



THE CITY OF ARTESIA, NEW MEXICO

511 W. Texas Ave.
P.O. Box 1310
Artesia, NM 88211-1310

(575) 746-3593
(575) 746-2122
(575) 746-3886

Mayor
City Clerk
Fax

AGENDA CITY COUNCIL MEETING

March 24, 2026
5:00 p.m.

1. **Determination as to whether quorum present**
2. **Invocation and pledge of allegiance**
3. **New Requests for City Facilities:**
 - A. *Eddie Fernandez requests to hold a Cruising Back to School event on July 25, 2026, from 9:00 a.m. to 6:00 p.m. Request closure of both entrances of the west side parking lot at MLK/Roberts Park, as stated in the application.
 - B. *AGSA/USSSA requests to hold Back to School Blowout event at Jaycee Park Youth Softball Fields and Baseball Fields on August 1-3, 2026, from 7:00 a.m. to 10:00 p.m. Request for road closures as stated in the application.
4. **City Departments and Employees**
5. **Special Reports**
6. **Period for Hearing Visitors (3-minute time limit)**
7. **Approval of Consent Agenda**
8. **Public Hearings** – including consideration of final passage of any ordinance as to which proper notice has been published.
Mayor Henry
 - A. *Consideration and approval of an Ordinance 1147 for Case No. 26-04, Zone Change from “R1-B” Single Family District to “C” Commercial. Location: 2 lots W Of 1206 W Hermosa Dr and 1 lot W of 1209 W Sears. Legal: Lots 22, 23 & 24 of Block 6, Fairacres (Blocks 1 Thru 6), Quarter: SW S: 17 T: 17S R: 26E. Owners: Brad Young.
 - a. Staff comments
 - b. Public comments
 - c. City Attorney comments/questions.
 - d. Council comments/questions
 - e. Entertain a motion and second from Council
 - f. Council action
 - i. Approve/Disapprove Ordinance 1147 for Zone Change, Case No. 26-04.
9. **Comments from Public Officials and Contracted Services**
10. **Committee Reports:**
 - A. Budget and Finance
 - B. Personnel
 - C. Police and Fire

*Denotes material included in Council Packets or previously received material

- D. Safety
- E. Recreation
- F. Infrastructure / Planning (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance, Project Management, Code Enforcement, Permits and Inspections*)
- G. Government

11. Personnel:

12. Public Safety:

A. Police Department:

B. Fire Department:

- 1) *Consideration and approval of a Grant Agreement between the City of Artesia and the PY Foundation.

13. Infrastructure:

A. Community Development:

- 1) *Consideration and approval to set a public hearing on April 14, 2026, for Case No. 26-01, Final Plat for Legends Subdivision Unit 1 and Annexation. Location: South of 2519 W Hermosa Ave. Legal: Tract 1 of Lewis/Champion, ABO Baptist Church, Bristow Boundary Adjustment Survey Containing 47.651 acres as filed in Cabinet 6 Slide 120-1 of the Eddy County Clerk's Records, and a portion of the SE/4 NW/4 of Section 19-T17S-R26E, N.M.P.M County of Eddy, State of NM. Owners: City of Artesia.
- 2) *Consideration and approval to set a public hearing on April 14, 2026, for Case No. 26-05, Zone Change from "SA-2" Suburban Acreage Type 2 to "MH" Mobile Home District. Location: 2613 W Quay Avenue. Legal: Lot 4, Block 1 of the Waller #2 Replat N2 Lots 35-39 Block 1 of the NE Quarter, Section 13, Tract 17S, Range 25E. Owners: Perez, Secundino Sr & Perez, Henry.

B. Infrastructure:

- 1) *Consideration and approval for an NMRLD Permit for Walmart Supercenter #3427 for a Permanent Change of Floor Plan or Expansion of a Liquor-Licensed Premise.

14. City Attorney:

15. City Clerk:

- A. *Consideration and approval of a Head Start Lease Agreement between the City of Artesia and Youth Development Inc. (YDI)

16. City Administrator:

- A. Recognition of outgoing elected officials.

17. Mayor:

- A. *Executive session: In accordance with the State of New Mexico Open Meetings Act, Section 10-15-1-(H)(7)(2):
 - a. Pending or Threatened Litigation
 - i. Action as a result of executive session
 - b. Limited Personnel Matters – Infrastructure
 - i. Action as a result of executive session

17. New or other business from Councilors:

18. Adjournment

City of Artesia
1000 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

APPLICATION FOR PUBLIC EVENT



NOTE: Acceptance of this application by the City of Artesia does **NOT** indicate or guarantee approval of the application or the dates requested. City staff will review each application. Additional information may be requested by City personnel prior to submittal of the application to the City Council for consideration. No statement made by City staff or elected official prior to consideration by the City Council shall obligate the City of Artesia in any manner. Approval by City Council is contingent upon all requirements, payment of fees, and Public Safety discretion and approval. No guarantee of sole use of park or City property.

NAME OF EVENT: "Cruising Back to School"

NAME OF SPONSORING ORGANIZATION: Ranflitas C.C.; Spokes-N-Lowkz C.C. and Southern Fantasy C.C.

NAME OF PERSON COMPLETING APPLICATION: Eddie Fernandez

POINT OF CONTACT: Eddie Fernandez TELEPHONE: 575-703-7151

CELL PHONE #/EMERGENCY CONTACT (two individuals):
Juan Ramirez -575-964-4932 / Julian Florez -224-629-7088

ADDRESS: 2707 W. Grand Artesia New Mexico 88210
Street City State Zip Code

DATES OF EVENT: July 25, 2026

LOCATION OF EVENT: Martin Luther King / Roberts Park
(If event will have multiple activities & locations, list on separate sheet)

ANTICIPATED # OF EXHIBITORS: 30-40 TIME OPEN TO THE VENDORS: 9:00 Am

ANTICIPATED # OF VISITORS: 100 TIME OPEN TO PUBLIC: 11:00 Am

CLOSING TIME: 6:00 pm

LAST EVENT SPONSORED BY ABOVE REFERENCED INDIVIDUAL AND/OR ORGANIZATION: _____

DATE OF LAST EVENT SPONSORED: _____

This application form was designed for use by applicants for various types of events. Please answer all questions; you may attach additional pages if necessary.

1. Describe type of event and how this event will benefit the community. We love to show community and mostly the kids, we not only take pride in our vehicles we do it for them fun in the sun we not only showing our vehicles but we plan giving 100 Back Packs with school supplies away for free for the kids

2. What is expected traffic pattern for event? **Attach a site map indicating location of each activity/vendor(s), fire lanes, garbage receptacle and porta potties.** _____

3. Describe how sanitation control (garbage & restrooms) will be provided and maintained. _____

ALL 3 car club members will take turns
of ALL DAY Duties of picking up and cleaning and
after event will all stay to clean & pick up

4. Describe how public safety, traffic and crowd control will be provided (Events that are held during daylight hours will not be required to have security personnel present. Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia Police Department will track public safety response within a 1/2 mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased). _____

even though DAY LIGHT Event we Plan of
Getting security ~~personnel~~ ~~present~~

5. How many participants and visitors are anticipated and where will parking be provided. _____

50-100 yes plenty parking will be ~~available~~
available. participants and for the public

6. How have parking impacts and street closures been coordinated with the neighbors (residential and/or business)? IF our ONE parking lot granted no street

of access around event will not affect any access

7. Describe how fire lanes will be identified and kept open. not will be covered
OR Block for any access

8. Will the event require the closure of any street or alley? If so, list street name(s) with date and time of requested closure. (City Personnel are not responsible for setting up and taking down of the barricades or equipment for the event. Note: City Personnel must have 48 hours notice on placement of equipment.)

~~NO~~ would like have North & West
Entrance closed off for event.

9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs (All vendors will be required to pass inspection prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment). Just a D.J. will need electric for his equipment and set up off to the side of event

10. How will the event area be cleaned before, during and after the event? ALL ~~before~~ 3 car club members will clean before & after event will leave just as was before event

11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the City of Artesia? Yes No If yes, the **owner/manager of subject property must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____ Title: _____

Address: _____ Telephone: _____

Signature of authorizing authority: _____

A. If the City of Artesia approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? Yes No If yes, please complete the following:

B. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

C. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____

12. If nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing their lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____

Title: _____

Address: _____

Telephone: _____

Signature of authorizing authority: _____

A. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

B. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury? _____

C. How will use of your property by event workers impact neighboring property owners? Describe steps that will be taken to mitigate any adverse impact(s) _____

13. Please provide any other information, which you believe, will assist the City in the review process:

With the City of Artesia granting this permit
we giving 100 Back Packs for kids possible other free
things for public this we want to make for the community

14. By signing this form, I/We understand and agree to clean the facility I/We plan to use.

15. Will food vendors be present at your event? Yes No

FOOD VENDOR REQUIREMENTS:

(A) One serviceable 10 lb Dry Chemical (Type A, B, C) extinguisher on hand. Extinguisher should be readily available at each location.

(B) All electrical extension cords must be a minimum of 12/3, UL approved outdoor type extension cords. No "daisy chains" with the use of extension cords will be allowed. Access to the extension cords must be isolated from public traffic.

(C) ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35ft from any open flame will be required for storage of all fuel.

16. Will a tent or shelter be set-up? Yes No If yes, complete the Canopy Tent Permit

17. Will a grill be used? Yes No

18. Will Inflatable Games be used? Yes No If yes, complete the Inflatable Games Permit

19. **INSURANCE REQUIREMENTS:** Sponsoring organization must provide to the office of the City Clerk/Finance Director an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

Can you provide this Insurance Certificate? Yes No

Signature of applicant: Eddie Fernandez Date: Feb. 21, 2026



CITY OF ARTESIA
APPLICATION FOR PUBLIC EVENT
ADDITIONAL REQUIREMENTS

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED ON CITY PROPERTY

REQUIREMENTS: (Fees must be paid in advance of use upon Council approval)

- 2 BARRICADES (\$30 per location)
CONES - \$5.00 per 10 cones
LARGE POWER SUPPLY - 1 available (Jaycee and Roberts Park) \$50
SMALL POWER SUPPLY - 3 available (Jaycee and Roberts Park) \$35
EXTRA DUMPSTERS - \$25 each
POLICE ASSISTANCE (Applicable fees applied)
STANDBY FIRE/AMBULANCE (\$145 first hour, \$108 second hour, and \$27 each fraction thereof)
CITY PERSONNEL ASSISTANCE (Applicable fees applied) Detailed description of services requested must be listed below in miscellaneous

\$ TOTAL COST FOR USE OF FACILITIES (There will be a \$200 cap on fees)
(Cap excludes Police/Fire/Ambulance/City Personnel Service Fees)

APPROVAL CONTINGENT UPON RECEIPT OF ALL APPLICABLE FEES, LICENSE (S)
AND DEPT APPROVALS

*CITY PERSONNEL ARE NOT RESPONSIBLE FOR SETTING UP AND TAKING DOWN OF
THE BARRICADES OR EQUIPMENT FOR THE EVENT

**IF REQUESTING A WAIVER OF FEES, THE SPONSORING AGENCY MUST BE A GOVERNMENT ENTITY AND MUST
SIGN BELOW STATING THAT THEY ARE THE SPONSORING AGENCY

(Signature of Government Entity Representative and Name of Entity)

MISCELLANEOUS:

Would like Have Rest Rooms & water
Splashes open & workily for access

This section to be completed by City staff

Review and comment by **POLICE DEPARTMENT:** ● Commander of Patrol 575-746-5045

[Handwritten signature]
- 707

Review and comment by **FIRE DEPARTMENT:** ● Fire Chief Hope 575-746-5050 or

● Fire Marshal Harvey 575-746-5050

[Handwritten signature]

Review and comment by **INRASTRUCTURE DEPARTMENT:** _____

Jimmy Bustamante 575-748-8812 *(only if needing additional dumpsters)

● Richard Acosta 575-748-0279 (leave message)

● Byron Landfair 575-746-9821

[Handwritten signatures]

Review and comment by **FINANCE DEPARTMENT:** ● Summer Valverde 575-748-8284

Decision of City Council: Approve Disapprove

Date of decision: _____

Conditions: _____

CITY OF ARTESIA, NEW MEXICO

P.O. Box 1310
511 W. Texas Avenue
Artesia, NM 88211-1310
(575) 746- 2122

CARNIVAL RIDES/INFLATABLE GAMES PERMIT

Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program all rides, as described by this program, must be inspected and certified annually

No carnival ride/Inflatable Game can be operated before being certified by the NM Carnival Ride Insurance Administrator

State of New Mexico Regulation and Licensing Department

2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505

Phone: (505) 476-4853 Office Hours: 8:00 AM – 5:00 PM

Website:

http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

- A copy of General Liability Insurance in the amount of \$1,000,000 naming City of Artesia as an additional insured
- Carnival Ride Insurance Program Certificate Issued by the NM Regulation & Licensing Department

I hereby understand that in order to utilize Inflatable Games I have provided the items described above before occupying and/or utilizing the City Facilities and premises.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City.

Printed Name

Signature

Date



**NEW MEXICO REGULATION AND LICENSING DEPARTMENT
CARNIVAL RIDE INSURANCE PROGRAM**

2550 CERRILLOS ROAD, 3RD FLOOR

SANTA FE, NEW MEXICO 87505

TELEPHONE: (505) 476-4853 ▪ FAX: (505) 476-4619

http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

**CARNIVAL RIDE INSURANCE SAFETY PROGRAM
STATE OF NEW MEXICO
CONTINUOUS AIRFLOW INFLATABLE AMUSEMENT SAFETY
STANDARDS AND GUIDELINES**

Portable, or air supported amusement rides, have become a common and popular form of entertainment for children in the Amusement Ride Industry. These portable, or air supported amusement rides, have alternative names or identifications, such as “Funhouses” or “Jump houses”, but amount to a structural and mechanical system that employs a high-strength fabric or treated surface that achieves its strength, shape or stability by pre-tensioning the structure with internal air pressure or inflation.

The Regulation and Licensing Department is providing Notice that portable or Air Supported amusement rides are subject to the requirements of the Carnival Ride Insurance Act and are also subject to common sense standards or guidelines, to ensure public safety and confidence in ride operation. These safety standards and guidelines are as follows:

1. **Anchors**: Anchoring Inflatable amusement rides are required to be anchored per manufacturer’s specifications, which includes all anchor points, unless otherwise designated and approved by the inflatable amusement manufacturer. Remember to secure with stakes, weight or an anchoring devise that meets, or exceeds, the requirements of the manufacturer, whether for indoor or outdoor operation.
2. **Tethering devises**: Inflatable Amusements are required to be tethered as per manufacturer’s specifications or directions. Tethering includes securing the inflatables at all elevated points where a tether can be attached to the outside of the inflatable.
3. **Take into account hazards or dangers**: Inflatable amusement operations, whether indoors or outdoors, must take into account all hazards or dangers, whether manmade or naturally occurring circumstances. Inflatable amusements should not be set-up where there are overhead power lines or there is danger in the inflatable amusement operation due to fire or electrical shortages, or overloads, regarding cord, plug, wiring or improper electrical grounding procedures. Natural hazards due to high velocity winds, or other severe inclement weather consideration, must be factored into the inflatable amusement operation to avoid unstable, or even “fly away”, inflatable amusement operations, where the incident of injury or harm to others is present.
4. **Maintenance**: Inflatable amusement operation must be free of rips, tears, separation or torn seams, or damage or impairment to blowers, baffles or to inflation tubes and are to be otherwise in good working order. In particular, attention should be directed to repairing or replacing worn or torn slide surfaces or at portable impact surface points, especially at entrance or exit locations.

Questions regarding the safe operation of inflatable amusement rides should be directed to the Program Administrator, Regulation and Licensing Department, at (505) 476-4853, or via email at paulina.robinson@state.nm.us.



ARTESIA FIRE DEPARTMENT

3300 W. MAIN STREET - SUITE F
ARTESIA, NM 88210
(575) 746-5051

Application for

Canopy

Tent

Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT Eddie Fernandez PHONE # 575-703-7151

ADDRESS 2707 W. Grand Artesia New Mexico 88210

REASON FOR TENT/EVENT/CANOPIE Provide shade for DJ, and to eat

DATES: FROM July 25, 2026 TO July 25, 2026

HOURS OF OPERATION 9:00am - 6:00 pm

WILL FOOD BE COOKED OR SERVED? YES NO

WILL THERE BE ELECTRICITY REQUIRED? YES NO
(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT Eddie Fernandez

Permit Granted

Date Permit Issued _____ Issued By _____

Permit Denied

Remarks _____

Canopy / Tent Requirements

Provide the following information to the Fire Department before a permit can be issued:

- A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
- A note on the submitted plans stating, "No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent."
- A note on the submitted plans stating "a 4A 60BC fire extinguisher (or equivalent) will be provided and mounted no higher than 48" above finished floor to the handle."
- Number (#) of canopies / tents and their sizes.
- If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- Occupant load signs will be printed by the Fire Department and placed at the tent entrances / exits.

Below are the Code sections from the 2009 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).

2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.

2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.

2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC *Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

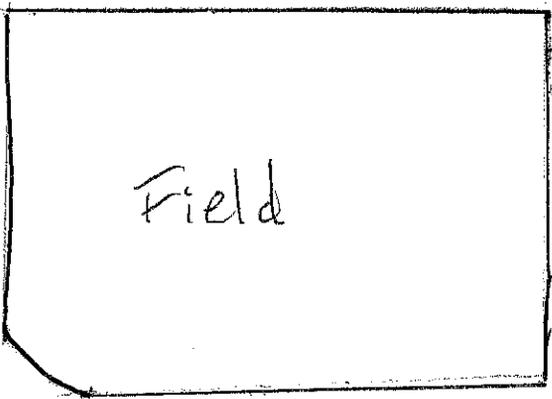
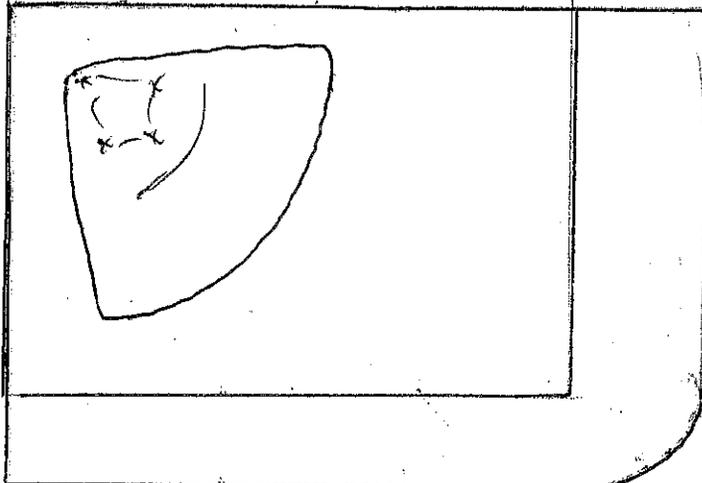
2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

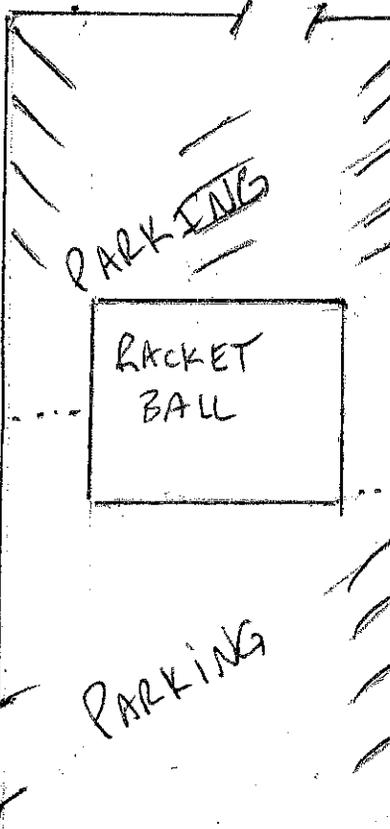
2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.

W GILCHRIST AVE



Field



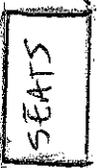
PARKING



RACKET BALL

PARKING

skate



SEATS

BASKET BALL



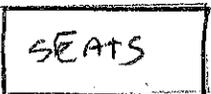
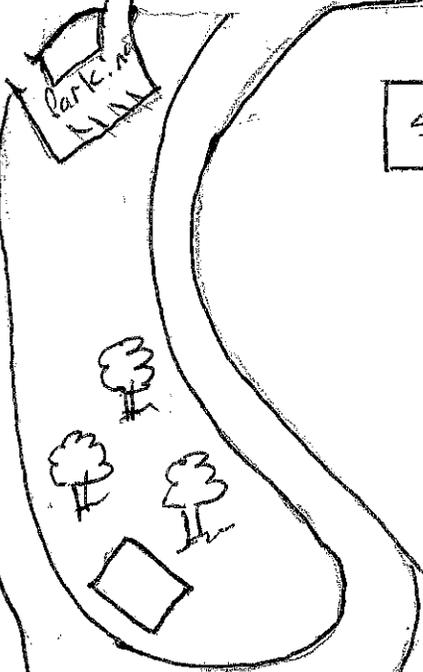
Rest Rooms



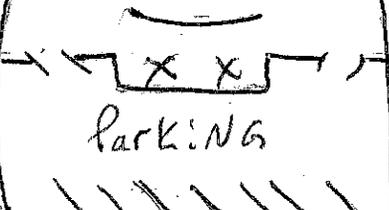
WATER SLASH



Parking



SEATS



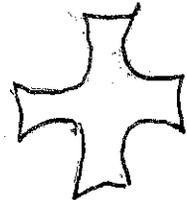
Parking

13th Street

10000 S. 100th St

N TENTH ST.

ARTESIA GENERAL HOSPITAL



new



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

APPLICATION FOR PUBLIC EVENT

NOTE: Acceptance of this application by the City of Artesia does NOT indicate or guarantee approval of the application or the dates requested. City staff will review each application. Additional information may be requested by City personnel prior to submittal of the application to the City Council for consideration. No statement made by City staff or elected official prior to consideration by the City Council shall obligate the City of Artesia in any manner. Approval by City Council is contingent upon all requirements, payment of fees, and Public Safety discretion and approval. No guarantee of sole use of park or City property.

NAME OF EVENT: Back to School Blowout

NAME OF SPONSORING ORGANIZATION: AGSA/ussSA

NAME OF PERSON COMPLETING APPLICATION: Jason Tavera II

POINT OF CONTACT: Jason Tavera II TELEPHONE: (575) 513-9684 *

CELL PHONE #/EMERGENCY CONTACT (two individuals): _____

Brittney Tavera (575) 513-0436 / Julie Rodriguez (575) 602-1797

ADDRESS: 1710 S. 26th Artesia NM 88210
Street City State Zip Code

DATES OF EVENT: August 1st, 2026 - August 3rd, 2026

LOCATION OF EVENT: Youth softball fields & baseball fields
(If event will have multiple activities & locations, list on separate sheet)

ANTICIPATED # OF EXHIBITORS: 2 TIME OPEN TO THE VENDORS: _____

ANTICIPATED # OF VISITORS: 100-150. TIME OPEN TO PUBLIC: 07:00am

CLOSING TIME: 10:00 pm

LAST EVENT SPONSORED BY ABOVE REFERENCED INDIVIDUAL AND/OR ORGANIZATION:

SouthEastern Battle of the Diamond - AGSA / Jason Tavera II

DATE OF LAST EVENT SPONSORED: July 18th - 20th 2025

This application form was designed for use by applicants for various types of events. Please answer all questions; you may attach additional pages if necessary.

1. Describe type of event and how this event will benefit the community. This event is a ussSA tournament
It will help bring business to Hotels, gas Stations, food places/local shops.

2. What is expected traffic pattern for event? **Attach a site map indicating location of each activity/vendor(s), fire lanes, garbage receptacle and porta potties.** _____

See attached map

3. Describe how sanitation control (garbage & restrooms) will be provided and maintained. _____

Sanitation/trashes will be kept up by AGSA Board members/league umpires
Trash trailers and porta potties will be donated by Prestige Rentals

4. Describe how public safety, traffic and crowd control will be provided (Events that are held during daylight hours will not be required to have security personnel present, Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia Police Department will track public safety response within a ½ mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased). _____

5. How many participants and visitors are anticipated and where will parking be provided. _____

100-150 people. Yes, Parking will be provided on North, South, and Westside around Softball Complex

6. How have parking impacts and street closures been coordinated with the neighbors (residential and/or business)? N/A

7. Describe how fire lanes will be identified and kept open. Cones and Barricades will be placed in/around fire lane areas.

8. Will the event require the closure of any street or alley? If so, list street name(s) with date and time of requested closure. (City Personnel are not responsible for setting up and taking down of the barricades or equipment for the event. Note: City Personnel must have 48 hours notice on placement of equipment.)

Backside, third entrance to the park will need to be blocked off

9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs (All vendors will be required to pass inspection prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment). NIA

10. How will the event area be cleaned before, during and after the event? AGSA "Crew"
Will be Maintaining trash pickup throughout the tournament.

11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the City of Artesia? Yes No If yes, the **owner/manager of subject property must complete and sign** the following:

Name of property owner: _____
Authorizing authority: _____ Title: _____
Address: _____ Telephone: _____
Signature of authorizing authority: _____

A. If the City of Artesia approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? Yes No If yes, please complete the following:

B. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

C. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____

12. If nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing their lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____ Title: _____

Address: _____ Telephone: _____

Signature of authorizing authority: _____

A. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

B. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury? _____

C. How will use of your property by event workers impact neighboring property owners? Describe steps that will be taken to mitigate any adverse impact(s) _____

13. Please provide any other information, which you believe, will assist the City in the review process:

14. By signing this form, I/We understand and agree to clean the facility I/We plan to use.

15. Will food vendors be present at your event? Yes No

FOOD VENDOR REQUIREMENTS:

(A) One serviceable 10 lb Dry Chemical (Type A, B, C) extinguisher on hand. Extinguisher should be readily available at each location.

(B) All electrical extension cords must be a minimum of 12/3, UL approved outdoor type extension cords. No "daisy chains" with the use of extension cords will be allowed. Access to the extension cords must be isolated from public traffic.

(C) ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35ft from any open flame will be required for storage of all fuel.

16. Will a tent or shelter be set-up? Yes No If yes, complete the Canopy Tent Permit

17. Will a grill be used? Yes No

18. Will Inflatable Games be used? Yes No If yes, complete the Inflatable Games Permit

19. **INSURANCE REQUIREMENTS:** Sponsoring organization must provide to the office of the City Clerk/Finance Director an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

Can you provide this Insurance Certificate? Yes No

Signature of applicant:



Date: _____



**CITY OF ARTESIA
APPLICATION FOR PUBLIC EVENT
ADDITIONAL REQUIREMENTS**

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED ON CITY PROPERTY

REQUIREMENTS: (Fees must be paid in advance of use upon Council approval)

- ___ BARRICADES (\$30 per location)
- ___ CONES - \$5.00 per 10 cones
- ___ LARGE POWER SUPPLY – 1 available (Jaycee and Roberts Park) \$50
- ___ SMALL POWER SUPPLY – 3 available (Jaycee and Roberts Park) \$35
- ___ EXTRA DUMPSTERS - \$25 each
- ___ POLICE ASSISTANCE (Applicable fees applied)
- ___ STANDBY FIRE/AMBULANCE (\$145 first hour, \$108 second hour, and \$27 each fraction thereof)
- ___ CITY PERSONNEL ASSISTANCE (Applicable fees applied) Detailed description of services requested must be listed below in miscellaneous

\$ _____ **TOTAL COST FOR USE OF FACILITIES** (*There will be a \$200 cap on fees*)
(Cap excludes Police/Fire/Ambulance/City Personnel Service Fees)

*APPROVAL CONTINGENT UPON RECEIPT OF ALL APPLICABLE FEES, LICENSE (S)
AND DEPT APPROVALS*

***CITY PERSONNEL ARE NOT RESPONSIBLE FOR SETTING UP AND TAKING DOWN OF
THE BARRICADES OR EQUIPMENT FOR THE EVENT**

****IF REQUESTING A WAIVER OF FEES, THE SPONSORING AGENCY MUST BE A GOVERNMENT ENTITY AND MUST
SIGN BELOW STATING THAT THEY ARE THE SPONSORING AGENCY**

(Signature of Government Entity Representative and Name of Entity)

MISCELLANEOUS:

This section to be completed by City staff

Review and comment by **POLICE DEPARTMENT:** Commander Horrell 575-746-5045
M E N #701

Review and comment by **FIRE DEPARTMENT:** Fire Chief Hope 575-746-5050 or
Fire Marshal Harvey 575-746-5050
[Signature]

Review and comment by **INRASTRUCTURE DEPARTMENT:**
Jimmy Bustamante 575-748-8812 *(only if needing additional dumpsters)
Richard Acosta 575-748-0279 (leave message)
Byron Landfair 575-746-9821
[Signatures]

Review and comment by **FINANCE DEPARTMENT:** Summer Valverde 575-748-8284

Decision of City Council: Approve Disapprove

Date of decision: _____

Conditions: _____

CITY OF ARTESIA, NEW MEXICO

P.O. Box 1310
511 W. Texas Avenue
Artesia, NM 88211-1310
(575) 746-2122

CARNIVAL RIDES/INFLATABLE GAMES PERMIT

Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program all rides, as described by this program, must be inspected and certified annually

No carnival ride/Inflatable Game can be operated before being certified by the NM Carnival Ride Insurance Administrator

State of New Mexico Regulation and Licensing Department

2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505

Phone: (505) 476-4853 Office Hours: 8:00 AM – 5:00 PM

Website:

http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

- A copy of General Liability Insurance in the amount of \$1,000,000 naming City of Artesia as an additional insured
- Carnival Ride Insurance Program Certificate Issued by the NM Regulation & Licensing Department

I hereby understand that in order to utilize Inflatable Games I have provided the items described above before occupying and/or utilizing the City Facilities and premises.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City.

Printed Name

Signature

Date



NEW MEXICO REGULATION AND LICENSING DEPARTMENT
CARNIVAL RIDE INSURANCE PROGRAM

2550 CERRILLOS ROAD, 3RD FLOOR

SANTA FE, NEW MEXICO 87505

TELEPHONE: (505) 476-4853 ▪ FAX: (505) 476-4619

http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

CARNIVAL RIDE INSURANCE SAFETY PROGRAM
STATE OF NEW MEXICO
CONTINUOUS AIRFLOW INFLATABLE AMUSEMENT SAFETY
STANDARDS AND GUIDELINES

Portable, or air supported amusement rides, have become a common and popular form of entertainment for children in the Amusement Ride Industry. These portable, or air supported amusement rides, have alternative names or identifications, such as “Funhouses” or “Jump houses”, but amount to a structural and mechanical system that employs a high-strength fabric or treated surface that achieves its strength, shape or stability by pre-tensioning the structure with internal air pressure or inflation.

The Regulation and Licensing Department is providing Notice that portable or Air Supported amusement rides are subject to the requirements of the Carnival Ride Insurance Act and are also subject to common sense standards or guidelines, to ensure public safety and confidence in ride operation. These safety standards and guidelines are as follows:

1. **Anchors:** Anchoring Inflatable amusement rides are required to be anchored per manufacturer’s specifications, which includes all anchor points, unless otherwise designated and approved by the inflatable amusement manufacturer. Remember to secure with stakes, weight or an anchoring devise that meets, or exceeds, the requirements of the manufacturer, whether for indoor or outdoor operation.
2. **Tethering devises:** Inflatable Amusements are required to be tethered as per manufacturer’s specifications or directions. Tethering includes securing the inflatables at all elevated points where a tether can be attached to the outside of the inflatable.
3. **Take into account hazards or dangers:** Inflatable amusement operations, whether indoors or outdoors, must take into account all hazards or dangers, whether manmade or naturally occurring circumstances. Inflatable amusements should not be set-up where there are overhead power lines or there is danger in the inflatable amusement operation due to fire or electrical shortages, or overloads, regarding cord, plug, wiring or improper electrical grounding procedures. Natural hazards due to high velocity winds, or other severe inclement weather consideration, must be factored into the inflatable amusement operation to avoid unstable, or even “fly away”, inflatable amusement operations, where the incident of injury or harm to others is present.
4. **Maintenance:** Inflatable amusement operation must be free of rips, tears, separation or torn seams, or damage or impairment to blowers, baffles or to inflation tubes and are to be otherwise in good working order. In particular, attention should be directed to repairing or replacing worn or torn slide surfaces or at portable impact surface points, especially at entrance or exit locations.

Questions regarding the safe operation of inflatable amusement rides should be directed to the Program Administrator, Regulation and Licensing Department, at (505) 476-4853, or via email at paulina.robinson@state.nm.us.



ARTESIA FIRE DEPARTMENT

3300 W. MAIN STREET - SUITE F
ARTESIA, NM 88210
(575) 746-5051

Application for

Canopy

Tent

Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT Jason Tavera II PHONE # (575) 513-9684

ADDRESS _____

REASON FOR TENT/EVENT/CANOPIE fast pitch softball tournament

DATES: FROM August 1st, 2026 TO August 3rd, 2026

HOURS OF OPERATION 0700 - 2200

WILL FOOD BE COOKED OR SERVED? YES NO

WILL THERE BE ELECTRICITY REQUIRED? YES NO
(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT 

Permit Granted Date Permit Issued _____ Issued By _____
 Permit Denied Remarks _____

Canopy / Tent Requirements

Provide the following information to the Fire Department before a permit can be issued:

- A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
- A note on the submitted plans stating, "No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent."
- A note on the submitted plans stating "a 4A 60BC fire extinguisher (or equivalent) will be provided and mounted no higher than 48" above finished floor to the handle."
- Number (#) of canopies / tents and their sizes.
- If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- Occupant load signs will be printed by the Fire Department and placed at the tent entrances / exits.

Below are the Code sections from the 2009 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).

2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.

2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.

2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC *Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.

CERTIFICATE OF INSURANCE

Issue Date: 1/28/2026

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).

Producer: Edgewood Partners Ins. Center License #0B29370 10877 White Rock Road, Suite #300 Rancho Cordova, CA 95670 USSSA@epicbrokers.com	INSURERS AFFORDING COVERAGE INSURER A: Everest National Ins Co NAIC # 10120
Insured: United States Specialty Sports Association 5800 Stadium Parkway Melbourne, FL 32940 800-741-3014	

Coverages:

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.

INSR LTR	Type of Insurance	ADDL INSD	SUBR WVD	Policy Number	Policy Effective Date	Policy Expiration Date	Limits
A	Commercial General Liability Occurrence Basis	Y	Y	GCN0010798-261	1/1/2026	1/1/2027	Each Occurrence \$1,000,000 Damage to Rented Premises(ea occ) \$1,000,000 Med Exp (any one person) \$ Excluded General Aggregate \$5,000,000 Personal and Adv Injury \$1,000,000 Products - Comp/OP Agg \$1,000,000 Participant Legal Liability (Per Occurrence) \$1,000,000 Participant Legal Liability (Aggregate) \$3,000,000 Sexual Abuse & Molestation (Each Incident) \$1,000,000 Sexual Abuse & Molestation (Aggregate) \$2,000,000
A	Excess Liability			GCN0010197-261	1/1/2026	1/1/2027	Each Occurrence \$1,000,000 Aggregate \$1,000,000

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

The Field/Facility Owner shown as the certificate holder shall be an additional insured but only with respects to liability caused by the negligent acts or omissions of the named insured and only with respects to losses resulting from amateur play and practice during USSSA sanctioned activities occurring between the coverage effective date listed below and the policy expiration date. When required by written contract, Certificate Holder is included as additional insured with primary coverage and waiver of subrogation as respects to General Liability.

Certificate Holder: _____ Coverage Effective Date: 1/28/2026 2:29:00 PM

City of Artesia 803 S. 27th Artesia NM 88210	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
--	---

Certificate # USSSA-547219

Authorized Representatives: 



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 200 ft

Block off third entrance in the back.

- I - Barricades
- X - porta potties
- J - Trash trailer

CERTIFICATE OF INSURANCE

Issue Date: 1/28/2026

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).

Producer: Edgewood Partners Ins. Center License #0B29370 10877 White Rock Road, Suite #300 Rancho Cordova, CA 95670 USSSA@epicbrokers.com	INSURERS AFFORDING COVERAGE INSURER A: Everest National Ins Co NAIC # 10120
Insured: United States Specialty Sports Association 5800 Stadium Parkway Melbourne, FL 32940 800-741-3014	

Coverages:

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.

INSR LTR	Type of Insurance	ADDL INSD	SUBR WVD	Policy Number	Policy Effective Date	Policy Expiration Date	Limits
A	Commercial General Liability Occurrence Basis	Y	Y	GCN0010798-261	1/1/2026	1/1/2027	Each Occurrence \$1,000,000 Damage to Rented Premises(ea occ) \$1,000,000 Med Exp (any one person) S Excluded General Aggregate \$5,000,000 Personal and Adv Injury \$1,000,000 Products - Comp/OP Agg \$1,000,000 Participant Legal Liability (Per Occurrence) \$1,000,000 Participant Legal Liability (Aggregate) \$3,000,000 Sexual Abuse & Molestation (Each Incident) \$1,000,000 Sexual Abuse & Molestation (Aggregate) \$2,000,000
A	Excess Liability			GCN0010197-261	1/1/2026	1/1/2027	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule may be attached if more space is required)
 The Field/Facility Owner shown as the certificate holder shall be an additional insured but only with respects to liability caused by the negligent acts or omissions of the named insured and only with respects to losses resulting from amateur play and practice during USSSA sanctioned activities occurring between the coverage effective date listed below and the policy expiration date. When required by written contract, Certificate Holder is included as additional insured with primary coverage and waiver of subrogation as respects to General Liability.

Certificate Holder: _____ Coverage Effective Date: 1/28/2026 2:29:00 PM

City of Artesia 803 S. 27th Artesia NM 88210	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
--	--

Certificate # USSSA-547219

Authorized Representatives: 

CONSENT AGENDA
March 24, 2026

1. **Approval of Minutes** *March 10, 2026
2. **Consideration of Bids:**
3. **Contracts, Leases and Agreements:**
4. **Appointments:**
5. **Personnel Resignations, Hirings, Promotions, and Transfers:**
Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:
 - A. *Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. <u>Gabriel Chavez</u>	Water	Water Technician	\$2920.67 p/m CA13
2. <u>Ray Amaya</u>	Solid Waste	Equipment Operator I	\$2920.67 p/m CA13
 - B. Rehire:
 3. Nason, Marc Fire Division Fire Chief \$8694.68 p/m
F6 Step11
 - C. Ratification:
 - D. Promotion:
 - E. Demotion:
 - F. Transfer:
 - G. Resignation:
 1. Accept the resignation of Veronica Villa, Wastewater, Lab Technician, effective March 20, 2026.
6. **Dates of Hearing:**
7. ***Travel and Training:**
 - A. Police – Permission for one (1) employee to attend the Public/Open Records for Law Enforcement online training/webinar.
 - B. Police – Permission for one (1) employee to attend the Redacting and Releasing Law Enforcement Reports online training/webinar.
 - C. Police – Permission for two (2) employees to attend the Crime Scene Reconstruction 1 in Albuquerque, NM.
 - D. Fire – Permission for one (1) employee to attend the Ambulance Billing in Las Vegas, Nevada.
 - E. Finance – Permission for two (2) employees to attend the NMML CFOA Annual Spring Certification Meeting in Las Vegas, NM
 - F. Police – Permission for one (1) employee to attend the In Person Chief’s Association Meeting in Santa Fe, NM.
 - G. Solid Waste – Ratification of Mayor Henry’s approval for one (1) employee to attend the Transfer Station Certification in Santa Fe, NM.
 - H. Solid Waste – Permission for one (1) employee to attend the 2026 Compost Facility Operator Certification Course in Santa Fe, NM.
8. **Routine Requests for City Facilities:**
9. **Routine Resolutions (to be assigned a number by staff):**
10. **Budgeted Items:**
11. **Quarterly Journal Entries:**
12. **Non-budgeted Items:**
13. ***Payment of Bills**



City of Artesia
Position Hiring Process Review

Position: **Water Technician**

Posting: Internal External

Newspaper Advertising

Artesia Daily Press Roswell Daily Record Carlsbad Current Argus
 Albuquerque Journal New Mexico Press Other (please list)

Other Recruiting City Website Other (please list) Indeed.com

Applications: Total Applicants: **5** Internal Applicants: **0** External Applicants: **5**

Interview: Total Interviews: **2** Internal Applicants: **0** External Applicants: **2**

Pay Scale: Requested Starting Salary **\$2,920.67 per month CA13**

Within Current Pay Scale? Yes No
(if no please explain)

Above Entry Step: Yes No
(if yes please explain)



City of Artesia
Position Hiring Process Review

Position: Solid Waste Equipment Operator I

Posting: Internal External

Newspaper Advertising

Artesia Daily Press Roswell Daily Record Carlsbad Current Argus
 Albuquerque Journal New Mexico Press Other (please list)

Other Recruiting City Website Other (please list) Indeed.com

Applications: Total Applicants: **3** Internal Applicants: **0** External Applicants: **3**

Interview: Total Interviews: **3** Internal Applicants: **0** External Applicants: **3**

Pay Scale: Requested Starting Salary **\$2920.67 per month CA13**

Within Current Pay Scale? Yes No
(if no please explain)

Above Entry Step: Yes No
(if yes please explain)



City of Artesia
Position Hiring Process Review

Position: **Division Fire Chief**

Posting: Internal External

Newspaper Advertising

Artesia Daily Press Roswell Daily Record Carlsbad Current Argus
 Albuquerque Journal New Mexico Press Other (please list)

Other Recruiting City Website Other (please list) Indeed.com

Applications: Total Applicants: **3** Internal Applicants: **0** External Applicants: **3**

Interview: Total Interviews: Internal Applicants: **0** External Applicants: **1**

Pay Scale: Requested Starting Salary **\$8694.68 per month CAF6**

Within Current Pay Scale? Yes No
(if no please explain)

Above Entry Step: Yes No
(if yes please explain)

Due to experience



Expense Approval Report

By Fund

Payable Dates 3/11/2026 - 3/24/2026

Post Dates 3/11/2026 - 3/24/2026

Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
Fund: 101 - GENERAL FUND					
Department: 01 - Legislative					
88345	AVERY'S AWARDS	TROPHIES	101-01-46040	UNIFORMS	635.40
Department 01 - Legislative Total:					635.40
Department: 02 - Municipal Court					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-02-47150	COMMUNICATION EXPENSE	87.23
88377	SHARP ELECTRONICS CORPOR...	137-1987868-000	101-02-47120	COPIER LEASE	124.15
Department 02 - Municipal Court Total:					211.38
Department: 03 - Finance & Admin					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-03-47150	COMMUNICATION EXPENSE	-175.57
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-03-47150	COMMUNICATION EXPENSE	196.90
88373	OCHOA TINT & STRIPE	SUPPLIES	101-03-44040	VEHICLE MAINTAINENCE	10.00
88377	SHARP ELECTRONICS CORPOR...	137-1987865-000	101-03-44041	EQUIPMENT MAINTENANCE	124.15
88377	SHARP ELECTRONICS CORPOR...	137-1987878-000	101-03-44041	EQUIPMENT MAINTENANCE	267.23
88377	SHARP ELECTRONICS CORPOR...	137-1987879-000	101-03-44041	EQUIPMENT MAINTENANCE	124.15
88383	STERICYCLE	SERVICE	101-03-46010	OFFICE SUPPLIES	435.00
88372	NEW MEXICO GAS COMPANY	GAS BILL / 611 W. MISSOURI	101-03-47160	UTILITIES	31.07
88361	CENTURYLINK	CITY HALL FAX	101-03-47150	COMMUNICATION EXPENSE	274.95
Department 03 - Finance & Admin Total:					1,287.88
Department: 04 - Executive					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-04-47150	COMMUNICATION EXPENSE	84.25
Department 04 - Executive Total:					84.25
Department: 05 - Streets					
88351	ARC POWER LINE CONSTRUCT...	SERVICE	101-05-45030	PROFESSIONAL SERVICES	6,480.77
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-05-47160	UTILITIES	186.76
88373	OCHOA TINT & STRIPE	SUPPLIES	101-05-44040	GARAGE & MOTOR EXPENSE	108.30
88377	SHARP ELECTRONICS CORPOR...	137-1987876-000	101-05-47123	EQUIPMENT LEASES	313.46
Department 05 - Streets Total:					7,089.29
Department: 06 - Police					
88382	STARR JANITORIAL INC.	PULL TOWELS, WHITE LINER 1...	101-06-44010	BUILDING MAINTENANCE	325.52
88382	STARR JANITORIAL INC.	PREMIERE CENTER-PULL TOW...	101-06-44010	BUILDING MAINTENANCE	138.94
88369	KAUFMAN'S WEST	GONZALEZ PATROL UNI	101-06-46040	UNIFORM EXPENSE	508.20
88390	WALLACE, BARBARA	PATCHES & HEMS	101-06-46040	UNIFORM EXPENSE	90.00
88374	PECOS VALLEY BROADCASTIN...	FEB 0231	101-06-43022	RECRUITING EXPENSES	339.08
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-06-47150	TELEPHONE/CELL PHONE	2,554.39
88357	AT&T MOBILITY II LLC DBA AT...	287281394286	101-06-47150	TELEPHONE/CELL PHONE	529.37
88377	SHARP ELECTRONICS CORPOR...	137-1987863-000	101-06-44020	MAINTENANCE CONTRACTS	124.15
88377	SHARP ELECTRONICS CORPOR...	137-1987870-000	101-06-44020	MAINTENANCE CONTRACTS	354.85
88377	SHARP ELECTRONICS CORPOR...	137-1987871-000	101-06-44020	MAINTENANCE CONTRACTS	222.14
88377	SHARP ELECTRONICS CORPOR...	137-1987877-000	101-06-44020	MAINTENANCE CONTRACTS	249.12
88377	SHARP ELECTRONICS CORPOR...	137-1987947-000	101-06-44020	MAINTENANCE CONTRACTS	354.93
88361	CENTURYLINK	ANIMAL SHELTER	101-06-47150	TELEPHONE/CELL PHONE	177.28
88376	ROYAL RECOVERY, LLC	APP-26-0317	101-06-46015	OPERATIONAL SUPPLIES	206.13
Department 06 - Police Total:					6,174.10
Department: 07 - Fire					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-07-47150	TELEPHONE	40.54
88386	THE TRIZETTO GROUP, INC.	SERVICE	101-07-46019	AMBULANCE EXPENSE	211.43
88377	SHARP ELECTRONICS CORPOR...	137-1987864-000	101-07-44041	EQUIPMENT MAINTENANCE	252.41
Department 07 - Fire Total:					504.38
Department: 08 - Artesia Center					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-08-47150	TELEPHONE	93.38
88373	OCHOA TINT & STRIPE	SUPPLIES	101-08-44040	MAINTENANCE VEHICLES	43.32

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Payment Number	Vendor Name	Description (Item)	Account Number	Account Name	Amount
88377	SHARP ELECTRONICS CORPOR...	137-1987873-000	101-08-47120	COPIER LEASE	249.12
88361	CENTURYLINK	ARTESIA CENTER	101-08-47150	TELEPHONE	99.93
Department 08 - Artesia Center Total:					485.75
Department: 09 - Commission on Aging					
88373	OCHOA TINT & STRIPE	SUPPLIES	101-09-44040	VEHICLE MAINTENANCE	10.00
88377	SHARP ELECTRONICS CORPOR...	137-1987874-000	101-09-47120	RENT EQUIPMENT / MACHINE...	249.12
Department 09 - Commission on Aging Total:					259.12
Department: 10 - Library					
88370	MICROMARKETING LLC	SUPPLIES	101-10-46080	MATERIALS EXPENSE - BOOKS	99.40
88360	BLACKSTONE PUBLISHING	SUPPLIES	101-10-46080	MATERIALS EXPENSE - BOOKS	120.00
88373	OCHOA TINT & STRIPE	SUPPLIES	101-10-44040	VEHICLE MAINTENANCE	21.66
88377	SHARP ELECTRONICS CORPOR...	137-1987866-000	101-10-44020	MAINTENANCE CONTRACTS	180.47
88377	SHARP ELECTRONICS CORPOR...	137-1987867-000	101-10-44020	MAINTENANCE CONTRACTS	506.06
88368	GREY HOUSE PUBLISHING	SERVICE	101-10-45900	OTHER CONTRACTUAL SERVICE	1,295.00
88392	WORLD BOOK DIRECT MARKE...	SUPPLIES	101-10-46080	MATERIALS EXPENSE - BOOKS	1,279.00
88372	NEW MEXICO GAS COMPANY	205 W. QUAY	101-10-47160	UTILITIES	519.64
88361	CENTURYLINK	LIBRARY ALARM LINE	101-10-47150	TELEPHONE	88.64
88364	CREATIVE EMPIRE LLC DBA M...	SUPPLY	101-10-46080	MATERIALS EXPENSE - BOOKS	525.00
Department 10 - Library Total:					4,634.87
Department: 11 - Museum					
88377	SHARP ELECTRONICS CORPOR...	137-1987869-000	101-11-44020	MAINTENANCE CONTRACTS	222.14
88372	NEW MEXICO GAS COMPANY	GAS BILL/503 RICHARDSON ...	101-11-47160	UTILITIES	67.19
88361	CENTURYLINK	MUSEUM ANNEX	101-11-47150	TELEPHONE	204.08
88361	CENTURYLINK	HISTORICAL MUSEUM	101-11-47150	TELEPHONE	106.22
Department 11 - Museum Total:					599.63
Department: 13 - Garage					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-13-46900	OTHER SUPPLIES	46.69
88373	OCHOA TINT & STRIPE	SUPPLIES	101-13-44040	VEHICLE MAINTENANCE	21.66
Department 13 - Garage Total:					68.35
Department: 17 - Planning					
88384	TERRA HAVEN LANDSCAPING ...	REMOVAL AND DISPOSAL OF ...	101-17-45906	TRASH/DEBRIS & DEMOLITION	6,533.13
88384	TERRA HAVEN LANDSCAPING ...	REMOVAL AND DISPOSAL OF ...	101-17-45906	TRASH/DEBRIS & DEMOLITION	6,533.13
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-17-47150	TELEPHONE	196.90
88373	OCHOA TINT & STRIPE	SUPPLIES	101-17-44040	VEHICLE MAINTENANCE	64.98
88377	SHARP ELECTRONICS CORPOR...	137-1987872-000	101-17-44041	EQUIPMENT MAINTENANCE	249.12
88387	TRI GEN WEEDICATORS LLC	WEED SPRAYING ON 3/10/26	101-17-45906	TRASH/DEBRIS & DEMOLITION	3,078.67
Department 17 - Planning Total:					16,655.93
Department: 18 - Personnel					
88347	DELL MARKETING L.P.	Computer	101-18-45905	IT EXPENSES	144,428.00
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-18-47150	TELEPHONE	632.98
88373	OCHOA TINT & STRIPE	SUPPLIES	101-18-44040	VEHICLE MAINTAINENCE	10.00
Department 18 - Personnel Total:					145,070.98
Department: 21 - Facility Manintenance					
88363	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	186.03
88363	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	646.78
88363	CONSOLIDATED ELECTRICAL D	SUPPLIES	101-21-44010	FACILITIES MAINT	83.30
88375	PILOT THOMAS LOGISTICS, LLC..	FUEL	101-21-43030	GAS AND OIL	935.59
88391	WESSON ELECTRIC	SERVICE	101-21-44010	FACILITIES MAINT	13,434.20
88384	TERRA HAVEN LANDSCAPING ...	CITY HALL LANDSCAPING	101-21-44010	FACILITIES MAINT	515.63
88384	TERRA HAVEN LANDSCAPING ...	TEXAS STREET LANDSCAPE CL...	101-21-44010	FACILITIES MAINT	3,579.30
88384	TERRA HAVEN LANDSCAPING ...	TREE REMOVAL, TRIMMING &...	101-21-44010	FACILITIES MAINT	1,546.88
88350	ADVANTAGE HEATING & COOL..	SERVICE	101-21-44010	FACILITIES MAINT	681.96
88350	ADVANTAGE HEATING & COOL..	SERVICE	101-21-44010	FACILITIES MAINT	165.12
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	101-21-47160	UTILITIES	140.07
88373	OCHOA TINT & STRIPE	SUPPLIES	101-21-44040	VEHICLE MAINT	108.30
88362	COATS PLUMBING AND HVAC ...	REPAIR LEAK INFRASTRUCTUR...	101-21-44010	FACILITIES MAINT	138.01
88353	ARTESIA PLUMBING HEATING...	DRAIN CLEANED LIBRARY	101-21-44010	FACILITIES MAINT	156.09
88387	TRI GEN WEEDICATORS LLC	WEED SPRAYING ON 3/12/26	101-21-44010	FACILITIES MAINT	3,078.67

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88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE M...	101-21-44010	FACILITIES MAINT	119.49
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE A...	101-21-44010	FACILITIES MAINT	26.91
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE SA...	101-21-44016	FM POLICE	304.64
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE S...	101-21-44010	FACILITIES MAINT	119.49
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE W...	101-21-44010	FACILITIES MAINT	61.63
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE JC...	101-21-44010	FACILITIES MAINT	38.48
88362	COATS PLUMBING AND HVAC ...	WATER SOFTENER SERVICE IN...	101-21-44010	FACILITIES MAINT	26.91
Department 21 - Facility Manintenance Total:					26,093.48
Fund 101 - GENERAL FUND Total:					209,854.79
Fund: 217 - RECREATION FUND					
Department: 00 - Non Departmental					
88384	TERRA HAVEN LANDSCAPING ...	AQUATIC CENTER LANDSCAPI...	217-00-46010	SUPPLIES	3,023.75
88384	TERRA HAVEN LANDSCAPING ...	AQUATIC CENTER LANDSCAPI...	217-00-46010	SUPPLIES	3,023.75
88353	ARTESIA PLUMBING HEATING...	REPAIRED LEAK ON COMPRES...	217-00-46010	SUPPLIES	346.75
Department 00 - Non Departmental Total:					6,394.25
Fund 217 - RECREATION FUND Total:					6,394.25
Fund: 300 - CAPITAL IMPROVEMENT FUND					
Department: 00 - Non Departmental					
88346	COOPERATIVE EDUCATIONAL ...	1st Pickleball Court	300-00-48818	REPAIR LONESOME WELL 1	30,366.23
88384	TERRA HAVEN LANDSCAPING ...	LANDSCAPING	300-00-46025	AVTC GRANT	6,926.23
88384	TERRA HAVEN LANDSCAPING ...	SPRAY FOAM SHED, ELECTRIC...	300-00-40338	MY COMMUNITY GARDEN GA...	15,072.50
88384	TERRA HAVEN LANDSCAPING ...	AIRPORT TERMINAL PROJECT ...	300-00-48816	AIRPORT TERMINAL RENOVAT...	22,125.91
88352	ARDHAM TECHNOLOGIES, INC	MS UP GRADE THIN CLIENTS	300-00-48761	LIB WIRELESS NETWORK	2,714.40
88348	VEOLIA WATER TECHNOLOGIES...	W.W	300-00-48791	2 BLOWER RODS 33 URAI GRIT	21,429.15
88348	VEOLIA WATER TECHNOLOGIES...	W.W. Train 2 Gear Sole Source..	300-00-48791	2 BLOWER RODS 33 URAI GRIT	176,275.21
Department 00 - Non Departmental Total:					274,909.63
Fund 300 - CAPITAL IMPROVEMENT FUND Total:					274,909.63
Fund: 503 - WASTE WATER FUND					
Department: 00 - Non Departmental					
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	503-00-47150	TELEPHONE	140.07
88357	AT&T MOBILITY II LLC DBA AT...	287281394286	503-00-47150	TELEPHONE	83.74
88373	OCHOA TINT & STRIPE	SUPPLIES	503-00-44040	MAINT VEHICLE/FURN/EQUIP	108.30
88361	CENTURYLINK	WASTE WATER PLANT	503-00-47150	TELEPHONE	300.01
Department 00 - Non Departmental Total:					632.12
Fund 503 - WASTE WATER FUND Total:					632.12
Fund: 504 - SOLID WASTE FUND					
Department: 00 - Non Departmental					
88381	SOUTHWESTERN EQUIPMENT...	SUPPLIES	504-00-44040	VEHICLE MAINTENANCE	13,842.65
88375	PILOT THOMAS LOGISTICS, LLC..	FUEL	504-00-43030	GASOLINE & OIL EXPENSE	1,365.17
88388	TRIAD INDUSTRIAL CONSULTI...	SERVICE	504-00-44040	VEHICLE MAINTENANCE	2,798.00
88358	ATKINS ENGINEERING ASSOCI	SERVICE	504-00-46031	MONITOR LANDFILL EXPENSE	24,555.60
88385	TEXAS INDUSTRIAL SERVICES	SOLID WASTE	504-00-46040	UNIFORM EXPENSE	186.53
88385	TEXAS INDUSTRIAL SERVICES	SOLID WASTE	504-00-46040	UNIFORM EXPENSE	174.76
88385	TEXAS INDUSTRIAL SERVICES	SOLID WASTE	504-00-46040	UNIFORM EXPENSE	186.77
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	504-00-47150	TELEPHONE	93.38
88373	OCHOA TINT & STRIPE	SUPPLIES	504-00-44040	VEHICLE MAINTENANCE	10.00
88377	SHARP ELECTRONICS CORPOR...	137-1987875-000	504-00-44020	MAINT CONTRACTS	124.15
88365	CUMMINS INC. DBA CUMMIN...	SUPPLIES	504-00-44040	VEHICLE MAINTENANCE	4,981.82
88379	SHERWIN WILLIAMS CO	SUPPLIES	504-00-46903	GRAFFITI REMOVAL	5.39
88379	SHERWIN WILLIAMS CO	SUPPLIES	504-00-46903	GRAFFITI REMOVAL	65.37
88361	CENTURYLINK	TRANSFER STATION	504-00-47150	TELEPHONE	96.20
Department 00 - Non Departmental Total:					48,485.79
Fund 504 - SOLID WASTE FUND Total:					48,485.79
Fund: 505 - WATER FUND					
Department: 00 - Non Departmental					
88385	TEXAS INDUSTRIAL SERVICES	WATER DEPT	505-00-46040	UNIFORM EXPENSE	118.77
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	505-00-47160	UTILITIES	186.76

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88373	OCHOA TINT & STRIPE	SUPPLIES	505-00-44040	VEHICLE MAINTENANCE	10.00
88380	SOUTHEAST READI-MIX PROD...	SUPPLIES	505-00-44044	MANHOLE MAINTENANCE	745.00
88344	US POSTMASTER	CYCLE 2 UTILITY BILLING POS...	505-00-47070	POSTAGE	1,300.00
88361	CENTURYLINK	CITY HALL FAX	505-00-47160	UTILITIES	111.21
Department 00 - Non Departmental Total:					2,471.74
Fund 505 - WATER FUND Total:					2,471.74

Fund: 507 - AIRPORT FUND

Department: 00 - Non Departmental

88349	AARC ENVIRONMENTAL, INC.	SW QUARTERLY INSPECTION	507-00-45901	CBS ENVIRONMENTAL	550.00
88349	AARC ENVIRONMENTAL, INC.	ANALYTICAL MONITORING	507-00-45901	CBS ENVIRONMENTAL	310.00
88349	AARC ENVIRONMENTAL, INC.	SPCC INSPECTION	507-00-45901	CBS ENVIRONMENTAL	1,650.00
88354	ASCENT AVIATION GROUP, IN...	FUEL	507-00-47101	JET-FUEL EXPENSE	26,652.57
88355	AT&T MOBILITY II LLC DBA AT...	287281339595	507-00-47150	TELEPHONE	93.38
88373	OCHOA TINT & STRIPE	SUPPLIES	507-00-44040	VEHICLE MAINTENANCE	7.00
Department 00 - Non Departmental Total:					29,262.95
Fund 507 - AIRPORT FUND Total:					29,262.95

Fund: 510 - CEMETERY FUND

Department: 00 - Non Departmental

88355	AT&T MOBILITY II LLC DBA AT...	287281339595	510-00-47160	UTILITIES	93.38
88373	OCHOA TINT & STRIPE	SUPPLIES	510-00-44040	VEHICLE MAINTENANCE	7.83
88361	CENTURYLINK	WOODBINE CEMETERY	510-00-47160	UTILITIES	102.70
Department 00 - Non Departmental Total:					203.91
Fund 510 - CEMETERY FUND Total:					203.91
Grand Total:					572,215.18

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
101 - GENERAL FUND	209,854.79	209,854.79
217 - RECREATION FUND	6,394.25	6,394.25
300 - CAPITAL IMPROVEMENT FUND	274,909.63	274,909.63
503 - WASTE WATER FUND	632.12	632.12
504 - SOLID WASTE FUND	48,485.79	48,485.79
505 - WATER FUND	2,471.74	2,471.74
507 - AIRPORT FUND	29,262.95	29,262.95
510 - CEMETERY FUND	203.91	203.91
Grand Total:	572,215.18	572,215.18

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
101-01-46040	UNIFORMS	635.40	635.40
101-02-47120	COPIER LEASE	124.15	124.15
101-02-47150	COMMUNICATION EXPE...	87.23	87.23
101-03-44040	VEHICLE MAINTAINENCE	10.00	10.00
101-03-44041	EQUIPMENT MAINTENA...	515.53	515.53
101-03-46010	OFFICE SUPPLIES	435.00	435.00
101-03-47150	COMMUNICATION EXPE...	296.28	296.28
101-03-47160	UTILITIES	31.07	31.07
101-04-47150	COMMUNICATION EXPE...	84.25	84.25
101-05-44040	GARAGE & MOTOR EXP...	108.30	108.30
101-05-45030	PROFESSIONAL SERVICES	6,480.77	6,480.77
101-05-47123	EQUIPMENT LEASES	313.46	313.46
101-05-47160	UTILITIES	186.76	186.76
101-06-43022	RECRUITING EXPENSES	339.08	339.08
101-06-44010	BUILDING MAINTENANCE	464.46	464.46
101-06-44020	MAINTENANCE CONTRA...	1,305.19	1,305.19
101-06-46015	OPERATIONAL SUPPLIES	206.13	206.13
101-06-46040	UNIFORM EXPENSE	598.20	598.20
101-06-47150	TELEPHONE/CELL PHONE	3,261.04	3,261.04
101-07-44041	EQUIPMENT MAINTENA...	252.41	252.41
101-07-46019	AMBULANCE EXPENSE	211.43	211.43
101-07-47150	TELEPHONE	40.54	40.54
101-08-44040	MAINTENANCE VEHICLES	43.32	43.32
101-08-47120	COPIER LEASE	249.12	249.12
101-08-47150	TELEPHONE	193.31	193.31
101-09-44040	VEHICLE MAINTENANCE	10.00	10.00
101-09-47120	RENT EQUIPMENT / MA...	249.12	249.12
101-10-44020	MAINTENANCE CONTRA...	686.53	686.53
101-10-44040	VEHICLE MAINTENANCE	21.66	21.66
101-10-45900	OTHER CONTRACTUAL S...	1,295.00	1,295.00
101-10-46080	MATERIALS EXPENSE - B...	2,023.40	2,023.40
101-10-47150	TELEPHONE	88.64	88.64
101-10-47160	UTILITIES	519.64	519.64
101-11-44020	MAINTENANCE CONTRA...	222.14	222.14
101-11-47150	TELEPHONE	310.30	310.30
101-11-47160	UTILITIES	67.19	67.19
101-13-44040	VEHICLE MAINTENANCE	21.66	21.66
101-13-46900	OTHER SUPPLIES	46.69	46.69
101-17-44040	VEHICLE MAINTENANCE	64.98	64.98
101-17-44041	EQUIPMENT MAINTENA...	249.12	249.12
101-17-45906	TRASH/DEBRIS & DEMOL...	16,144.93	16,144.93
101-17-47150	TELEPHONE	196.90	196.90
101-18-44040	VEHICLE MAINTAINENCE	10.00	10.00
101-18-45905	IT EXPENSES	144,428.00	144,428.00
101-18-47150	TELEPHONE	632.98	632.98

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
101-21-43030	GAS AND OIL	935.59	935.59
101-21-44010	FACILITIES MAINT	24,604.88	24,604.88
101-21-44016	FM POLICE	304.64	304.64
101-21-44040	VEHICLE MAINT	108.30	108.30
101-21-47160	UTILITIES	140.07	140.07
217-00-46010	SUPPLIES	6,394.25	6,394.25
300-00-40338	MY COMMUNITY GARD...	15,072.50	15,072.50
300-00-46025	AVTC GRANT	6,926.23	6,926.23
300-00-48761	LIB WIRELESS NETWORK	2,714.40	2,714.40
300-00-48791	2 BLOWER RODS 33 URAI...	197,704.36	197,704.36
300-00-48816	AIRPORT TERMINAL RE...	22,125.91	22,125.91
300-00-48818	REPAIR LONESOME WELL..	30,366.23	30,366.23
503-00-44040	MAINT VEHICLE/FURN/...	108.30	108.30
503-00-47150	TELEPHONE	523.82	523.82
504-00-43030	GASOLINE & OIL EXPENSE	1,365.17	1,365.17
504-00-44020	MAINT CONTRACTS	124.15	124.15
504-00-44040	VEHICLE MAINTENANCE	21,632.47	21,632.47
504-00-46031	MONITOR LANDFILL EXP...	24,555.60	24,555.60
504-00-46040	UNIFORM EXPENSE	548.06	548.06
504-00-46903	GRAFFITI REMOVAL	70.76	70.76
504-00-47150	TELEPHONE	189.58	189.58
505-00-44040	VEHICLE MAINTENANCE	10.00	10.00
505-00-44044	MANHOLE MAINTENAN...	745.00	745.00
505-00-46040	UNIFORM EXPENSE	118.77	118.77
505-00-47070	POSTAGE	1,300.00	1,300.00
505-00-47160	UTILITIES	297.97	297.97
507-00-44040	VEHICLE MAINTENANCE	7.00	7.00
507-00-45901	CBS ENVIRONMENTAL	2,510.00	2,510.00
507-00-47101	JET-FUEL EXPENSE	26,652.57	26,652.57
507-00-47150	TELEPHONE	93.38	93.38
510-00-44040	VEHICLE MAINTENANCE	7.83	7.83
510-00-47160	UTILITIES	196.08	196.08
	Grand Total:	572,215.18	572,215.18

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	572,215.18	572,215.18
Grand Total:	572,215.18	572,215.18

ORDINANCE NO. 1147

AN ORDINANCE CHANGING THE ZONING MAP OF THE CITY OF ARTESIA, NEW MEXICO, BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY

WHEREAS, the Planning and Zoning Commission of the City of Artesia, New Mexico having considered and recommended for approval the change of zoning classification of a certain property described hereinafter to the City Council of the City of Artesia, New Mexico at its meeting held on February 18, 2026; and

WHEREAS, the City Council of Artesia, New Mexico considered the change of zoning classification and changing of the zoning map at a public hearing at its regular meeting held on March 24th, 2026, in accordance with Artesia City Code and New Mexico State Statute.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Artesia, New Mexico, that it has consented and approved the change of zoning classification of the property more particularly described hereinafter:

1. That the zoning classification be and is hereby changed from **“R-1B” Single-family district to “C” Commercial** for the following described property:
Lots 22 , 23 & 24 of Block 6, Fairacres (Blocks 1 thru 6), Quarter: SW S:17 T:17S R:26E
2. That the official zoning map of the City of Artesia, New Mexico be amended to reflect the zone change made hereinabove.

PASSED, ADOPTED AND APPROVED this 24th day of March 2026.

CITY OF ARTESIA, NEW MEXICO

Jonathan Henry, Mayor

ACKNOWLEDGMENT

STATE OF NEW MEXICO)
COUNTY OF EDDY)

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____
2026 BY **JONATHAN HENRY - MAYOR OF THE CITY OF ARTESIA.**

MY COMMISSION EXPIRES:

NOTARY PUBLIC:



CITY OF ARTESIA
Community Development Department

MEMORANDUM

TO: Mayor Henry and City Council

FROM: Byron Landfair, Infrastructure Director
Anna Iglesias, City Planner

DATE: March 24th, 2026

SUBJECT: Consideration and recommendation of Case No. 26-04,
Zone Change from "R1-B" Single Family District to "C"
Commercial

Case No. 26-04

Request: Consideration and recommendation of Case No. 26-04, Zone Change from "R1-B" Single Family District to "C" Commercial

Location: 2 lots W Of 1206 W Hermosa Dr and 1 lot W of 1209 W Sears

Legal: Lots 22, 23 & 24 of Block 6, Fairacres (Blocks 1 Thru 6), Quarter: SW S: 17 T: 17S R: 26E

Owners: B. YOUNG PROPERTIES, LLC

ACTION: TO RECOMMEND APPROVAL OR DENIAL OF THE REQUEST

The applicant is requesting a Zone Change from "R1-B" Single Family District to "C" Commercial on approximately 0.609 combined acres more or less. The properties are located on the Northeast corner of the 13th Street and Hermosa Avenue intersection.

The properties were used as extra parking for the Church of Christ and have been bought by B. Young Properties LLC. The future land use map of the comprehensive plan designates the site as Institutional.

The future owners are planning to build a spa/professional space which a "spa" is only permitted on a type "C" Commercial District.

The property is within Zone X of the FEMA Flood Insurance Rate Map, meaning that there is minimal flood hazard in the area.

Staff is in support of this zoning district designation request. Planning and Zoning Commission recommended approval on their regular February 18th, 2026, meeting.

CITY OF ARTESIA - BUILDING PERMIT
DEPARTMENT OF BUILDING PERMITS & INSPECTION
15 E Compress Rd, Artesia NM 88210
Permit #: 20260022

Project Address: W. of 1206 W. Hermosa Dr. Permit Type: Zone Change

Project Description: Zone Change from R1B to Commercial

Name of Owner: Church of Christ Date Issued: 01/20/2026

Contractor: Home Owner License #: 360870

Subdivision: Lot:

Block:

Zoning Classification: Occupancy Use:

Construction Type:

Building Classification: Residential Square Feet:

Flood Zone: X

Building Official: Don Plotner Project Valuation: 0

Permit Fee: \$300.00



Building Official - City of Artesia

Final Inspection

Date

City of Artesia

Application for a Zone Change

Type or Print in BLACK or BLUE ink only:

1. <u>B. Young Properties LLC</u> Property Owner's Name	Address <u>2209 W. Hermosa dr.</u> City/State/Zip <u>Artesia, N.M. 88210</u> Phone # <u>575-365-7393</u>	CASE No. <u>210-04</u> DATE: <u>1/29/2016</u> Flood Zone: <input checked="" type="checkbox"/>
2. <u>BRAD Young</u> Property Owner's Name	Address _____ City/ State/Zip _____ Phone # _____	

_____ Agent's Name Address _____ City/ State/Zip _____ Phone # _____	Current Zoning District: <u>R-1B</u> Proposed Zoning District: <u>C commercial</u>	\$300 Application fee <input checked="" type="checkbox"/>
--	---	--

Address and Legal Description of Proposed Zone Change Area: (Lot/Block/Subdivision, or ¼ ¼ Section-Township/Range)

W 1206 W. Hermosa Ave. Fair Acres (Blks 1 Thru 6)
Lots 22, 23 and 24

Reason for the Request: (Please attach extra sheet if necessary)

Change from R-1B to Commercial
To build spa/professional spaces

Proposed Zone Change Area:
 (1 acre =43,560 square foot)

Sq. Ft. 26,518

Acres _____

FUTURE LAND USE PLAN

Residential Commercial Industrial Public
 Park & Open Space Religious Institution Cemetery Mix Use
 Mobile Home Hospital Parking Undetermined

SHADED AREA FOR STAFF ONLY

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By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.

<u>Brad Young</u> 1. Property Owner's Signature	_____ Agent's Signature	_____ 2. Property Owner's Signature
--	----------------------------	--

Lots 22, 23 & 24 Block 6 FAIRCARES



02/07/2025 - 02/23/2025

THE PLANNING AND ZONING COMMISSION
MEETING MINUTES
February 18, 2025

Commissioners Present: Chairman Richard Price, Paul Alvarez, Trinidad Malone, Ottie Speir, Steve Moreno

City Staff Present: Anna Iglesias-City Planner
Allison Sanchez-Senior Administrative Assistant

Guests Present: Brad Young, Nolan Young, Kristen Young

Chairman Richard Price called the meeting to order at 2:00 P.M.

Upon roll call it was determined that a quorum was present. The agenda was approved as written.

A motion to approve the December 17, 2025 meeting minutes, as presented, was made by Mr. Price and seconded by Mr Moreno; unanimously approved.

Consideration and recommendation of Case No. 26-04, Zone Change from "R1-B" Single Family District to "C" Commercial. Location: 2 lots W Of 1206 W Hermosa Dr and 1 lot of 1209 W Sears. Legal: Lots 22, 23 & 24 of Block 6, Fairacres (Blocks 1 Thru 6), Quarter: SW S: 17 T: 17S R: 26E. Owners: CHURCH OF CHRIST, BRAD YOUNG

The applicant is requesting a Zone Change from "R1-B" Single Family District to "C" Commercial on approximately 0.609 combined acres more or less. The properties are located on the Northeast corner of the 13th Street and Hermosa Avenue intersection. The properties were used as extra parking for the Church of Christ and are in the process of being purchased pending approval of the zone change. The future land use map of the comprehensive plan designates the site as Institutional.

The future owners are planning to build a spa/professional space which a "spa" is only permitted on a type "C" Commercial District.

The property is within Zone X of the FEMA Flood Insurance Rate Map, meaning that there is minimal flood hazard in the area.

Staff is in support of this zoning district designation request.

City Planner Anna Iglesias asked Mr Young if the sale of the property had finalized and he responded yes the sale had closed.

Mr. Price made the motion to recommend approval to the council; seconded by Mr. Speir

The vote was unanimous.

Other Business: None

Meeting was adjourned at 2:04 P.M.

These minutes were reviewed and approved without changes during the meeting of _____, 2026

Chair or Vice-Chair

Commissioner



GRANT AGREEMENT

March 5, 2026

City of Artesia, New Mexico

Mayor Jon Henry,

We at PY Foundation want to acknowledge the hard work and service of our Artesia First Responders and thank them for making our community a safer place to live. Given the current events our country is facing, we know First Responders are choosing to stay in a career where they risk their lives, because they are passionate about what they do, and they care about their community.

We believe this partnership will help the Artesia Police and Fire Departments recruit and retain Certified Firefighters and Sworn Police Officers.

PY Foundation (Foundation), is pleased to inform you that the Foundation approved a grant of up to a maximum amount of *Two Million Five Hundred Eighty-Five Thousand Seven Hundred Forty Dollars* (\$2,585,740), (Grant Funds), payable annually, in the years 2026 through 2030, if fully awarded, as further specified below, to the City of Artesia, New Mexico (City), for:

- First Responder Recruiting & Retention Program (***Project***)

subject to the terms and conditions set forth in this Grant Agreement. It is the purpose and intent of the Foundation that the Grant Funds be used for recruiting and retention initiatives specific to Fire and Police Department First Responders. This grant is for city employees in the following positions:

- Certified Firefighters/EMT's
- Sworn Police Officers

The Grant Funds may not be used to replace any portion of recurring, budgeted employee pay and benefits for said employees. In addition, the Grant Funds may not be used in part or in whole in lieu of general adjustments to pay applicable to other employees, such as cost-of-living increases, general salary increases for all City employees, and increases in position pay scales.

The city may provide non-routine like kind incentives for other employees without effecting the amounts paid to the first responder positions covered by this program, (meaning that the city may exclude First Responders from the like-kind incentives paid by the city. The city also may include First Responders covered in this program in such other like-kind incentives.

GENERAL TERMS & CONDITIONS

REPORTING SCHEDULE: Grant Funding is subject to your compliance with this Agreement, including your achievement, and the Foundation's approval, of any applicable targets, milestones, and reporting deliverables required under this Agreement. The Foundation may, in its reasonable discretion, modify payment dates or amounts and will notify you of any such changes.

Unless otherwise agreed, the City is required to submit quarterly reports within thirty (30) days after the close of each quarter, during each year Grant Funding is received, beginning with the quarter ending December 31, 2026. A final report shall be submitted no later than 30 days after the final payment of Grant Funds. Reports should include two sections:

- **Narrative report** – Reports on the outcomes and results achieved related to the goals and objectives of the *Project*; any problems or unexpected outcomes encountered during the grant period; the impact of the grant; and any future plans for the *Project*.
- **Financial report** – This section provides financial information on how the Grant Funds were expended. The financial report should be presented on a single page.

USE OF FUNDS: All Grant Funds under this Agreement are to be used to fund the *Project* identified above. You may not use any Grant Funds for any purpose other than the *Project*. While the Foundation understands that Grantees may participate in the public policy process, consistent with its tax-exempt status, Grantee may not use any Grant Funds to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drives. You may not use Grant Funds to pay litigation expenses, costs, legal fees, or damage awards the City of Artesia may incur.

MONITORING, REVIEW, AND AUDIT: The Foundation may monitor and review your use of the Grant Funds, performance of the *Project*, and compliance with this Agreement, which may include on-site visits to assess various aspects of the City's governance, management, and operations, and to discuss the *Project*, department finances, and other records or materials.

TERMINATION: The Foundation may modify, suspend, or discontinue any payment of Grant Funds or terminate this Agreement without notice upon the occurrence of any of the following: (a) the Foundation is not reasonably satisfied with your progress on the *Project*; (b) there are changes to your leadership or organization that the Foundation reasonably believes may threaten the *Project's* success; (c) you fail to comply with this Agreement.

SPECIFIC TERMS & CONDITIONS

SPECIFIC USES OF GRANT FUNDS: All Grant Funds received under this Agreement are to be segregated by the City of Artesia from its general funds and placed in a restricted account to be used only for the *Project*. Specifically, the City shall establish an account from which it will pay retention compensation to City employees in the following positions: (a) sworn police officer positions, (b) certified firefighters.

The City shall ensure payment of retention compensation to only eligible employees who meet the criteria established by the Artesia Fire Department Chief and the Artesia Police Department Chief, and who are employed by the City on the date such compensation is determined to be paid to eligible employees.

If any Grant Funds are not awarded by the City for any reason, including, but not limited to, there being no person(s) then employed in one or more of the eligible positions, such Grant Funds shall not be awarded by the Foundation, or if already paid, shall be refunded to the Foundation by the City within thirty (30) days of a written request from the Foundation. Any Grant Funds not awarded in any year are **not** carried over to any subsequent year of the *Project*.

SPECIFIC AMOUNTS TO BE AWARDED: The *Project* may run for up to five (5) years beginning in November 2026. The maximum amount of Grant Funds that may be awarded in any year shall be:

Year 1—November 2026	\$517,148
Year 2—November 2027	\$517,148
Year 3—November 2028	\$517,148
Year 4—November 2029	\$517,148
Year 5—November 2030	\$517,148

PAYMENT OF GRANT FUNDS: The City shall request Year 1 funding by October 31, 2026. The City shall submit its request to the Foundation in writing and include the following information: (i) total amount of Grant Funding requested, (ii) the number of qualifying employees who will receive compensation from the City pursuant to the *Program*, and (iii) how much the City will compensate each eligible employee (without names or other identifying information). Requests for funding in subsequent years shall be submitted in the same manner each October, along with the most recent quarterly report required under this Grant Agreement. Grant Funds for any of Years 2 through 5 shall be approved and paid only upon the Foundation's review of the report and its satisfaction with the City's performance of the *Program*, in the sole discretion of the Foundation.

EXPIRATION: Funding for this grant will expire on the earlier of (i) termination of this Grant Agreement under any of its terms; (ii) full disbursement of up to \$2,585,740 under the terms of this Grant Agreement; or (iii) December 31, 2030.

OTHER TERMS AND CONDITIONS: By making this grant, the Foundation assumes no responsibility for any employment claims, injuries, damages, or liabilities (including but not

limited to attorneys' fees and costs), arising, directly or indirectly, out of this grant (Grant Related Liabilities). The City hereby indemnifies and hold harmless the Foundation, its board of directors, officers, employees, and agents from any Grant Related Liabilities. By accepting the grant, the City agrees that, in addition to accepting the General and Specific Terms & Conditions, the City will not use the Grant Funds to replace any portion of recurring, budgeted employee pay and benefits for the positions eligible to receive payments from the Grant Funds. The City further agrees that the City will not exclude positions eligible to receive Grant Funds from receiving salary adjustments generally applicable to City employees regardless of department, such as cost-of-living increases, general salary increases for all City employees, and increases in position pay scales.

[SIGNATURE PAGE FOLLOWS]

ACCEPTANCE AND ACKNOWLEDGMENT OF GRANT AGREEMENT

Chief Kevin Hope

Dated

Chief Kirk Roberts

Dated

Jon Henry, City of Artesia Mayor

Dated

Sandra Borges, Manager
PY Foundation

Dated

Peyton Yates, President
PY Foundation

Dated



CITY OF ARTESIA

MEMORANDUM

TO: Mayor Henry & City Council

FROM: Byron Landfair, Infrastructure Director
Anna Iglesias, City Planner

DATE: March 18th, 2026

SUBJECT: Consideration and recommendation of Case No. 26-01, Final Plat for Legends Subdivision Unit 1 and Annexation.

Case No. 26-01

Request: **Final Plat for Legends Subdivision Unit 1 and Annexation**

Location: South of 2519 W Hermosa Ave.

Legal: Tract 1 of Lewis/Champion, ABO Baptist Church, Bristow Boundary Adjustment Survey Containing 47.651 acres as filed in Cabinet 6 Slide 120-1 of the Eddy County Clerk's Records, and a portion of the SE/4 NW/4 of Section 19-T17S-R26E, N.M.P.M County of Eddy, State of NM.

Owners: City of Artesia

ACTION: TO RECOMMEND APPROVAL OR DENIAL OF THE REQUEST

The City of Artesia is requesting approval of the final plat and the annexation of the Legends Subdivision Unit 1, a 74-lot subdivision located on approximately 16.960 of the 54.811 vacant acres in Artesia NM, Eddy County located south of 2519 W Hermosa Dr. The size of each lot will be a minimum of 5,998 sf. The zoning will be assigned R2 – General Residential District, the minimum lot size and lot width requirements are 50 x120. The area was included for future land use designation as Mixed Use and Low Density Residential in the City's Comprehensive Plan as area 3. The proposed development is consistent with several of the developed lots in the vicinity.

The property is within Zone X of the FEMA Flood Insurance Rate Map, meaning that there is minimal flood hazard in the area. The streets will have right-of-way widths of 50'. Access into the subdivision will be from 26th Street. The subdivision will have 5 new streets that will be named on the final plat public hearing. The subdivision will be developed so that drainage will flow to the east, and 3 retention ponds will be constructed at the east end of all 3 Streets.

Water, gas, and electric services are in the Street. Sewer line runs east to west straight through the middle of the subdivision.

Annexation for this property had already been approved by Planning and Zoning Commission at their regular meeting on July 19th, 2023, and City Council also approved the annexation at a public hearing on September 10, 2024, the previous owner failed to file the Ordinance within the time limit of one year. The City of Artesia is requesting to rescind Ordinance 1136 with a new Ordinance under the new owner/applicant as the City of Artesia, the Ordinance will be filed accordingly.

The preliminary plat as the Legends Subdivision was approved at Planning and Zoning Committee Meeting on November 20th, 2024. The City Council approved the preliminary plat at the public hearing January 13th, 2026.

Staff is in support of the final plat along with the Annexation. Planning and Zoning Commission recommended approval at their regular meeting on March 18, 2026.



CITY OF ARTESIA
Community Development Department

MEMORANDUM

TO: Mayor Henry and City Council

FROM: Byron Landfair, Infrastructure Director
Anna Iglesias, City Planner

DATE: March 24, 2026

SUBJECT: Consideration and recommendation of Case No. 26-05,
Zone Change from "SA-2" Suburban Acreage Type 2 to
"MH" Mobile Home District

Case No. 26-05

Request: Consideration and recommendation of Case No. 26-05, Zone
Change from "SA2" Suburban Acreage Type 2 to "MH" Mobile
Home District

Location: 2613 W Quay Avenue

Legal: Lot 4, Block 1 of the Waller #2 Replat N2 Lorts 35-39 Block 1 of the
NE Quarter, Section 13, Tract 17S, Range 25E

Owners: Perez, Secundino Sr & Perez, Henry

**ACTION: TO RECOMMEND APPROVAL OR DENIAL OF THE
REQUEST**

The applicant is requesting a Zone Change from "SA-2" Suburban Acreage Type 2 to "MH" Mobile Home District on approximately 0.14 acres more or less, it is an average 60' X 100' lot. Per Title 9, Chapter 8, Ordinance 969 adopted 6-9-2015 it is unlawful for any person, firm, association or corporation to place, keep or maintain any occupied or

unoccupied singlewide manufactured home or single or double wide mobile home, upon any lot, piece or parcel of ground within the city that is not in a legal manufactured mobile home district.

The property has a single wide mobile home on it at this time, which was placed before the Ordinance (Ord.969) was adopted. The applicant wants to remove the old single wide that is occupied by a disabled family member and install a brand new single wide. He is aware that a double wide manufactured home is acceptable in the current zoning, but the cost compared to a single wide is not affordable for a disabled person's income.

The requested zoning is likely in this neighborhood there is a large amount of Mobile Home District zoned lots just southwest from this property.

The future land use map of the city's Comprehensive Plan designates the site as Medium-Density Residential.

The property is within Zone X of the FEMA Flood Insurance Rate Map, meaning that there is minimal flood hazard in the area.

Staff is in support of this zoning district designation request. Planning and Zoning Commission recommended approval at their regular meeting on March 18, 2026.



**Alcoholic Beverage Control Division
Floor Plan Expansion/Change Intake Application**



Application Number: PAR-0000410886

Permanent Change of Floor Plan or Expansion of a Liquor Licensed Premise Application

\$75.00 Fee: all fees non-refundable | NMAC 15.10.32.12 | NMAC 15.10.32.13 | NMAC 15.10.32.14

- The licensee may not serve or sell alcohol in the proposed new area until written approval and a new approved floor plan is received. A licensee must show proof of the entire enclosure for any proposed outdoor areas and any expansion. A site inspection may be required before approval is granted.
- Licensee must obtain written approval and receive a new stamped approved floor plan issued by ABC's staff to begin sales or service of alcohol in the changed or expanded areas.
- 15.11.2.10 FLOOR PLAN: All licensees and their employees shall have access on the licensed premises to a hard copy of the current floor plan approved by the division.

Business Name: WALMART STORES EAST, LP

Licensee DBA Name: WALMART SUPERCENTER #3427

Lessee:

License Number: DIS-000815

Licensee Type: Dispenser

License Status: Active

Premises Address: 604 NORTH 26TH STREET, Artesia, NM 88210

Premises County: Eddy

Premises Local Option District: Artesia

Contact Name: Walmart Licensing

Contact Email: complic@wal-mart.com

Contact Phone: (479) 360-3604

Please specify the appropriate reason for this application? Expanding Floor Plan Reducing Floor Plan Changing Floor Plan

Effective Date of Change: 10/15/2026

Reason for Change: EXPANDING ONLINE PICKUP DELIVERY AREA OF 3809 SQ FT. ALCOHOL AREA REMAINING THE SAME.

Square Footage (Current): 158114

Square Footage (Adding/Changing): 3809

Final Square Footage: 161923

Has the expansion/change of floor plan resulted in change of premises street address? No

Will the proposed expansion bring the licensed premises within 300 feet of a church or school? No

Do you understand that if the change or expansion of the licensed premises is twenty-five (25%) or more of the total existing square footage, the Director may require the licensee to file an application for a Transfer of Location? Yes

Do you attest that the requested change meets the definition of 'licensed premises' in NMSA 1978 60-3A-3(O), which states in part 'licensed premises means the contiguous areas of the structure and the grounds that are under the direct control of the licensee.' Yes

Has there been any change in ownership or operation of Licensee? No

Specify your role with respect to license for which you are requesting the change? Owner Lessee Resident Agent

Required for Expansions Only | Local Option District Review

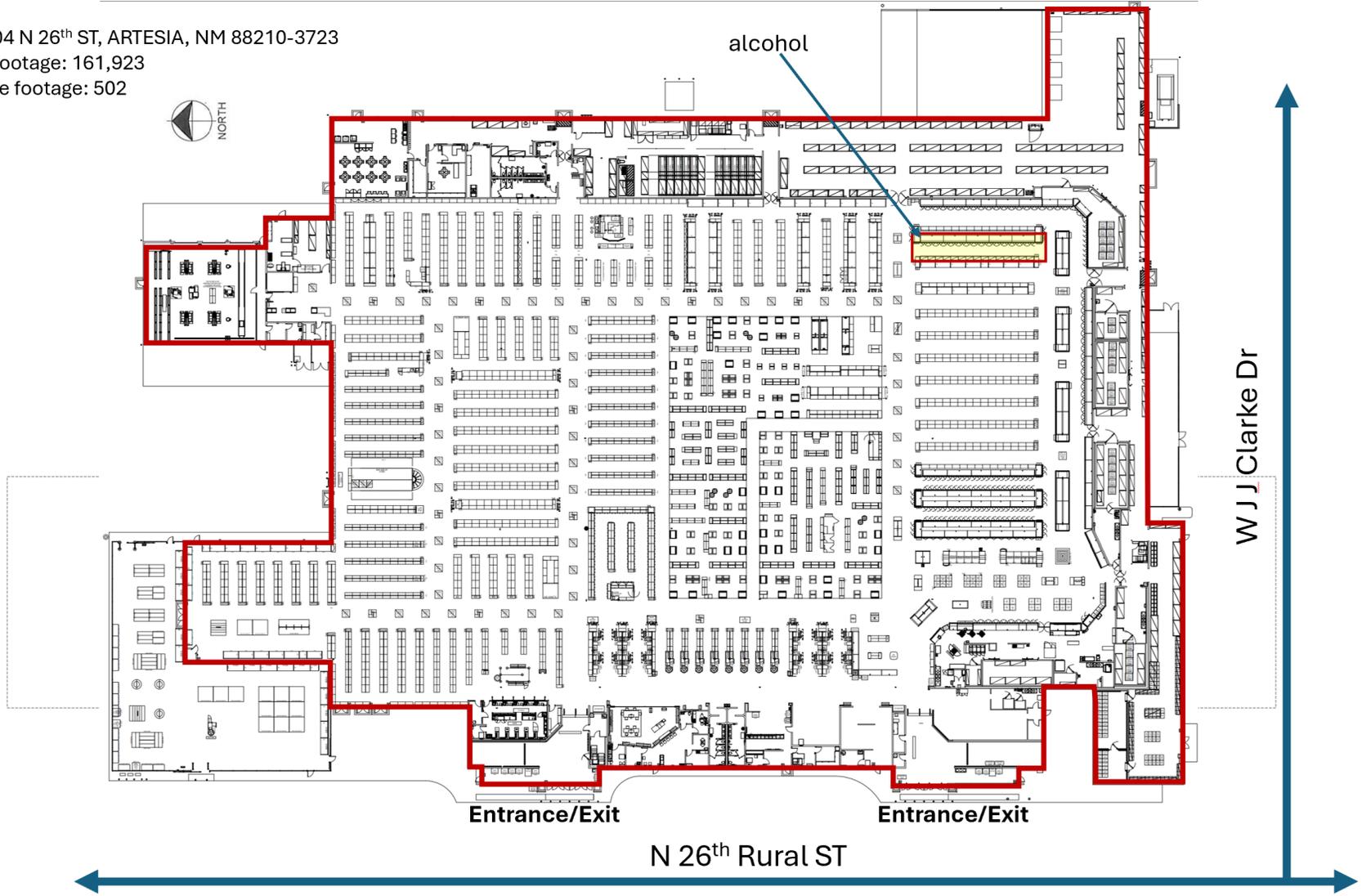
Local Governing Body of: _____ Village, County, City Check one: Approved Disapproved

Signature and Title of Village/County/City Official: _____ Date: _____

Walmart# 3427 - 604 N 26th ST, ARTESIA, NM 88210-3723

Total store square footage: 161,923

Total alcohol square footage: 502



From: Allison Sanchez
To: Mayor; impala.65.im@gmail.com; raul.rodriguez<rodriguez_8@hotmail.com>; George Mullen; Jarrod Moreau; Wade Nelson; jeffv.64@hotmail.com; dickie.townley; Michael Bunt
Cc: Summer M. Valverde
Subject: Walmart
Date: Thursday, March 19, 2026 4:46:24 PM
Attachments: image001.png

Good afternoon, please see the attached photo. The distance between the nearest church and Walmart is 415.7 ft. It is not within the 300 ft. State requires a separation of 300 ft. (NMSA 60-6B-10). If you have any other questions, please let me know. Thank you and have a great day!



INFRASTRUCTURE
DEPARTMENT

Sunny Sanchez

Senior Administrative Assistant
Infrastructure Department

575-748-0267

avsanchez@artesianm.gov

15 E. Compress
Artesia, NM 88210

www.artesianm.gov

Social Media | [@ArtesiaGovInfrastructure](https://twitter.com/ArtesiaGovInfrastructure)

LEASE OF REAL PROPERTY

This Lease of Real Property is made between the City of Artesia, New Mexico, 511 W. Texas Ave., Artesia, NM 88210, hereinafter called "Lessor", and Youth Development Inc., a New Mexico Non-Profit Corporation, c/o 3411 Candelaria NE Suite J, Albuquerque, NM 87107, hereinafter called "Lessee", effective the date as set forth hereafter and the execution hereof by both parties.

RECITALS.

- I. Lessor is the Owner of the lands described hereafter and desires to lease the premises to Lessee for Lessee's use and the mutual benefit of both parties and the public.
- II. Lessee desires to lease the lands with the improvements located thereon for the purposes of providing Head Start Services to Artesia and its surrounding area's children.
- III. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. **SUBJECT AND PURPOSE.** Lessor leases to Lessee, for Lessee's business purposes, the following described lands located in the City of Artesia, New Mexico:

The Surface Estate Only of:

All of Block 8, and Lots 4, 5, 6, 7, 8, 9, 10, 11, and 12 of Block 9, Artesia Heights Addition the to the City of Artesia, New Mexico, as shown on the official plat thereof on file in the County Clerk's Office of Eddy County, New Mexico.

2. **TERM AND RENT.** Lessor leases the above premises for a term of five (5) years, commencing on the date of the execution hereof by both parties and terminating five (5) years from said date of commencement, unless renewed by the parties. The foregoing lease is at annual rental of _____ and No/100ths dollars (\$ _____) payable in advance, on or before the commencement date set forth above, and payable in the same amount annually thereafter on the same date. All rental payments shall be made to Lessor at 511 W. Texas Ave., Artesia, NM 88210Attn.: Artesia Treasurer.
3. **ADDITIONS AND IMPROVEMENTS TO AND ON THE LEASED PROPERTY.** Any buildings or improvements currently existing on the property or placed on the lands subsequently shall remain/become the property of Lessor. Lessee shall discuss with Lessor any improvements it intends to make on the leased property, prior to commencement of same. Additionally, Lessee shall not allow liens of any nature to be placed on the premises during the term of this Lease.

All charges, costs and expenses that Lessee assumes or agrees to pay hereunder, together with all interest and penalties that may accrue thereon in the event of the failure of Lessee to pay those items, and all other damages, cost, expenses and sums that Lessor may suffer or incur or that may become due by reason of any default of Lessee or failure to cure or that may become due by reason of any default of Lessee or failure by Lessee to comply with the terms and conditions of this Lease, shall be deemed to be additional rent, and in the event of non-payment, Lessor shall have all the rights and remedies as allowed by law.

4. **ALTERATIONS, ADDITIONS AND IMPROVEMENTS.** As concerns any alterations, additions or improvements, Lessee shall place no permanent structures on the leased premises without the prior written consent of Lessor. All alterations, additions or improvements placed on the leased premises, or work undertaken on the leased premises, shall be performed in a workmanlike manner.
5. **REPAIRS.** Lessee shall be solely responsible for the repair and maintenance of the property described above being leased to Lessee and Lessee shall maintain the property in a good state of repair at its sole expense.
6. **TAXES.** Ad valorem taxes and assessments, **if any**, shall be the responsibility of Lessor.
7. **UTILITIES.** All applications and connections for utility services on the leased property shall be made in the name of Lessee only and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and/or telephone.
8. **INSURANCE.** During the term of the lease and for any further time that Lessee shall hold the leased property described herein-above, Lessee shall obtain and maintain, at a minimum, and at its expense the following insurance coverage.
 - a. **Personal Injury and property damage insurance.** Lessee shall obtain and keep in force, liability insurance coverage for bodily injury and property damage that may occur on the leased property with limits in an amount not less than \$2,000,000.00. Lessor shall be named on said policy as an additional insured. Proof of such coverage shall be provided to Lessor by Lessee.
 - b. **Other insurance.** Lessee shall provide and keep in force other insurance in amounts that may from time to time be required by Lessor against other insurable hazards as are commonly insured against for the type of activity that Lessee is conducting on the leased property.
9. **INDEMNITY.** Lessee shall indemnify Lessor against all expenses, liabilities and claims of every kind, including reasonable counsel fees and all expenses of litigation by or on behalf of any person or entity arising out of either:
 - a. Failure to perform any of the terms and conditions of this lease;
 - b. Any personal injury or property damage happening on the leased property,

except for injury or property damage occurring as a result of the actions of Lessor;

- c. Failure to comply with any law of any governmental authority; or
- d. Any mechanic's lien or security interest filed against the leased premises.

10. **TERMINATION/SUCCESSOR**. If Lessee abandons the use of this property for any type of Community Action Program/Head Start program or similar program for as long as six (6) months continuously, and there is no successor similar program, then this lease shall terminate. Lessee shall have the right, for a period of six (6) months after written notice of termination under this provision of the Lease, to remove any buildings, structures or improvements placed thereon or moved onto said real property by Lessee which HAVE NOT become so affixed to the real property as to be "permanent" structures.
11. **ASSIGNMENT**. In the event Lessee is not funded or ceases to exist for any reason, but there is a non-profit corporation, either under a Government program or otherwise, to which this Lease could be assigned for similar type community uses, Lessee may assign the Lease to such successor corporation, but Lessee shall not assign this Lease or sublet the premises except with the written consent of Lessor .
12. **OPTION TO RENEW**. Lessor grants to Lessee an option to renew this Lease for an additional two (2) five (5) year periods at the end of each five (5) year term of the lease with sixty (60) days advanced written notice being given to Lessor by Lessee of the desire to renew this Lease.
13. **SURRENDER OF POSSESSION** Lessee shall on the last day of the term or on earlier termination and forfeiture of this Lease, peaceably and quietly surrender and deliver the leased premises to Lessor free of all in good condition and repair.
14. **TOTAL AGREEMENT \ APPLICABLE TO SUCCESSORS** This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This Lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors and assigns of both parties.

IN WITNESS WHEREOF the parties have executed this Lease on the dates hereafter set forth.

See signature pages following. The remainder of this page is intentionally left blank

LESSOR

CITY OF ARTESIA, NEW MEXICO

By: _____
Jon Henry, Mayor

Attest:

Summer Valverde, City Clerk

LESSEE

YOUTH DEVELOPMENT INC

By: _____
Robert Chavez, M.A.
Chief Executive Officer

