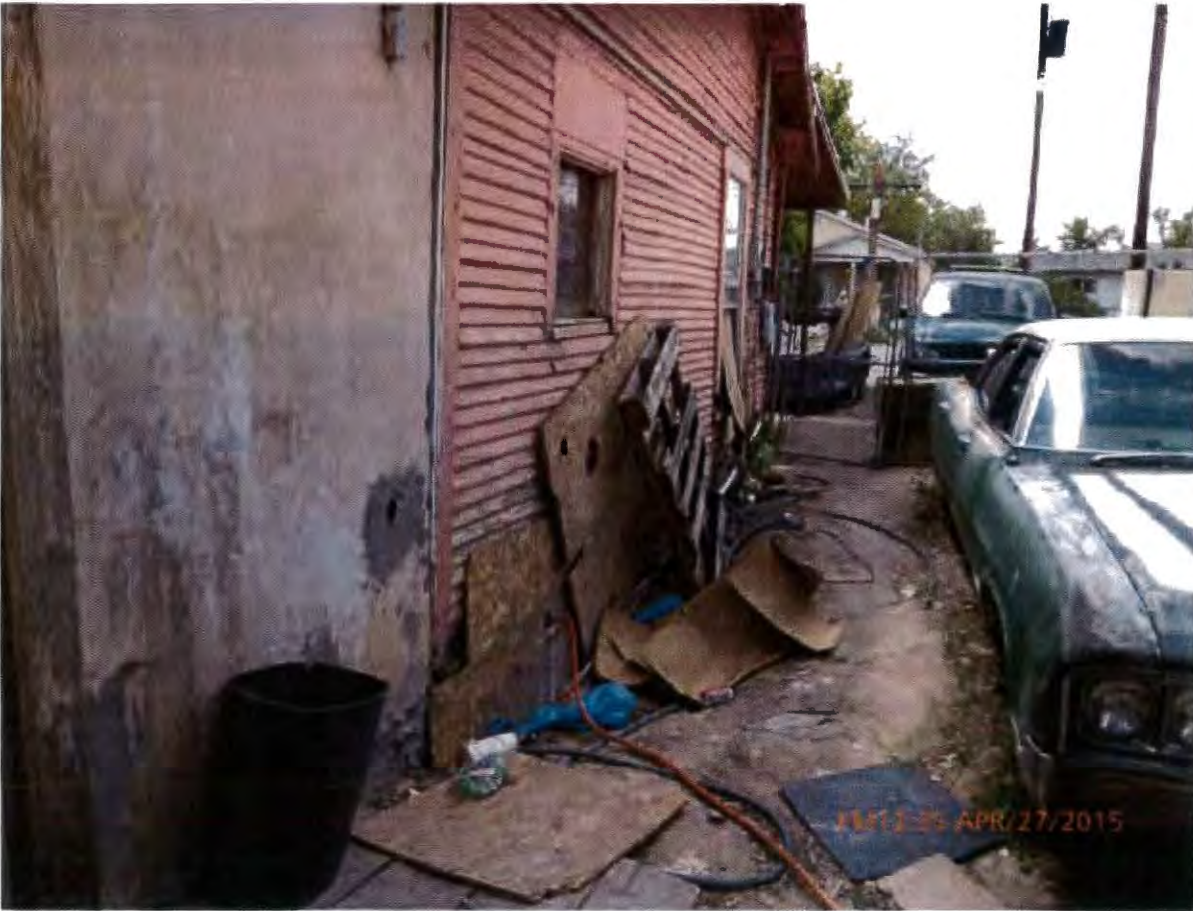




**304.1 General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.







**304.1.1 Unsafe conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

**4. Siding and masonry** joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, Weather resistant or water tight;

**5. Structural members** that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;

**6. Foundation systems** that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;

**7. Exterior walls** that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or

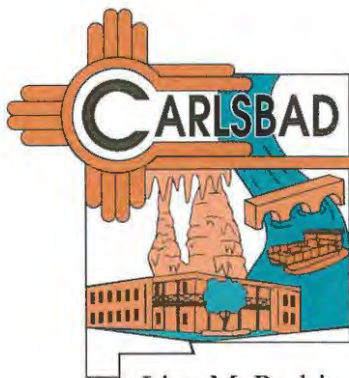
breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;

**304.4 Structural members.** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

**304.5 Foundation walls.** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

**304.6 Exterior walls.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.





DALE JANWAY  
MAYOR

Post Office Box 1569  
Carlsbad, NM 88221-1569  
(575) 887-1191  
1-800-658-2713  
www.cityofcarlsbadnm.com

May 4, 2015

STEVE McCUTCHEON  
CITY ADMINISTRATOR

Lino M. Rodriguez Estate,  
Jose & Mercedes Fuentes  
506 N. 7<sup>th</sup> ST  
Carlsbad, NM 88220

RE: Dangerous Premises at the property known as 506 N 7th St, Carlsbad, NM

Dear Mr. & Mrs. Fuentes:

According to the records of the Eddy County Assessor's Office, you are the owner or have an interest in the property commonly known as 506 N. 7<sup>th</sup> St, Carlsbad, NM. This property has been inspected by the City Code Enforcement Office, the City Electrical Inspector, the Fire Marshal, and the City Building Inspector. They have found the property and the structure on it to be in violation of a number of health, safety, and building laws.

Because of the condition of the property and structure, a Resolution has been prepared requiring the demolition and removal of the building and the cleaning of the property. The Carlsbad City Council will consider passing that Resolution at its meeting on **Tuesday, May 12, 2015 at 6:00 p.m.** That meeting will be held in the Council Chambers in the Municipal Building at 101 N. Halagueno St, Carlsbad, NM. You are encouraged to come to the meeting and speak with Council about the property. A draft of the Resolution is included with this letter.

If the Council adopts the Resolution, you must begin removing the building and the ruins, rubbish, wreckage, debris, and weeds from the property within ten days and complete the work within thirty days. The property must be left in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled. If the work is not done, the City may do the work itself or hire someone to do the work. All reasonable costs to the City for such work will become a lien against the property. The City may then foreclose the lien as allowed by law.

If you have any questions regarding this matter, please contact me at (575) 887-1191, or at the Municipal Building, 101 N. Halagueno, Carlsbad, NM 88220.

Sincerely,

Eileen P. Riordan  
City Attorney

Enclosure

**COUNCILORS**

**Ward 1**

NICK G. SALCIDO  
LISA A. ANAYA FLORES

**Ward 2**

SANDRA K. NUNLEY  
J.R. DOPORTO

**Ward 3**

JASON G. SHIRLEY  
WESLEY CARTER

**Ward 4**

JANELL E. WHITLOCK  
DICK DOSS

**CITY OF CARLSBAD**  
**AGENDA BRIEFING MEMORANDUM**

**Council Meeting Date: 5/12/15**

<b>DEPARTMENT:</b> Planning, Engineering, and Regulation	<b>BY:</b> Jeff Patterson, Planning Director	<b>DATE:</b> 4/16/15
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**SUBJECT:** Approval of an application and entrance into an Infrastructure Reimbursement Agreement with Ken Thurston Development Corporation regarding the Infrastructure Reimbursement for Farmview Subdivision Phase 4.

**Applicant:**

Ken Thurston Development  
1880 E. Lohman Ave.  
Las Cruces, NM 88012

**HISTORY:** In 2008, the City Council adopted an Infrastructure Reimbursement Program whereby the City could reimburse private property owners and developers a certain percentage of qualifying infrastructure costs. This program was revised in 2012 to increase the percentage of allowable reimbursement and to clarify the definition of “qualifying Infrastructure”. Since inception of the program, there have been various methods of application review and recommendation to the City Council. Most recently, an ad hoc “Development Committee” reviewed these types of applications. Due to the Planning and Zoning Commission’s expertise in the area of planning and development and their familiarity with the projects involved in the applications, it was determined that the Commission is the most appropriate entity to review these applications.

The Commission’s task is to verify that the applications were completed, submitted and reviewed according to the program’s design and recommend to the City Council an amount for reimbursement. The process that is followed for application submittal and review is described in the Infrastructure Reimbursement Program application. City staff, including the Planning Director, Public Works Director and Utilities Director, have reviewed the application, verified that the calculations, quantities and costs are correct and provided a recommended amount for reimbursement. A synopsis of this review is provided below along with the recommended amount of reimbursement.

**SYNOPSIS:** In accordance with the Public Infrastructure Reimbursement Program (Resolution 2012-09), this request is for the approval of an application regarding the reimbursement for qualifying public infrastructure related to Farmview Subdivision Phase 4. Approval of this application will allow the City and applicant to enter into a Public Infrastructure Reimbursement Agreement as outlined in Res. 2012-09.

Farmview Subdivision Phase 4 included the following improvements: Installation of Cowboys Country Rd., including sewer line ( ~620’), continuation west of Elgin Rd., including sewer line (~900’), installation of Billy the Kid Ct., northern section only, including water and sewer lines (~480’), and the installation of north and south John Wesley Hardin Ct., including water and sewer lines (~1030’).

**Based on the construction estimated costs submitted by the applicant and based on staff review of these estimates, the preparation of an Infrastructure Reimbursement Agreement and reimbursement of up to, but not exceeding, \$98,386.76 is recommended.** The following table summarizes the estimated expenses based on staff review of construction plans and cost estimates provided by the applicant:

**ESTIMATED EXPENSES:**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL	(15%)
Water Lines	1500	LF	\$98.33	\$147,500.00	\$10,974.00	\$158,474.00	\$23,771.10
Sewer Lines	2150	LF	\$73.37	\$157,750.00	\$11,736.60	\$169,486.60	\$25,422.98
Streets & Alleys	10,325	SY	\$29.56	\$305,241.25	\$22,709.94	\$327,951.19	\$49,192.68
Curb & Gutter	N/A						
Sidewalks	N/A						
Multi-use Trails	N/A						
Bike Lanes	N/A						
Traffic Signals	N/A						
Lift Stations	N/A						
Transit Factions	N/A						
Street Lighting in ROW	N/A						
Total Cost Estimate				\$610,491.25	\$45,420.54	\$655,911.79	\$ 98,386.76
Total Reimbursement Estimate (15% of Total Costs)				\$ 91,573.68	\$ 6,813.08	\$98,386.76	

At their regularly scheduled May 4, 2015 meeting, the Planning and Zoning Commission reviewed this application and voted to **recommend approval of a reimbursement to the applicant of up to \$98,386.76.**

**BOARD/COMMISSION/COMMITTEE ACTION:**

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> P&Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Cemetery Board  | <input checked="" type="checkbox"/> APPROVED |
| <input type="checkbox"/> Museum Board   | <input type="checkbox"/> San Jose Board    | <input type="checkbox"/> Water Board     | <input type="checkbox"/> DISSAPPROVED        |
| <input type="checkbox"/> Library Board  | <input type="checkbox"/> N. Mesa Board     | <input type="checkbox"/> _____ Committee |  |

**Reviewed by**

**City Administrator:** /s/ Steve McCutcheon      **Date:** May 8, 2015

ATTACHMENTS: Application materials, P & Z Minutes, Draft Infrastructure Reimbursement Agreement

**INFRASTRUCTURE REIMBURSEMENT AGREEMENT  
BETWEEN THE CITY OF CARLSBAD AND  
KEN THURSTON DEVELOPMENT CORPORATION  
FOR QUALIFYING PUBLIC INFRASTRUCTURE  
AT FARMVIEW SUBDIVISION, PHASE 4**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015 between the CITY OF CARLSBAD, New Mexico, a municipal corporation (hereinafter referred to as the "City"), and the KEN THURSTON DEVELOPMENT CORPORATION, a New Mexico corporation, (hereinafter referred to as the "Developer").

WHEREAS, the Carlsbad City Council approved a 15% Infrastructure Reimbursement Program by Resolution 2012-09 (hereinafter referred to as the "Program"); and

WHEREAS, pursuant to the Program, the City seeks to support local economic development by providing a fifteen percent reimbursement to qualifying developers for qualifying public infrastructure projects; and

WHEREAS, Ken Thurston Development Corporation wishes to develop a residential subdivision west of Thomason Road to be known as Farmview Subdivision, Phase 4 (hereinafter the "Development"); and

WHEREAS, the Developer has submitted an Application for Infrastructure Reimbursement regarding certain qualifying public infrastructure associated with the Development as may be permitted by the Program; and

WHEREAS, on May 4, 2015, the City's Planning and Zoning Commission reviewed the application and recommended approval of a reimbursement of up to but not exceeding \$98,386.76 for qualifying public infrastructure.



NOW THEREFORE, in and for the consideration of the payments and agreements hereinafter mentioned, the parties agree as follows:

1. The Developer will complete infrastructure improvements necessary to support the Development identified as Farmview Subdivision, Phase 4 and desires to participate in the City's 15% Infrastructure Reimbursement Program, as approved by the City Council by Resolution 2012-09, as that Program may be amended from time to time. All terms and conditions established by the Program shall govern this Agreement.
2. That portion of the Development which would constitute qualifying public infrastructure pursuant to the Program is described on attached Exhibit "A" (hereinafter referred to as the "Qualifying Infrastructure"). The estimated cost of each portion of Qualifying Infrastructure is also listed on Exhibit "A".
3. The Developer agrees that the Qualifying Infrastructure will be designed, constructed, installed, and completed in accordance with the following:
  - A. The Infrastructure Reimbursement Program Application submitted by the Developer and dated October 10, 2014 and stamped received by the City on October 10, 2014 (hereinafter the "Application" and attached hereto as Exhibit "B");
  - B. The street, water and sewer design drawings and specifications prepared by Engineering Solutions (hereinafter the "Professional Engineer") and attached as part of the Application; and
  - C. City Standards for Infrastructure and Utilities.The Developer further states that all plans and specifications for the Qualifying Infrastructure were prepared by and bear the seal of a Professional Engineer, licensed in the State of New Mexico, and the plans and specifications were approved as may be required by the City of Carlsbad Planning and Zoning Commission and/or those City departments charged with the review and approval of such plans and specifications.
4. On or before one year from the date of this agreement, (hereinafter the "Completion

Date”), the Developer shall provide the City with:

- A. A written certification of the Professional Engineer that the Qualifying Infrastructure has been completed according to the design drawings and specifications attached as part of Exhibit “B”; and
- B. Certified copies of the design drawings and specifications for the Qualifying Infrastructure commonly known as the “as-built” documents.

The documents listed in 4(A) and (B), above, are hereinafter collectively referred to as the “Deliverables”. Upon proper application to the City and for good cause shown, the City, at its sole discretion, may extend the Completion Date for all or a portion of the Qualifying Infrastructure for such period of time as the City, in its sole discretion, deems to be in the public interest. No such extension, however, shall extend the Completion Date more than two (2) years beyond the date of the full execution of this Agreement by the parties.

- 5. Within ten (10) business days of the City’s receipt of the Deliverables, the City and/or its agent shall review the Deliverables, inspect the Qualifying Infrastructure and:
  - A. Accept the Qualifying Infrastructure and then send written notice of its acceptance of the Qualifying Infrastructure to the Developer; or
  - B. If the City determines that all requirements, standards, and specifications applicable to the design, construction, installation and completion of the Qualifying Infrastructure have not been met, the City may reject all or a portion of the Qualifying Infrastructure. In that event, the City shall then notify the Developer in writing of such determination. That notice shall state the deficiencies found by the City. The Developer shall then take action to correct all deficiencies. When the deficiencies have been corrected, the Developer shall resubmit the Deliverables to the City. The City shall then have ten (10) business days to review and accept or reject all or a portion of the Qualifying Infrastructure. This process and time periods described herein may continue until either the City has accepted all the Qualifying Infrastructure, or the City,

in its sole discretion, chooses not to accept all or a portion of the Qualifying Infrastructure. In no event, however, shall this process extend more than two (2) years beyond the date of execution of this Agreement by the Developer.

6. For each portion of the Qualifying Infrastructure accepted by the City, the Developer shall submit all documentation and perform all acts necessary to dedicate it to the City of Carlsbad.
7. For each portion of the Qualifying Infrastructure accepted by the City, the Developer shall submit to the City a written list of its actual costs related to the construction of the Qualifying Infrastructure and shall submit copies of final paid invoices as documentation of the actual costs.
8. No later than thirty (30) days after the City has received the written list of actual costs and all copies of final paid invoices from the Developer, the City shall, for each portion of Qualifying Infrastructure accepted by the City:
  - A. Determine which costs are subject to reimbursement pursuant to the terms of the Program; and
  - B. Reimburse the Developer the lesser of either:
    - i. Fifteen percent (15%) of the actual costs subject to reimbursement pursuant to the terms of the Program; or
    - ii. Fifteen percent (15%) of the estimated costs as listed on Exhibit "A" subject to reimbursement pursuant to the terms of the Program.
9. All notices permitted or required by the terms of this Agreement shall be in writing and deemed to have been duly given and delivered, if mailed, certified postage prepaid:

If to the City:	If to the Developer:
City of Carlsbad	Ken Thurston Development Corp.
c/o City Administrator	c/o Ken Thurston, President

P.O. Box 1569  
Carlsbad, NM 88221-1569

1880 E. Lohman  
Las Cruces, NM 88001

The parties shall notify each other in writing of any change in the above names or addresses.

10. The Developer and its employees, officers, and agents are independent contractors and are not employees of the City. The Developer and its employees, officers, and agents shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to the employees of the City of Carlsbad as a result of this Agreement.
11. This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement. The parties expressly waive any other or further representations, warranties, or agreements not set forth in this document. This Agreement cannot be changed except by a written instrument subsequently executed with the same formalities as with this Agreement.
12. The parties agree this Agreement shall be construed and controlled by the laws of New Mexico. The parties further agree that any legal action arising out of this Agreement shall be brought in the District Court of Eddy County, New Mexico for the Fifth Judicial District. The parties expressly consent to both in person and subject matter jurisdiction of the Eddy County District Court and agree that venue shall properly lie in the Eddy County, New Mexico District Court.
13. Any instrument or document made and attached to this Agreement or referred to by this Agreement shall constitute a part hereof as though set forth in full in the body of



### Farmview Subdivision Phase 4 Estimated Costs

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL	(15%)
Water Lines	1500	LF	\$98.33	\$147,500.00	\$10,974.00	\$158,474.00	\$23,771.10
Sewer Lines	2150	LF	\$73.37	\$157,750.00	\$11,736.60	\$169,486.60	\$25,422.98
Streets & Alleys	10,325	SY	\$29.56	\$305,241.25	\$22,709.94	\$327,951.19	\$49,192.68
Curb & Gutter	N/A						
Sidewalks	N/A						
Multi-use Trails	N/A						
Bike Lanes	N/A						
Traffic Signals	N/A						
Lift Stations	N/A						
Transit Factions	N/A						
Street Lighting in ROW	N/A						
Total Cost Estimate				\$610,491.25	\$45,420.54	\$655,911.79	\$98,386.76
Total Reimbursement Estimate (15% of Total Costs)				\$ 91,573.68	\$6,813.08	\$98,386.76	



## CITY OF CARLSBAD

*Planning, Engineering, and Regulation Department*

114 S. Halagueno, Carlsbad, NM 88220

Phone (575) 885-1185

Fax (575) 628-8379

---

### Application for INFRASTRUCTURE REIMBURSEMENT PROGRAM

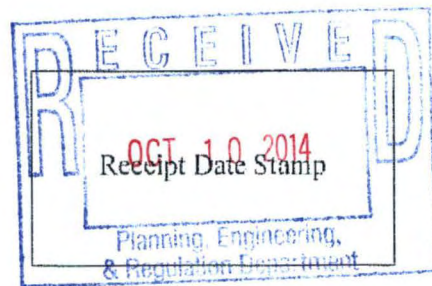
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#### PROCESS FOR ACCEPTANCE AND REVIEW

1. Applications for the **Infrastructure Reimbursement Program** are available in the Planning, Engineering, and Regulation Office. Applications are accepted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance. Construction cost estimates are required at the time of application.
2. Applications are accepted on an ongoing basis. The minimum application packet submittal is one (1) copy of the completed application with original signatures and all required supporting documents. A letter of explanation or clarification shall also be provided. There is no fee for applying for this program. The preferred size for all documents is 11"x17". If larger-sized documents are provided, include 15 copies.
3. The Planning, Engineering, and Regulation Office will review the application for completeness. The application will be forwarded to the Development Committee for review prior to the City Council meeting. If deficiencies are noted, the Applicant will be advised and provided an opportunity to supplement the application. The application will not be considered by the City Council until it is complete.
4. If approved, the City will execute an Infrastructure Reimbursement Agreement, which details additional program requirements. Prior to reimbursement, the actual construction costs are required to be submitted concurrent with a final plat and as-built drawings and/or a certificate of occupancy.
5. Funding for this program varies from year to year. Reimbursement is on a first come first served basis.

09/11/2014

City of Carlsbad, New Mexico  
**Infrastructure Reimbursement Program**  
Application



APPLICATION DATE: 10/17/14

**PROGRAM DESCRIPTION:** The purpose of this program is to support economic development within the City by providing private property owners and developers a 15% reimbursement of the total on-site (within the platted boundaries) and off-site (outside of the platted boundaries) qualifying public infrastructure costs associated with an approved development. Qualifying Public Infrastructure includes: water lines, sewer lines, lift stations, streets and alleys, street lighting in the right-of-way, sidewalks, curb and gutter, multi-use trails, bike lanes, traffic signals, and transit facilities. Engineering costs, surveying, site prep, right-of-way and easement acquisition, labor, permitting and consulting fees are not eligible for reimbursement. *Approval of an application does not guarantee approval of a reimbursement. An approved application allows the applicant to proceed with the execution of an Infrastructure Reimbursement Agreement. Once the requirements specified in the Infrastructure Reimbursement Agreement are fulfilled, reimbursement will be granted.*

**APPLICANT INFORMATION:**

Ken Thurston Development  
Name (property owner OR developer)  
1880 E Johnson Las Cruces NM 88001  
Address City State Zip Code  
(575) 382-8245 Ken@ThurstonHomes.com  
Phone Email

**PROPERTY INFORMATION:**

Farmview Subdivision Four (JP)  
Name (subdivision OR project) Unit Phase  
Elgin & John Wesley Hardin Court  
Location/Cross Streets

**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

1. Property and all qualifying public infrastructure must be located within the City Limits.
2. The application must be completed and approved by the City Council.
3. The application must be submitted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance.
4. Subdivision of land must be in accordance with the City's Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - a. Sketch Plan showing each phase of development
  - b. Preliminary Plat(s) for each phase of development
  - c. Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
  - d. Infrastructure that varies from the standard shall not qualify for reimbursement.
5. Approved subdivisions must be recorded and filed with the County Clerk.



6. An Infrastructure Reimbursement Agreement must be executed by the City and applicant prior to reimbursement.
7. Reimbursement shall not exceed usual and customary infrastructure costs.
8. Reimbursement shall not be made for items installed prior to application date.
9. Reimbursement shall be paid upon total construction completion. Progress billing will not be accepted. Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are required.
10. Reimbursement will be made to the applicant only. No payment will be made to third parties.
11. Construction of qualifying public infrastructure must begin within 60-days of preliminary plat approval and be completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
12. Greater priority will be given to projects that further City plans and policies, focus on infill and/or provide affordable housing (as determined by the NM Mortgage Finance Authority).

**ADDITIONAL REQUIRED INFORMATION:**

Please attach the following information organized in the order listed below:

1. List of board of directors, executive directors, contractors and subcontractors that have a financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad; and
2. Federal tax identification number, State tax identification number, and City business registration number; and
3. List any assistance requested from Federal, State or County governments, if any. Include any direct funding, land, fee and/or permit waivers; and
4. A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - a. Subdivision plats (sketch, preliminary, final)
  - b. Construction drawings
  - c. Utility requirements, including but not limited to electric, gas, and water
  - d. Solid and liquid waste disposal requirements
  - e. Infrastructure requirements
  - f. Regulatory compliance requirements (environmental assessments, historic preservation documents)
  - g. As-built construction drawings (at construction completion); and
5. A description of the proposed infrastructures long term benefit to the City; and
6. Any other information necessary for the City to make a determination regarding the application for reimbursement.
7. The table on page 4 of this application must be completed.

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ESTIMATED COSTS (including taxes)**  
**USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL
Water Lines	1500	LF	98.33	147500	10974	158474
Sewer Lines	2150	LF	73.37	157,750	11736.60	169486.6
Streets & Alleys	10325	SY	29.56	305241.25	22,709.94	327951.19
Curb & Gutter	N/A					
Sidewalks	N/A					
Multi-Use Trails	N/A					
Bike Lanes	N/A					
Traffic Signals	N/A					
Lift Stations	N/A					
Transit Facilities	N/A					
Street Lighting in R-O-W	N/A					
Total Cost Estimate				60491.25	45,120.54	655911.79
**Total Reimbursement Estimate (15% of Total Costs)				91,573.68	6,813.08	98,386.76

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ACTUAL COSTS (including taxes)  
USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL
Water Lines						
Sewer Lines						
Streets & Alleys						
Curb & Gutter						
Sidewalks						
Multi-Use Trails						
Bike Lanes						
Traffic Signals						
Lift Stations						
Transit Facilities						
Street Lighting in R-O-W						
Total Cost						
**Actual Reimbursement (15% of Total Costs)						

<b>CHECKLIST FOR INFRASTRUCTURE REIMBURSEMENT</b> <b>FOR OFFICIAL USE ONLY</b>
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**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

- ☒ Property and all qualifying public infrastructure is located within the City Limits.
- ☐ Application is complete and estimates approved by the City Council.
- ☒ The application was submitted concurrent with:
  - ☐ Preliminary plat
  - ☐ Building permit
  - ☒ Construction plans (because the subdivision was platted prior to adoption of the Subdivision Ordinance)
- ☒ Subdivision is in accordance with the City's Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - ☐ Sketch Plan showing each phase of development
  - ☒ Preliminary Plat(s) for each phase of development
  - ☒ Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
- ☐ Variances were not granted for this project.
- ☒ Approved subdivision was recorded with the County Clerk.
- ☐ Infrastructure Reimbursement Agreement was executed by the City and applicant.
- ☒ Requirements of the Reimbursement Agreement were complied with.
- ☐ Actual costs do not exceed usual and customary infrastructure costs.
- ☒ Items were not installed prior to application date.
- ☐ Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are provided.
- ☒ Third party payment is not requested.
- ☐ Construction of qualifying public infrastructure began within 60-days of preliminary plat approval
- ☒ Construction of qualifying public infrastructure was completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
- ☒ This project:
  - ☒ Furthered City plans and policies
  - ☒ Focused on infill
    - ☐ Provide affordable housing (as determined by the NM Mortgage Finance Authority).

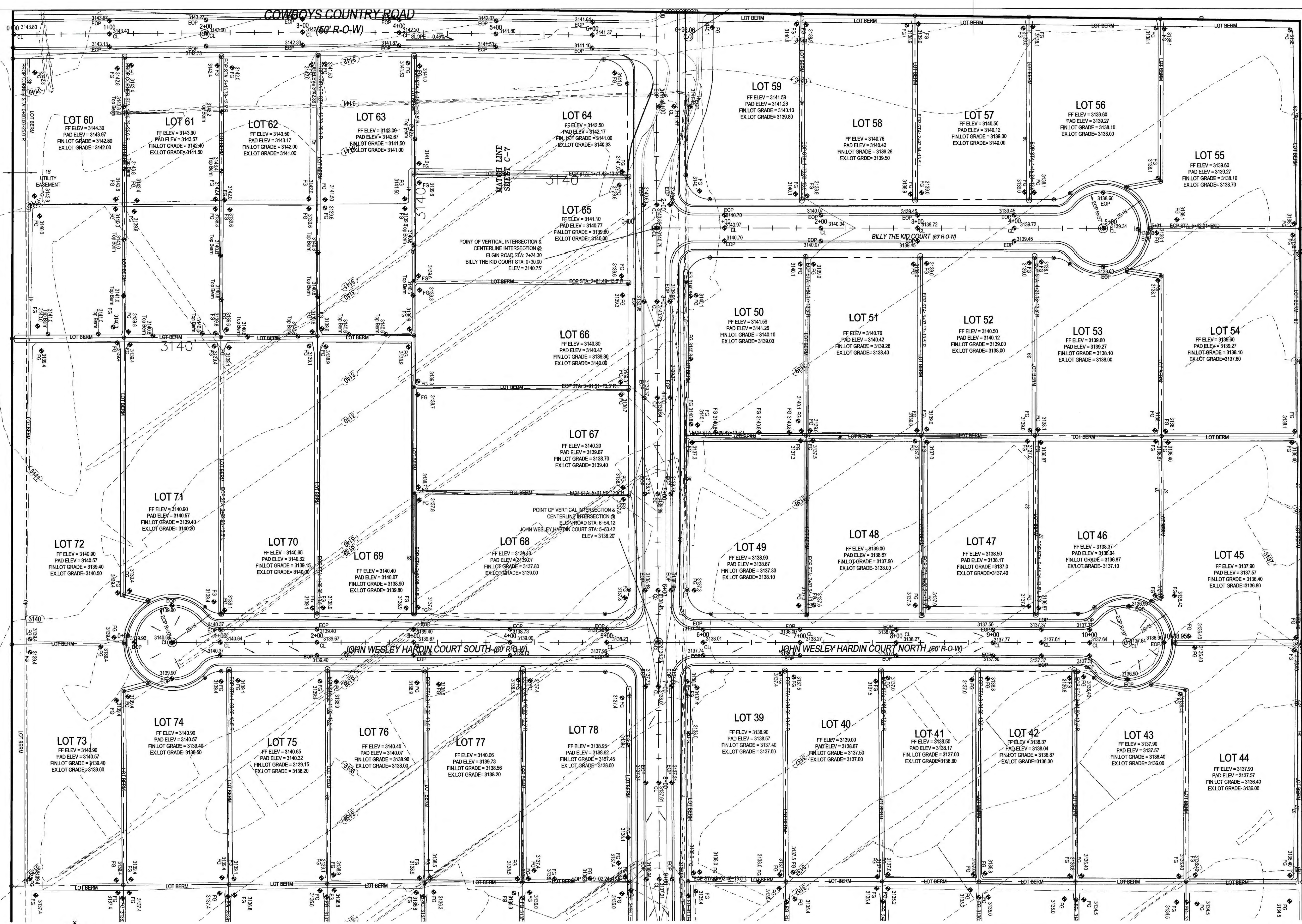
**The following ADDITIONAL REQUIRED INFORMATION was provided:**

- ☒ List of board of directors, executive directors, contractors and subcontractors that have a financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad
- ☐ Federal tax identification number
- ☐ State tax identification number
- ☐ City business registration number
- ☐ Funding sources for the proposed development project including assistance being requested of, or provided by, the City or other governmental entity (e.g. land, fee waivers, direct funding, etc.)

- ☒ A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - ☒ Subdivision plats (sketch, preliminary, final)
  - ☒ Construction drawings
  - ☒ Utility requirements, including but not limited to electric, gas, and water
  - ☒ Solid and liquid waste disposal requirements
  - ☒ Infrastructure requirements
    - o Regulatory compliance requirements (environmental assessments, historic preservation documents)
    - o As-built construction drawings (at construction completion)
- ☐ A description of the proposed infrastructures long term benefit to the City
- ☐ Any other information necessary for the City to make a determination regarding the application for reimbursement
- ☐ The tables on page 5 and 6 are complete

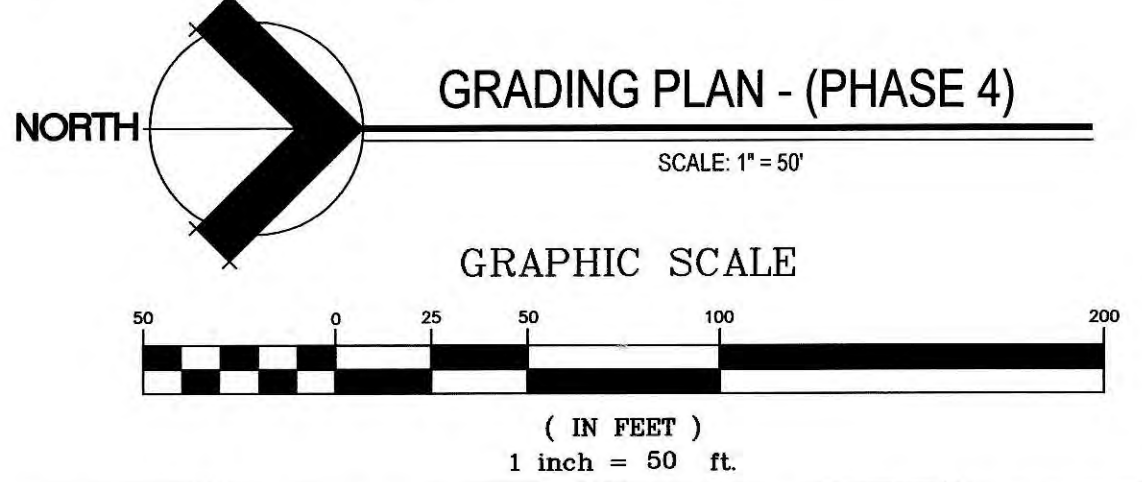


Monday July 21, 2014 - 8:40am

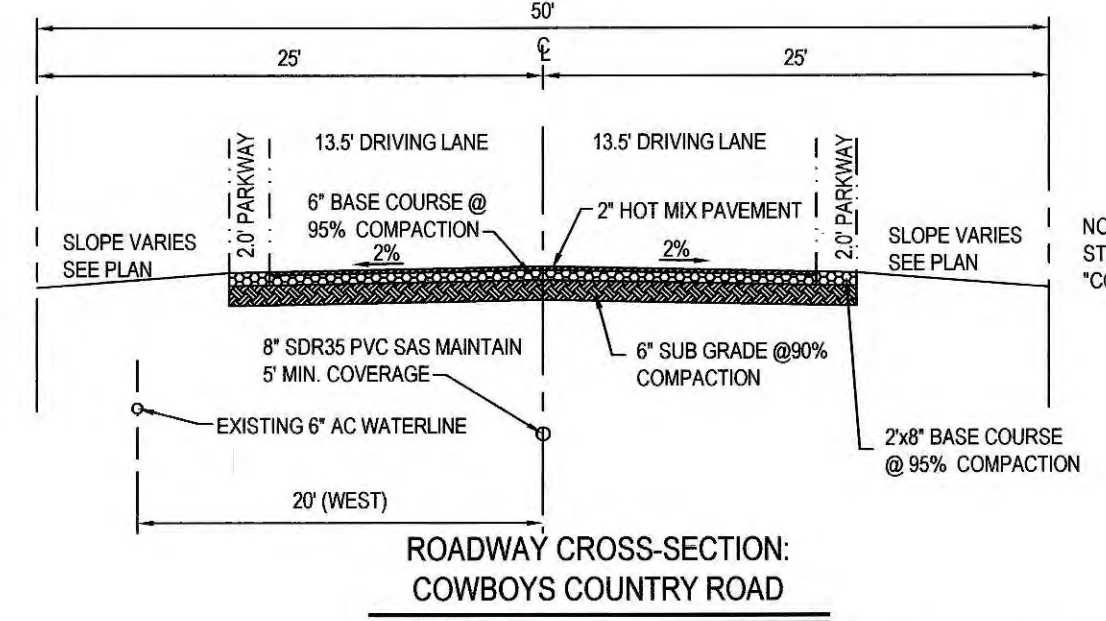


GRADING PLAN & PROFILE LEGEND	
	GRADE BREAK IN ROAD
	WATER FLOW DIRECTION
	GRADING TRANSITION AREA
	EXISTING 1" INTERVAL
	NEW 1" INTERVAL
NEW SPOT ELEVATIONS	
	6"200XXX - BOTTOM OF CHANNEL
	6"200XXX - TOP OF CONCRETE
	6"200XXX - EDGE OF PAVEMENT
	6"200XXX - CENTERLINE
	6"200XXX - FINISHED GRADE
	6"200XXX - EXISTING ELEVATION
	6"200XXX - EXIST
	6"200XXX - RIGHT-OF-WAY ELEVATION

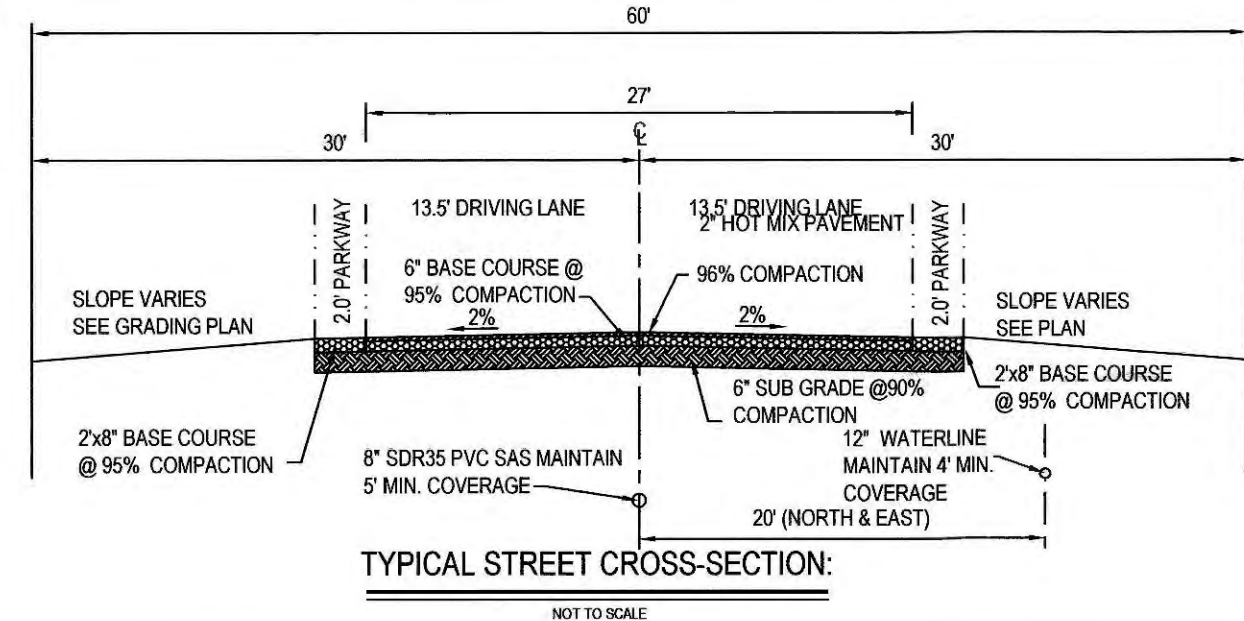
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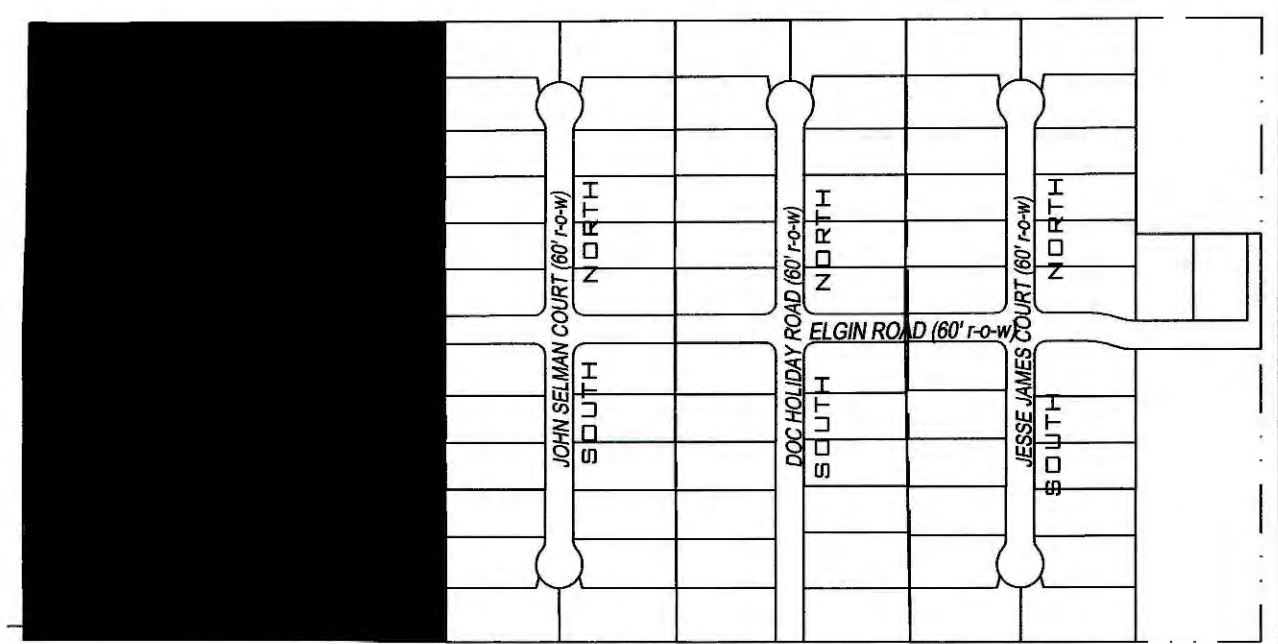
THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES BEFORE COMMENCING WORK AND BE RESPONSIBLE FOR COMPLYING WITH THE EDDY COUNTY UTILITY COUNSEL BLUE STAKE PROCEDURES. ANY DAMAGE TO EXISTING UTILITIES WILL BE THE CONTRACTOR'S RESPONSIBILITY.



NOTE:  
STREETS TEMPLATE IS APPLIED TO:  
"COWBOYS COUNTRY ROAD"



NOTE:  
STREETS TEMPLATE IS APPLIED TO:  
"ELGIN ROAD"  
"DOCK HOLIDAY ROAD"  
"BILLY THE KID COURT"  
"JOHN WESLEY HARDIN COURT"  
"PAT GARRETT COURT"  
"JESSE JAMES COURT"



DAVID B. CHURCH, INC.  
REGISTERED PROFESSIONAL ENGINEER  
NEW MEXICO  
7272

ENGINEERING SOLUTIONS  
Civil / Mechanical Engineering

David B. Church, P.E.  
2220 NEW DRIVE  
LAS CRUCES, NM 88001  
(505) 640-9790  
dchurch@esolutions.com

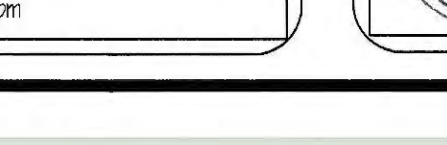
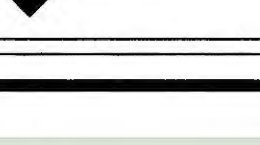
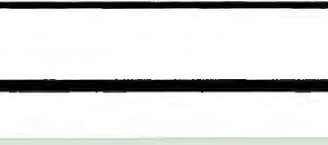
REVISIONS	REV'D:
DATE:	
07/21/14	

FARMVIEW SUBDIVISION

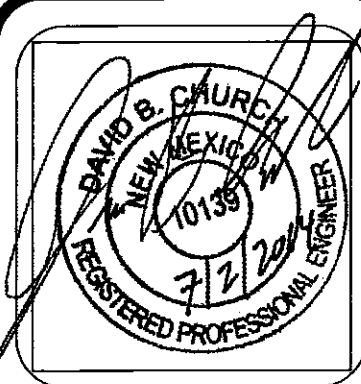
GRADING PLAN - (SHEET 4 OF 5)

SHEET NO. C-6

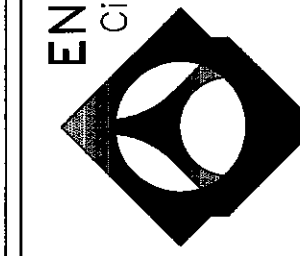








ENGINEERING SOLUTIONS  
Civil / Mechanical Engineering



REVISIONS  
DATE: 07/21/14

REV'D:

FARMVIEW SUBDIVISION

P-N-P JOHN WESLEY HARDIN COURT

SHEET NO.

C-13

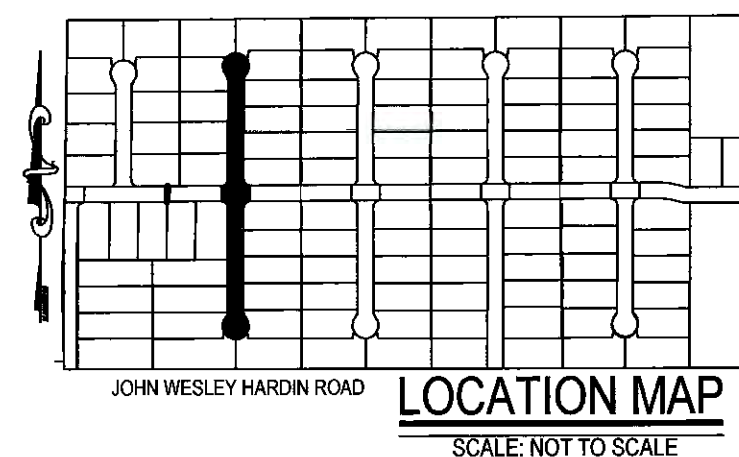
SCALE: NOT TO SCALE

UTILITY PLAN & PROFILE LEGEND	
	EXISTING WATER LINES
	NEW 6" WATER LINES
	NEW 12" WATER LINES
	NEW SEWER LINES
	NEW CONDUIT LINES
	FIRE HYDRANT LOCATION
	PIPE LINE CONNECTIONS
	SEWER MANHOLE LOCATION
	VALVE LOCATION
	4" GAS STUB OUT
	1-1/2" WATER STUB OUT

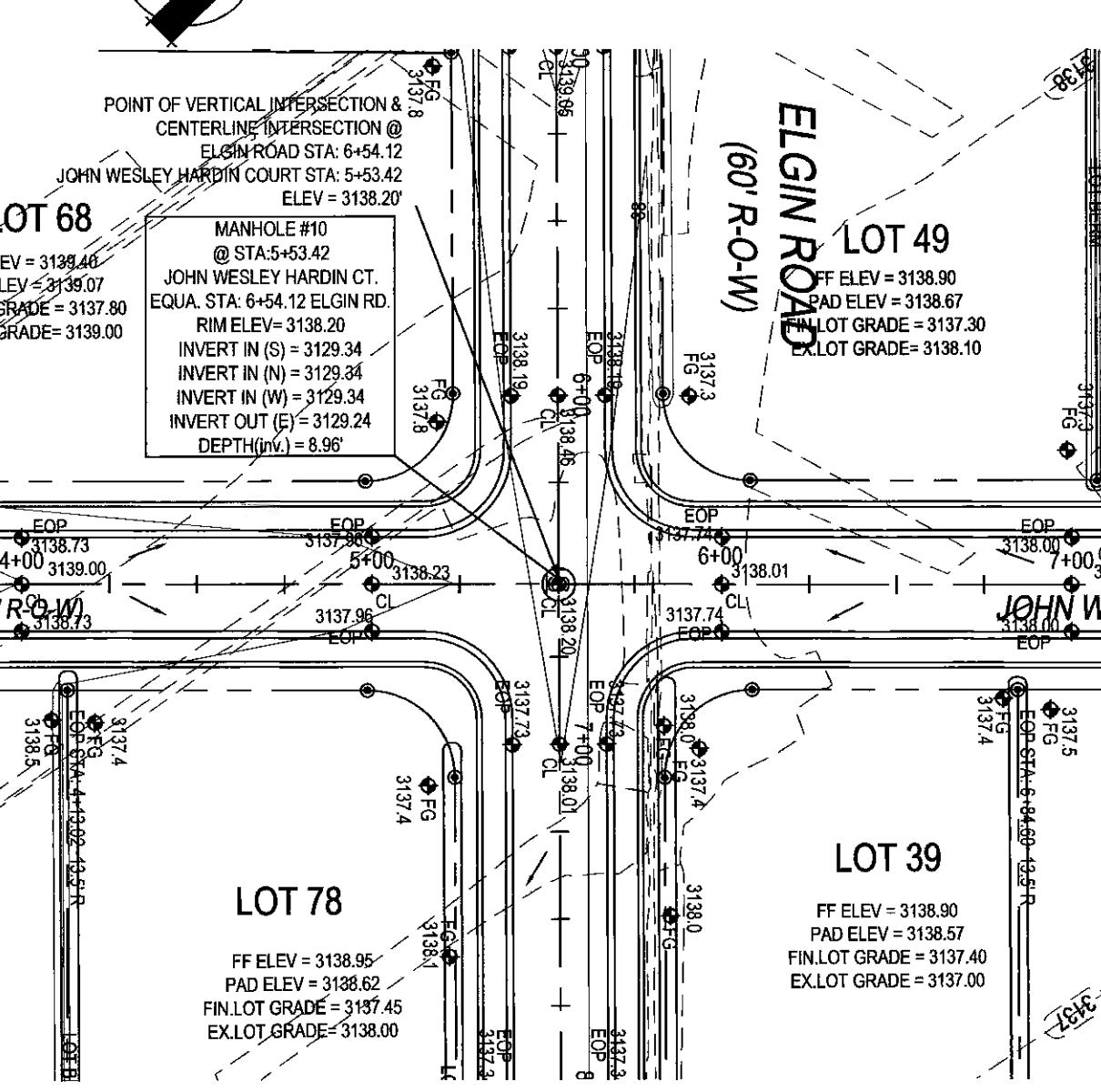
THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES BEFORE COMMENCING WORK AND BE RESPONSIBLE FOR COMPLYING WITH THE EDEY COUNTY UTILITY COUNSEL, BLUE STAKE PROCEDURES, ANY DAMAGE TO EXISTING UTILITIES WILL BE THE CONTRACTOR'S RESPONSIBILITY.

GRADING PLAN & PROFILE LEGEND	
	GRADE BREAK IN ROAD
	WATER FLOW DIRECTION
	GRADING TRANSITION AREA
	EXISTING 1" INTERVAL
	NEW 1" INTERVAL
NEW SPOT ELEVATIONS	
	42XX.XX BTM - BOTTOM OF CHANNEL
	42XX.XX TC - TOP OF CONCRETE
	42XX.XX EOP - EDGE OF PAVEMENT
	42XX.XX CL - CENTERLINE
	42XX.XX FG - FINISHED GRADE
	42XX.XX EX - EXISTING ELEVATION
	42XX.XX ROW - RIGHT-OF-WAY ELEVATION

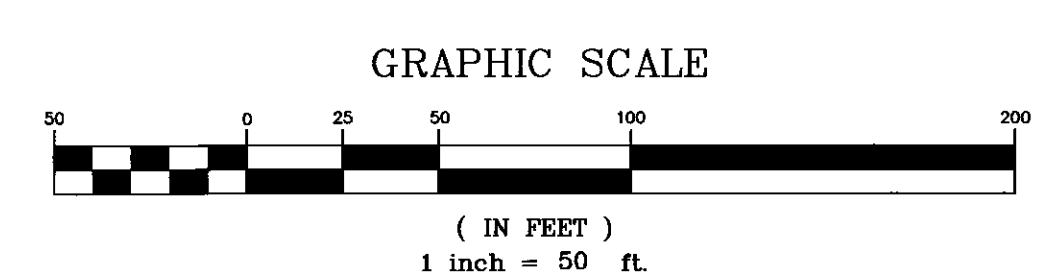
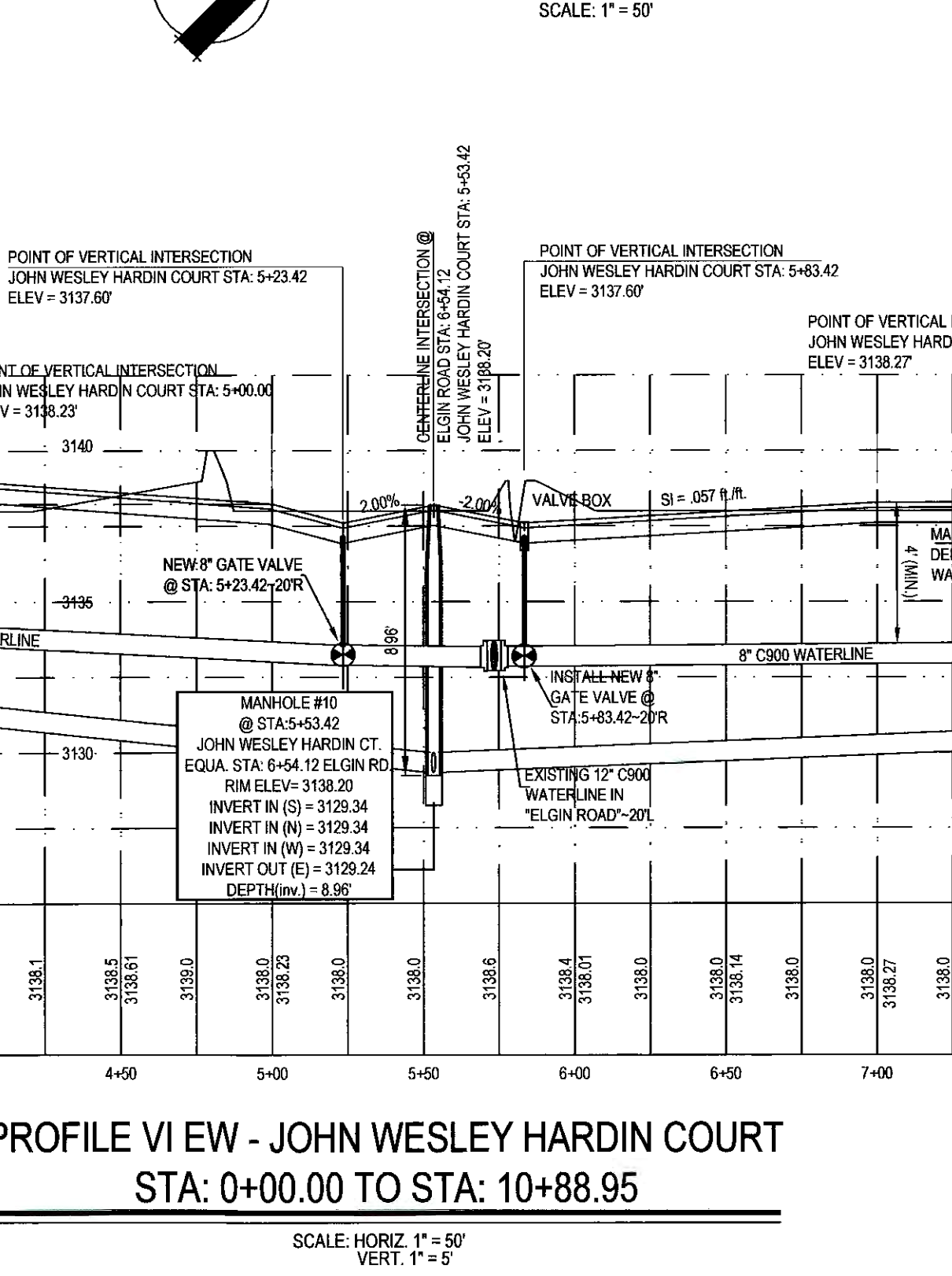
PROFILE LEGEND	
	FINISHED GRADE
	EXISTING GRADE
	PHI IN PROFILE
	NEW WATER LINE
	EXISTING UTILITY LINE
	NEW SEWER LINE



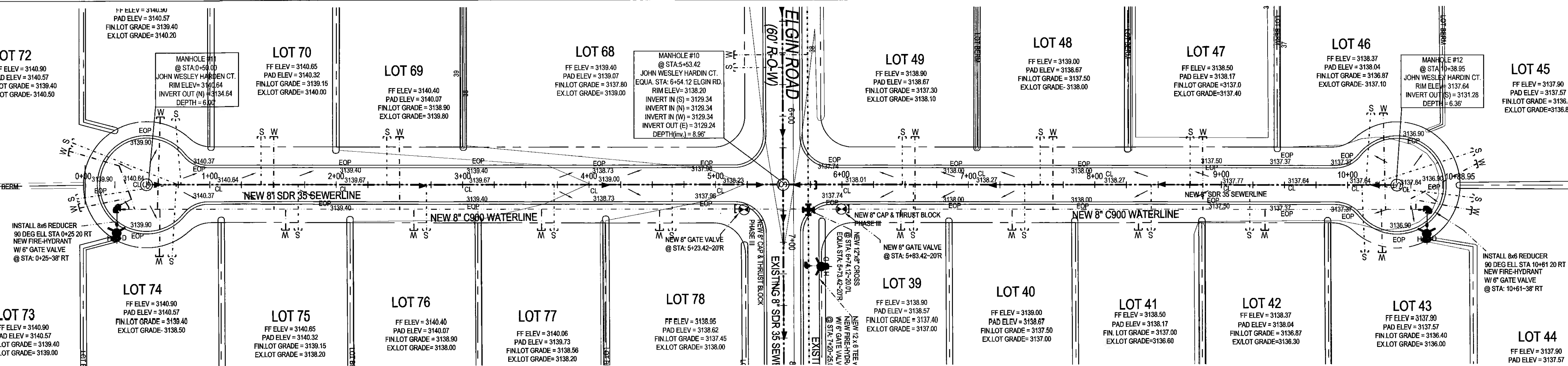
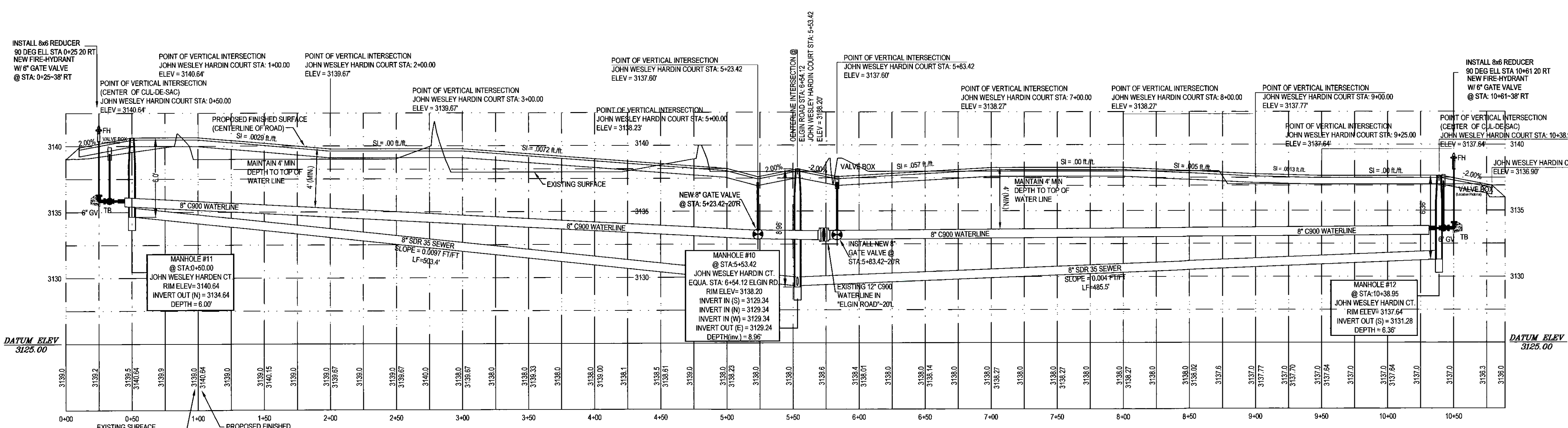
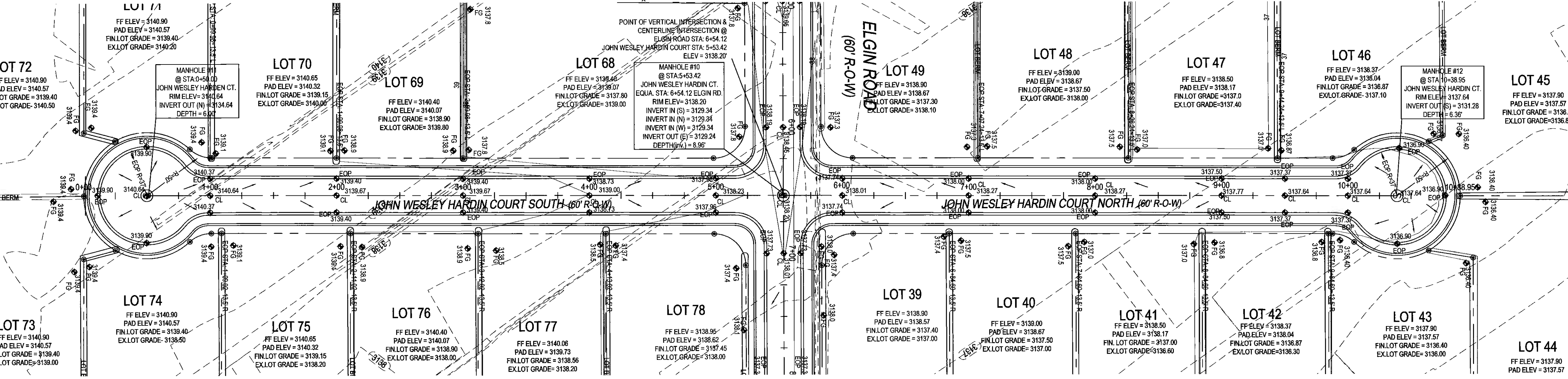
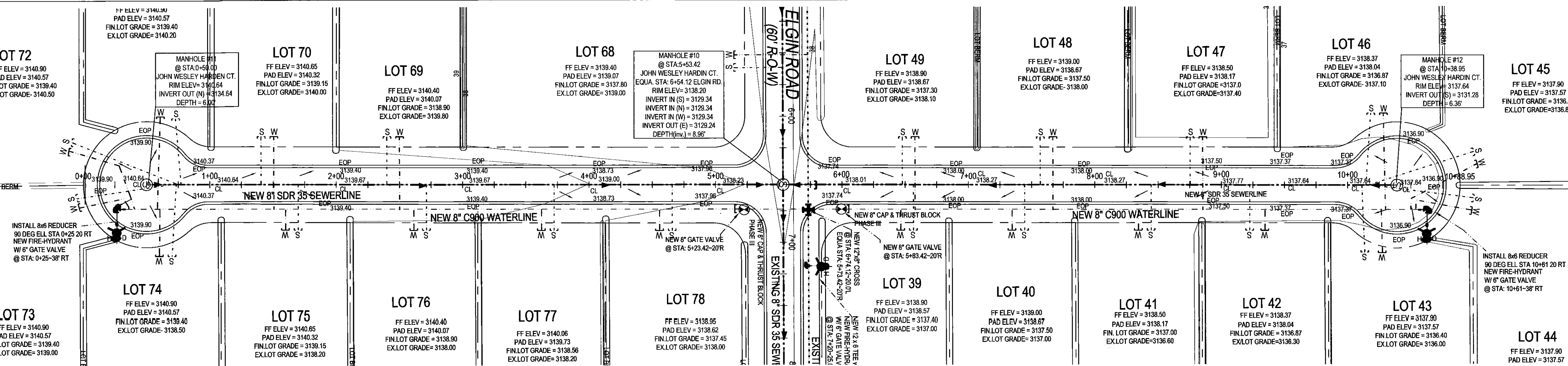
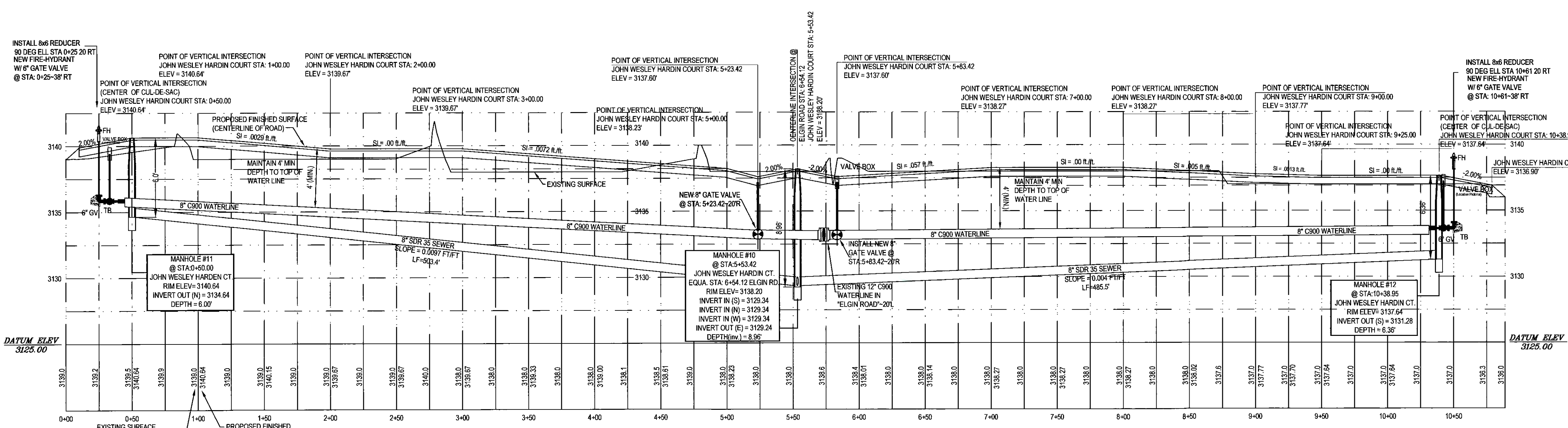
UTILITY PLAN - JOHN WESLEY HARDIN COURT  
STA: 0+00.00 TO STA: 10+88.95  
SCALE: 1" = 50'



GRADING PLAN - JOHN WESLEY HARDIN COURT  
STA: 0+00.00 TO STA: 10+88.95  
SCALE: 1" = 50'

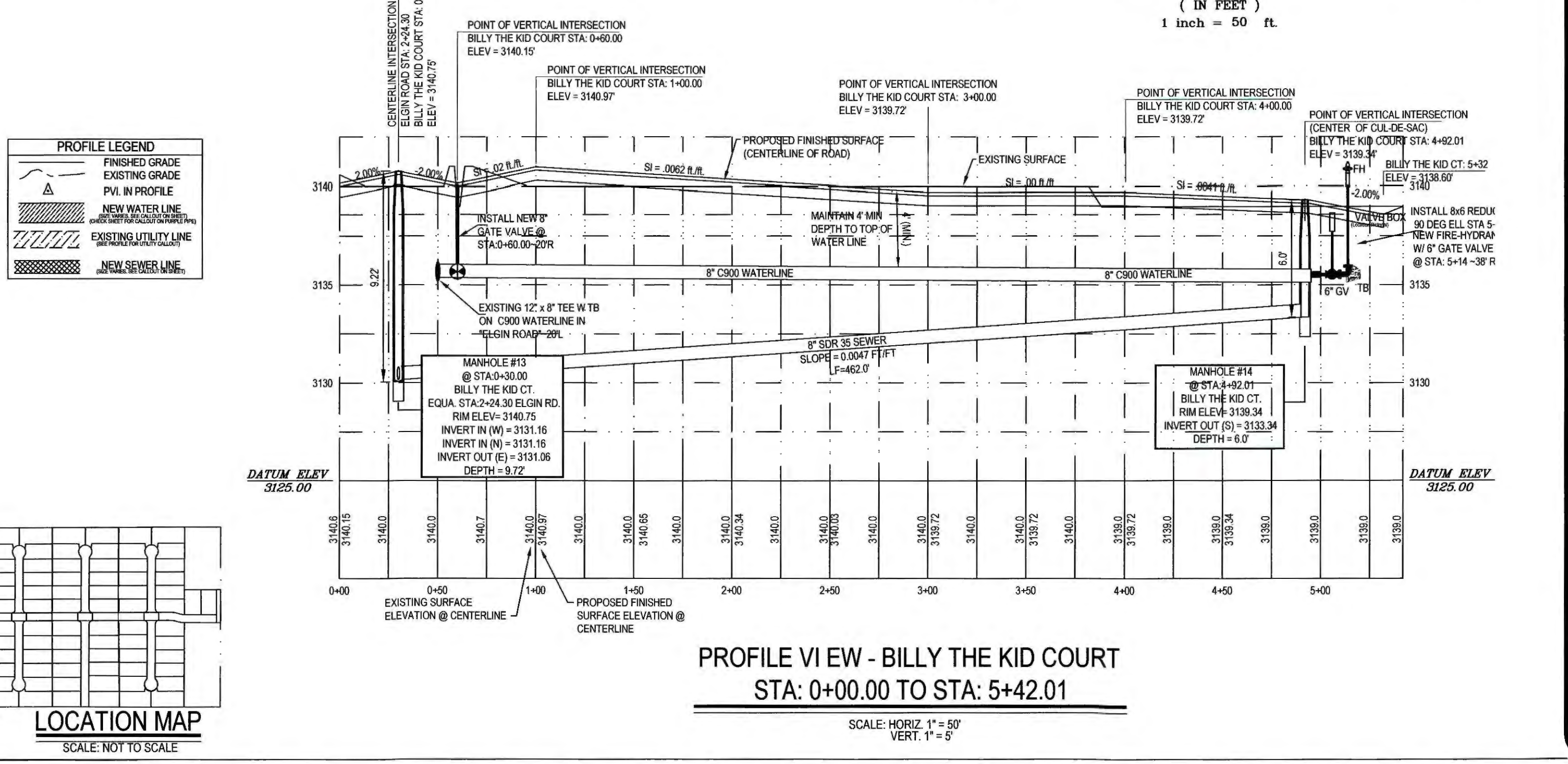
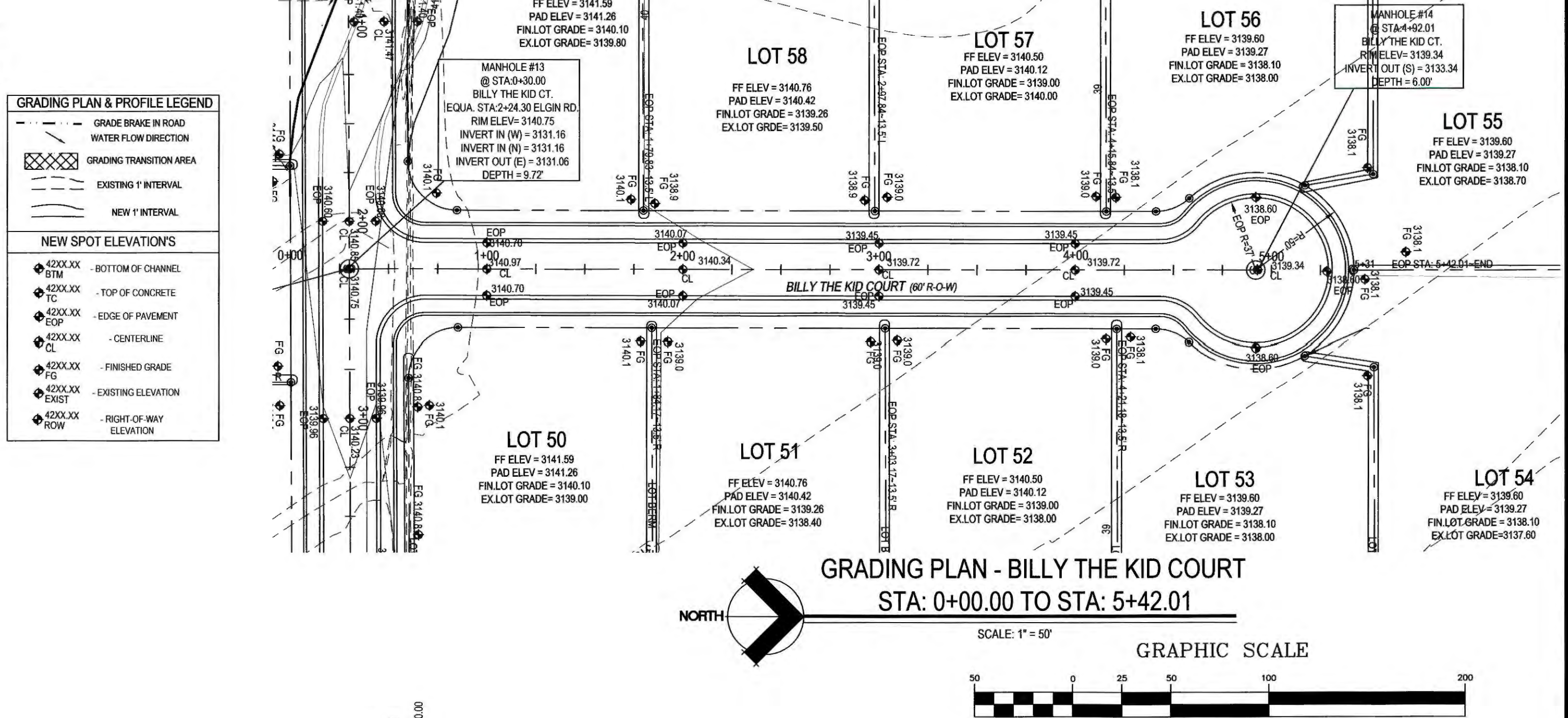
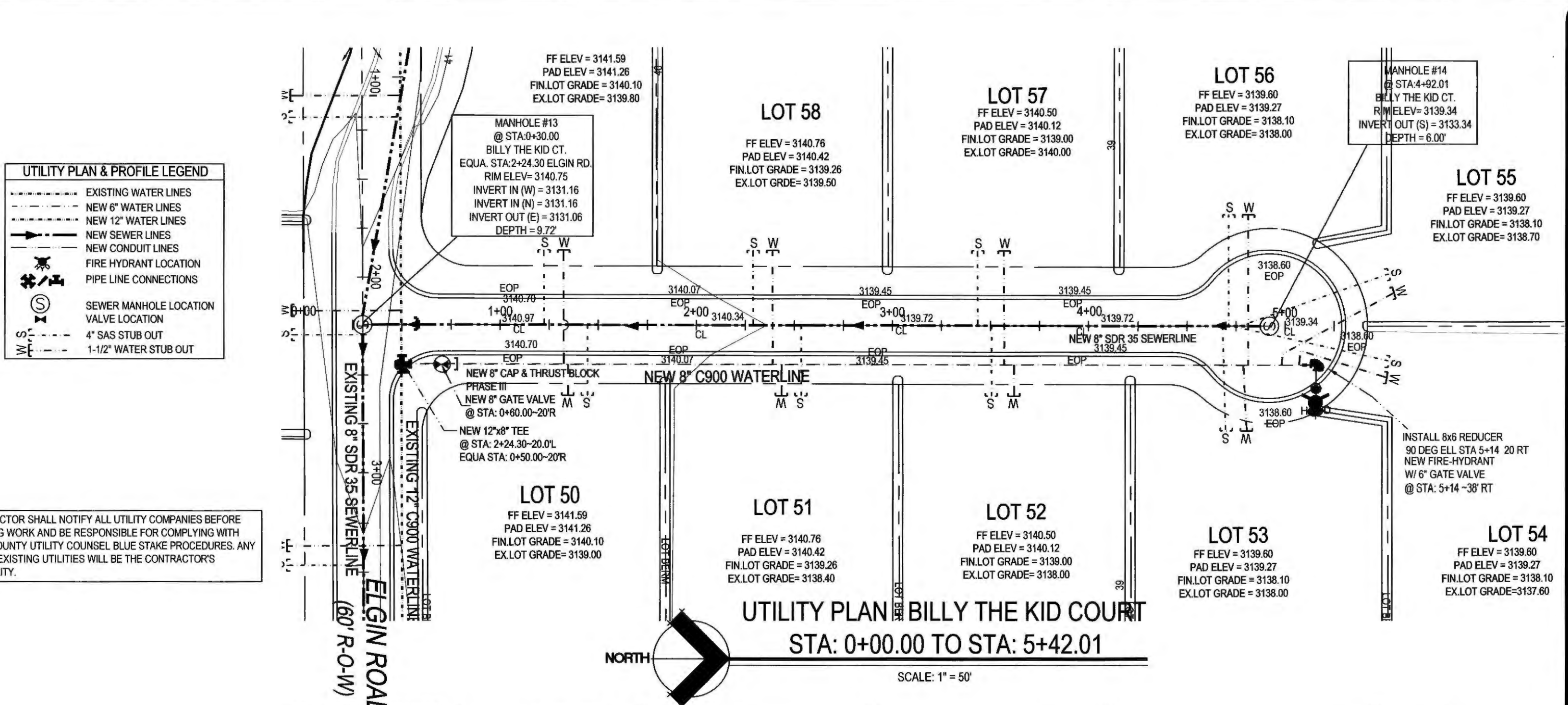
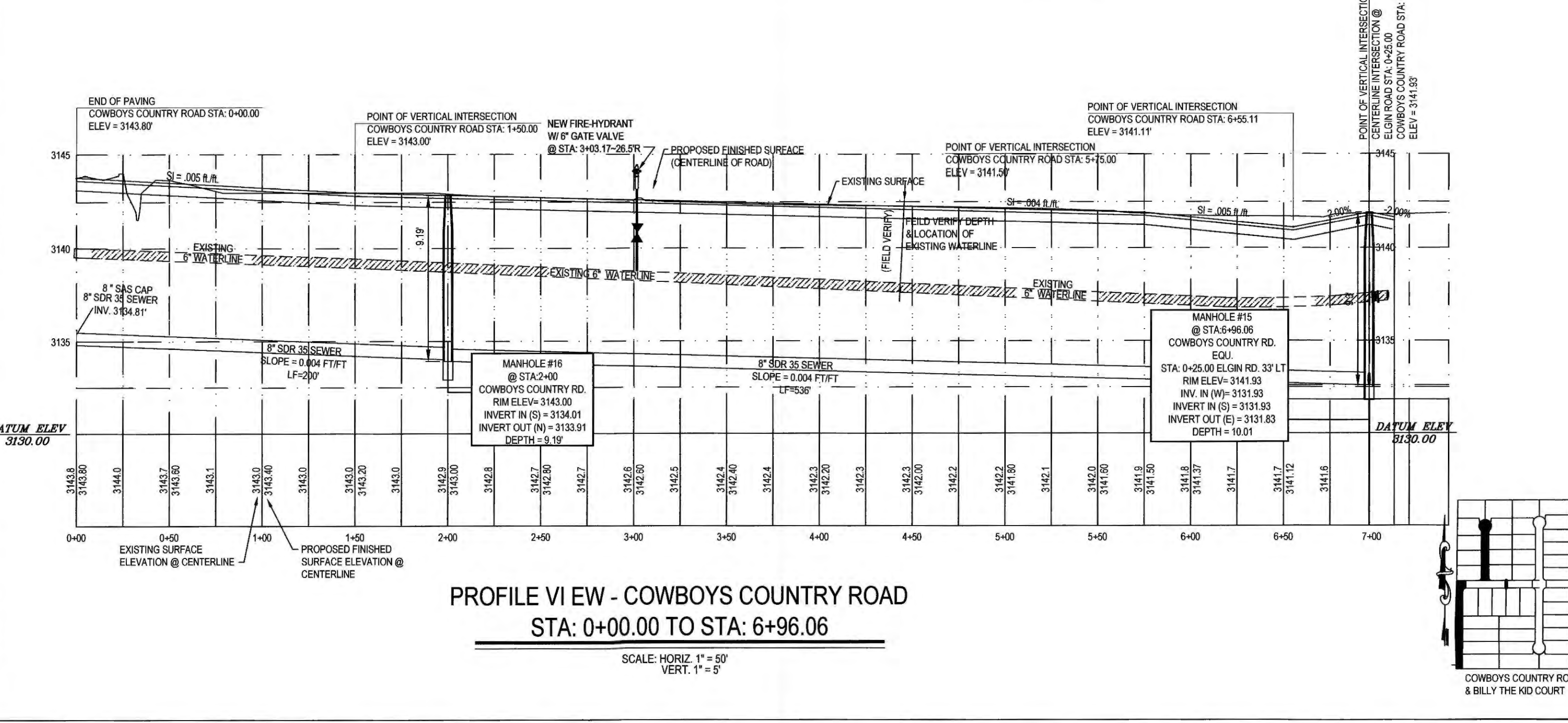
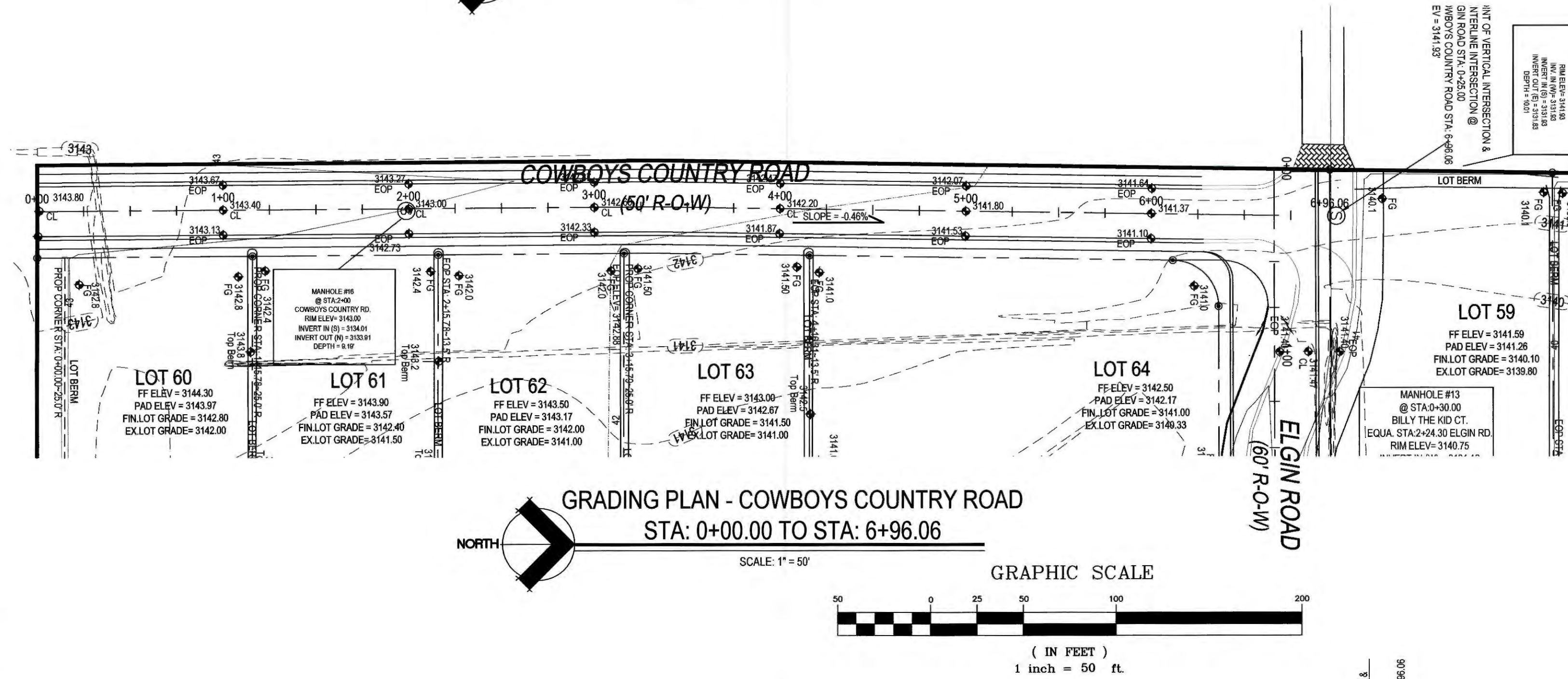
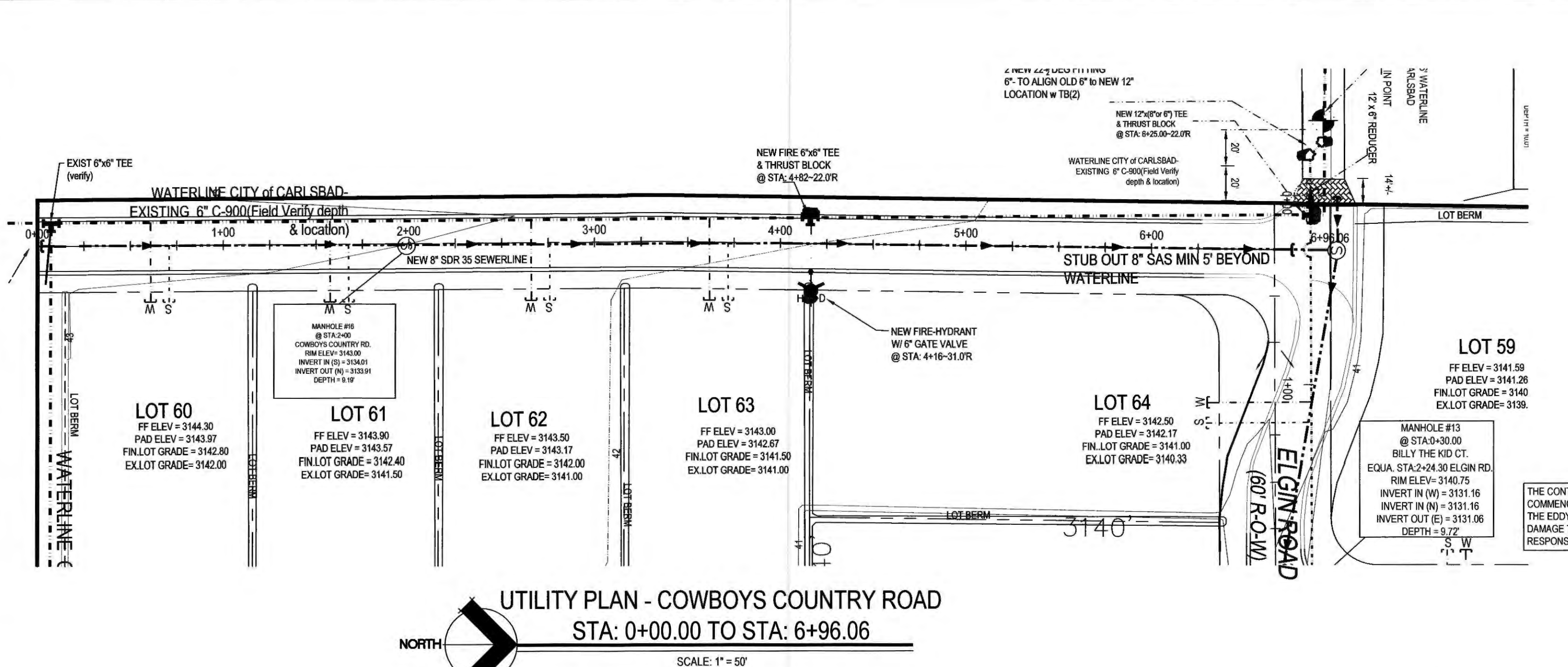


PROFILE VIEW - JOHN WESLEY HARDIN COURT  
STA: 0+00.00 TO STA: 10+88.95  
SCALE: HORIZ. 1" = 50'  
VERT. 1" = 5'





Monday July 21, 2014 - 10:31am



DAVID B. CAURCH  
REGISTERED PROFESSIONAL ENGINEER  
7/1/2014

ENGINEERING SOLUTIONS  
Civil / Mechanical Engineering  
David B. Caurch, P.E.  
14500 E. 1st Ave. Suite 100  
Denver, CO 80231  
(303) 640-9700  
dcaurch@esolns.com

REVISIONS

DATE	REV	DESCRIPTION
07/21/14	1	ISSUED FOR PERMIT

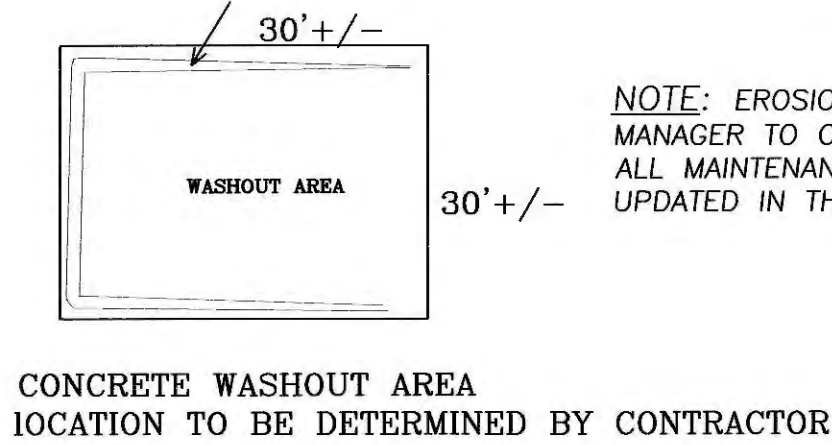
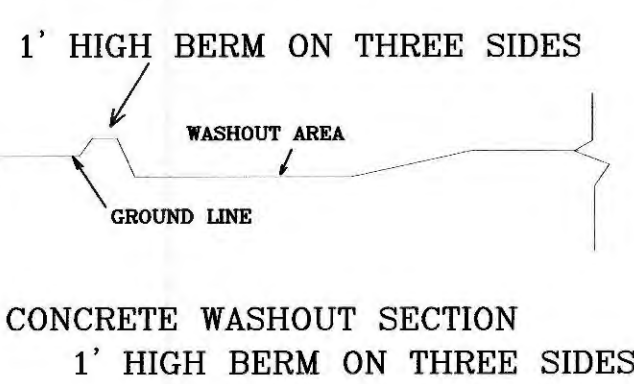
FARMVIEW SUBDIVISION

P-N-P COWBOYS COUNTRY & BILLY THE KID

SHEET NO. C-14



BMP 3 -INSTALL  
& MAINTAIN CONCRETE  
WASHOUT AREA  
DISPOSE OF UNUSED  
CONCRETE AND PAVING  
MATERIAL PROPERLY.



NOTE: EROSION CONTROL PLAN IS SUBJECT TO CHANGE BY ON-SITE S.W.P.P.P. MANAGER TO COMPLY WITH E.P.A. STANDARDS. ALL MAINTENANCE AND WASHOUT AREAS TO BE DETERMINED BY CONTRACTOR AND UPDATED IN THE S.W.P.P.P.

BMP 1 -INSTALL  
PERIMETER BERMS  
AS OUTLINED IN  
GRADING PLAN

- SILT FENCES
- HAY BALES
- ROCK BERMS
- EARTH DIKE/BERM
- SEDIMENT TRAP
- PAVED FLUMES
- CHANNEL LINERS
- EARTHEN SWALES
- DRAINAGE SWALES
- PIPE SLOPE DRAINS
- STABILIZED CONSTRUCTION ENTRANCE
- OTHER - SEE ATTACHED SITE PLAN

ALL WASTE MATERIALS, INCLUDING CONSTRUCTION DEBRIS, SHALL BE COLLECTED AND SORTED IN A SECURELY LIDDED METAL DUMPSTER. NO CONSTRUCTION WASTE MATERIAL SHALL BE BURIED ON SITE. THE TRANSIT DUMPSTER SHALL COMPLY WITH APPLICABLE STATE AND LOCAL SOLID WASTE MANAGEMENT REGULATIONS. THE DUMPSTER SHALL BE EMPTIED AS NECESSARY OR AS REQUIRED BY LOCAL REGULATION AND THE TRASH SHALL BE HAULED TO A LICENSED LANDFILL.

AT A MINIMUM, ANY PRODUCTS IN THE FOLLOWING CATEGORIES SHALL BE CONSIDERED HAZARDOUS: PAINT, ACIDS FOR CLEANING MASONRY SURFACES, CLEANING SOLVENTS, ASPHALT PRODUCTS, CHEMICAL ADDITIVES FOR SPILL STABILIZATION, CURING COMPOUNDS AND ADDITIVES. IN THE EVENT OF A SPILL WHICH MAY BE HAZARDOUS, THE CONTRACTOR SHALL TAKE IMMEDIATE ACTION AND CONTACT THE APPROPRIATE AUTHORITIES.

SANITARY WASTE SHALL BE COLLECTED FROM THE CONSTRUCTION PORTABLE UNITS AS NECESSARY OR AS REQUIRED BY LOCAL REGULATION BY A LICENSED SANITARY WASTE MANAGEMENT CONTRACTOR. ALL WASTE MATERIAL SHALL BE RESPONSIBILITY OF THE CONTRACTOR.

THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE STABILIZED WITH ROCK RIP RAP

THE FOLLOWING PRACTICES SHALL BE USED TO REDUCE THE RISK OF SPILLS OR OTHER ACCIDENTAL EXPOSURES OF MATERIALS TO STORM WATER RUNOFF.

- STORE ONLY ENOUGH PRODUCT REQUIRED TO DO THE JOB.
- NEATLY STORE MATERIALS ON-SITE IN A ORDERLY MANNER.
- KEEP PRODUCTS IN THEIR ORIGINAL CONTAINER.
- DO NOT MIX SUBSTANCES WITH ONE ANOTHER, UNLESS OTHERWISE RECOMMENDED BY THE MANUFACTURER.
- USE ENTIRE CONTENTS OF A PRODUCT BEFORE DISPOSING THE CONTAINER.
- FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR PROPER USE AND DISPOSAL.

- KEEP PRODUCTS IN THEIR ORIGINAL CONTAINER IF AT ALL POSSIBLE.
- RETAIN ORIGINAL LABELS, PRODUCT INFORMATION AND MATERIAL SAFETY SHEETS.
- DISPOSE SURPLUS PRODUCT IN ACCORDANCE WITH MANUFACTURER'S OR LOCAL AND STATE RECOMMENDED METHODS.

ALL ON-SITE VEHICLES SHALL BE MONITORED FOR LEAKS AND RECEIVE REGULAR PREVENTIVE MAINTENANCE TO REDUCE THE CHANCE LEAKAGE. PETROLEUM PRODUCTS SHALL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. ANY ASPHALT SUBSTANCES USED ON-SITE SHALL BE APPLIED ACCORDING TO THE MANUFACTURER'S RECOMMENDATION.

- MANUFACTURER'S RECOMMENDATION METHODS FOR SPILL CLEANUP SHALL BE CLEARLY POSTED AND SITE PERSONNEL SHALL BE MADE AWARE OF THE PROCEDURES.
- MATERIALS AND EQUIPMENT NECESSARY FOR SPILL CLEANUP SHALL BE KEPT IN THE MATERIAL STORAGE AREA ON-SITE.
- ALL SPILLS SHALL BE CLEANED UP IMMEDIATELY AFTER DISCOVERY.
- SPILL AREA SHALL BE WELL VENTILATED AND APPROPRIATE CLOTHING WILL BE WORN
- ANY SPILL SHALL BE REPORTED TO THE APPROPRIATE GOVERNMENTAL AGENCY
- MEASURES SHALL BE TAKEN TO PREVENT A SPILL REOCCUR.

ALL POLLUTION PREVENTION MEASURES SHALL BE INSPECTED AT LEAST ONCE A WEEK OR WITHIN 24-HOURS FOLLOWING A STORM EVENT OF 0.5 INCHES OR MORE. INSPECTION WILL BE CONDUCTED IN FINAL STABILIZED AREAS OR DURING ARID PERIODS MONTHLY. BEST MANAGEMENT PRACTICES AND POLLUTION CONTROL PROCEDURES SHALL BE INSPECTED FOR ADEQUACY.

DISPOSAL AREAS, STOCKPILES, AND HAUL ROADS SHALL BE CONSTRUCTED IN A MANNER THAT WILL MINIMIZE AND CONTROL THE AMOUNT OF SEDIMENT THAT MAY ENTER RECEIVING WATERS. DISPOSAL AREAS SHALL NOT BE LOCATED IN ANY WETLAND, WATER BODY OR STREAMBED. CONSTRUCTION STAGING AREAS AND VEHICLE MAINTENANCE AREAS SHALL BE CONSTRUCTED BY THE CONTRACTOR IN A MANNER TO MINIMIZE THE RUNOFF OF POLLUTANTS. ALL WATERWAYS SHALL BE CLEANED AS SOON AS PRACTICABLE OF TEMPORARY EMBANKMENT, TEMPORARY BRIDGES, MATTING, FALSE WORK, PILING, DEBRIS OR OTHER OBSTRUCTIONS PLACED DURING CONSTRUCTION OPERATIONS THAT ARE NOT A PART OF THE FINISHED WORK.

- INSTALL EXTERIOR EARTH BERMS TO CONTROL SEDIMENT.
- PERFORM PERIODIC INSPECTION OF THE SWPPP STRUCTURES.
- PERFORM MAINTENANCE, ADJUSTMENTS OR REPLACEMENTS AS NEEDED.
- CLEARING AND GRUBBING.
- SITE GRADING AND PAD SCARIFYING AND COMPACTING.
- EXCAVATE FOR SITE AND BUILDING UTILITIES.
- CONSTRUCTION OF SITE IMPROVEMENTS.
- WHEN ALL CONSTRUCTION ACTIVITY RELATED TO DEVELOPMENT OF THE SITE IS COMPLETE, REMOVE TEMPORARY CONTROLS.

Date Project Construction Activities Begin: July 28, 2014  
Expected Project Construction Completion Date: October 30, 2014  
Site Contact Representative:  
Address:  
Telephone:  
Description of Proposed Project Work:  
Grading, Utility Installation, and Paving of roadways  
to provide a stabilized roadway and storm drainage system.  
Description of Receiving Waters for Site Storm Runoff:  
Site is tributary to the Pecos River.  
Endangered Species Act - No Endangered Species were  
found during site inspection.  
Historical Properties:  
Project is located on abandoned farmland area.  
Project does not affect any existing buildings.

STORMWATER PLAN  
NOI FILED DATE: \_\_\_\_\_ NOI PERMIT NO. \_\_\_\_\_  
NOT FILED DATE: \_\_\_\_\_  
Project: FARMVIEW SUBDIVISION PHASE IV  
Location: THOMASON ROAD & ELGIN-CARLSBAD, N.M.  
Project Area: 16.5 Acres  
SWPPP Project Area-(Disturbed area this project): 16.5 Acres

Owner: KEN THURSTON DEVELOPMENT CO.  
Address: 1880 East Lohman  
City: LAS CRUCES State: NM Zip: 88001

Site Coordinates:  
32 deg 22 min. 21.99 sec N.  
104 deg 12 min. 15.46 sec W.

Site Operators:  
Contractor:  
Responsible for:  
Grading, Earthwork, Utility Installation, and Paving.

#### POTENTIAL STORMWATER POLLUTION SOURCES

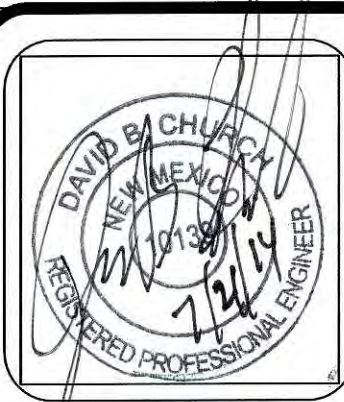
- Sediments/Storm Runoff
- Porta-Potties
- Staging Areas/On Site Waste
- Non-Storm Discharges
  - Fuels and Equipment Oil/Hydraulic Fluids
  - Concrete Curing Compounds
  - Paving Products/Oils
- Off Site Tracking of Materials(earth)

#### MEASURES TO REDUCE STORMWATER POLLUTION

- PERMANENT STABILIZATION
  - Provide Permanent Paving.
  - Construction of Permanent Ponding areas on each lot to control sediment/runoff.

ROCK ENTRANCE DETAIL-TRACKING CONTROL  
8" THICK ROCK 30' Wide x 8' WIDE

ROCK ENTRANCE DETAIL-TRACKING CONTROL



ENGINEERING SOLUTIONS  
Civil / Mechanical Engineering



REVISIONS  
DATE: \_\_\_\_\_ REV: \_\_\_\_\_

FARMVIEW SUBDIVISION  
EROSION CONTROL PLAN  
PHASE IV

SHEET NO. \_\_\_\_\_  
ECP



**CITY OF CARLSBAD**  
**AGENDA BRIEFING MEMORANDUM**

**Council Meeting Date: 5/12/15**

<b>DEPARTMENT:</b> Planning, Engineering, and Regulation	<b>BY:</b> Jeff Patterson, Planning Director	<b>DATE:</b> 4/16/15
<p><b>SUBJECT:</b> Approval of an application and entrance into an Infrastructure Reimbursement Agreement with Springs Farm Subdivision, Inc. regarding the Infrastructure Reimbursement for Quail Hollow Subdivision Unit 5.</p> <p><b>Applicant:</b> Springs Farm Subdivision, Inc. George Dunagan, President 212 W. Stevens St. Carlsbad, NM 88220</p>		
<p><b>HISTORY:</b> In 2008, the City Council adopted an Infrastructure Reimbursement Program whereby the City could reimburse private property owners and developers a certain percentage of qualifying infrastructure costs. This program was revised in 2012 to increase the percentage of allowable reimbursement and to clarify the definition of “qualifying Infrastructure”. Since inception of the program, there have been various methods of application review and recommendation to the City Council. Most recently, an ad hoc “Development Committee” reviewed these types of applications. Due to the Planning and Zoning Commission’s expertise in the area of planning and development and their familiarity with the projects involved in the applications, it was determined that the Commission is the most appropriate entity to review these applications.</p> <p>The Commission’s task is to verify that the applications were completed, submitted and reviewed according to the program’s design and recommend to the City Council an amount for reimbursement. The process that is followed for application submittal and review is described in the Infrastructure Reimbursement Program application. City staff, including the Planning Director, Public Works Director and Utilities Director, have reviewed the application, verified that the calculations, quantities and costs are correct and provided a recommended amount for reimbursement. A synopsis of this review is provided below along with the recommended amount of reimbursement.</p> <p><b>SYNOPSIS:</b> In accordance with the Public Infrastructure Reimbursement Program (Resolution 2012-09), this request is for the approval of an application regarding the reimbursement for qualifying public infrastructure related to Quail Hollow Subdivision – Unit 5 (including Quail Hollow Run). Approval of this application will allow the City and applicant to enter into a Public Infrastructure Reimbursement Agreement as outlined in Res. 2012-09.</p> <p>The preliminary plat for the Quail Hollow Subdivision development was approved in 2007. As stated above, the City did not adopt an Infrastructure Reimbursement program until 2008. This program was then amended in 2012. Quail Hollow Unit 5 construction did not begin until 2014, and construction was completed and the final plat approved in November of 2014. The infrastructure that was installed was monitored and inspected by the City’s Infrastructure Inspectors, and accepted by the City’s Public works and Utilities departments. The applicant then decided to apply for reimbursement for the infrastructure installed under the City’s Infrastructure Reimbursement program on April 13, 2015, but was unaware that the program had changed. The applicant then met with Stephanie Shumsky to discuss this application, and Ms. Shumsky suggested the applicant to move forward with submission of the application as it may be favorably considered despite not having followed the correct process.</p> <p><b>Based on the construction actual costs (see Applicant’s letter) submitted by the applicant and based on staff review of these <u>actuals</u>, the preparation of an Infrastructure Reimbursement Agreement and reimbursement of up to, but not exceeding, \$63,975.02 is recommended.</b> The following table summarizes the <u>actual expenses</u> based on staff review of construction plans and cost estimates provided by the applicant:</p>		



**ACTUAL EXPENSES:**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL	(15%)
Water Lines	1500	LF	\$83.33	\$125,000.40	\$9,296.90	\$134,297.30	\$20,144.59
Sewer Lines	1340	LF	\$79.49	\$106,517.60	\$7,922.25	\$114,439.85	\$17,165.98
Streets & Alleys	4150	SY	\$20.54	\$85,258.70	\$6,341.12	\$91,599.82	\$13,739.97
Curb & Gutter	2252	LF	\$22.32	\$50,258.45	\$3,737.97	\$53,996.42	\$8,099.46
Sidewalks	252	SY	\$88.29	\$22,249.05	\$1,654.77	\$23,903.82	\$3,585.57
Multi-use Trails	N/A						
Bike Lanes	N/A						
Traffic Signals	N/A						
Lift Stations	N/A						
Transit Factions	N/A						
Street Lighting in ROW	4		\$2,065.75	\$8,263.00		\$8,263.00	\$1,239.45
Total Cost Estimate				\$397,547.20	\$28,953.01	\$426,500.21	\$63,975.02
Total Reimbursement Estimate (15% of Total Costs)							\$63,975.02

At their regularly scheduled May 4, 2015 meeting, the Planning and Zoning Commission reviewed this application and voted to **recommend approval of a reimbursement to the applicant of up to \$63,975.02.**

**BOARD/COMMISSION/COMMITTEE ACTION:**

<input checked="" type="checkbox"/> P&Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> DISSAPPROVED
<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee	

**Reviewed by**  
**City Administrator:** /s/ Steve McCutcheon      **Date:** May 8, 2015

ATTACHMENTS: Application materials, P & Z Minutes, Draft Infrastructure Reimbursement Agreement

**INFRASTRUCTURE REIMBURSEMENT AGREEMENT  
BETWEEN THE CITY OF CARLSBAD AND  
KEN THURSTON DEVELOPMENT CORPORATION  
FOR QUALIFYING PUBLIC INFRASTRUCTURE  
AT QUAIL HOLLOW SUBDIVISION UNIT 5**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015 between the CITY OF CARLSBAD, New Mexico, a municipal corporation (hereinafter referred to as the "City"), and the SPRINGS FARM SUBDIVISION, INC., a New Mexico corporation, (hereinafter referred to as the "Developer").

WHEREAS, the Carlsbad City Council approved a 15% Infrastructure Reimbursement Program by Resolution 2012-09 (hereinafter referred to as the "Program"); and

WHEREAS, pursuant to the Program, the City seeks to support local economic development by providing a fifteen percent reimbursement to qualifying developers for qualifying public infrastructure projects; and

WHEREAS, Springs Farm Development, Inc. wishes to develop a residential subdivision north of Callaway Drive to be known as Quail Hollow Subdivision, Unit 5 (hereinafter the "Development"); and

WHEREAS, the Developer has submitted an Application for Infrastructure Reimbursement regarding certain qualifying public infrastructure associated with the Development as may be permitted by the Program; and

WHEREAS, on May 4, 2015, the City's Planning and Zoning Commission reviewed the application and recommended approval of a reimbursement of up to but not exceeding \$63,975.02 for qualifying public infrastructure.

NOW THEREFORE, in and for the consideration of the payments and agreements hereinafter mentioned, the parties agree as follows:

1. The Developer will complete infrastructure improvements necessary to support the Development identified as Quail Hollow Subdivision, Unit 5, and desires to participate in the City's 15% Infrastructure Reimbursement Program, as approved by the City Council by Resolution 2012-09, as that Program may be amended from time to time. All terms and conditions established by the Program shall govern this Agreement.
2. That portion of the Development which would constitute qualifying public infrastructure pursuant to the Program is described on attached Exhibit "A" (hereinafter referred to as the "Qualifying Infrastructure"). The estimated cost of each portion of Qualifying Infrastructure is also listed on Exhibit "A".
3. The Developer agrees that the Qualifying Infrastructure will be designed, constructed, installed, and completed in accordance with the following:
  - A. The Infrastructure Reimbursement Program Application submitted by the Developer and dated April 13, 2015, and stamped received by the City on April 13, 2015 (hereinafter the "Application" and attached hereto as Exhibit "B");
  - B. The street, curb, gutter, water and sewer design drawings and specifications prepared by Engineering Solutions (hereinafter the "Professional Engineer") and attached as part of the Application; and
  - C. City Standards for Infrastructure and Utilities.The Developer further states that all plans and specifications for the Qualifying Infrastructure were prepared by and bear the seal of a Professional Engineer, licensed in the State of New Mexico, and the plans and specifications were approved as may be required by the City of Carlsbad Planning and Zoning Commission and/or those City departments charged with the review and approval of such plans and specifications.
4. On or before one year from the date of this agreement, (hereinafter the "Completion

Date”), the Developer shall provide the City with:

- A. A written certification of the Professional Engineer that the Qualifying Infrastructure has been completed according to the design drawings and specifications attached as part of Exhibit “B”; and
- B. Certified copies of the design drawings and specifications for the Qualifying Infrastructure commonly known as the “as-built” documents.

The documents listed in 4(A) and (B), above, are hereinafter collectively referred to as the “Deliverables”. Upon proper application to the City and for good cause shown, the City, at its sole discretion, may extend the Completion Date for all or a portion of the Qualifying Infrastructure for such period of time as the City, in its sole discretion, deems to be in the public interest. No such extension, however, shall extend the Completion Date more than two (2) years beyond the date of the full execution of this Agreement by the parties.

- 5. Within ten (10) business days of the City’s receipt of the Deliverables, the City and/or its agent shall review the Deliverables, inspect the Qualifying Infrastructure and:
  - A. Accept the Qualifying Infrastructure and then send written notice of its acceptance of the Qualifying Infrastructure to the Developer; or
  - B. If the City determines that all requirements, standards, and specifications applicable to the design, construction, installation and completion of the Qualifying Infrastructure have not been met, the City may reject all or a portion of the Qualifying Infrastructure. In that event, the City shall then notify the Developer in writing of such determination. That notice shall state the deficiencies found by the City. The Developer shall then take action to correct all deficiencies. When the deficiencies have been corrected, the Developer shall resubmit the Deliverables to the City. The City shall then have ten (10) business days to review and accept or reject all or a portion of the Qualifying Infrastructure. This process and time periods described herein may continue until either the City has accepted all the Qualifying Infrastructure, or the City,

in its sole discretion, chooses not to accept all or a portion of the Qualifying Infrastructure. In no event, however, shall this process extend more than two (2) years beyond the date of execution of this Agreement by the Developer.

6. For each portion of the Qualifying Infrastructure accepted by the City, the Developer shall submit all documentation and perform all acts necessary to dedicate it to the City of Carlsbad.
7. For each portion of the Qualifying Infrastructure accepted by the City, the Developer shall submit to the City a written list of its actual costs related to the construction of the Qualifying Infrastructure and shall submit copies of final paid invoices as documentation of the actual costs.
8. No later than thirty (30) days after the City has received the written list of actual costs and all copies of final paid invoices from the Developer, the City shall, for each portion of Qualifying Infrastructure accepted by the City:
  - A. Determine which costs are subject to reimbursement pursuant to the terms of the Program; and
  - B. Reimburse the Developer the lesser of either:
    - i. Fifteen percent (15%) of the actual costs subject to reimbursement pursuant to the terms of the Program; or
    - ii. Fifteen percent (15%) of the estimated costs as listed on Exhibit "A" subject to reimbursement pursuant to the terms of the Program.
9. All notices permitted or required by the terms of this Agreement shall be in writing and deemed to have been duly given and delivered, if mailed, certified postage prepaid:

If to the City:	If to the Developer:
City of Carlsbad	Springs Farm Subdivision, Inc.
c/o City Administrator	c/o George Dunagan, President



P.O. Box 1569  
Carlsbad, NM 88221-1569

212 W. Stevens St.  
Carlsbad, NM 88220

The parties shall notify each other in writing of any change in the above names or addresses.

10. The Developer and its employees, officers, and agents are independent contractors and are not employees of the City. The Developer and its employees, officers, and agents shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to the employees of the City of Carlsbad as a result of this Agreement.
11. This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement. The parties expressly waive any other or further representations, warranties, or agreements not set forth in this document. This Agreement cannot be changed except by a written instrument subsequently executed with the same formalities as with this Agreement.
12. The parties agree this Agreement shall be construed and controlled by the laws of New Mexico. The parties further agree that any legal action arising out of this Agreement shall be brought in the District Court of Eddy County, New Mexico for the Fifth Judicial District. The parties expressly consent to both in person and subject matter jurisdiction of the Eddy County District Court and agree that venue shall properly lie in the Eddy County, New Mexico District Court.
13. Any instrument or document made and attached to this Agreement or referred to by this Agreement shall constitute a part hereof as though set forth in full in the body of

this Agreement, whether made a part hereof by reference or whether made a part hereof by attachment.

CITY OF CARLSBAD:

\_\_\_\_\_  
DALE JANWAY, MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

SPRINGS FARM SUBDIVISION, INC.

\_\_\_\_\_  
GEORGE DUNAGAN, PRESIDENT

STATE OF NEW MEXICO    )  
  ) ss.  
COUNTY OF EDDY         )

The foregoing instrument was signed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by GEORGE DUNAGAN, in his capacity as President of SPRINGS FARM SUBDIVISION, INC.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ESTIMATED COSTS (including taxes)**  
**USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL	(15%)
Water Lines	1500	LF	\$83.33	\$125,000.40	\$9,296.90	\$134,297.30	\$20,144.59
Sewer Lines	1340	LF	\$79.49	\$106,517.60	\$7,922.25	\$114,439.85	\$17,165.98
Streets & Alleys	4150	SY	\$20.54	\$ 85,258.70	\$6,341.12	\$ 91,599.82	\$13,739.97
Curb & Gutter	2252	LF	\$22.32	\$ 50,258.45	\$3,737.97	\$ 53,996.42	\$8,099.46
Sidewalks	252	SY	\$88.29	\$ 22,249.05	\$1,654.77	\$ 23,903.82	\$3,585.57
Multi-Use Trails	N/A						
Bike Lanes	N/A						
Traffic Signals	N/A						
Lift Stations	N/A						
Transit Facilities	N/A						
Street Lighting in R-O-W	4		\$2,065.75	\$ 8,263.00		\$ 8,263.00	\$1,239.45
Total Cost Estimate				\$397,547.20	\$ 28953.01	\$426,500.21	\$63,975.02
**Total Reimbursement Estimate (15% of Total Costs)						\$63,975.02	



## CITY OF CARLSBAD

*Planning, Engineering, and Regulation Department*

114 S. Halagueno, Carlsbad, NM 88220

Phone (575) 885-1185

Fax (575) 628-8379

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### Application for INFRASTRUCTURE REIMBURSEMENT PROGRAM

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#### PROCESS FOR ACCEPTANCE AND REVIEW

1. Applications for the **Infrastructure Reimbursement Program** are available in the Planning, Engineering, and Regulation Office. Applications are accepted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance. Construction cost estimates are required at the time of application.
2. Applications are accepted on an ongoing basis. The minimum application packet submittal is one (1) copy of the completed application with original signatures and all required supporting documents. A letter of explanation or clarification shall also be provided. There is no fee for applying for this program. The preferred size for all documents is 11"x17". If larger-sized documents are provided, include 15 copies.
3. The Planning, Engineering, and Regulation Office will review the application for completeness. The application will be forwarded to the Development Committee for review prior to the City Council meeting. If deficiencies are noted, the Applicant will be advised and provided an opportunity to supplement the application. The application will not be considered by the City Council until it is complete.
4. If approved, the City will execute an Infrastructure Reimbursement Agreement, which details additional program requirements. Prior to reimbursement, the actual construction costs are required to be submitted concurrent with a final plat and as-built drawings and/or a certificate of occupancy.
5. Funding for this program varies from year to year. Reimbursement is on a first come first served basis.



City of Carlsbad, New Mexico  
**Infrastructure Reimbursement Program**  
Application



APPLICATION DATE: 4-13-15

**PROGRAM DESCRIPTION:** The purpose of this program is to support economic development within the City by providing private property owners and developers a 15% reimbursement of the total on-site (within the platted boundaries) and off-site (outside of the platted boundaries) qualifying public infrastructure costs associated with an approved development. Qualifying Public Infrastructure includes: water lines, sewer lines, lift stations, streets and alleys, street lighting in the right-of-way, sidewalks, curb and gutter, multi-use trails, bike lanes, traffic signals, and transit facilities. Engineering costs, surveying, site prep, right-of-way and easement acquisition, labor, permitting and consulting fees are not eligible for reimbursement. *Approval of an application does not guarantee approval of a reimbursement. An approved application allows the applicant to proceed with the execution of an Infrastructure Reimbursement Agreement. Once the requirements specified in the Infrastructure Reimbursement Agreement are fulfilled, reimbursement will be granted.*

**APPLICANT INFORMATION:**

SPRINGS FARM SUBDIVISION, INC

Name (property owner OR developer)

212 W STEVENS, CARLSBAD NM 88220

Address

City

State

Zip Code

575 706 2951 GEORGE@DUNAGANASSOCIATES.COM

Phone

Email

**PROPERTY INFORMATION:**

QUAIL HOLLOW SUBDIVISION, UNIT 5

Name (subdivision OR project)

Unit

Phase

QUAIL HOLLOW RUN

Location/Cross Streets

**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

1. Property and all qualifying public infrastructure must be located within the City Limits.
2. The application must be completed and approved by the City Council.
3. The application must be submitted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance. FINAL PLAT
4. Subdivision of land must be in accordance with the City's Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - a. Sketch Plan showing each phase of development
  - b. Preliminary Plat(s) for each phase of development
  - c. Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
  - d. Infrastructure that varies from the standard shall not qualify for reimbursement.
5. Approved subdivisions must be recorded and filed with the County Clerk.



6. An Infrastructure Reimbursement Agreement must be executed by the City and applicant prior to reimbursement.
7. Reimbursement shall not exceed usual and customary infrastructure costs.
8. Reimbursement shall not be made for items installed prior to application date.
9. Reimbursement shall be paid upon total construction completion. Progress billing will not be accepted. Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are required.
10. Reimbursement will be made to the applicant only. No payment will be made to third parties.
11. Construction of qualifying public infrastructure must begin within 60-days of preliminary plat approval and be completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
12. Greater priority will be given to projects that further City plans and policies, focus on infill and/or provide affordable housing (as determined by the NM Mortgage Finance Authority).

**ADDITIONAL REQUIRED INFORMATION:**

Please attach the following information organized in the order listed below:

1. List of board of directors, executive directors, contractors and subcontractors that have a **NONE** financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad; and **85-0417570** **02225036000** **1877**
2. Federal tax identification number, State tax identification number, and City business registration number; and
3. List any assistance requested from Federal, State or County governments, if any. Include any direct funding, land, fee and/or permit waivers; and
4. A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - a. Subdivision plats (sketch, preliminary, final)
  - b. Construction drawings
  - c. Utility requirements, including but not limited to electric, gas, and water
  - d. Solid and liquid waste disposal requirements
  - e. Infrastructure requirements
  - f. Regulatory compliance requirements (environmental assessments, historic preservation documents)
  - g. As-built construction drawings (at construction completion); and
5. A description of the proposed infrastructures long term benefit to the City; and
6. Any other information necessary for the City to make a determination regarding the application for reimbursement.
7. The table on page 4 of this application must be completed.

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ESTIMATED COSTS (including taxes)**  
**USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL
Water Lines						
Sewer Lines						
Streets & Alleys						
Curb & Gutter						
Sidewalks						
Multi-Use Trails						
Bike Lanes						
Traffic Signals						
Lift Stations						
Transit Facilities						
Street Lighting in R-O-W						
Total Cost Estimate						
**Total Reimbursement Estimate (15% of Total Costs)						

*See Herse  
Letter  
please*

ACTUAL

DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ~~ESTIMATED~~ COSTS (including taxes)  
USE THIS FORM (attach supporting documentation, as necessary):

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX 7.4375%	TOTAL
Water Lines	1500	LF	\$ 83.33	\$ 125,000.40	\$ 9,296.90	\$ 134,297.30
Sewer Lines	1340	LF	\$ 79.49	\$ 106,517.60	\$ 7,922.25	\$ 114,439.85
Streets & Alleys	4150	SY	\$ 20.54	\$ 85,258.70	\$ 6,341.12	\$ 91,599.82
Curb & Gutter	2252	LF	\$ 22.32	\$ 50,258.45	\$ 3,737.97	\$ 53,996.42
Sidewalks/HC Ramps/Rundown	252	SY	\$ 88.29	\$ 22,249.05	\$ 1,654.77	\$ 23,903.82
Multi-Use Trails						
Bike Lanes						
Traffic Signals						
Lift Stations						
Transit Facilities						
Street Lighting in R-O-W	4		2,065 <sup>73</sup>	8,263 <sup>00</sup>	—	8,263 <sup>00</sup>
Total Cost Estimate				\$ 389,284.20	\$ 28,953.01	\$ 418,237.21
**Total Reimbursement Estimate (15% of Total Costs)						\$ 62,735.58

426,500<sup>21</sup>

63,975.03



<p style="text-align: center;"><b>CHECKLIST FOR INFRASTRUCTURE REIMBURSEMENT FOR OFFICIAL USE ONLY</b></p>
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**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

- ☐ Property and all qualifying public infrastructure is located within the City Limits.
- ☐ Application is complete and estimates approved by the City Council.
- ☐ The application was submitted concurrent with:
  - ☐ Preliminary plat
  - ☐ Building permit
  - ☐ Construction plans (because the subdivision was platted prior to adoption of the Subdivision Ordinance)
- ☐ Subdivision is in accordance with the City's Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - ☐ Sketch Plan showing each phase of development
  - ☐ Preliminary Plat(s) for each phase of development
  - ☐ Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
- ☐ Variances were not granted for this project.
- ☐ Approved subdivision was recorded with the County Clerk.
- ☐ Infrastructure Reimbursement Agreement was executed by the City and applicant.
- ☐ Requirements of the Reimbursement Agreement were complied with.
- ☐ Actual costs do not exceed usual and customary infrastructure costs.
- ☐ Items were not installed prior to application date.
- ☐ Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are provided.
- ☐ Third party payment is not requested.
- ☐ Construction of qualifying public infrastructure began within 60-days of preliminary plat approval
- ☐ Construction of qualifying public infrastructure was completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
- ☐ This project:
  - ☐ Furthered City plans and policies
  - ☐ Focused on infill
  - ☐ Provide affordable housing (as determined by the NM Mortgage Finance Authority).

**The following ADDITIONAL REQUIRED INFORMATION was provided:**

- ☐ List of board of directors, executive directors, contractors and subcontractors that have a financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad
- ☐ Federal tax identification number
- ☐ State tax identification number
- ☐ City business registration number
- ☐ Funding sources for the proposed development project including assistance being requested of, or provided by, the City or other governmental entity (e.g. land, fee waivers, direct funding, etc.)

- ☐ A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - Subdivision plats (sketch, preliminary, final)
  - Construction drawings
  - Utility requirements, including but not limited to electric, gas, and water
  - Solid and liquid waste disposal requirements
  - Infrastructure requirements
  - Regulatory compliance requirements (environmental assessments, historic preservation documents)
  - As-built construction drawings (at construction completion)
- ☐ A description of the proposed infrastructures long term benefit to the City
- ☐ Any other information necessary for the City to make a determination regarding the application for reimbursement
- ☐ The tables on page 5 and 6 are complete



**Springs Farm Subdivision, Inc.**  
**212 W Stevens Street**  
**Carlsbad, NM 88220**  
**575 706 2951**  
**Georged@dunaganassociates.com**

April 13, 2015

Jeff Patterson, City Planning Director  
101 N Halagueno  
Carlsbad, NM  
88220

RE: Infrastructure Reimbursement Request-Quail Hollow Subdivision

Dear Jeff,

Explanation is in order on this. When I got ready to apply for Infrastructure Reimbursement on the above I found out the application had been changed. I met with Stephanie Shumsky to go over and she said even though the application had not been made prior to constructing and finalizing the subdivision to make application under the new format and it would be favorably considered.

Attached is completed application and answers to all items required as follows:

General Program Criteria and Requirements:

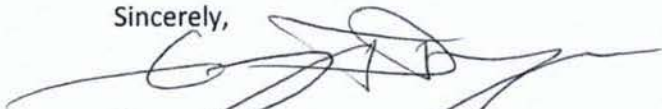
1. Property and all qualifying infrastructure are located in city limits. Unit 5, Quail Hollow Subdivision, 2107-2127 and 2108-2124 Quail Hollow Run street addresses. Single Family Residential Lots R-1.
2. City Council approval requested herewith.
3. Preliminary plat, building permits, construction plans were previously approved through applicable city departments. Final plat has been filed. All in accordance with Subdivision Ordinance.
4. Subdivision was in accordance with City Subdivision Regulations as preliminary in 2007 and final plat approved 12, 2014.
5. Final plat filed with county clerk, copy attached.
6. See above. Respectfully request exception be made due to changes in Infrastructure Reimbursement Program between preliminary plat approval and final plat approval.
7. Reimbursement requested per attached Actual Unit Costs from Constructors, Inc., the contractor on the subdivision and Actual Costs for Street Lighting in ROW from Xcel Energy.
8. Again, respectfully request exception. See # 6 above.
9. Final invoices with proof of payment attached.
10. Reimbursement to be made to Springs Farm Subdivision, Inc., applicant.
11. Construction of all qualifying public infrastructure has been completed. All invoices for same have been paid per evidence provided.
12. Project furthers city plans and policies.

Additional Required Information:

1. No related parties affiliated with city in any manner.
2. Federal Tax ID # 85-0417570, State tax ID # 02225036000, City business registration # 1877
3. Not assistance, direct funding, land, fee or permit waivers from Federal, State or County governments.
4. Subdivision plats, constructions drawings, as-builts, etc. provided to city previously.
5. Long term benefit to city is revenue and residential neighborhood development environment.

Should you need further information please don't hesitate to contact me. Please keep me informed of the process of the Infrastructure Reimbursement Application and Infrastructure Reimbursement Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Dunagan', with a long horizontal flourish extending to the right.

George T. Dunagan  
President, Springs Farm Subdivision, Inc.



# CONSTRUCTORS, INC.

Dirt, Asphalt, Concrete and Utility Construction  
Aggregate and Asphalt Products

## INVOICE

Spring Farms Subdivision Inc  
C/O George Dunagan  
212 W Stevens  
Carlsbad NM 88220

Invoice Date 1/31/2015

Invoice Number Quail Hollow

Due upon Receipt

## PAID IN FULL

Reference: Quail Hollow Unit 5 Subdivision  
JOB # 131640

	<u>Total Item</u>
Curb and Gutter	\$ 50,258.45
Roadway	\$ 85,258.70
Water	\$125,000.40
Sewer	\$ 106,517.60
Concrete Rundown and Valley Gutter	\$ 22,249.05
Subtotal	\$ 389,284.20
NMGRT 7.4375%	\$ 28,953.01
	<u>\$ 418,237.21</u>
	=====

*Thank you, We appreciate your business!*

Terms: 1 1/2% percent on all unpaid balances after 30 days.

3003 S. BOYD DR. - CARLSBAD, NM 88220 - PHONE (575) 885-8838 - FAX (575) 887-0896  
401 W. GLEN DR. - ROSWELL, NM 88203 - PHONE (575) 622-1080 - FAX (575) 624-1795  
5505 W. DUNNAM ST. - HOBBS, NM 88240 - PHONE (575) 392-1193 - FAX (575) 392-2729  
Website - [www.ciconstructors.com](http://www.ciconstructors.com)

## George Dunagan

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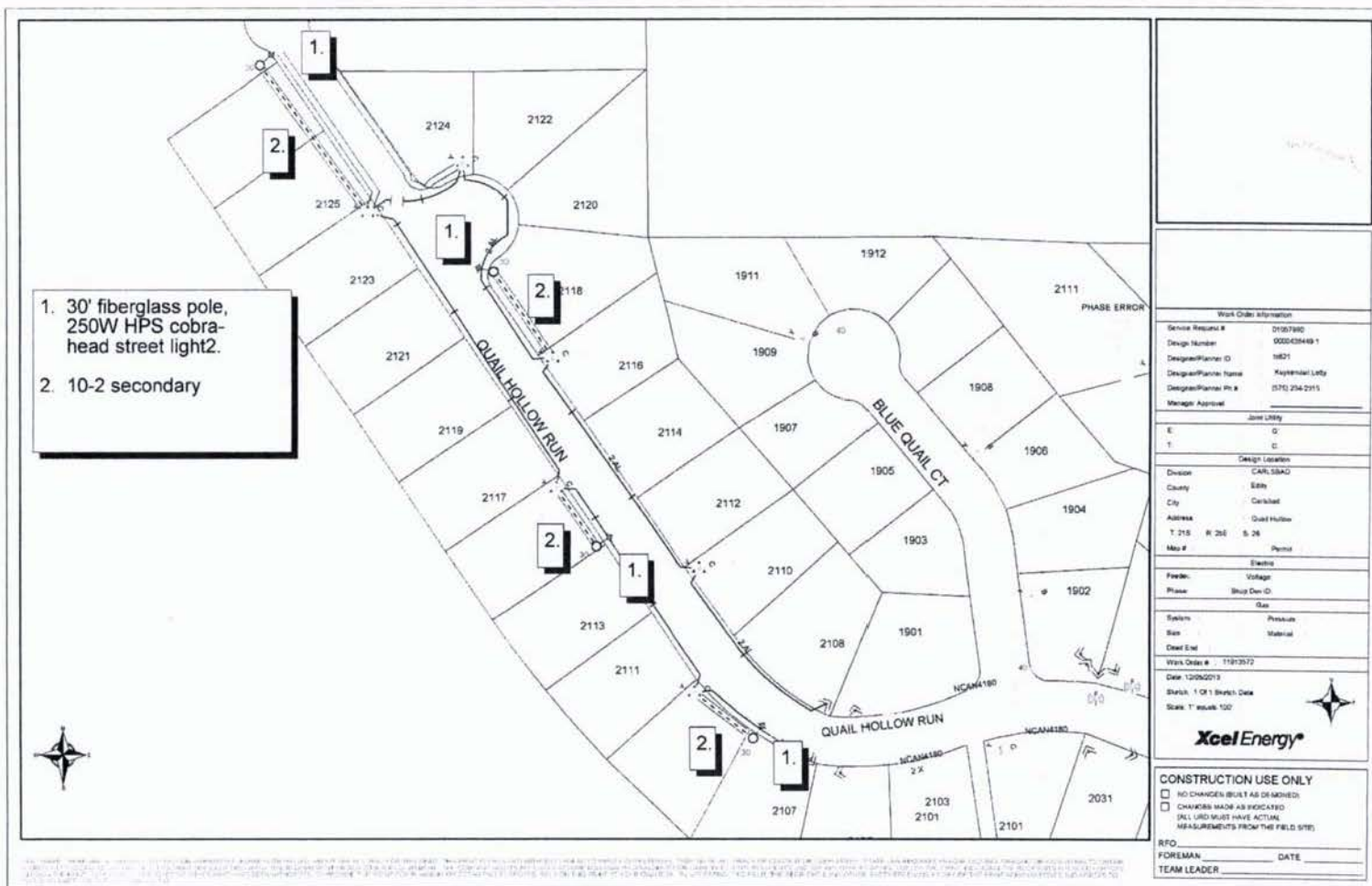
**From:** Kuykendall, Letty <Letty.Kuykendall@xcelenergy.com>  
**Sent:** Tuesday, April 07, 2015 3:21 PM  
**To:** George Dunagan  
**Subject:** Emailing: Quail Hollow Run, 4 ST Lights #436449.pdf  
**Attachments:** Quail Hollow Run, 4 ST Lights #436449.pdf

George,

You paid \$8,263.00 for four street lights. It was not on the work order to serve your subdivision. It was on a street light work order for four street lights. I've included the drawing.

Thanks,  
Letty



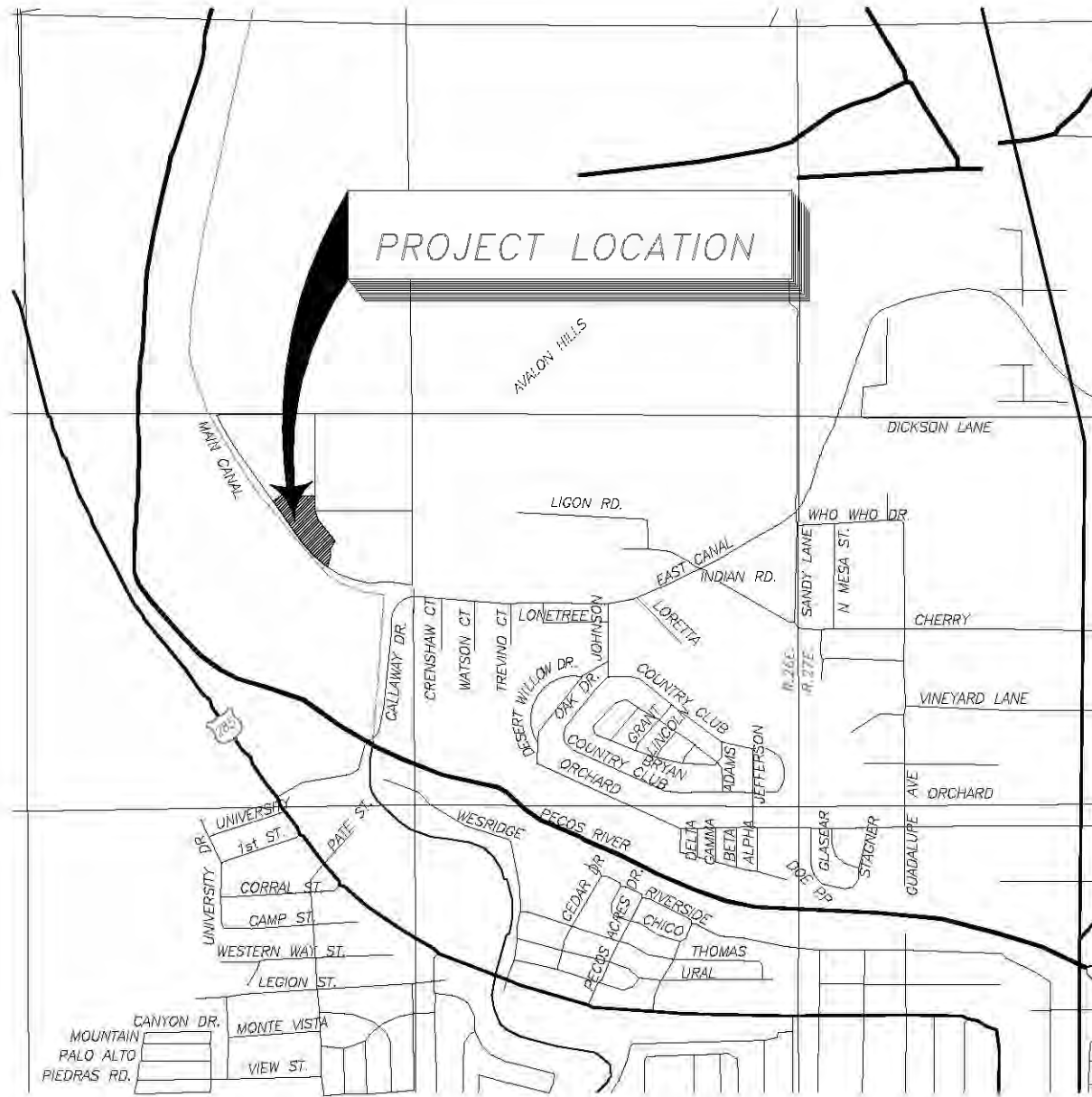
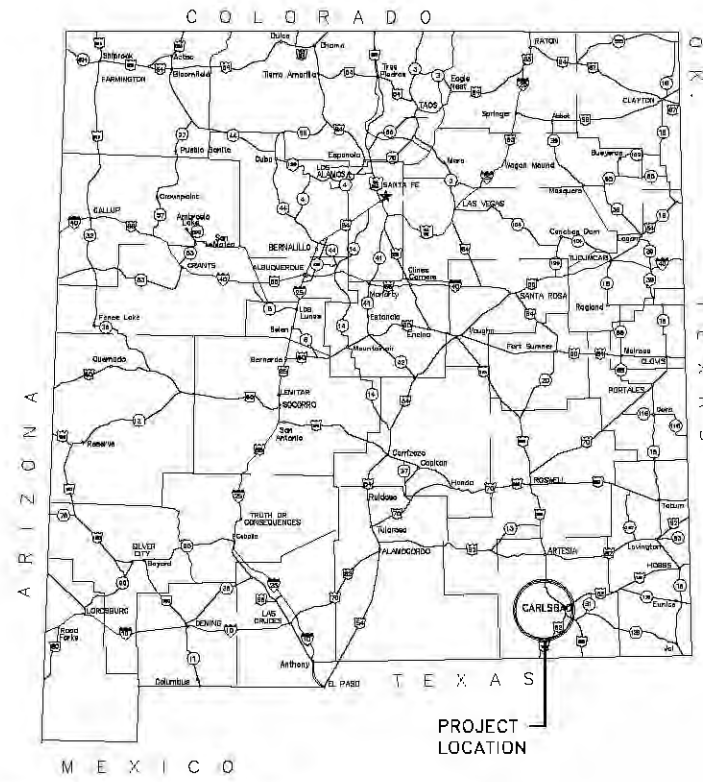




# QUAIL HOLLOW SUBDIVISION UNIT 5

## CONSTRUCTION PLANS

### CARLSBAD, NEW MEXICO



Sheet List Table	
Sheet Number	Sheet Title
1-1	TITLE SHEET
1-2	SUBDIVISION PLAT
1-3	GENERAL NOTES
2-1	QUAIL HOLLOW RUN PNP
2-2	QUAIL HOLLOW RUN PNP - (2)
2-3	LOT GRADING PLAN
3-1	WATER LINE LAYOUT PLAN
3-2	SANITARY SEWER PLAN AND PROFILE
3-3	SANITARY SEWER PLAN AND PROFILE - (2)
3-4	SANITARY SEWER PLAN AND PROFILE - (3)
4-1	CIVIL DETAILS
4-2	UTILITY DETAILS
4-3	UTILITY DETAILS (2)

**UTILITIES**

TELEPHONE:

PVT  
BUTCH VILLEGAS  
(575) 885-3757

ELECTRICAL:

XCEL  
DICK MERCHANT/  
ROBERT CHAVES  
(575) 234-2317

GAS:

GAS COMPANY OF  
NEW MEXICO  
CLOYD MARKHAM  
(575) 241-2700

CABLE TELEVISION:


US CABLE  
(575) 885-4147

WATER:

CITY OF CARLSBAD  
MIKE ABELL  
(575) 885-6313

SEWER:


CITY OF CARLSBAD  
ART T. SENA  
(575) 887-5412



Know what's below.  
Call before you dig.

It's the Law!

New Mexico One Call, Inc.



Professional Resources for Damage Prevention

NOTES:

- IF THIS DRAWING IS OTHER THAN FULL SIZE, (22" X 34"), UTILIZE BAR SCALE IN LIEU OF NUMERIC SCALE.
- ALL UTILITY MANHOLES, METERS, CLEANOUTS AND VALVES IMPACTED BY CONSTRUCTION TO BE FIELD LOCATED AND ADJUSTED TO GRADE. THIS SHALL BE INCIDENTAL TO THE PROJECT.



DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

NO.	REVISION DESCRIPTION	DATE
5		
4		
3		
2		
1		


QUAIL HOLLOW SUBDIVISION UNIT 5  
CONSTRUCTION PLANS

GENERAL INFORMATION SHEET  
TITLE SHEET

SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW

401 Pennsylvania  
Roswell, NM 88201  
Phone: (875) 622-3888  
Fax: (875) 623-3881

TEXAS  
NEW MEXICO  
COLORADO

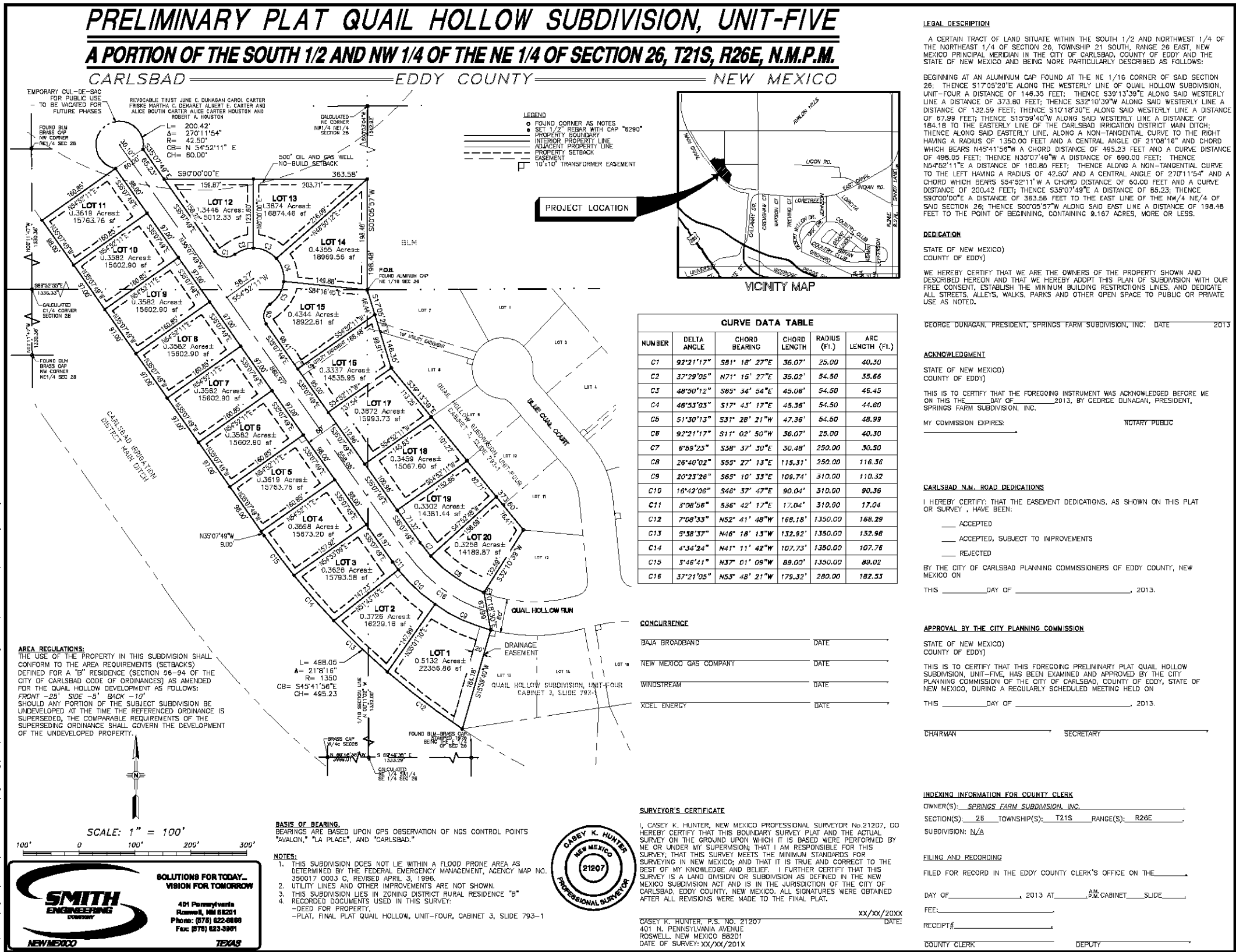


JOB NO:  
306607

DATE:  
DEC. 2013

SHEET  
1-1

C:\pcc\projects\307607\quail hollow unit 5\engineering\CAD\US 1-2 SUBDIVISION PLAT.dwg Des 17, 2013 8:10pm Saved By: tammy



#### LEGAL DESCRIPTION

A CERTAIN TRACT OF LAND SITUATE WITHIN THE SOUTH 1/2 AND NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 21 SOUTH, RANGE 26 EAST, NEW MEXICO PRINCIPAL MERIDIAN IN THE CITY OF CARLSBAD, COUNTY OF EDDY AND THE STATE OF NEW MEXICO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN ALUMINUM CAP FOUND AT THE NE 1/16 CORNER OF SAID SECTION 26; THENCE S17°05'20"E ALONG THE WESTERLY LINE OF QUAIL HOLLOW SUBDIVISION, UNIT-FOUR A DISTANCE OF 146.35 FEET; THENCE S39°13'39"E ALONG SAID WESTERLY LINE A DISTANCE OF 373.60 FEET; THENCE S32°10'39"W ALONG SAID WESTERLY LINE A DISTANCE OF 132.59 FEET; THENCE S10°18'30"E ALONG SAID WESTERLY LINE A DISTANCE OF 67.89 FEET; THENCE S15°09'40"W ALONG SAID WESTERLY LINE A DISTANCE OF 184.18 TO THE EASTERLY LINE OF THE CARLSBAD IRRIGATION DISTRICT MAIN DITCH; THENCE ALONG SAID EASTERLY LINE, ALONG A NON-TANGENTIAL CURVE TO THE RIGHT HAVING A RADIUS OF 1350.00 FEET AND A CENTRAL ANGLE OF 21°08'16" AND CHORD WHICH BEARS N45°41'56"W A CHORD DISTANCE OF 495.23 FEET AND A CURVE DISTANCE OF 498.05 FEET; THENCE N33°07'49"W A DISTANCE OF 890.00 FEET; THENCE N64°52'11"E A DISTANCE OF 180.85 FEET; THENCE ALONG A NON-TANGENTIAL CURVE TO THE LEFT HAVING A RADIUS OF 42.50' AND A CENTRAL ANGLE OF 27°11'54" AND A CHORD WHICH BEARS S54°52'11"W A CHORD DISTANCE OF 60.00 FEET AND A CURVE DISTANCE OF 200.42 FEET; THENCE S35°07'49"E A DISTANCE OF 85.23; THENCE S80°00'00"E A DISTANCE OF 363.58 FEET TO THE EAST LINE OF THE NW/4 NE/4 OF SAID SECTION 26; THENCE S00°05'57"W ALONG SAID EAST LINE A DISTANCE OF 198.48 FEET TO THE POINT OF BEGINNING, CONTAINING 9.167 ACRES, MORE OR LESS.

#### DEDICATION

STATE OF NEW MEXICO)  
COUNTY OF EDDY)

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTIONS LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACE TO PUBLIC OR PRIVATE USE AS NOTED.

GEORGE DUNAGAN, PRESIDENT, SPRINGS FARM SUBDIVISION, INC. DATE 2013

#### ACKNOWLEDGMENT

STATE OF NEW MEXICO)  
COUNTY OF EDDY)

THIS IS TO CERTIFY THAT THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013, BY GEORGE DUNAGAN, PRESIDENT, SPRINGS FARM SUBDIVISION, INC.

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

#### CARLSBAD N.M. ROAD DEDICATIONS

I HEREBY CERTIFY THAT THE EASEMENT DEDICATIONS, AS SHOWN ON THIS PLAT OR SURVEY, HAVE BEEN:

\_\_\_\_ ACCEPTED

\_\_\_\_ ACCEPTED, SUBJECT TO IMPROVEMENTS

\_\_\_\_ REJECTED

BY THE CITY OF CARLSBAD PLANNING COMMISSIONERS OF EDDY COUNTY, NEW MEXICO ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

#### APPROVAL BY THE CITY PLANNING COMMISSION

STATE OF NEW MEXICO)  
COUNTY OF EDDY)

THIS IS TO CERTIFY THAT THIS FOREGOING PRELIMINARY PLAT QUAIL HOLLOW SUBDIVISION, UNIT-FIVE, HAS BEEN EXAMINED AND APPROVED BY THE CITY PLANNING COMMISSION OF THE CITY OF CARLSBAD, COUNTY OF EDDY, STATE OF NEW MEXICO, DURING A REGULARLY SCHEDULED MEETING HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

CHAIRMAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

#### INDEXING INFORMATION FOR COUNTY CLERK

OWNER(S): SPRINGS FARM SUBDIVISION, INC.

SECTION(S): 26 TOWNSHIP(S): T21S RANGE(S): R26E

SUBDIVISION: N/A

#### FILING AND RECORDING

FILED FOR RECORD IN THE EDDY COUNTY CLERK'S OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013 AT \_\_\_\_\_, B/C CABINET \_\_\_\_\_ SLIDE \_\_\_\_\_

FEES: \_\_\_\_\_

RECEIPT# \_\_\_\_\_

COUNTY CLERK \_\_\_\_\_

DEPUTY \_\_\_\_\_

SCOTT E. HICKS  
NEW MEXICO  
15792  
REGISTERED PROFESSIONAL ENGINEER  
12-11-13

DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

QUAIL HOLLOW SUBDIVISION UNIT 5  
CONSTRUCTION PLANS  
GENERAL INFORMATION SHEET  
SUBDIVISION PLAT

SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW  
401 Pennsylvania  
Roosevelt, NM 88201  
Phone: (875) 622-8888  
Fax: (875) 623-9881  
TEXAS  
NEW MEXICO  
COLORADO

SMITH  
ENGINEERING  
CORPORATION

JOB NO:  
306607  
DATE:  
DEC. 2013  
SHEET 1-2 NO:

REVISION DESCRIPTION  
5  
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3  
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1  
NO.

DATE  
BY

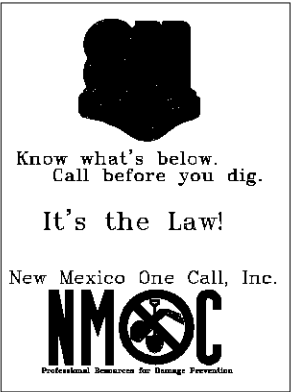
GENERAL CONSTRUCTION NOTES:

- CONSTRUCTION SPECIFICATIONS. UNLESS OTHERWISE STATED OR SHOWN IN THE PROJECT PLANS, ALL WORK PERFORMED AND MATERIALS PROVIDED UNDER THIS CONTRACT SHALL COMPLY WITH THE REQUIREMENTS SET FORTH IN THE NEW MEXICO STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, 2006 EDITION, UNLESS NOT SET FORTH IN WHICH CASE ALL OTHER WORK SHALL COMPLY TO THE LATEST VERSION OF THE NMDOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION.
- OSHA. IT IS THE CONTRACTOR'S RESPONSIBILITY TO KNOW AND COMPLY WITH THE "OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970," OR LATEST ADDITION THEREOF.
- CONSTRUCTION EQUIPMENT AND MATERIAL STORAGE. THE CONTRACTOR SHALL NOT STORE ANY EQUIPMENT OR MATERIAL WITHIN THE RIGHT-OF-WAY UNLESS THE EQUIPMENT OR MATERIAL IS PROPERLY SHIELDED UTILIZING CURRENT SAFETY DESIGN AND INSTALLATION METHODS. THE SAFETY DESIGN FOR THIS SHIELDING SHALL BE PROVIDED BY THE CONTRACTOR AND MUST BE APPROVED BY THE ENGINEER BEFORE IMPLEMENTING. THERE WILL BE NO DIRECT COMPENSATION FOR THIS SERVICE.
- CONSTRUCTION LIMITS. THE CONTRACTOR MUST CONFINE HIS WORK WITHIN THE CONSTRUCTION LIMITS AND/OR RIGHT-OF-WAY TO PRESERVE EXISTING VEGETATION AND PRIVATE PROPERTY.
- DISPOSAL SITES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING DISPOSAL SITES THAT ARE ENVIRONMENTALLY SUITABLE FOR DISPOSAL OF ITEMS NOT SPECIFIED TO BE SALVAGED. THE CONTRACTOR IS EXPECTED TO ABIDE BY ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS IN OBTAINING THE NECESSARY PERMITS FROM ALL APPLICABLE AGENCIES AND/OR PRIVATE PROPERTY OWNERS. ALL COSTS ASSOCIATED WITH OBTAINING THESE PERMITS SHALL BE INCIDENTAL TO THE COMPLETION OF THE PROJECT AND NO DIRECT MEASUREMENT OR PAYMENT SHALL BE MADE THEREFORE. THE CONTRACTOR SHALL PROVIDE THE PROJECT MANAGER WITH COPIES OF ALL PERTINENT INFORMATION, AGREEMENTS, AND PERMITS RELATED TO DISPOSAL SITE UTILIZED. BORROW MATERIAL, ROCK WASTE, AND VEGETATIVE DEBRIS CANNOT BE PLACED IN WETLANDS, ARROYOS, OR AREAS THAT MAY IMPACT THREATENED OR ENDANGERED SPECIES. ARCHAEOLOGICAL AND ENVIRONMENTAL CLEARANCES MUST BE OBTAINED BEFORE DISPOSAL OR REMOVAL OF WORK BY THE CONTRACTOR.
- INCIDENTAL CONSTRUCTION. THERE WILL BE NO MEASUREMENT OR PAYMENT FOR ANY ITEMS OF WORK NOT SPECIFICALLY LISTED IN THE BID PROPOSAL. ALL OTHER ITEMS OF WORK OR MATERIALS SHOWN AS REQUIRED TO COMPLETE THE PROJECT SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION OR TO OTHER ITEMS OF WORK.
- PROTECTION WORK. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF HIS WORK FROM RAINFALL, STORM DRAINAGE, OR FLOOD SO THAT IT DOES NOT DELAY CONSTRUCTION OR DAMAGE COMPLETED WORK OR DOWNSTREAM PROPERTIES.
- EPA STORM WATER DISCHARGE REGULATIONS. THE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE TO APPLICABLE PORTIONS OF THE EPA STORM WATER DISCHARGE REGULATIONS.
- DUST ABATEMENT. THE CONTRACTOR SHALL USE WATERING EQUIPMENT FOR DUST POLLUTION ABATEMENT AS REQUIRED OR AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND SUPPLYING WATER. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
- VERIFICATION. CONTRACTOR TO VERIFY ALL EXISTING ELEVATIONS SHOWN ON PLANS AND REPORT ANY DISCREPANCIES TO ENGINEER IMMEDIATELY.
- EXISTING UTILITIES. ALL EXISTING UTILITIES SHOWN ARE APPROXIMATE LOCATION ONLY. IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE UTILITIES IN THE FIELD, PRIOR TO CONSTRUCTION, SO THAT GRADE ADJUSTMENTS CAN BE MADE BY DESIGN PROFESSIONAL IF NECESSARY.
- VALLEY GUTTER AND PAVING OPERATIONS. VALLEY GUTTER SHALL BE PLACED PRIOR TO ROADWAY PAVING OPERATIONS WHERE NEW PAVEMENT WILL ABUT THE VALLEY GUTTER.
- ABUTTING NEW PAVEMENT TO EXISTING. WHEN ABUTTING NEW PAVEMENT TO EXISTING, CUT EXISTING PAVEMENT TO A NEAT STRAIGHT LINE AS REQUIRED TO REMOVE ANY BROKEN OR CRACKED PAVEMENT AND MATCH NEW TO EXISTING. NO SEPARATE PAYMENT WILL BE MADE FOR CUTTING EXISTING PAVEMENT BUT SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT. CUTTING OF PAVEMENT SHALL BE IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS.
- TRAFFIC CONTROL DEVICES. ALL TRAFFIC CONTROL DEVICES INSTALLED OR USED DURING THE CONSTRUCTION OF THIS PROJECT SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES," LATEST EDITION. THE CONTRACTOR SHALL PREPARE AND SUBMIT FOR APPROVAL BY THE ENGINEER, TRAFFIC CONTROL PLAN AND PROJECT SCHEDULE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL TRAFFIC CONTROL DEVICES 24HRS A DAY AND SHALL PROVIDE THE NAME AND PHONE NUMBER OF THE CONTACT PERSON TO THE CITY, AND ENGINEER.
- CONSTRUCTION SIGN MAINTENANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING CONSTRUCTION SIGNS, BARRICADES ETC., FOR THE COMPLETION OF THE PROJECT AND SHALL HAVE PERSONNEL AVAILABLE AT ALL TIMES TO REPAIR AND/OR REPLACE SIGNS AND BARRICADES, ETC. THERE WILL BE NO DIRECT COMPENSATION FOR THIS SERVICE.
- STREET SIGNS. ALL STREET SIGNS AND TRAFFIC CONTROL SIGNS SHALL BE REMOVED BY THE CONTRACTOR FROM WITHIN THE ROADWAY CONSTRUCTION AREA AND RESET AT THEIR PROPER LOCATION UPON COMPLETION OF CONSTRUCTION. TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE USED DURING CONSTRUCTION TO INSURE PEDESTRIAN AND VEHICULAR SAFETY WITHIN THE PROJECT AREA.
- ACCESS TO LOCAL BUSINESSES AND RESIDENCES. ACCESS SHALL BE KEPT OPEN INsofar AS POSSIBLE. ACCESS CLOSURE MUST BE SCHEDULED AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE WITH PROPERTY OWNERS AND APPROVED BY THE ENGINEER. ACCESS FOR FIRE PROTECTION AND EMERGENCY SERVICES MUST BE OPEN AT ALL TIMES. SCHEDULES FOR THE RELEASE OF WORK WILL BE DETERMINED AT THE PRE-CONSTRUCTION CONFERENCE. ADDITIONAL OR SUPPLEMENTAL SCHEDULES MAY BE REQUIRED AS THE PROJECT PROGRESSES, AS REQUESTED BY THE ENGINEER.
- WARPING OF SLOPE. ALL SIDE SLOPES SHALL BE WARPED WHERE NECESSARY TO STAY WITHIN THE RIGHT-OF-WAY. THE CONTRACTOR SHALL CONFINE HIS OPERATIONS TO THE CONSTRUCTION LIMITS OF THE PROJECT AND WILL BE HELD RESPONSIBLE FOR ANY AGREEMENTS NECESSARY OR DAMAGE BY HIS OPERATION TO PUBLIC OR PRIVATE PROPERTY, INCLUDING UTILITIES.

- INFORMING THE PUBLIC. THE CONTRACTOR SHALL BE REQUIRED TO KEEP THE PUBLIC INFORMED THROUGH THE LOCAL NEWS MEDIA, FOR THE LIFE OF THE PROJECT, OF THE VARIOUS OPERATIONS INVOLVING STREET OR LANE CLOSURES OR ANY OTHER PERTINENT INFORMATION RELATING TO TRAFFIC MOVEMENT.
- MIX DESIGNS. THE CONTRACTOR SHALL SUBMIT FOR ENGINEER REVIEW AND APPROVAL OF MIX DESIGNS FOR CONCRETE AND HOT-MIX ASPHALT PRIOR TO BEGINNING CONSTRUCTION.
- UTILITY LOCATION. CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF LOCATION AND ELEVATION OF ALL EXISTING UTILITIES
- UTILITY RELOCATION. THE CONTRACTOR IS HEREBY ADVISED THAT ANY REQUIRED UTILITY RELOCATION BY THE UTILITY COMPANIES WILL BE DONE CONCURRENTLY WITH CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE FOR UTILITY WORK IN CONJUNCTION WITH HIS OWN WORK AND SHALL BE REQUIRED TO COORDINATE THE SCHEDULING OF WORK WITH THE RESPECTIVE UTILITY COMPANIES. THE CONTRACTOR SHALL PROTECT AND MAINTAIN IN SERVICE ALL EXISTING UTILITIES. THE ENGINEER SHALL BE PROMPTLY NOTIFIED OF ANY PROBLEMS OR CONFLICTS THAT ARE ENCOUNTERED. NO CLAIMS FOR DELAYS WILL BE ALLOWED AND THE CONTRACTOR MUST PROVIDE FOR THESE CONTINGENCIES WHEN BIDDING THE PROJECT.
- REINFORCING BARS. ALL REBAR USED FOR CONCRETE REINFORCEMENT SHALL BE GRADE 60, AND SHALL BE INCIDENTAL TO CONCRETE WORK.
- DIMENSIONS. ALL DIMENSIONS ARE TO TOP-BACK OF CURB UNLESS OTHERWISE SHOWN.
- SUBGRADE. ALL SUBGRADE AND TRENCH BACKFILL SHALL BE COMPACTED TO 95 % ASTM D1557. ALL SUBGRADE AND BACKFILL SHALL BE COMPACTED IN MAXIMUM 8" LOOSE LIFTS. MOISTURE CONTENT AT THE TIME OF COMPACTION SHALL NOT EXCEED OPTIMUM OR BE LESS THAN 5 PERCENTAGE POINTS BELOW OPTIMUM. DRIVEWAYS, APRONS, FILLETS, CURB AND GUTTER, AND OTHER CONCRETE PAVEMENT SHALL BE PLACED ON 6" OF COMPACTED SUBGRADE.
- MATERIALS TESTING WILL BE REQUIRED OF ALL WORK. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING A MINIMUM OF 24 HOURS NOTICE FOR ANY SOILS, ASPHALT OR CONCRETE TESTING SERVICES REQUIRED TO INSURE CONSTRUCTION IS COMPLETED IN ACCORDANCE WITH CONTRACT SPECIFICATIONS.
- S.W.P.P.P. CONTRACTOR RESPONSIBLE FOR FILING S.W.P.P.P., N.O.I. & N.O.T. AND IMPLEMENTATION AND MAINTENANCE OF ALL B.M.P.'S IN FIELD. THIS WORK WILL BE INCIDENTAL TO S.W.P.P.P. BID ITEM.

ADDITIONAL NOTES:

- TRAFFIC CONTROL: CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL PLAN INCLUDING ANY DETOUR ROUTES TO ENGINEER AND CITY OF CARLSBAD FOR APPROVAL PRIOR TO STARTING ANY WORK. THIS WILL BE INCIDENTAL TO TRAFFIC CONTROL BID ITEM.
- ACCESS: CONTRACTOR TO MAINTAIN ACCESS TO RESIDENCES AT ALL TIMES FOR EMERGENCY VEHICLES AND PROPERTY OWNERS IN SO FAR AS POSSIBLE.
- SIGNS: REMOVAL AND RELOCATION OF TRAFFIC SIGNS WILL BE INCIDENTAL TO CLEAR AND GRUB BID ITEM.
- WATER SERVICE: ALL EXISTING LATERALS TO BE REPLACED WITH NEW 1" SERVICE LATERAL FROM NEW 6" MAIN TO EXISTING METER. NEW LATERALS TO BE CONNECTED (HOT-TAP) TO NEW 6" MAIN AFTER BACTERIAL TESTING AND HYDROSTATIC PRESSURE TESTING HAVE BEEN COMPLETED AND APPROVED.
- DEMOLITION/REMOVALS: ANY EXISTING CURB AND GUTTER, FENCING, SIDEWALK, DRIVE PADS, ETC. THAT NEED TO BE REMOVED FOR NEW CONSTRUCTION WILL BE INCIDENTAL TO DEMOLITION/REMOVALS BID ITEM.
- EARTHWORK: ANY CLEARING AND GRUBBING, EXCAVATION, BORROW, EMBANKMENT, BACKFILL, SUBGRADE PREPARATION, BLADING, GRADING, SHAPING, HAULING AND DISPOSING OF MATERIAL REQUIRED TO COMPLETE PROJECT, NOT INCLUDED IN ANY OTHER BID ITEM, WILL BE INCIDENTAL TO EARTHWORK BID ITEM.
- PROJECT SIGN: CONTRACTOR TO PROVIDE AND INSTALL PROJECT SIGN AS SHOWN IN THE BID DOCUMENTS. SIGN TO BE LOCATED WITHIN THE PROJECT LIMITS. THIS WORK WILL BE INCIDENTAL TO CONSTRUCTION.



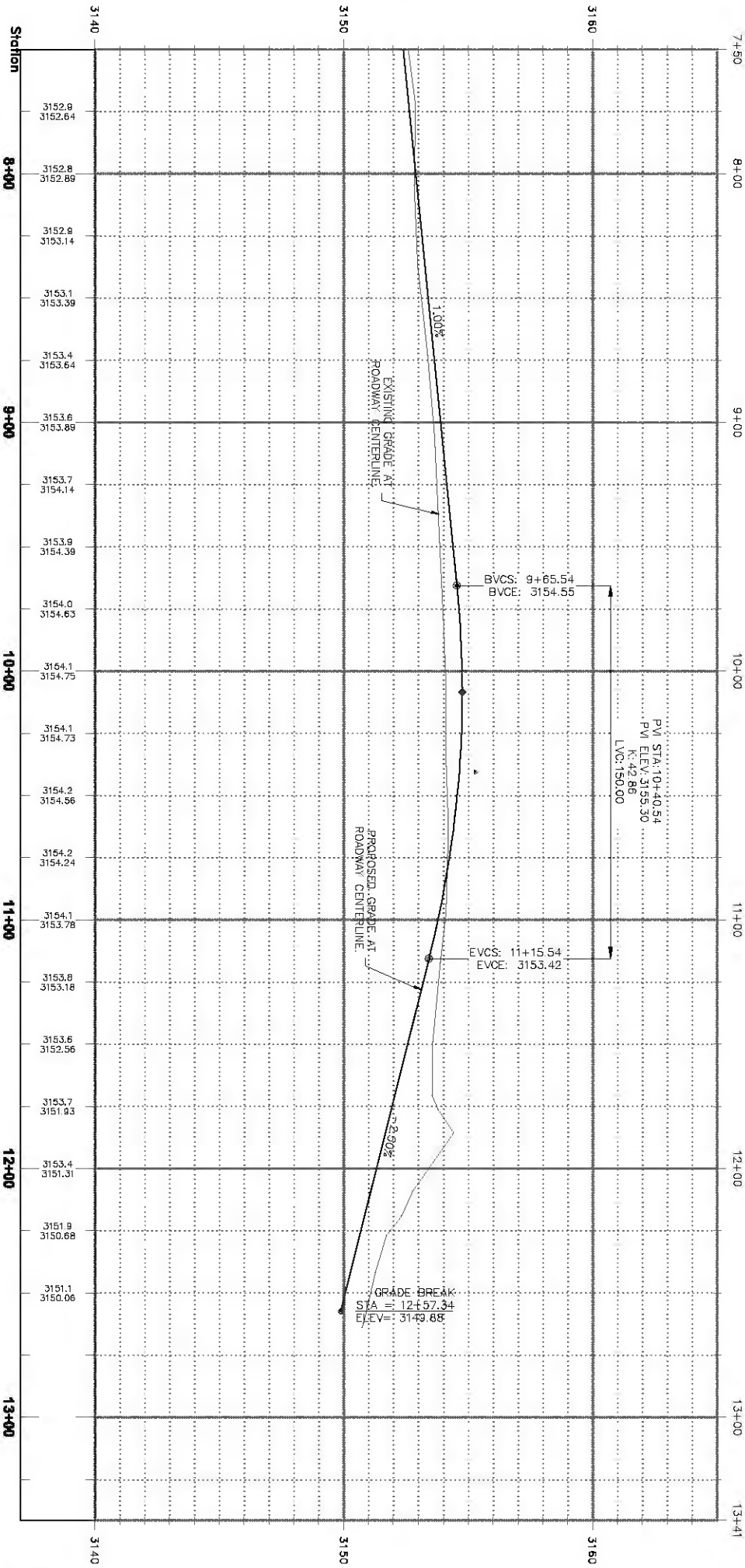
UTILITIES	
TELEPHONE:	PVT BUTCH VILLEGAS (575) 885-3757
ELECTRICAL:	XCEL DICK MERCHANT/ ROBERT CHAVES (575) 234-2317
GAS:	GAS COMPANY OF NEW MEXICO CLOYD MARKHAM (575) 241-2700
CABLE TELEVISION:	US CABLE (575) 885-4147
WATER:	CITY OF CARLSBAD MIKE ABELL (575) 885-6313
SEWER:	CITY OF CARLSBAD ART T. SENA (575) 887-5412

DUNAGAN ASSOCIATES CARLSBAD, NEW MEXICO	
5	###
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DATE	
BY	
REVISION DESCRIPTION	
QUAIL HOLLOW SUBDIVISION UNIT 5	
CONSTRUCTION PLANS	
GENERAL INFORMATION SHEET	
GENERAL NOTES	
SOLUTIONS FOR TODAY... VISION FOR TOMORROW	
401 Pennsylvania Roosevelt, NM 88301 Phone: (575) 623-3888 Fax: (575) 623-3881	
SMITH ENGINEERING CORPORATION	
NEW MEXICO COLORADO TEXAS	
JOB NO: 300607	
DATE: DEC. 2013	
SHEET 1-3	
NO:	

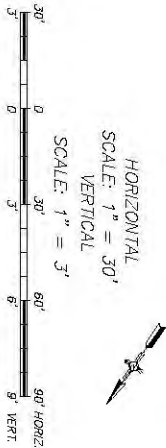
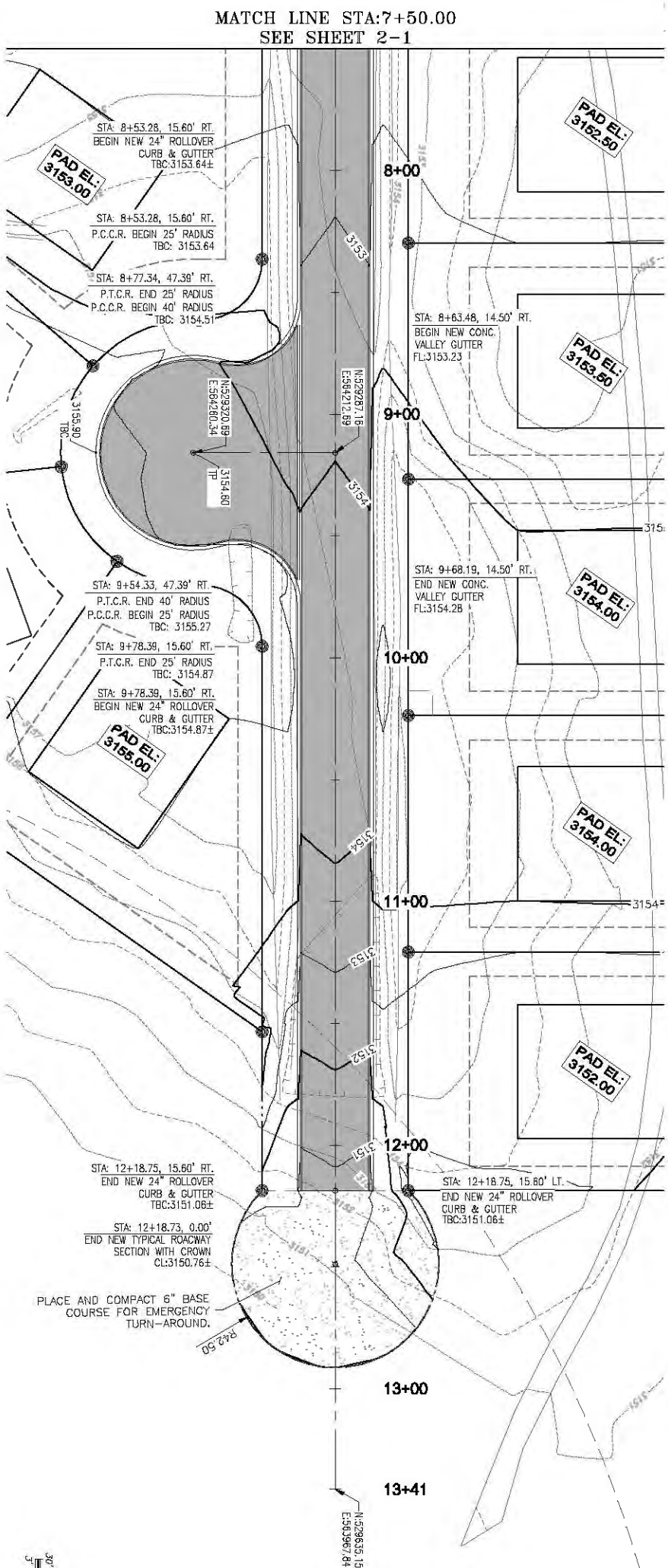




Elevation



Elevation



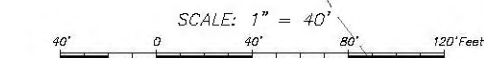
- NOTES:
1. IF THIS DRAWING IS OTHER THAN FULL SIZE, (22" X 34"), UTILIZE BAR SCALE IN LIEU OF NUMERIC SCALE.
  2. ALL UTILITY MANHOLES, METERS, CLEANOUTS AND VALVES IMPACTED BY CONSTRUCTION TO BE FIELD LOCATED AND ADJUSTED TO GRADE, THIS SHALL BE INCIDENTAL TO THE PROJECT.

 <b>SMITH ENGINEERING</b> company COLORADO NEW MEXICO TEXAS	<b>SOLUTIONS FOR TODAY... VISION FOR TOMORROW</b>  401 Pennsylvania Roswell, NM 88201 Phone: (575) 622-8866 Fax: (575) 623-3851	<b>QUAIL HOLLOW SUBDIVISION UNIT 5 CONSTRUCTION PLANS</b>		<b>DUNAGAN ASSOCIATES CARLSBAD, NEW MEXICO</b>																							
		<b>ROADWAY DESIGN QUAIL HOLLOW RUN PNP - (2)</b>		<table><tr><th>NO.</th><th>REVISION DESCRIPTION</th><th>DATE</th><th>BY</th></tr><tr><td>5</td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td></tr></table>			NO.	REVISION DESCRIPTION	DATE	BY	5				4				3				2				1
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JOB NO. 306607		DATE: DEC. 2013		SHEET 2-2																							





NOTE:  
PAD ELEVATIONS SHOWN IS FOR PROPER GRADING  
AROUND PAD ONLY. ADD AN ADEQUATE AMOUNT  
BASED ON FOUNDATION TYPE TO DETERMINE  
FINISHED FLOOR ELEVATION.



- NOTES:
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SCOTT E. HICKS  
NEW MEXICO  
15792  
PROFESSIONAL ENGINEER  
12-17-13

DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

NO.	REVISION DESCRIPTION	DATE	BY
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QUAL HOLLOW SUBDIVISION UNIT 5  
CONSTRUCTION PLANS

ROADWAY DESIGN  
LOT GRADING PLAN

SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW

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TEXAS

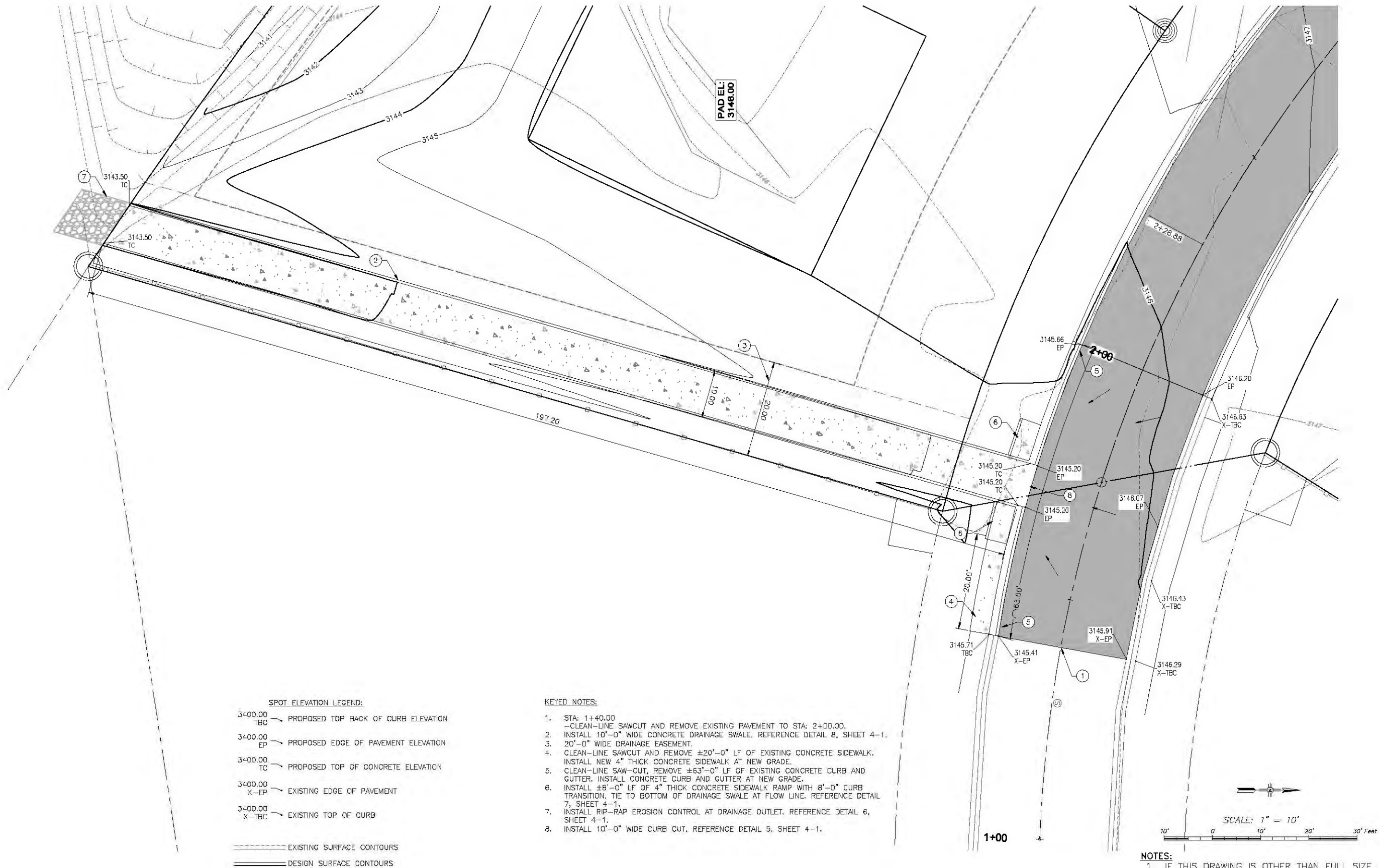
SMITH  
ENGINEERING  
CORPORATION  
COLORADO NEW MEXICO

JOB NO:  
300607

DATE:  
DEC. 2013

SHEET  
2-3

NO.



- SPOT ELEVATION LEGEND:**
- 3400.00 TBC — PROPOSED TOP BACK OF CURB ELEVATION
  - 3400.00 EP — PROPOSED EDGE OF PAVEMENT ELEVATION
  - 3400.00 TC — PROPOSED TOP OF CONCRETE ELEVATION
  - 3400.00 X-EP — EXISTING EDGE OF PAVEMENT
  - 3400.00 X-TBC — EXISTING TOP OF CURB
  - EXISTING SURFACE CONTOURS
  - DESIGN SURFACE CONTOURS

- KEYED NOTES:**
- STA: 1+40.00  
— CLEAN-LINE SAWCUT AND REMOVE EXISTING PAVEMENT TO STA: 2+00.00.
  - INSTALL 10'-0" WIDE CONCRETE DRAINAGE SWALE. REFERENCE DETAIL 8, SHEET 4-1.
  - 20'-0" WIDE DRAINAGE EASEMENT.
  - CLEAN-LINE SAWCUT AND REMOVE ±20'-0" LF OF EXISTING CONCRETE SIDEWALK. INSTALL NEW 4" THICK CONCRETE SIDEWALK AT NEW GRADE.
  - CLEAN-LINE SAW-CUT, REMOVE ±63'-0" LF OF EXISTING CONCRETE CURB AND GUTTER. INSTALL CONCRETE CURB AND GUTTER AT NEW GRADE.
  - INSTALL ±8'-0" LF OF 4" THICK CONCRETE SIDEWALK RAMP WITH 8'-0" CURB TRANSITION. TIE TO BOTTOM OF DRAINAGE SWALE AT FLOW LINE. REFERENCE DETAIL 7, SHEET 4-1.
  - INSTALL RIP-RAP EROSION CONTROL AT DRAINAGE OUTLET. REFERENCE DETAIL 6, SHEET 4-1.
  - INSTALL 10'-0" WIDE CURB CUT, REFERENCE DETAIL 5, SHEET 4-1.

- NOTES:**
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  - ALL UTILITY MANHOLES, METERS, CLEANOUTS AND VALVES IMPACTED BY CONSTRUCTION TO BE FIELD LOCATED AND ADJUSTED TO GRADE. THIS SHALL BE INCIDENTAL TO THE PROJECT.

SCOTT E. HICKS  
NEW MEXICO  
15792  
PROFESSIONAL ENGINEER  
12-11-13

DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

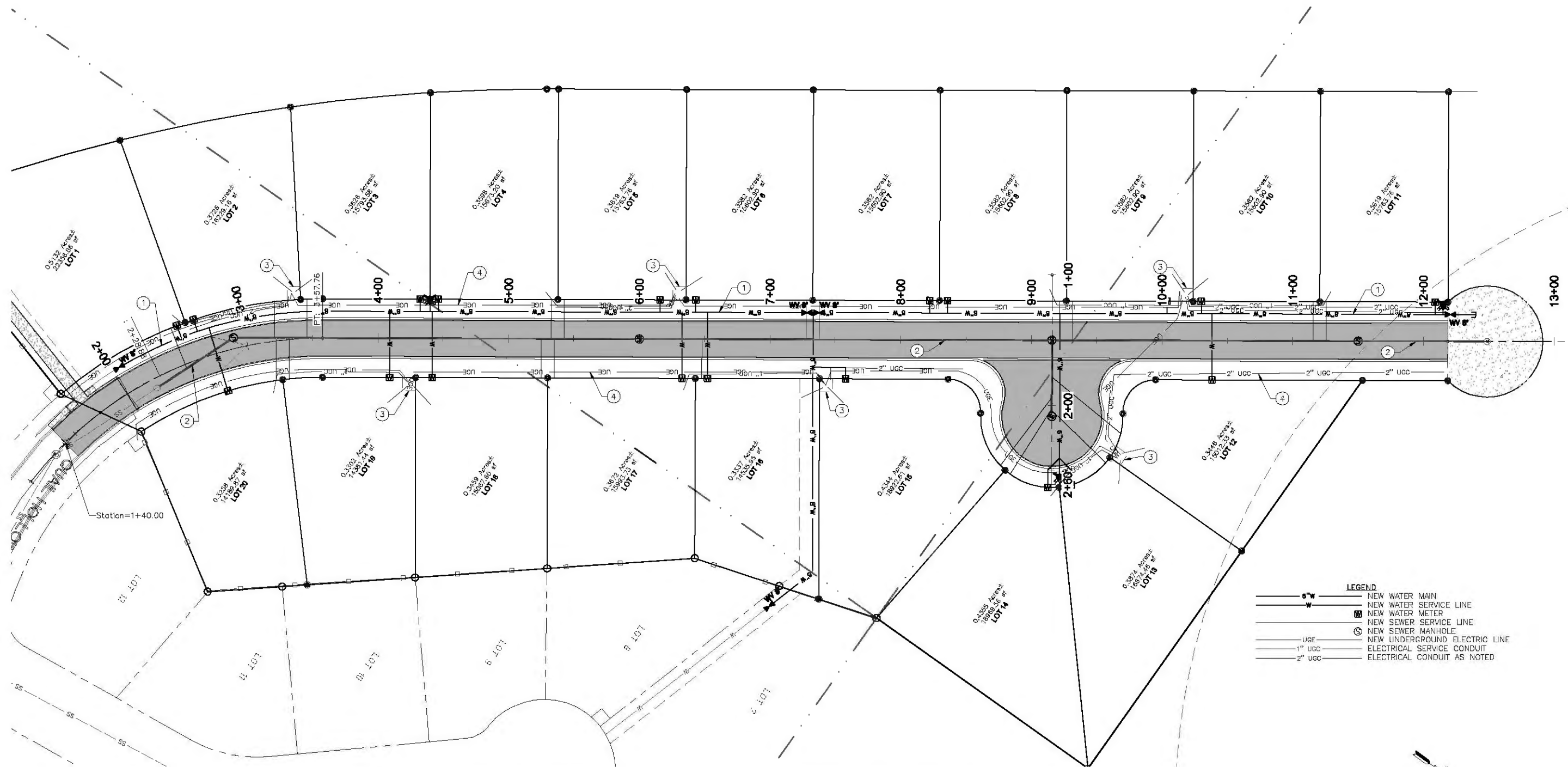
QUAL HOLLOW SUBDIVISION UNIT 5  
CONSTRUCTION PLANS

ROADWAY DESIGN  
CONCRETE RUNDOWN PLAN

SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW  
401 Pennsylvania  
Roosevelt, NM 88301  
Phone: (575) 622-3868  
Fax: (575) 622-3861  
TEXAS  
NEW MEXICO  
COLORADO

JOB NO:  
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DATE:  
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SHEET  
2-4

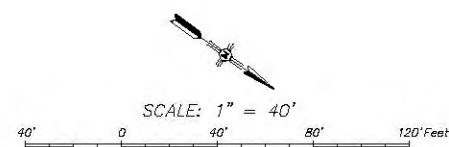
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BY  
REVISION DESCRIPTION



**GENERAL NOTES:**  
 1. PHONE SERVICE, CABLE SERVICE, AND ELECTRICAL SERVICE TO USE SAME TRENCH. CONTRACTOR TO COORDINATE DEPTHS WITH SERVICE PROVIDERS.

**UTILITIES KEYED NOTES:**  
 1. REFERENCE SHEET 3-2 - WATER LINE LAYOUT PLAN FOR WATER DESIGN AND NOTES.  
 2. REFERENCE SANITARY SEWER PLAN AND PROFILE SHEETS 3-3 - 3-5 FOR SEWER DESIGN AND NOTES.  
 3. 10'X10' ELECTRICAL TRANSFORMER EASEMENT.  
 4. REFERENCE XCEL ENERGY SITE LAYOUT FOR ELECTRICAL SERVICE LAYOUT AND NOTES.

- LEGEND**
- 8" W NEW WATER MAIN
  - W NEW WATER SERVICE LINE
  - M NEW WATER METER
  - NEW SEWER SERVICE LINE
  - NEW SEWER MANHOLE
  - NEW UNDERGROUND ELECTRIC LINE
  - 1" UGC ELECTRICAL SERVICE CONDUIT
  - 2" UGC ELECTRICAL CONDUIT AS NOTED



- NOTES:**  
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**DUNAGAN ASSOCIATES**  
CARLSBAD, NEW MEXICO

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**SCOTT E. HICKS**  
NEW MEXICO  
15792  
PROFESSIONAL ENGINEER  
12-11-13

**QUAL HOLLOW SUBDIVISION UNIT 5**  
CONSTRUCTION PLANS

UTILITY DESIGN SHEET  
UTILITIES MASTER PLAN

**SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW**

401 Pennsylvania  
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Phone: (875) 822-3888  
Fax: (875) 823-3881

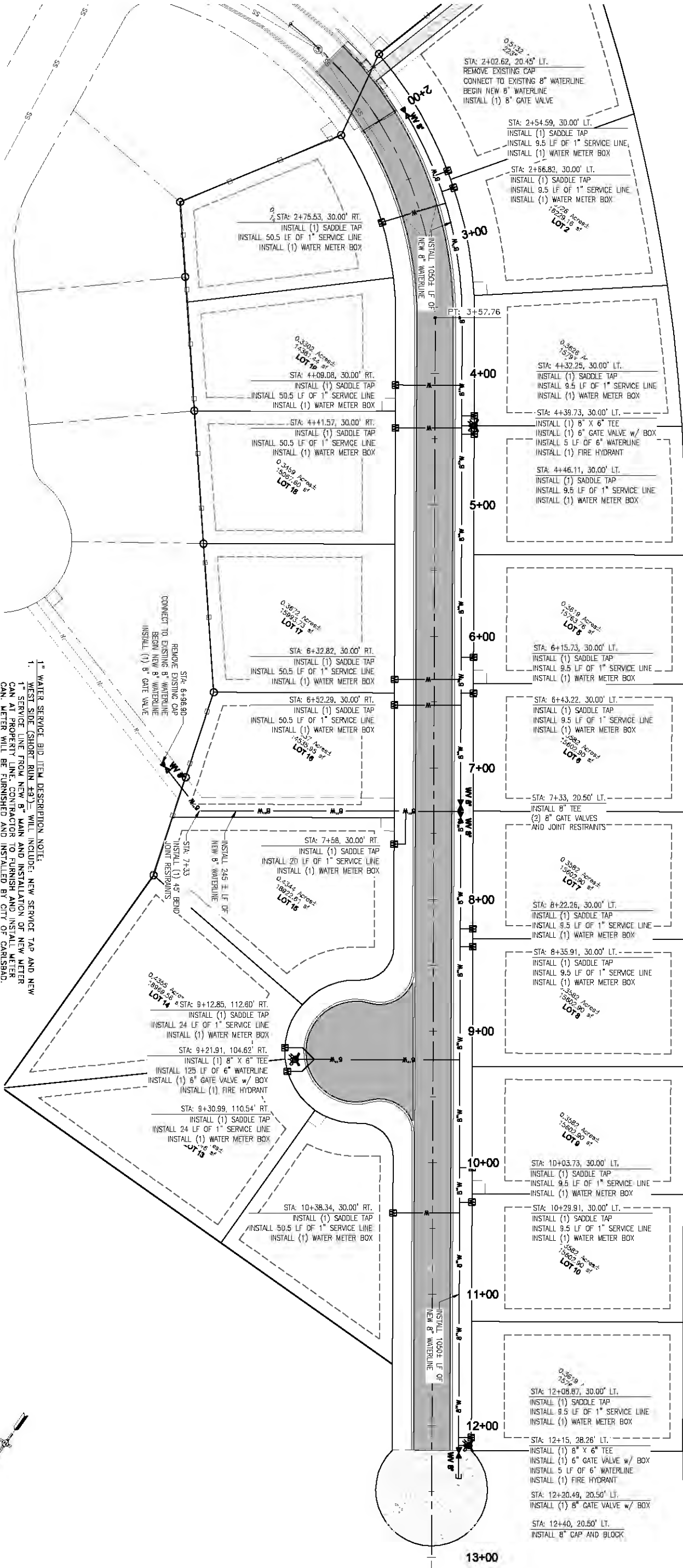
**SMITH ENGINEERING**  
COLORADO NEW MEXICO

TEXAS

JOB NO.:  
300607

DATE:  
**DEC. 2013**

SHEET  
**3-1**



1. WATER SERVICE BID ITEM DESCRIPTION NOTE:  
1. WEST SIDE (SHORT RUN #37) WILL INCLUDE: NEW SERVICE TAP AND NEW 1" SERVICE LINE FROM NEW 8" MAIN AND INSTALLATION OF NEW METER CAN AT PROPERTY LINE. CONTRACTOR TO FURNISH AND INSTALL METER CAN. METER WILL BE FURNISHED AND INSTALLED BY CITY OF CARLSBAD.  
2. EAST SIDE (LONG RUN #50) WILL INCLUDE: NEW SERVICE TAP AND NEW 1" SERVICE LINE FROM NEW 8" MAIN AND INSTALLATION OF NEW METER CAN AT PROPERTY LINE. CONTRACTOR TO FURNISH AND INSTALL METER CAN. METER WILL BE FURNISHED AND INSTALLED BY CITY OF CARLSBAD.  
3. NEW WATER METERS: THIS CONTRACT DOES NOT INCLUDE INSTALLATION OF ANY NEW WATER METERS. CITY OF CARLSBAD WILL FURNISH AND INSTALL ALL NEW WATER METERS.


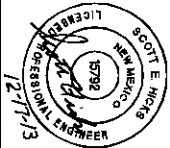
GENERAL NOTES:

1. WATER LINE TO BE INSTALLED NO LESS THAN 10'-0" FROM NEW SANITARY SEWER LINE.  
2. CONTRACTOR TO FIELD VERIFY SIZE AND LOCATION OF EXISTING LINE.



NOTES:

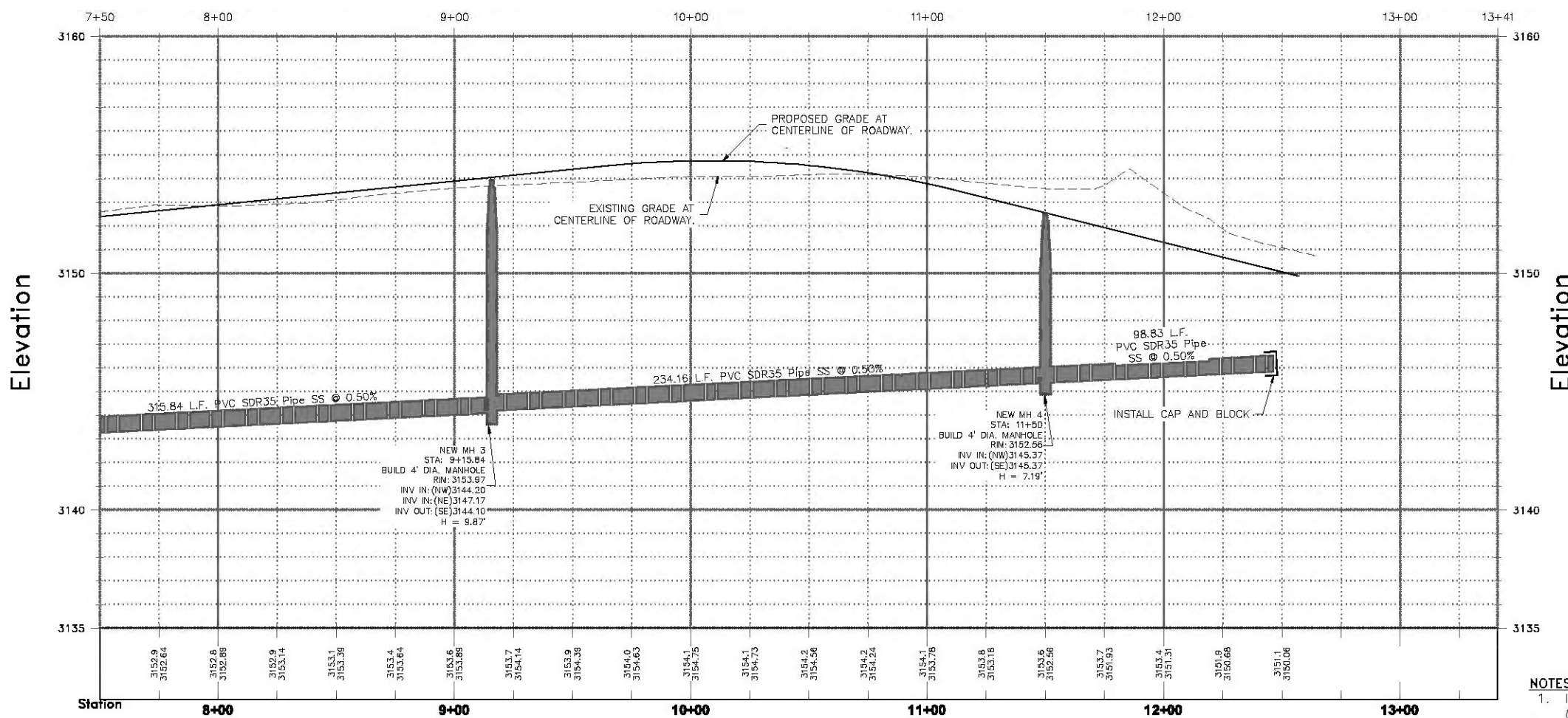
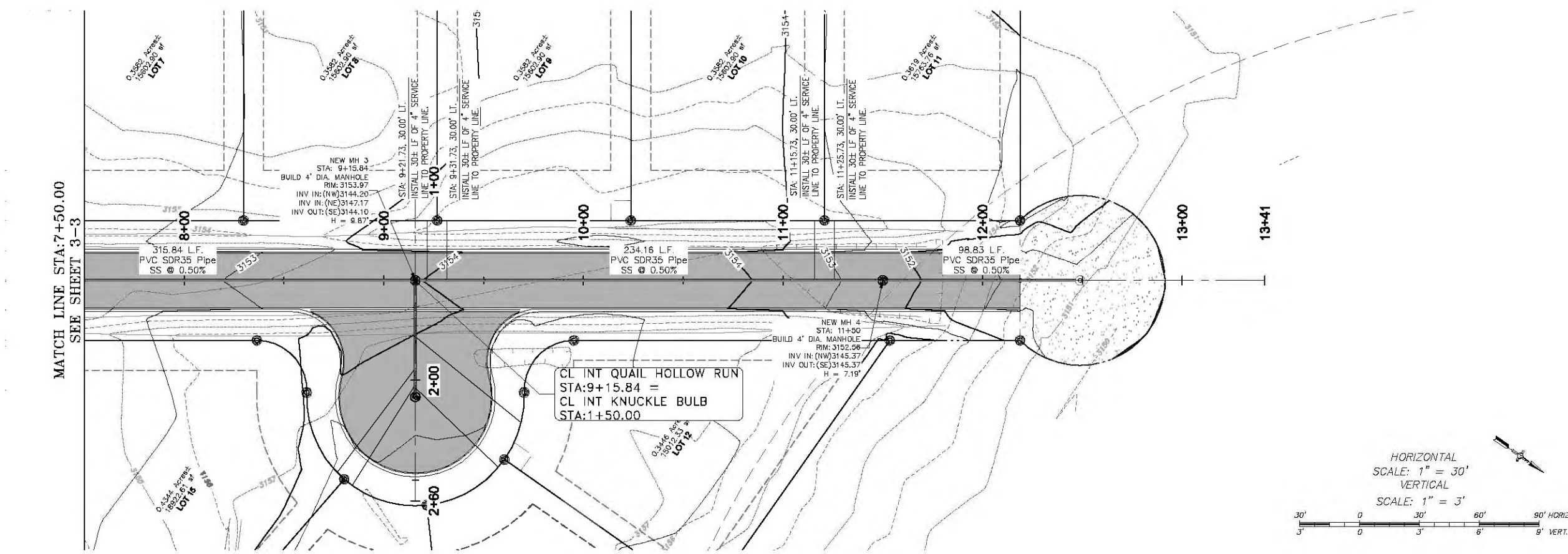
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 <p><b>SOLUTIONS FOR TODAY... VISION FOR TOMORROW</b></p> <p>401 Pennsylvania Roswell, NM 88201 Phone: (575) 622-8886 Fax: (575) 623-3981</p>		<p><b>QUAIL HOLLOW SUBDIVISION UNIT 5 CONSTRUCTION PLANS</b></p> <p><b>UTILITY DESIGN SHEET WATER LINE LAYOUT PLAN</b></p>		<p><b>DUNAGAN ASSOCIATES CARLSBAD, NEW MEXICO</b></p> <table><tr><td>5</td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td></tr></table>		5				4				3				2				1					
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SHEET 3-2		DATE DEC. 2013		NO.		REVISION DESCRIPTION		DATE		BY																	









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SCOTT E. HICKS  
NEW MEXICO  
15792  
REGISTERED PROFESSIONAL ENGINEER  
12-17-13

DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

NO. 1  
REVISION DESCRIPTION  
DATE

QUAIL HOLLOW SUBDIVISION UNIT 5  
CONSTRUCTION PLANS

UTILITY DESIGN SHEET  
SANITARY SEWER PLAN AND PROFILE - (2)

SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW

401 Pennsylvania  
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Fax: (575) 623-3861

SMITH  
ENGINEERING  
CORPORATION  
NEW MEXICO  
COLORADO

JOB NO:  
306607

DATE:  
DEC. 2013

SHEET  
3-4

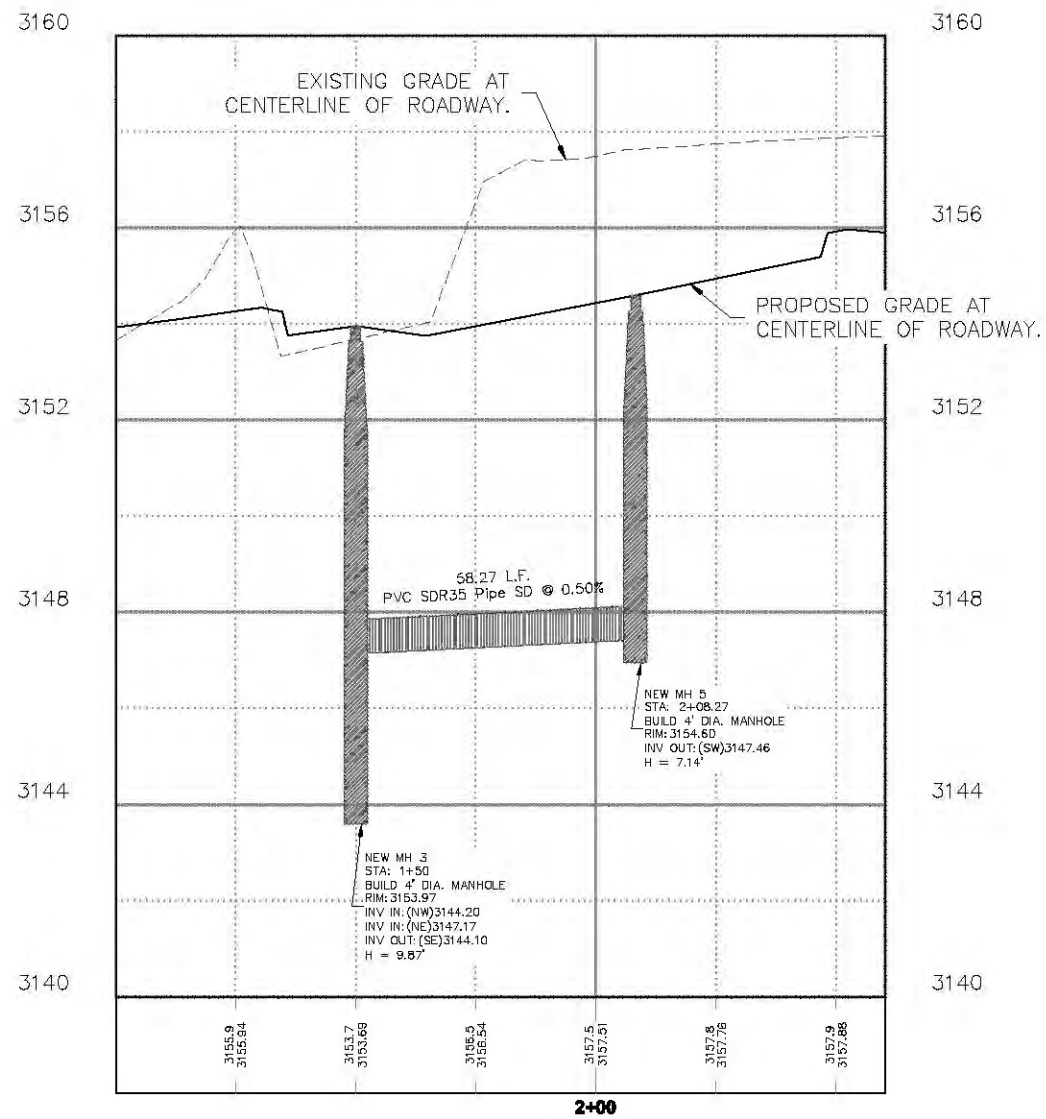
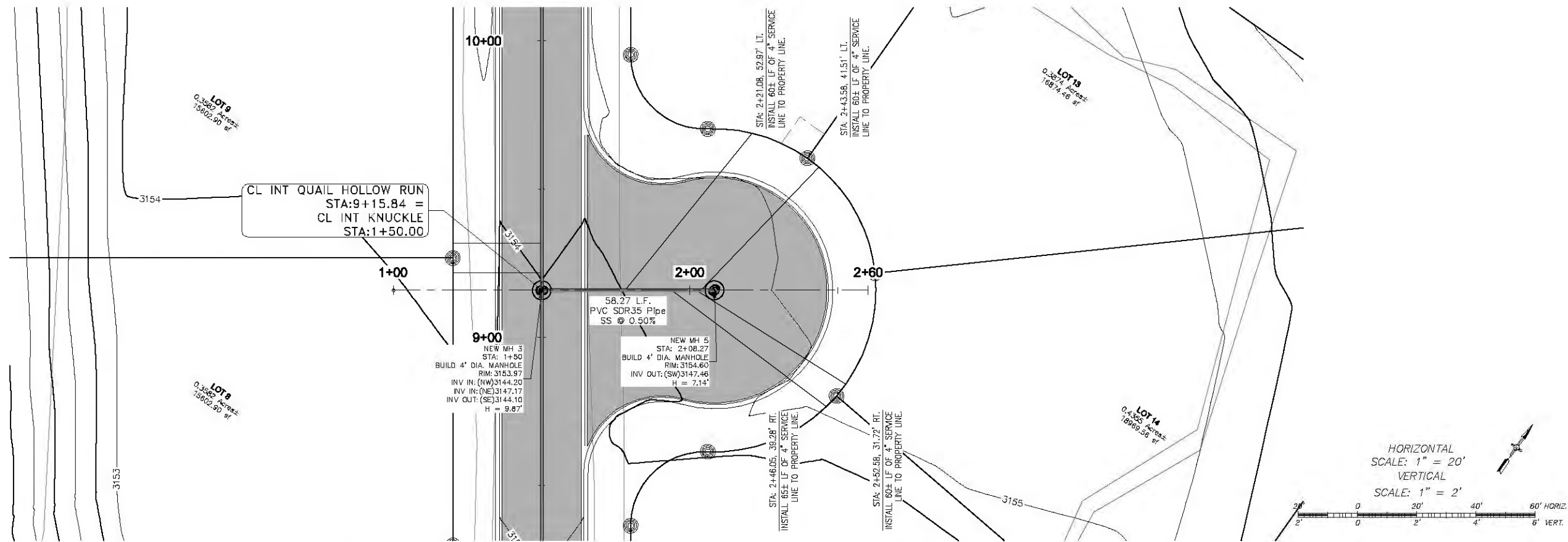
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**SMITH ENGINEERING**  
COLORADO

**SOLUTIONS FOR TODAY...  
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Fax: (505) 622-3881

**TEXAS**

**DUNAGAN ASSOCIATES**  
CARLSBAD, NEW MEXICO

**QUAIL HOLLOW SUBDIVISION UNIT 5**  
CONSTRUCTION PLANS

**UTILITY DESIGN SHEET**  
SANITARY SEWER PLAN AND PROFILE - (3)

**SCOTT E. HICKS**  
NEW MEXICO  
15792  
12-17-13

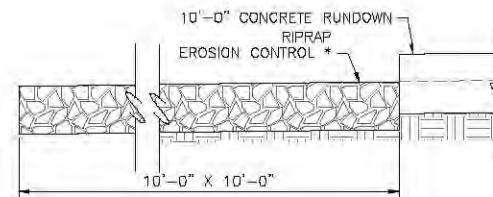
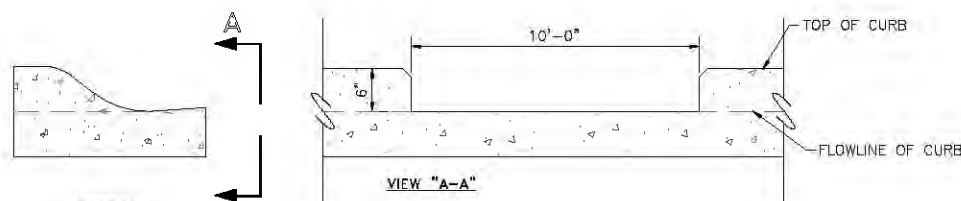
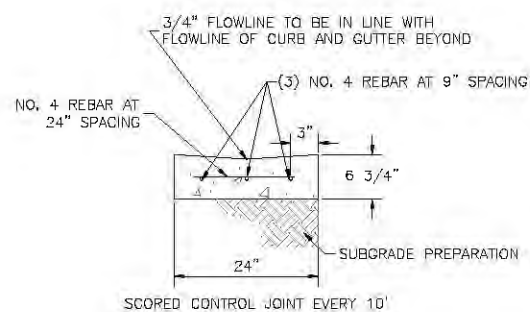
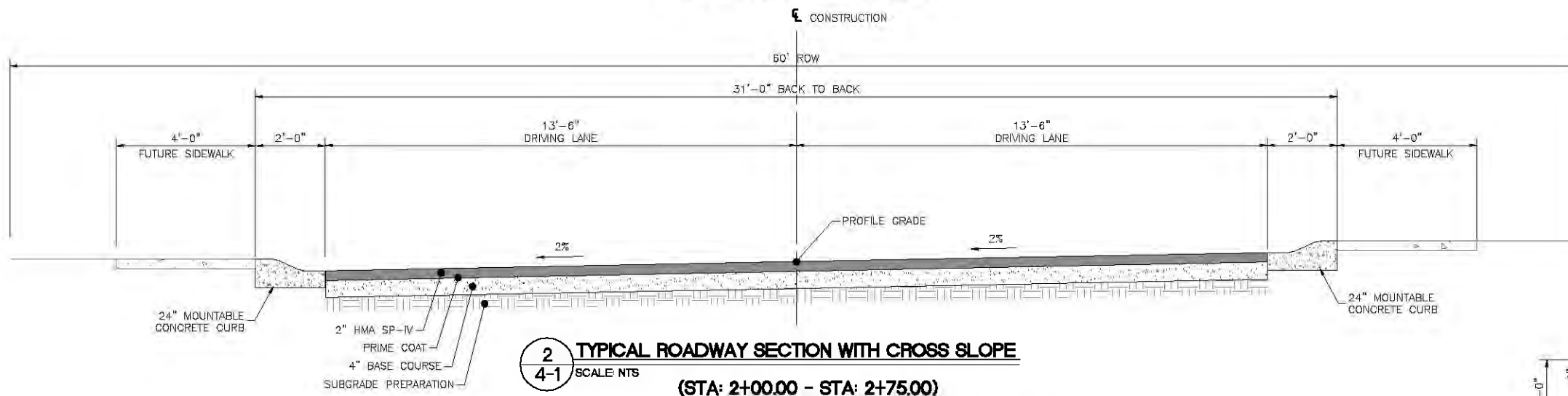
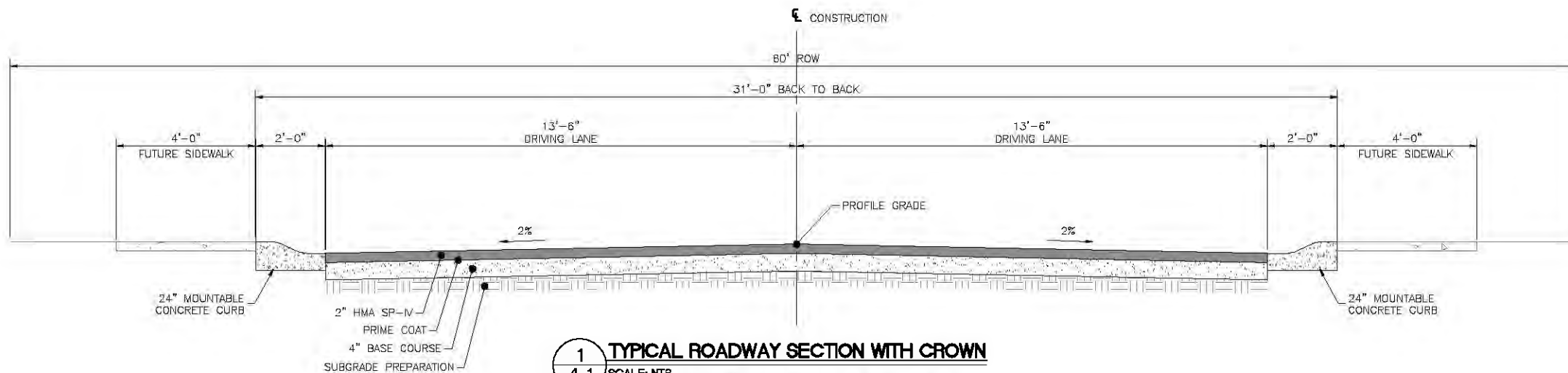
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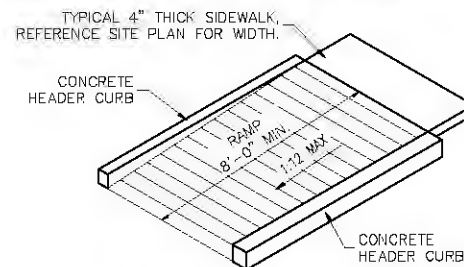
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SHEET  
**3-5**

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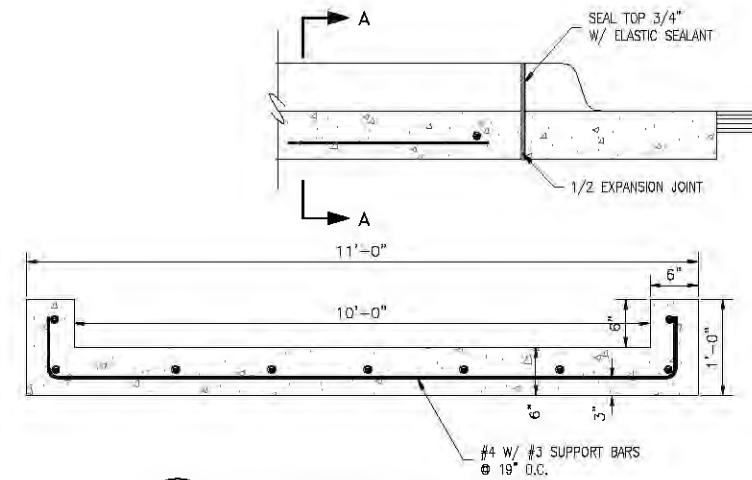
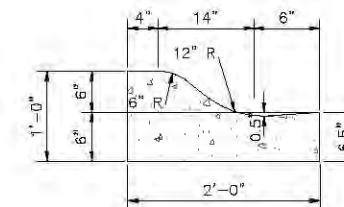


\* 70-80% OF THE STONE SHALL BE AT LEAST 4" BUT NOT GREATER THAN 8" IN LEAST DIMENSION. THE REMAINDER SHALL BE NO LARGER THAN 4" IN ANY DIMENSION.



WHEEL CHAIR RAMP TO BE INCIDENTAL TO SIDEWALK.

NOTE: CONCRETE HEADER CURB INCIDENTAL TO RAMP CONSTRUCTION AND TO BE PAID FOR UNDER SIDEWALK BID ITEM.



**8 11'-0" CONCRETE RUNDOWN**  
 4-1 SCALE: NTS

# GENERAL CONCRETE CONSTRUCTION NOTES:

1. END OF DAYS POUR, 30 MINUTE INTERRUPTIONS, COLD JOINTS AND DROP INLETS SHALL DETERMINE THE LOCATION OF A CONSTRUCTION JOINT AND A 3/4" TRANSVERSE BITUMINOUS JOINT.
2. ALL SUBGRADE AND BACKFILL SHALL BE COMPACTED TO 95% ASTM D-1557; 90% FOR MATERIAL WITH MORE THAN 35% PASSING THE #200 SIEVE. ALL SUBGRADE AND BACKFILL SHALL BE COMPACTED IN MAXIMUM 8" LOOSE LIFTS. MOISTURE CONTENT AT THE TIME OF COMPACTION SHALL NOT EXCEED OPTIMUM OR BE LESS THAN 5 PERCENTAGE POINTS BELOW OPTIMUM.
3. FILLETS, SIDEWALKS, CURB AND GUTTER, AND OTHER CONCRETE PAVEMENT SHALL BE PLACED ON 6" OF COMPACTED SUBGRADE.
4. EXCAVATION AND BITUMINOUS JOINT TO BE INCLUDED IN UNIT BID PRICE FOR SIDEWALK AND CURB AND GUTTER. SIDEWALK AND CURB AND GUTTER SHALL HAVE 1/2" TRANSVERSE JOINTS AT 30' INTERVALS, AND 1/4" WIDE BY 1" DEEP TRANSVERSE CONTRACTION JOINTS AT 5' INTERVALS.
5. ALL CONCRETE FILLETS, DRIVEPADS AND ALLEYPADS SHALL BE 6" THICK, 3000 PSI CONCRETE, UNLESS OTHERWISE SPECIFIED BY ENGINEER.

**DUNAGAN ASSOCIATES**  
CARLSBAD, NEW MEXICO

12-11-13

DATE

REVISION DESCRIPTION

NO.

**QUAL HOLLOW SUBDIVISION UNIT 5**

CONSTRUCTION PLANS

DETAIL SHEET

CIVIL DETAILS

**SOLUTIONS FOR TODAY... VISION FOR TOMORROW**

401 Pennsylvania  
Roosevelt, NM 88301  
Phone: (875) 622-3888  
Fax: (875) 622-3881

**SMITH ENGINEERING**

NEW MEXICO

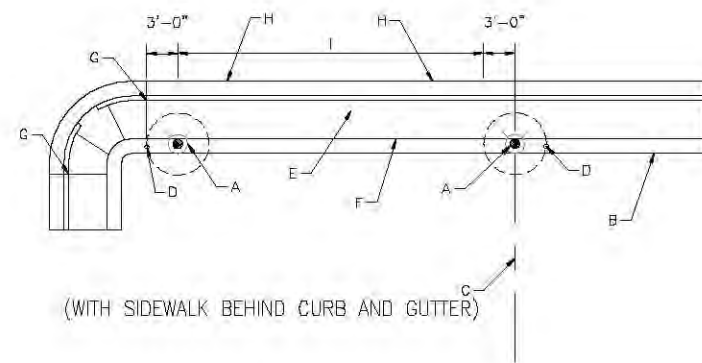
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JOB NO.: 300607

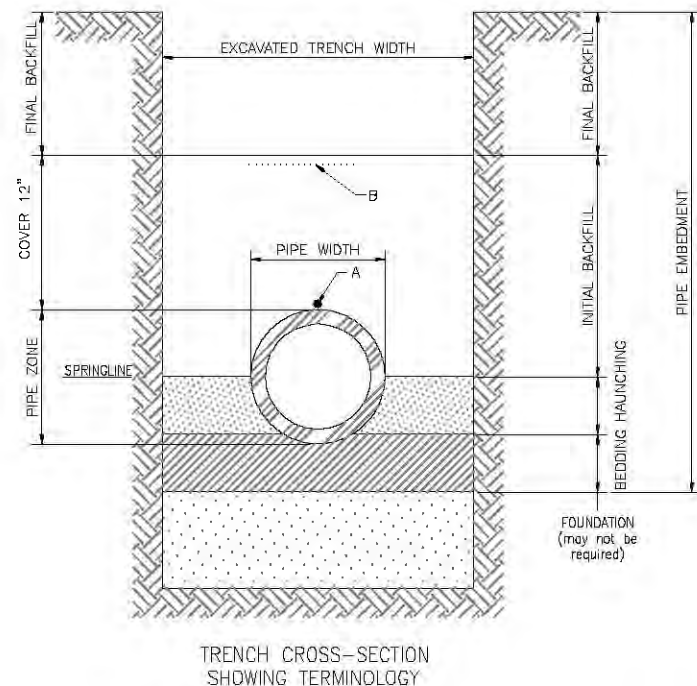
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SHEET 4-1

NO.



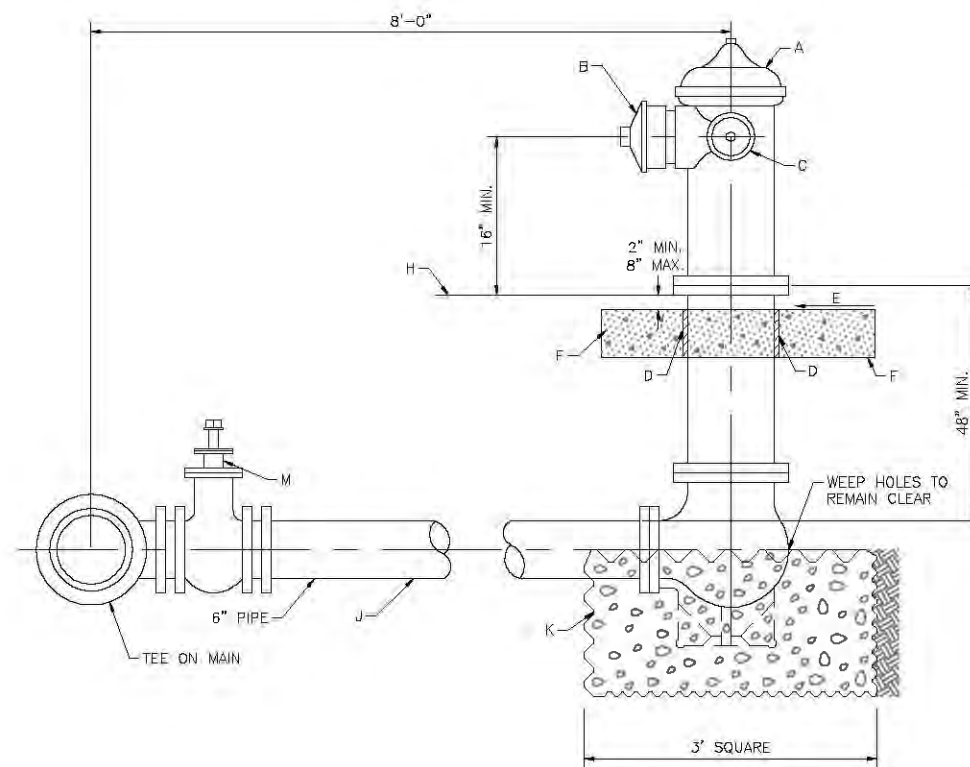
**1 FIRE HYDRANT LOCATION**  
**4-2** SCALE: NT9



NOTE:

1. NEW WATER MAIN LINE TO BE CLASS 150, AWWA C900.
2. WATER MAIN TO BE INSTALLED AT A DEPTH OF 48" MINIMUM.

**3 TYPICAL PIPE TRENCH DETAIL**  
4-2 SCALE: NTS



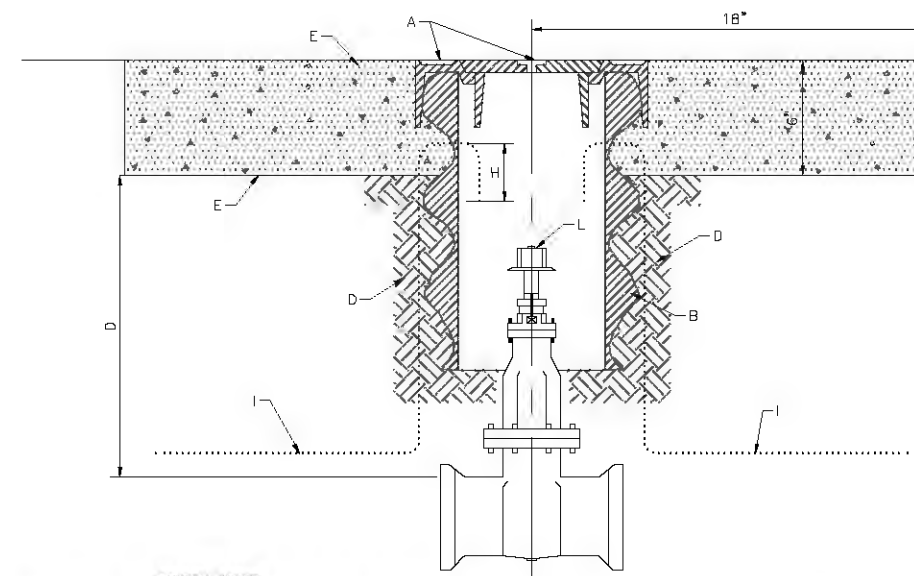
## 2 FIRE HYDRANT INSTALLATION

4-2 SCALE: NTS

(NOTE: MAXIMUM DISTANCE BETWEEN FIRE HYDRANT NO MORE THAN 500')

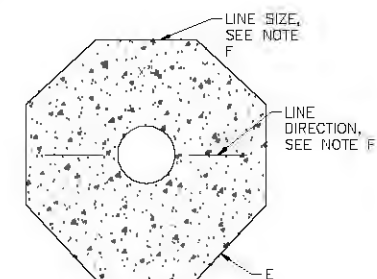
CONSTRUCTION NOTES:

- A. FIRE HYDRANT. MUELLER SUPER CENTURION 250 CATALOG NO.: A-423.  
(COLOR: CROME YELLOW)
- B. PUMPER NOZZLE 4 1/2".
- C. HOSE NOZZLE 2 1/2".
- D. 1/2" EXPANSION JOINT MATERIAL.
- E. DELETED.
- F. 3' X 3' X 6" CONC. SQ. PAD, TO BE CONSTRUCTED AROUND FIRE  
HYDRANT'S CENTER LINE WHEN NOT LOCATED WITHIN SIDEWALK OR  
CONC. AREA. CONCRETE PER SEC. 101 EXTERIOR CONCRETE, 3500 PSI  
@ 28 DAYS.
- G. DELETED.
- H. CONTROLLED ELEV. LINE, LEVEL IN ALL DIRECTIONS.
- J. USE OF RESTRAINED JOINTS IS MANDATORY. ALL FIRE HYDRANT LEG  
PIPING AND FITTINGS INCLUDING TEE ON MAIN SHALL BE RESTAINED  
JOINTS.
- K. GRAVEL DRAIN POCKET, COVER TOP SURFACE WITH TAR PAPER. ASTM  
C33, NO. 57 GRAVEL.
- L. DELETED.
- M. VALVE - BONDED RESILIENT SEAT, NON-RIISING STEM; MJ, FUSE  
BONDED EPOXY COATED INSIDE AND OUT, 2" OPERATING NUT W/ RIGHT  
HANDED CLOSING.



GENERAL NOTES:

- A. VALVE BOX RING AND COVER PER STD NO. 70 SHORTLY VALVE BOX.
- B. 6" DIAMETER RIBBED OR CORRUGATED PVC OR PE PIPE WITH SMOOTH INTERIOR (C-800).
- C. NEW OR EXISTING VALVE.
- D. COMPACTED BACKFILL SOIL OR BASE COURSE MATERIAL (95% COMPACTION). SEE SECTION 701.
- E. 6" THICK CONCRETE COLLAR.
- F. TOP OF CONCRETE COLLAR SHALL BE STAMPED WITH LINE SIZE AND DIRECTION. MINIMUM LETTER SIZE SHALL BE 3" IN HEIGHT.
- G. MIN. 5" OR MATCH EXISTING.
- H. TAIL APPROX. 6"-12" IN LENGTH.
- I. TRACING WIRE.
- J. DELETED.
- K. DELETED.
- L. VALVE - BONDED RESILIENT SEAT, NON-RISING STEM; MJ, FUSE BONDED EPOXY COATED INSIDE AND OUT, 2" OPERATING NUT W/ RIGHT HANDED CLOSING.



## LABEL REQUIREMENTS

#### 4 WATER VALVE AND VALVE BOX DETAILS

4-2 SCALE: NTS



DUNAGAN ASSOCIATES  
CARLSBAD, NEW MEXICO

QUAL HOLLOW SUBDIVISION UNIT 5

DETAIL SHEET  
UTILITY DETAILS

**SOLUTIONS FOR TODAY...  
VISION FOR TOMORROW**

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Roswell, NM 88201  
Phone: (575) 622-8888  
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**STYLIS**

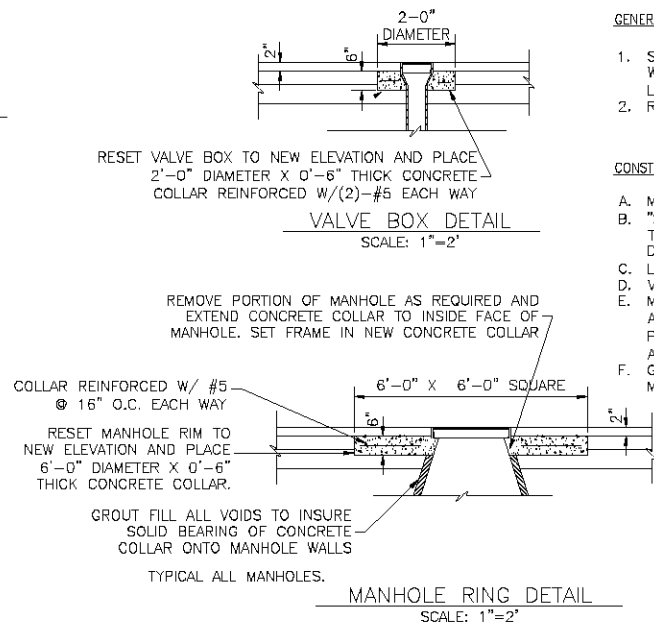
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JOB NO:  
308807

DATE:  
DEC 2013

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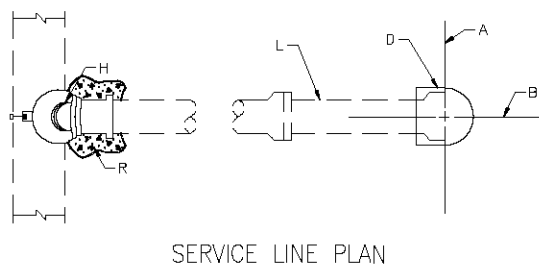




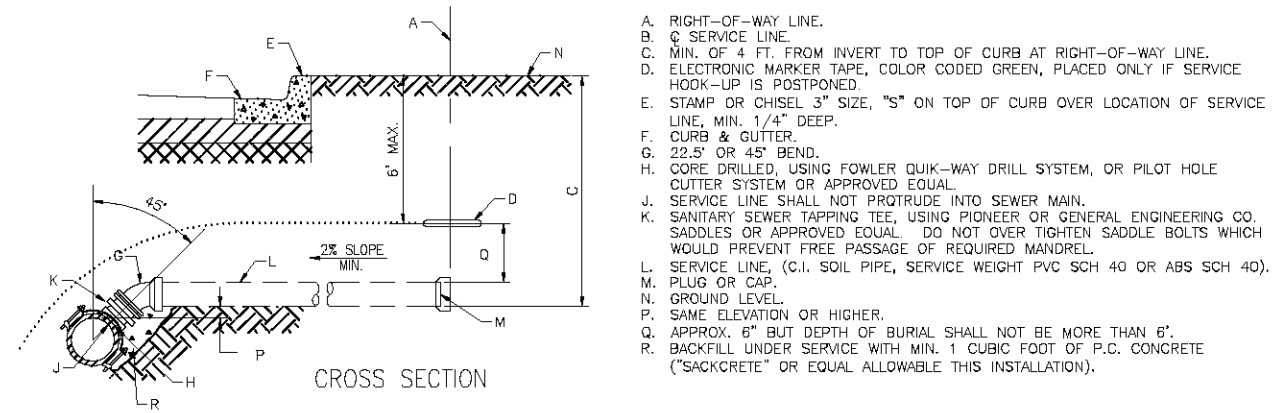
GENERAL UTILITY CONSTRUCTION NOTES

1. BELL HOLES AT JOINTS SHALL BE HAND EXCAVATED TO PROVIDE AMPLE ROOM TO PROPERLY MAKE UP THE JOINT, BUT IN NO CASE SHALL THERE BE MORE THAN 9" OF UNSUPPORTED LENGTH AT EITHER END OF EACH LENGTH OF PIPE.
2. BOTTOM OF TRENCH IS TO BE EXCAVATED TO A SMOOTH, UNIFORM GRADE AND HAND LEVELED, IF NECESSARY, TO SECURE AN EVEN BEARING SURFACE FOR THE PIPE.
3. ALL MATERIALS SHALL BE NEW, UNUSED, AND OF THE BEST STANDARD QUALITY AVAILABLE. PVC GRAVITY SEWER PIPE SHALL BE SDR 35 TYPE I, GRADE I, POLYVINYL CHLORIDE ASTM-D-1784 AND SHALL CONFORM TO ASTM SPECIFICATION D-3034 OR EQUAL. ALL SEWER SERVICE LINES SHALL BE SCH 40 PVC. PVC WATER LINE SHALL BE CLASS 150, AWWA C900.
4. WATER SERVICE TAPS SHALL BE MADE WITH A MUELLER SERVICE SADDLE AND MUELLER CORPORATION STOP. ALL SERVICE LINES SHALL TERMINATE WITH A MUELLER CURB STOP AT THE LOCATIONS SHOWN ON THE DRAWINGS. SERVICE LINES SHALL BE AS SPECIFIED ON DRAWINGS.
5. WHERE SANITARY SEWER MAIN CROSSES UNDER A WATER MAIN, THE SEWER LINE SHALL BE COVERED BY A MINIMUM OF 6" OF REINFORCED CONCRETE FOR A 20' DISTANCE, 10' EITHER SIDE OF THE CROSSING.
6. INITIAL BACKFILL SHALL BE IMPORTED MATERIAL OR SOILS TAKEN FROM SPOIL BANK WHICH ARE FREE OF RUBBLE AND ORGANIC MATERIAL AND WHERE NO MATERIAL IS GREATER THAN ONE-QUARTER INCH IN DIAMETER. TYPE I BACKFILL SHALL BE COMPACTED TO 100% MAXIMUM DENSITY PER AASHTO T-99.
7. FINAL BACKFILL SHALL BE TAKEN FROM SPOIL BANK, IF FREE OF RUBBLE AND ORGANIC MATERIAL, AND COMPACTED TO 95% MAXIMUM DENSITY PER AASHTO T-99.
8. IF TRENCH DOES NOT LIE UNDER ROADWAY AREAS, THE COMPACTION REQUIREMENTS CAN BE REDUCED TO 90% MAXIMUM DENSITY PER T-99.
9. JOINT RESTRAINTS SHALL BE USED AT ALL BENDS, TEES, DEAD ENDS, REDUCERS, VALVES, FIRE HYDRANTS AND OTHER LOCATIONS AS DESIGNATED BY THE ENGINEER. THE RESTRAINT SHALL HAVE A MINIMUM WORKING PRESSURE RATING OF 150 PSI. RESTRAINT SHALL BE THE EBAA IRON SERIES 1600 OR APPROVED EQUAL.
10. PROVIDE 3' MINIMUM COVER OVER PIPE UNLESS OTHERWISE NOTED ON PLAN SHEET.
11. ALL FITTING AND JOINT RESTRAINTS SHALL BE CONSIDERED AS INCIDENTAL TO THE UTILITY PIPE ITEM.
12. ALL PIPE LENGTH HAS TO BE PAID BY HORIZONTAL LENGTH.
13. ALL WATER MAIN LINES ARE TO BE DISINFECTED AND PRESSURE TESTED PER PROJECT SPECIFICATIONS PRIOR TO CONNECTION TO MUNICIPAL WATER.

2 TYPICAL MANHOLE COLLAR AND VALVE BOX ADJUSTMENT DETAILS  
1-2 SCALE: 1"=2'



**5 SANITARY SEWER SERVICE LINE DETAIL**  
4-3 SCALE: NTS



**5 SANITARY SEWER SERVICE LINE DETAIL**  
4-3 SCALE: NTS



**CITY OF CARLSBAD  
AGENDA BRIEFING MEMORANDUM**

**COUNCIL MEETING DATE: May 12, 2015**

<b>DEPARTMENT:</b> Executive Department	<b>BY:</b> Steve McCutcheon, City Administrator	<b>DATE:</b> May 7, 2015												
<b>SUBJECT:</b> Dawson Geophysical Company														
<b>SYNOPSIS, HISTORY and IMPACT</b> (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.): <b>BACKGROUND:</b> February 10, 2015, Dawson Geophysical Company presented information on their plans to conduct a 3-D Seismic Survey throughout the entire City. Due to the reduced price of Oil, the original project and the footprint in the Carlsbad City Limits has been substantially reduced. Staff has called other cities and has obtained references regarding Dawson's impact in other City environments. Dawson is requesting, on behalf of their client, Devon, permission to conduct a 3-D Seismic Study in select areas of Carlsbad. Dawson will provide proof of General Commercial Liability Insurance; insuring the City of Carlsbad against risks associated with the project. Dawson will also distribute Door Hangers providing contact information for Dawson Representatives to the Citizens in the affected area of town.														
<b>DEPARTMENT RECOMMENDATION:</b> Staff recommends approval of the request by Dawson Pending Satisfactory Legal review and proof of Satisfactory Insurance coverage.														
<b>BOARD/COMMISSION/COMMITTEE ACTION:</b> <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> P&amp;Z</td><td><input type="checkbox"/> Lodgers Tax Board</td><td><input type="checkbox"/> Cemetery Board</td><td><input type="checkbox"/> APPROVED</td></tr><tr><td><input type="checkbox"/> Museum Board</td><td><input type="checkbox"/> San Jose Board</td><td><input type="checkbox"/> Water Board</td><td><input type="checkbox"/> DISSAPPROVED</td></tr><tr><td><input type="checkbox"/> Library Board</td><td><input type="checkbox"/> N. Mesa Board</td><td><input type="checkbox"/> _____ Committee</td><td></td></tr></table>			<input type="checkbox"/> P&Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> APPROVED	<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> DISSAPPROVED	<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee	
<input type="checkbox"/> P&Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> APPROVED											
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<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee												
<b>Reviewed by</b> City Administrator /s/ Steve McCutcheon <span style="float: right;"><b>Date:</b> 5-8-2015</span>														

ATTACHMENTS:



Dawson Geophysical Company

## **Seismic testing will begin in your area soon.**

A seismic test will soon be conducted in your neighborhood to help pinpoint where reservoirs of natural resources are located. This test is a safe and an environmentally friendly way of generating 3-D images of the earth's layers using sound waves. Seismic testing does not cause damage to property. In fact, it is similar to sonograms that are used to create an image of an unborn baby.

Seismic equipment has been or will soon be placed in the city right-of-ways, which is along the curb or alleyway at your residence. This equipment includes seismic recording boxes that are the size of a lawn tractor battery with cables attached that are connected to small geophones. The equipment is used to collect data and contains no electrical charge. During the actual test, vibe buggies, which are about the size of a pickup truck, will move through the area, occasionally lowering a vibrating mechanism that sends a brief sound wave down into the earth. The signals are recorded, and later the equipment is removed. There is no risk to you, your family, your pets or your property.

If you have any questions or need the equipment temporarily moved for yard maintenance, please contact us at the telephone number below. A Dawson representative will promptly relocate the equipment and place it back when maintenance is complete. This equipment will remain in place for three to four weeks.

Seismic testing minimizes the risk of non-productive wells. We appreciate your patience and cooperation during this time. Please call the number below if you have any questions related to the seismic testing in your neighborhood.



Vibe buggy



Geophone

**For more information, please**

**call:**

**575-706-8160**

**Carlsbad, NM**

**or**

**432-684-3005**

**Midland, TX**



## Permit to Conduct Geophysical Operations

Date: May 08, 2015  
Job Name: Carlsbad 3D  
Job Number: 26114  
Permit #: 87.1  
Permit Agent: Tommy Phillips  
Phone: (903)780-6731  
Email: txtomp@aol.com

CITY OF CARLSBAD  
P.O. BOX 1569  
CARLSBAD, NM 88221

Dear Sir / Madam,

Dawson Geophysical Company (hereafter called "Contractor") respectfully requests permission to conduct a 3D geophysical survey for and on behalf of **Devon Energy Production Company, L.P.** on lands which you are the acting agent in charge of and/or own the surface, mineral leasehold, mineral interest, or have the surface leased. The property(s) located in the following County(s), State (s) being described as follows:  
**See Exhibit "A"**

- 1) Contractor will conduct operations in accordance with good standard practices and in a prudent and careful manner.
- 2) The undersigned (hereafter called "Grantor") is either an owner or tenant of the described property(s). The intention of this permit is to cover all surface and mineral interests, owned by the Grantor within the described property(s) and within the 3D seismic survey, including those lands, rights and interests that may have been inadvertently omitted from the described property(s).
- 3) Grantor hereby agrees to permit personnel and equipment designated by the Contractor, its successors and assigns, to enter upon the lands described or any other lands within the 3D seismic survey to be conducted hereunder within the described property(s), to conduct geophysical exploration thereon, including 3D seismic surveys.
- 4) The amount paid to the Grantor as provided herein shall constitute settlement in full for all damages, if any, that may result to Grantor's property(s) as a result of Contractor's normal operations. The Contractor shall further compensate the Grantor for all damages above and beyond normal wear and tear that may have occurred as a result of this geophysical survey.
- 5) Contractor agrees to indemnify and hold Grantor harmless from any personal injury or property damage claims that may result from Contractor's operations on the described property(s).
- 6) In the event that the Contractor does not conduct geophysical operations on the described property(s) as permitted, Contractor shall not be obligated to make any payment to Grantor.
- 7) Grantor agrees that if the surface or mineral rights for the described property(s) are owned by others, Grantor will advise Contractor.
- 8) Grantor does hereby declare that he/she has legal authority to sign this permit form and receive payment of permit and damage settlements with respect to the described property(s). By accepting payment, Grantor agrees to assume the responsibility for distributing that portion of the proceeds due to the Surface Owner, Surface tenant and other third parties who claim interest in the property(s).

In consideration for this Permit covering geophysical operations on the lands described, Contractor shall make payment to Grantor in the amount of **\$7918.08** for the total Acreage of **791.808**. Any other surface acreage owned by Grantor within the survey to be conducted under this permit discovered after the execution of this permit shall be compensated at the same rate of payment as agreed herein.

Please sign and return one copy of this permit in the enclosed self-addressed envelope.

Sincerely,

Tommy Phillips

Contract Permit Agent for Dawson Geophysical Company

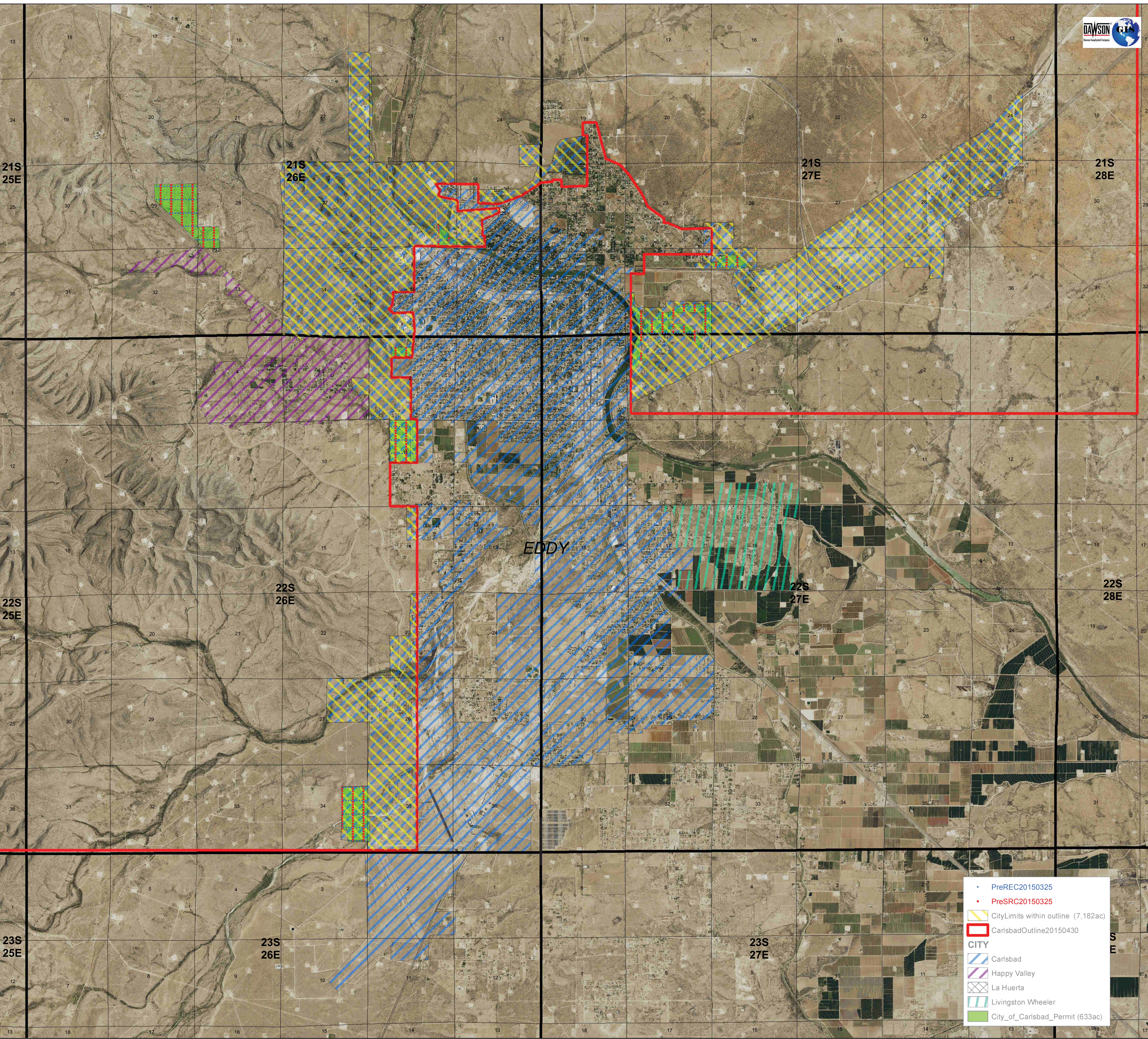
The undersigned is authorized to grant, and hereby grants permission to Dawson Geophysical Company to enter and conduct seismograph field operations on lands described above.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Permittee Phone # \_\_\_\_\_ Email \_\_\_\_\_

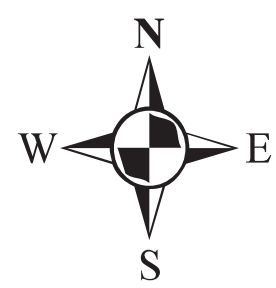
The grantor will be required to complete a W9 form which will be enclosed with the payment. You are required to provide the name of the payee and the associated Tax Identification Number provided on the W9 form that corresponds with the records of the Social Security Administration or Internal Revenue Service. The company is obligated to obtain a Federal Tax Identification Number or Social Security number OR withhold twenty-eight percent (28%) of the total payments made.





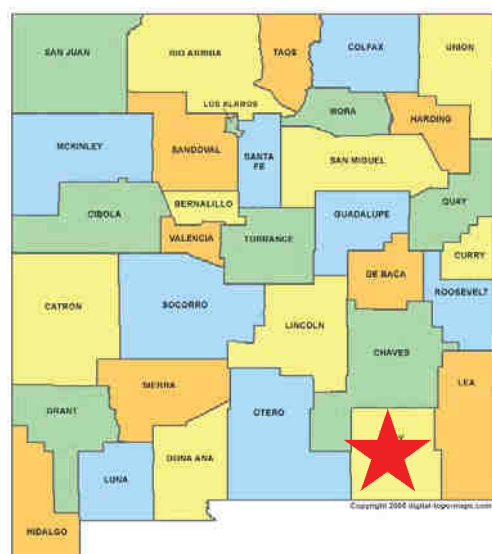
State: New Mexico  
County(s): Eddy  
Projection: Lambert Conformal Conic Two Parallel  
Coordinate System: U.S. State Plane  
Units: U.S. Survey Feet  
Zone: NM East  
Datum: NAD 83  
Ellipsoid: GRS 80

Date: 5/8/2015  
Author: Brant Gossett



# Carlsbad 3D Surface

Acres: 134,689  
Sq. Miles: 210.4





# Exhibit "A"

Job Name: Carlsbad 3D

Job #: 26114

Permit #: 87.1

\* All City Streets, Roads, Alleyways, ROW's within the Carlsbad 3D outline. See attached map for illustration.

Legal Description	Class	County	St.	U. Int.	Gross	Net
DAUG HERTY LOT 7 MAP LOC IN FRONT OF 309 MOORE DR ODD SHAPED LOT	Fee	Eddy	NM	100	.019	.019
FAIR WAY UNIT #1 REP NO 8 BLOCK 6 LOT MAP# 243 CAB#4 951-1 SET REBAR RM 0788E OF COR AT BASE OF BLK W ALL S OF 7 10 SPYGLASS LOC S OF 710 S PYGLASS LOT SIZE 12' X 100'	Fee	Eddy	NM	100	.034	.034
SPRI NG HOLLOW UNIT 1 PHASE 3 BLOCK 7 DRA MAP# 181C-SH7D-1 CAB# 5 558-1 LOT SIZE 10.05' X 105.43' LOC W OF 1935 LEANN E DR DRA INAGE DITCH EXEMPT	Fee	Eddy	NM	100	.024	.024
FAIR WAY UNIT #1 TRACT B MAP LOC-801 MASTERS DRIVE POWER LINE EASEMENT EXE MPT	Fee	Eddy	NM	100	.512	.512
SPRI NG HOLLOW UNIT 1 PHASE 3 BLOCK 7 DRA MAP# 181C-SH7D-2 CAB# 5 558-1 LOT SIZE 10.05' X 105.43' LOC E OF 1929 LEANN E DRIVE DRA INAGE DITCH EXEMPT	Fee	Eddy	NM	100	.024	.024
SPRI NG HOLLOW UNIT 1 PHASE 3 BLOCK 7 DRA MAP# 181C-SH7D-3 CAB# 5 558-1 LOT SIZE 10.05' X 105.43' LOC E OF 1921 LEANN E DRIVE DRA INAGE DITCH EXEMPT	Fee	Eddy	NM	100	.022	.022
SPRI NG HOLLOW UNIT 1 PHASE 1 BLOCK 1 TRA MAP# 181C-SH1-A CAB# 5-63-1 LOC - 1800 HAYS DRIVE ODD SHAP E TRAC T EXE MPT	Fee	Eddy	NM	100	.1	.1
RIDG ECREST UNIT 1 TRACT V MAP LOC S OF 701 RIDGECREST ODD SHAPE LOT	Fee	Eddy	NM	100	.064	.064
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.11 LOC MUSCATEL AVE ODD SHAP E LOT EXE MPT	Fee	Eddy	NM	100	2.412	2.412
LA H UERTA BLOCK 24 LOT MAP# 198-8-3.1 LOC 800 MUSCATEL AVE LOT SIZE 250' X 383 ' EXE MPT	Fee	Eddy	NM	100	2.189	2.189
LA H UERTA BLOCK 20 LOT SW2 MAP# 198-8-1.5 LOC MUSC ATEL A VE TRI ANGUL AR SHA PE LOT EXEMPT	Fee	Eddy	NM	100	2.473	2.473
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.6 LOC MUSCATEL AVE ODD SHAP E LOT EXE MPT	Fee	Eddy	NM	100	1.487	1.487
LA H UERTA BLOCK 24 LOT MAP# 198-8-3.2 LOC 800 MUSCATEL AVE LOT SIZE 250' X 245 ' EXE MPT	Fee	Eddy	NM	100	1.397	1.397
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.13 LOC 901 MUSCATEL AVE. LOT SIZE 250.5 0' X 247.25' AVG EXE MPT	Fee	Eddy	NM	100	1.385	1.385
LA H UERTA BLOCK 24 LOT SOUTH 333' OF LOT 10 MAP# 198-8-3 LOC 800 MUSCAT EL AV E LOT SIZE 250' X 333' EXEMPT	Fee	Eddy	NM	100	1.893	1.893
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.7 LOC MUSCATEL AVE ODD SHAP E LOT EXE MPT	Fee	Eddy	NM	100	4.528	4.528
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.4 LOC S OF LOCUST LANE ODD SHAP E LOT EXE MPT	Fee	Eddy	NM	100	4.042	4.042
NABO RS REPLAT TRACT B MAP LOC 3006 E GREENE TRACT SIZE 59.93' X 2039.61' AVG EXE MPT	Fee	Eddy	NM	100	2.934	2.934
CALL AWAY DRIV E SURVEY ROADW AY TRACT MAP LOC S OF 902 W CHERRY LANE ODD SHAPE TRACT EXE MPT	Fee	Eddy	NM	100	2.672	2.672
PECO S/CALLAWA Y LOW WATER CROSSING TRACT 2 MAP LOC-CALLAWAY DRIVE ODD SHAPE TRACT	Fee	Eddy	NM	100	1.262	1.262
DAUG HERTY LOT 6 MAP LOC BEHIND 307A MOORE DR ODD SHAPED LOT EXE MPT	Fee	Eddy	NM	100	.753	.753
LA H UERTA BLOCK 20 LOT MAP# 198-8-1 LOC LOCUST LANE LOT SIZE 383.7 9' X 567.5' EXE MPT	Fee	Eddy	NM	100	4.897	4.897
TAYL OR LAND D IVISION LOT 1 0C MAP ANNEXATION CAB# 5-71-1 LOC VINEYARD LAND TRI ANGUL AR SHA PE LO T 28' X 45.68' X 53 56' EXEMPT	Fee	Eddy	NM	100	.008	.008
PECO S/CALLAWA Y LOW WATER CROSSING TRACT 1 MAP LOC CALLAWAY DRIVE ODD SHAPE LOT	Fee	Eddy	NM	100	.114	.114
SPRI NG HOLLOW UNIT 1 PHASE 2 AMEND BLOCK 7 TRA MAP# 181C-SH7-C CAB# 5-234-1 LOC S ON LEANNE DR LOT SIZE 54.13 ' X 1 29.26' AVG EXE MPT	Fee	Eddy	NM	100	.166	.166

EISE NHART-EGG ERT BLOCK 117 LOT MAP# 245-117-16 CAB# 1-21-2 LOC 720 E RIVERSIDE DR LOT SIZE 165' X 67. 68' AVG BEA CH AR EA EXEMPT	Fee	Eddy	NM	100	.257	.257
EISE NHART-EGG ERT BLOCK 114 LOT MAP# 245-114-8 CAB# 1-21-2 LOC 720 E RIVERSIDE DR LOT SIZE 117.7 3' X 90.5' AVG BEA CH AR EA EXEMPT	Fee	Eddy	NM	100	.209	.209
BIG SKY HOMES UNIT #1 BLOCK 2 PAR MAP# 181A-2 LOC 1612 DESERT WILLOW DRIVE EXE MPT	Fee	Eddy	NM	100	.204	.204
LA H UERTA BLOCK 20 LOT MAP# 198-8-1.9 LOC MUSCATTEL AVE ODD SHAP E LOT EXE MPT	Fee	Eddy	NM	100	3.124	3.124
Sec. NA, All City Streets, Roads, Alleyways, ROW's within Carlsbad 3D Outline. See attached map for illiustration	none	Eddy	NM	100		
Sec. 25, Township 21S, Range 26E, BEG N 00°07'W-165',FRO M CENTER 1/4 N87°00'W-1994',S85°36'29"W-606.47', NORTH-132', S88°27'E- 2596.64', TO POB MAP # 181 C-7 LOC ALON G CALLAWAY DRIVE	Fee	Eddy	NM	100	2.138	2.138
Sec. 26, Township 21S, Range 26E, PT SE C 25 & 26 BEG SE C 25 AT POINT N 4 LT 12 BLK 1 SPRINGS FARM SUB #2 TO POB; CURVE TO LEFT RADIUS 587.87', CEN TRAL ANGLE 24 DE G 9' CHORD N 56 DEG 55' 30" W 245.56', N 69 DEG 0' W 64.24', CURVE RIGHT RADIUS 655.	Fee	Eddy	NM	100	12.153	12.153
Sec. 26, Township 21S, Range 26E, PT SE C 25 & 26 BEG SE C 25 AT POINT N 4 LT 12 BLK 1 SPRINGS FARM SUB #2 TO POB; CURVE TO LEFT RADIUS 587.87', CEN TRAL ANGLE 24 DE G 9' CHORD N 56 DEG 55' 30" W 245.56', N 69 DEG 0' W 64.24', CURVE RIGHT RADIUS 655.	Fee	Eddy	NM	100	6.327	6.327
Sec. 29, Township 21S, Range 26E, BEG S E COR SEC 29, N 0 DEG 37' W 373 357.24', S 60 DEG 9' 19" W 265.66', S 46 DEG 10' 8" E 324.91' TO POB MAP # 180 -29.3 LOC HAPP Y VALL EY ROAD EXEMPT	Fee	Eddy	NM	100	160	160
Sec. 29, Township 21S, Range 26E, BEG S E COR SEC 29, N 0 DEG 37' W 373 357.24', S 60 DEG 9' 19" W 265.66', S 46 DEG 10' 8" E 324.91' TO POB MAP # 180 -29.3 LOC HAPP Y VALL EY ROAD EXEMPT	Fee	Eddy	NM	100	160	160
Sec. 32, Township 21S, Range 27E, BEG S E COR N/2SE, S 8 9 DEG 30' W 108 S 69 DEG 25'18"W 220.82', S 89 DEG 56'28"W 775.96' TO SW COR NWSE, N 4 3 DEG 49'35 "E 73 7.15 ', E 2 138.9 0', S 522.40' TO POB STC 28.42 AC +- MAP#198	Fee	Eddy	NM	100	27.347	27.347
Sec. 32, Township 21S, Range 27E, SESW (LESS 6.63 AC IN NW COR) MAP LOC 901 MUSACTEL AVENUE MAIN GOLF COURSE EXE MPT	Fee	Eddy	NM	100	32.695	32.695
Sec. 32, Township 21S, Range 27E, BEG 6 60' N OF SW COR SESW, E 156', N 4 S 0 DEG 07'44" E 300' TO POB MAP#198-2.1 LOC OFF MUSCAT EL AV ENUE MAI N GOL F COUR SE EXEMP T	Fee	Eddy	NM	100	1.951	1.951
Sec. 32, Township 21S, Range 27E, BEG N W COR OF SWSE S00 S89? 21'13"E-550' N46°10'39"W-700' N76°59'34"W-478.53' N80°50'33"W- 524 .12' S62°04 '20"W -181.01' S60 °04'2 0" W-21 6.55, N02°35'23"W- 101.13' N90°E-61' N33°45'09"E-636.71' N	Fee	Eddy	NM	100	23.395	23.395
Sec. 32, Township 21S, Range 27E, R=G S E COR S89°58'11" W-601.72' N16 R=327.39 N25°53'41"W-114.54' N09°28'14"E-542.22' N00°08'45"E- 544 .59 N 28°25' 28"-1 21.16' S81 ? 32'5 4"W-20 5.35' N82°32'32"W- 229.12' N89°56'28"E-1030.34' S01°03'28	Fee	Eddy	NM	100	19.134	19.134
Sec. 33, Township 21S, Range 27E, 29.3 ACRES IN N/2NW MAP LOC 1651 E ORCHARD LN EXEMPT	Fee	Eddy	NM	100	30.807	30.807
Sec. 33, Township 21S, Range 27E, 29.3 ACRES IN N/2NW MAP LOC 1651 E ORCHARD LN EXEMPT	Fee	Eddy	NM	100	1.676	1.676
Sec. 35, Township 21S, Range 26E, BEG E LINE NW4 INTERS ECTION OF WES S 25', E 217' TO POB STC .1245 AC MAP#182-3.A LOC WEST END O F WES TERNWAY EXE MPT	Fee	Eddy	NM	100	.134	.134
Sec. 02, Township 22S, Range 26E, NENW (LOT 3) (LESS 1. 03 ACRE & NWN MAP#221-1 LOC OFF TWELFTH STREET WAT ER ST ORAGE TANK EXE MPT	Fee	Eddy	NM	100	17.719	17.719
Sec. 05, Township 22S, Range 27E, BEG S W COR, N 2 DEG 1 2' W 1323', N 14 E 321.4' TO TRUE POB; N 70 DEG 49' W 236.8', N 15 DEG 47' E 47.7', N 64 DEG 1 3' W 8 0' TO E B ANK PECOS RIV ER, N 12 DE G 20'25" E 1306.36' TO E BANK PECOS RIVER, S 84 DEG 35'	Fee	Eddy	NM	100	16.668	16.668
Sec. 05, Township 22S, Range 27E, BEG N W COR, N 89 DEG 51' E 1005', S14 DEG 13' W 320', N 80 DEG W 312', NLY 360', S 75 DEG 47' E 215' TO POB & BE G NW C OR BE ARS N 8 6 DEG 30' 03" W 99 0.86', S 86 DEG 30'03" E 12.50', S 02 DEG 15'45" E 198.01', S	Fee	Eddy	NM	100	5.758	5.758
Sec. 05, Township 22S, Range 27E, BEG N W COR NENE S 29 DEG 23'21"E 290 S 42 DEG 51'56"E 39.30', S 81 DEG 03'57"E 18.71', N 78 DEG 20'22"E 124 .20', N 08 DEG 5 6'03"E 2 00.13', N 3 5 DEG 32'38 "W 563.87', S 89 DEG 14'49"E 202.38', S 60 DEG 50'14"E	Fee	Eddy	NM	100	7.933	7.933
Sec. 11, Township 22S, Range 26E, E2NW MAP LOC 3001 W LEA STREET	Fee	Eddy	NM	100	77.002	77.002

Sec. 11, Township 22S, Range 26E, W2NE MAP LOC 3001 W LEA STREET	Fee	Eddy	NM	100	24.7	24.7
Sec. 34, Township 22S, Range 26E, N/2SE SE, NESE, SENE, E/2E/2NWSE, E/2 MAP#214-15.1 CARLSBAD AIRPORT LAND EXE MPT	Fee	Eddy	NM	100	125.065	125.065
					Total Acres	791.808
						791.808



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/09/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C. No. Ext):</b> (866) 283-7122	<b>FAX (A/C. No.):</b> (800) 363-0105
<b>INSURED</b> Dawson Geophysical Company 508 West Wall Street, Suite 800 Midland TX 79701-5010 USA	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC #</b>	
	<b>INSURER A:</b> AIG Property Casualty Company	19402
	<b>INSURER B:</b> National Union Fire Ins Co of Pittsburgh	19445
	<b>INSURER C:</b> Commerce & Industry Ins Co	19410
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

Holder Identifier :

**COVERAGES****CERTIFICATE NUMBER:** 570057005056**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			GL6576379	10/01/2014	10/01/2015	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$1,000,000	
			MED EXP (Any one person)				\$10,000	
			PERSONAL & ADV INJURY				\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	OTHER:							
B	<b>AUTOMOBILE LIABILITY</b>			CA 194-97-24	10/01/2014	10/01/2015	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person)					
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident)					
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		PROPERTY DAMAGE (Per accident)					
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/> OCCUR		BE88282840	10/01/2014	10/01/2015	EACH OCCURRENCE	\$25,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE	AGGREGATE				\$25,000,000	
	DED <input checked="" type="checkbox"/> RETENTION \$10,000							
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WC029342498	10/01/2014	10/01/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

Certificate No : 570057005056

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Carlsbad Attn: Stephanie Shumsky PO Box 1569 Carlsbad NM 88221 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Southwest, Inc.</i>



**CITY OF CARLSBAD**  
**AGENDA BRIEFING MEMORANDUM**

Council Meeting Date: 05/12/15

<b>DEPARTMENT:</b> CEMETERY	<b>BY:</b> STEVE HENDLEY	<b>DATE:</b> 05/05/15											
<b>SUBJECT:</b> Contract for Maintenance at Carlsbad Cemetery and Sunset Gardens Cemetery Grounds													
<b>BACKGROUND, ANALYSIS AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.) The condition and appearance of the grounds at Carlsbad Cemetery and Sunset Gardens Cemetery is very important to the City of Carlsbad. The aesthetics of the setting of a loved one's final resting place can produce strong emotions, both positive and negative. It is vital that all Carlsbad Cemetery grounds be maintained at a consistently high level. This requires weekly mowing and edging of the grounds, monitoring of the irrigation system and performing repairs on this system, trimming of all trees and shrubbery as required, general trash/debris removal, adjusting the level of graves, and performing the opening and closing of graves in such a manner as to leave the area as pristine as possible. At the present time Garden Mart is performing this work under contract. Staff is requesting direction from the Council as to the decision whether to renew the current contract or solicit bids from all qualified and interested parties.													
<b>DEPARTMENT RECOMMENDATION:</b> As the contract to perform the grounds maintenance at City of Carlsbad Cemeteries expires June 30 <sup>th</sup> , 2015, we ask the council for direction in determining the course of action concerning this contract.													
<b>BOARD/COMMISSION/COMMITTEE ACTION:</b> <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> P &amp; Z</td><td><input type="checkbox"/> Lodgers Tax Board</td><td><input type="checkbox"/> Cemetery Board</td><td rowspan="2">} <input type="checkbox"/> APPROVED</td></tr><tr><td><input type="checkbox"/> Museum Board</td><td><input type="checkbox"/> San Jose Board</td><td><input type="checkbox"/> Water Board</td></tr><tr><td><input type="checkbox"/> Library Board</td><td><input type="checkbox"/> N. Mesa Board</td><td><input type="checkbox"/> Beautification Committee</td><td>} <input type="checkbox"/> DISAPPROVED</td></tr></table>			<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	} <input type="checkbox"/> APPROVED	<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"/> Beautification Committee	} <input type="checkbox"/> DISAPPROVED
<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	} <input type="checkbox"/> APPROVED										
<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"/> Beautification Committee	} <input type="checkbox"/> DISAPPROVED										

**Reviewed by:**

**City Administrator:** /s/ Steve McCutcheon

**Date:** 5-8-2015

**CITY OF CARLSBAD**

**AGENDA BRIEFING MEMORANDUM**

**Council Meeting Date: March 24, 2015**

<b>DEPARTMENT:</b> Executive	<b>BY:</b> Steve McCutcheon, City Administrator	<b>DATE:</b> March 19, 2015
<p><b>SUBJECT:</b> Collective Bargaining Agreement between the City of Carlsbad and the Carlsbad Police Officers Association (CPOA)</p>		
<p><b>BACKGROUND, ANALYSIS AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)</p> <p>The current CBA expires March 31, 2015. Negotiations began on February 20, 2015 and concluded with the City's Final Offer on March 19, 2015. The union is meeting to consider ratification at this time.</p> <p>Non-monetary modifications include:</p> <ol style="list-style-type: none"> <li>1. Include Evidence Clerk as part of Collective Bargaining Agreement.</li> <li>2. Article 12 increase grievance response time from 9 calendar days to 10 working days not including Holidays.</li> <li>3. Article 14, Section 10, Change in terminology to describe Animal Control Officer required Training (NACHO A,B, C)</li> </ol> <p>Monetary changes include:</p> <ol style="list-style-type: none"> <li>4. Article 6, Section 5C, Increase stipend for City required cell phone.</li> <li>5. Article 6, Section 9, City agrees Roll Shift Differential Pay into base at parity.</li> <li>6. Article 6, Section 8, and Appendix A, Include two new Specialties in Specialty Pay and Adjust Wages for 3 classifications in Records Department.</li> <li>7. Article 13, Section 6, Increase clothing allowances and allow a one- time clothing allowance for new Detectives.</li> <li>8. Add Good Friday as an Additional Holiday.</li> <li>9. City will pick up 5% of Insurance Premium. This will move employee portion from 30% to 25%.</li> <li>10. General wage increases of 5%, 3%, and 3% for each of the three years of the contract.</li> </ol>		
<p><b>DEPARTMENT RECOMMENDATION:</b> Approve the Collective Bargaining Agreement between the CPOA and the City of Carlsbad for the period of April 1, 2015 - March 31, 2018.</p>		
<p><b>BOARD/COMMISSION/COMMITTEE ACTION:</b></p>		
<input type="checkbox"/> P & Z <input type="checkbox"/> Museum Board <input type="checkbox"/> Library Board	<input type="checkbox"/> Lodgers Tax Board <input type="checkbox"/> San Jose Board <input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> Cemetery Board <input type="checkbox"/> Water Board <input type="checkbox"/> Insurance Committee
} <input type="checkbox"/> <b>APPROVED</b> } <input type="checkbox"/> <b>DISAPPROVED</b>		

**Reviewed by:**

**City Administrator:** /s/ Steve McCutcheon      **Date:** Mar 19, 2015

ATTACHMENT(S):

**No document for this  
Agenda Item**



**No document for this  
Agenda Item**

**ECONOMIC INDICATORS**  
**Planning, Engineering, & Regulation Department**  
**APRIL 2015**

NEW BUSINESS REGISTRATIONS			
MONTH	13-14 FISCAL YEAR	14-15 FISCAL YEAR	% CHANGE
July	33	30	-9%
August	46	33	-28%
September	25	23	-8%
October	31	36	+16%
November	26	21	-19%
December	17	25	+47%
January	49	33	-33%
February	39	25	-36%
March	39	53	+36%
April	33	40	+21%
May	36		
June	46		
<b>Year to Date</b>	<b>420</b>	<b>319</b>	

NUMBER OF BUILDING PERMITS			
MONTH	13-14 FISCAL YEAR	14-15 FISCAL YEAR	% CHANGE
July	191	470	+146%
August	191	340	+78%
September	202	248	+23%
October	212	265	+25%
November	157	219	+39%
December	137	272	+99%
January	204	268	+31%
February	220	263	+20%
March	198	246	+24%
April	217	296	+36%
May	247		
June	548		
<b>Year to Date</b>	<b>2724</b>	<b>2,887</b>	

VALUATION OF BUILDING PERMITS			
MONTH	13-14 FISCAL YEAR	14-15 FISCAL YEAR	% CHANGE
July	\$ 3,808,836	\$ 6,124,408	+61%
August	1,072,981	4,959,752	+362%
September	8,681,365	2,902,896	-67%
October	8,050,190	3,829,060	-52%
November	5,942,651	8,683,603	+46%
December	1,443,944	4,576,302	+217%
January	1,887,858	9,838,506	+421%
February	13,289,120	4,477,983	-66%
March	9,646,191	4,537,478	-53%
April	5,652,945	10,049,898	+78%
May	13,402,901		
June	10,970,261		
<b>Year to Date</b>	<b>\$83,849,243</b>	<b>\$59,979,886</b>	



## Tourism Director Report – Business month of April 2015

- **Pecos River Village Conference Center Rentals April 2015-** – Total rentals during the month of April was 15
- **Marketing and Advertising Completed** – The following items listed below were completed during the month of April
  - Military advertising campaign-began April 15<sup>th</sup> and will run through the end of August. A total of \$25,000 is budgeted for this campaign and will focus on summer travel. Areas targeted are : Fort Bliss, Canon Air force Base, Holloman, White Sands and Kirkland. Print, digital and billboards will be utilized for this campaign.
  - Billboard design
    - Hwy 285 coming in from Artesia
    - Hwy 62/180 coming in from Hobbs
  - Prepared presentation for Lodgers Tax funding request-fiscal year 2015/2016
  - Placed summer ad for Albuquerque Magazine-summer addition
  - Prepared co-op grant application and submitted to Tourism Department
  - Prepared trade show schedule for July 2015-June 2016
  - Prepared proposed budget for Advertising and Marketing July 2015-June 2016
- **Meetings Attended:** Governor's Conference on Hospitality and Tourism-April 26<sup>th</sup>-29<sup>th</sup>-Santa Fe, NM – Annual conference on tourism. Topics this year included social media networking, branding your destination and how to get the most for your advertising dollar.
- **Trade Shows Attended:** None
- **Future Trade Shows for Fiscal year 2016**
  - Fort Bliss Rock the Fort August 7<sup>th</sup>-8<sup>th</sup>-El Paso: largest military show at Fort Bliss. This show is geared towards new soldiers and their families and features destinations from the surrounding areas. Last years attendance was 3550.



CARC, INC. dba Rainbow Recycling  
City of Carlsbad Services Agreement  
April 2015

A. Recycling Activities:

<u>Type</u>	<u>Tons</u>
Cardboard	37.74
Office	1.00
Mixed Paper	12.21
News Paper	0.00
Aluminum	0.27
Bi-Metals	0.14
Plastic – PET (clear #1)	1.34
Plastic – HDPE Mixed (#2)	<u>7.06</u>
Total Tons Diverted	59.76

Processing Rate: 0.3196 tons per hour (not including trash)  
Trash 10.45 tons

B. Public Education

- Party For The Planet Earth Day Event
- Recycling Tour Girl Scout Troop
- Retired State Worker's meeting

C. Beautification efforts

- Household Hazardous Waste Day
- Velo Cycling Race

D. Employment Information and Statistics

- There are 6 employees at the new facility – 3 with developmental disabilities (50%)

E. Amount Invoiced for April 2015 - \$7,916.67