

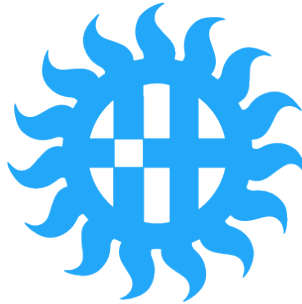
CITY COUNCIL AGENDA

Monday, May 5, 2025 at 1:00 PM
Council Chambers

Mayor
Eric Enriquez

Mayor Pro Tem
Johana Bencomo

Councilors
Cassie McClure
William Mattiace
Becki Graham
Becky Corran
Yvonne Flores



CITY OF LAS CRUCES

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CONSENT AGENDA

Minutes and Items on the Consent Agenda Are Considered Routine Items and Will Be Voted on with One Motion Unless a Councilor Requests That a Specific Item Be Removed. There Will Be No Discussion.

Page

1. OPENING CEREMONIES

- 1.1. Pledge of Allegiance - Councilor Corran.
- 1.2. Presentation of Certificates of Appreciation/Proclamations - Councilor Corran.
- 1.3. Jobs of the Week.
- 1.4. Pets of the Week.

2. CONFLICT OF INTEREST INQUIRY BY MAYOR AS REQUIRED BY LCMC SECTION 2-27 (E)(2)

3. PUBLIC PARTICIPATION

4. ACCEPTANCE OF AGENDA

5. CITY COUNCIL MINUTES

- 5.1. Regular City Council Meeting of April 7, 2025.

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6. RESOLUTION(S) AND/OR ORDINANCE(S) FOR CONSENT AGENDA

6.1.	<u>RESOLUTION NO. 25-126</u> : A RESOLUTION AUTHORIZING AN ANNUAL NOT-TO-EXCEED AMOUNT OF \$500,000 FOR THE PURCHASE OF OFFICE SUPPLIES WITH STAPLES CONTRACT & COMMERCIAL, LLC OF FRAMINGHAM, MASSACHUSETTS, VIA SOURCEWELL CONTRACT NO. 070924-SCC FOR A TERM THROUGH FEBRUARY 2, 2029, SUBJECT TO APPROVED BUDGET APPROPRIATIONS (PROCUREMENT NO. 24-25-075). Resolution No. 25-126 - Pdf	38 - 97
6.2.	<u>RESOLUTION NO. 25-127</u> : A RESOLUTION AUTHORIZING THE LAS CRUCES FIRE DEPARTMENT TO DONATE 15 SELF-CONTAINED BREATHING APPARATUSES FOR USE BY THE CLOUDCROFT FIRE DEPARTMENT IN CLOUDCROFT, NEW MEXICO. Resolution No. 25-127 - Pdf	98 - 102
6.3.	<u>RESOLUTION NO. 25-128</u> : A RESOLUTION TO RESCIND RESOLUTION NO. 09-270 (05-18-2009), "RE-DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX/MUNICIPAL COURT AT 135 E. GRIGGS ST.) AS THE FUTURE HOME OF THE LAS CRUCES MUSEUM OF ART." Resolution No. 25-128 - Pdf	103 - 204
7.	<u>RESOLUTION(S) AND/OR ORDINANCE(S) FOR DISCUSSION</u>	
7.1.	<u>RESOLUTION NO. 25-129</u> : A RESOLUTION AMENDING RESOLUTION NO. 23-087 FOR THE SMALL BUSINESS STOREFRONT REPAIR PROGRAM. Resolution No. 25-129 - Pdf	205 - 211
7.2.	<u>RESOLUTION NO. 25-130</u> : A RESOLUTION APPROVING THE 2025 ACTION PLAN AS PART OF THE 2021-2025 CONSOLIDATED PLAN FOR THE CITY OF LAS CRUCES. THE RESOLUTION AUTHORIZES CITY STAFF TO SUBMIT THE 2025 ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND INCORPORATE NECESSARY AGREEMENTS WITH OUTSIDE PARTNERING AGENCIES. Resolution No. 25-130 - Pdf	212 - 311
7.3.	<u>RESOLUTION NO. 25-131</u> : A RESOLUTION ADOPTING FUNDING PRIORITIES AND ALLOCATIONS TO VARIOUS LAS CRUCES NON-PROFIT ORGANIZATIONS FOR FISCAL YEAR 2026 (FY26) TO PROVIDE HEALTH-RELATED PUBLIC SERVICE NEEDS AND AUTHORIZING THE INCORPORATION OF THE FUNDING AMOUNTS INTO THE CITY'S FY26 BUDGET. Resolution No. 25-131 - Pdf	312 - 316
7.4.	<u>RESOLUTION NO. 25-132</u> : A RESOLUTION AMENDING THE FY2025-2030 CAPITAL IMPROVEMENTS PROGRAM. Resolution No. 25-132 - Pdf	317 - 333
8.	<u>BOARD APPOINTMENTS</u>	
9.	<u>NOTICE OF PROPOSED ORDINANCE(S)</u>	

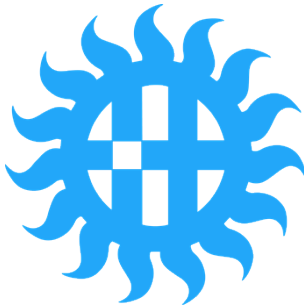
1) There will be no public discussion.

2) A Councilor may ask staff for clarification on the proposed ordinance(s).

10. CITY COUNCIL MEMBER BOARD REPORTS AND COMMENT

11. CITY MANAGER REPORT

12. ADJOURNMENT



MINUTES

City Council

Monday, April 7, 2025 @ 1:00 PM

City Council Chambers, City Hall

PRESENT: Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

ABSENT:

1. OPENING CEREMONIES

1.1 PLEDGE OF ALLEGIANCE - COUNCILOR MCCLURE.

1.2 PRESENTATION OF CERTIFICATES OF APPRECIATION/PROCLAMATIONS - COUNCILOR MCCLURE.

Councilor McClure presented Jennifer Gorham with a proclamation for National Public Safety Telecommunications Week.

Councilor McClure presented FYI+ and CYFD with a proclamation for the Child Abuse Prevention Month.

Councilor McClure presented the City of Las Cruces Housing staff with a proclamation for Fair Housing Month.

Councilor Corran presented John Holzman with a proclamation for International Dark Sky Week.

Councilor Corran presented NMSU and DACC Public Health programs with a proclamation for National Public Health Week.

Mayor Enriquez recognized graduates of the Neighborhood Leadership Academy.

1.3 JOBS OF THE WEEK.

Sarah Raney, Americas Job Center for Southern New Mexico presented Jobs of the

Week.

1.4 PETS OF THE WEEK.

Carol Nielson, Animal Services Center of the Mesilla Valley presented Pets of the Week.

2. CONFLICT OF INTEREST INQUIRY BY MAYOR AS REQUIRED BY LCMC SECTION 2-27 (E)(2)

2.1

None.

3. PUBLIC PARTICIPATION

3.1

Lori English, Member of the Public said I live on the East Mesa and at this point in time I have no idea who in the heck my representative or councilor is but for twenty-four and a half years I have been complaining to the city council, to Councilor Gail Jones, Councilor Gil Sorg, Councilor Corran, I haven't had an opportunity to hit up Councilor Flores yet and I think she is my new representative but there is a street and it's a short street. It's named Stewarts Street. It is between Mesa Grande and Mesa in that little area in between the two where you have Midway. It runs north/south of Mesa Grande and Mesa, you can access it from Clifford which is off of Mesa Grande but that street is less than a quarter of a mile long. I will make you a bet right now that there is not a single one of you or a person in this building that can drive down that street and not have to avoid or run over a pothole. This is twenty-four years I have been complaining about this. It runs from Cortez to I think Midway but it's a north/south street and actually a whole section of the street is not even macadamed, or black topped, it is not even paved. It is like a mud bog out there in the wintertime or when it rains so I am asking again please somebody because I know that Councilor Corran looked into it and I think the Street Department gave her the wrong information because she even courteously sent me pictures of what I was supposedly referring to and it was not the street. So, they gave you misinformation and I have been told by four different Councilors that we have been on the agenda to be repaired since 2003. It ain't happening. They are out there filling in the potholes. So, somebody please send somebody out there that can do something about the street and take care of us for it. It is a well traveled, highly traveled street.

Yoli Diaz, Member of the Public said my thoughts and prayers are with all of our community on the Young Park massacre. I am here to provide my opinion. This is to inform you that there were four residents who could have been put in the pilot project for cancer treatment through Dona Ana County's contract with Memorial Medical Center. A contract specifically for four residents and up to \$200,000. I provided notice of these four residents to leadership as follows, in 2024, September 25th, November 22nd, December 5th and March 20, 2025. Among my many concerns is that when Dona Ana County Board of County Commissioners receive a report of the success of this pilot project, I do not want anyone to think that these four residents were not in need because they were and are. I believe this pilot project is unfortunately a failure to

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these residents who contacted me for help because they were not put in the pilot project. Was this pilot project planned, designed, and implemented effectively for success? Was there a uniform policy procedure for provider/patient navigation for care coordination? Had these four residents been processed, qualified, and enrolled this contract would have been fully executed. Barriers created these residents to experience additional financial hardship in addition to the physical anguish of a cancer diagnosis, a potentially fatal disease, a life-or-death situation, the second cause of death globally. The December 2024 resident was not originally assisted when MMC asked, is she a US citizen or a legal permanent resident? Three of these four residents have children, please think of the children. Mayor Pro Tem, three of these residents reside in your district. I hope you get involved. I still want to know what is happening with MMC to ensure all Dona Ana County residents receive the care they need when they need it. It is past time to tell our community what is happening. Let's discuss many important subjects related to Memorial Medical Center like the asset purchase agreement, MMC policies, MMC's discrimination towards the non-US citizen that resides here, MMC's removal of cancer care from their policy, the county's indigent care resolution, the New Mexico Constitution, and how Dona Ana County has much room for improvement toward how this county's responsibility of indigent care has operated the last ten years. Let's discuss current concerns like the senate budget committee bipartisan staff report of January 2025, Profits over Patients, the harmful effects of private equity of the US health care system which includes discussion of Life Point and Apollo Global Management referencing MMC and the 2024 Shkreli Awards by the Lown Institute ranking Memorial the winner of the 5th most egregious example of profiteering function in health care in the United States reported January 7, 2025.

Lynn Moorner, Member of the Public said it is more than four months since significant concerns were first presented to you by citizens regarding Las Cruces Utilities implementation of the new Lead and Copper Rule. Other than finally sending out a deficient letter in Spanish it appears that nothing has been done to address these concerns. Instead, unfortunately the concerns continue to grow as we discover more fact-based information. Las Cruces Utilities has now revamped the online inventory map. Scanning it makes clearer why this city doesn't want to talk about city owned pipes. Pipes for numerous neighborhoods many in the middle of the city don't show up on the map at all. Pipes for more than half of the city's elementary schools likewise are not on the map. Keep in mind that health effects of lead on young children can be especially devastating. For lots of properties that do show piping the information listed is obviously incorrect or missing. Here is a record for a property not far from here that says the customer owned portion of the piping is non-lead plastic, yet it says this service line was installed in 1952, thirty-four years before the lead ban and it lists no basis whatsoever for classifying this pipe as non-lead. In many other cases the inventory says the basis for designating the property as non-lead is that the piping was installed after the lead ban which occurred in 1986, but the inventory indicates these installations actually occurred before the lead ban in 1961, 1973, 1979. For example the city has taken this indisputably incorrect action regarding piping next to Las Cruces High School, Mayfield High School Complex, J Paul Taylor Academy, Saint Paul's United Methodist Church which hosts a daycare in addition to all its other activities, Lion's Park, Young Park, Apodaca Park, Cardon Park, Raymond and Paz Sports Complex, the Community of Hope, and numerous residences and businesses.

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Look at any of these named places on the inventory map and you will see that it says the installation occurred before 1986, yet the city classified this as non-lead. This signifies that it doesn't need replacement. It seems doubtful that this is just a massive record keeping problem. It suggesting incompetence spreaded throughout all the so called investigations Las Cruces Utilities says it is conducting . Not only is just checking the meter box inadequate, there is no evidence in the thousand records I have reviewed online that Las Cruces Utilities is doing any verification whatsoever of the materials the service lines are made of. You should know that EPA requires at least two methods of verification for every pipe. If any piping were to be verified the question is what method the city would use? The city's initial method for determining the nature of the pipe is inadequate as delineated at a previous meeting. The judgment of the people who are making the decisions must be examined by one or more independent engineers since there is so much evidence that they are not doing a competent job so far in so many areas.

Liz Rodriguez-Johnson, Member of the Public said for more than four months the local citizens have been trying to call your attention to the deficiencies in the city's implementation of the new Lead and Copper Rule. The only identifiable thing accomplished after prolonged refusal was a letter in Spanish that was finally sent out, but it was loaded with web links to sites that are not in Spanish. Where is the map showing all the city owned piping? That is an issue that was raised four months ago too. I am worried about 65% of property owners who may not have received a notification letter because the city inventory doesn't even show that the property has service lines. The huge gaps in the inventory map suggest among other things that the inventory that the city submitted to EPA in October 2024 was not compliant with the new rule. Plus, the map designations are highly misleading if not wholly inaccurate. A green dot for a property is supposed to signify non-lead material class. However, when you actually look at many of these green dotted properties you discover that the record designates only the city owned portion of the piping is non-lead and this is based only on installation date after the lead ban in 1996 and it not based on actual field verification. The customer owned portion of the lines shows unknown. Apparently because it was installed before the lead ban, the green dot designation of non-lead is not really accurate. At most, only the city owned part of the line might be non-lead but there is no proof that the customer owned part of the line is not lead. This is another piece of the troubling picture regarding Las Cruces Utilities' substandard performance on this issue. Citizens are potentially being hurt when asked to rely upon inaccurate and/or misleading information from the city regarding piping. Citizens are being required to bear a considerable expense to replace lead piping when the city doesn't either know the true situation regarding whether piping is lead or doesn't want to tell us. Lead is a dangerous pollutant with serious health ramifications. The city needs to find at least one experienced manager/engineer who can take a strategic look at this problem and come up with a managerial approach but deals with it comprehensively not through patch work. You should be throwing your very best at this not just attempting to look like you are trying to comply with the new rule. The city council has been made fully aware that the city is not dealing with this issue properly and even if the city council did try to claim ignorance everyone knows ignorance is not a valid legal defense.

Tim Jenkins, Member of the Public said a holistic approach to crime, discipline,

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respect, and fear is a holistic approach to crime. Growing up as a kid in my neighborhood, every single child knew that we had to be home when the streetlights turned on. If not, we had mothers and fathers from every porch and window screaming for us to get our asses home or they were going to call our parents. We all had discipline, respect, and fear. That is what this generation needs. Deming has a curfew. I believe we need to start there and hold kids and parents accountable. Four days before the Young Park incident a member on city council was screaming that our police need more oversight. Police in this town are held to a higher standard and a higher accountability more than anybody in this room will ever be held to. The only people that need more oversight are the people sitting on city council demanding that our police need more oversight. Our Police Department needs to be given the tools they so desperately need to effectively make this city safer for all and to be able to hold juveniles and parents accountable for their actions. That is how we jail ourselves out of crime.

Giovani Hernandez, Member of the Public said I am a resident of Las Cruces and I would like to say three things, love, care, and respect are greater values than fear and authoritarianism. Our community has suffered a lot and will continue to suffer as wounds heal and irreplaceable people continue to be missed. The answer to youth violence is not punishment, it's not authoritarianism, it's not being scared, it sure isn't a curfew. It is a holistic approach, right? It involves many different things. It starts at home, extends to the community and it is reflected here in our city council. So, I would just like to say that speaking loudly doesn't always mean you are right, speaking with compassion, with care and understanding is more important than just being an angry person all the time so as our community heals and continues to heal, I hope we all keep that in mind.

Sarai Guerrero, Member of the Public said I live in District 1 and I grew up here my whole life and it is really tragic to see what happened at Young Park last month. As a youth that grew up here, as a youth who had siblings who were not like me for a lack of a better word. It wasn't because I wanted to be that way. It wasn't because they were bad it was because there was not resources available to them. My family and I struggled in poverty through child abuse, through domestic violence and I think the last thing that we needed at any given moment was someone arrested, someone being tough on us just for the fact that we were alive and that is just to say that I am not the only child in Las Cruces that is dealing with that. We had some folks come up here and talk about child abuse and that is if anything a huge catalyst for change sometimes, usually always for the worse. My brother was an example of that and although my brother had that opportunity to change a lot of young folks don't. A lot of people don't have the safety nets, the community resources to reach out and a lot of them are scared and rightfully so and I think to really get to the root of this issue we must look at everyone with compassion and with kindness and with love that we might not even give ourselves and I hope that the city works to do more for our youth. I grew up here and I never saw anything until I reached the age of 21, which is really great. It is nice that this is happening now in our town, but we can do more. We can do so much more to have these resources available to youth, give them activities, give them things to do. Like the thing where people go and look at the different departments that the city has, extend that to the youth you know outside of government classes or whatever you want. Have these kids engaged with the city and maybe these things

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can change for the benefit of the entire community for the youth, for the parents, for the everyone.

Lucas Herndon, Member of the Public said I am a resident of District 2. I am a person who spent my whole life here. I grew up as a child here. I went to high school here, went to college here, bought a house here and have raised my daughter here. My daughter was a classmate of one of the young men who was killed at the park and one of my neighbors it was his nephew and so like almost everybody in this town this tragedy has affected my family in personal ways. It has been hard to have a conversation with my 16-year-old daughter about gun violence that has affected us in our town. We are a family that has firearms. She has been shooting with me since she was four and one of the conversations we have always had is how to make guns safe and the issue is that you can make a gun safe but you can't make people safe. One of the things that we have talked about is what makes us unsafe is when there are not resources available to make us feel safe and when I was growing up we at least had a bowling alley. We at least had a Putt-Putt. We at least had cheap seat theaters. Our kids don't have even those things. I do want to address something that was said about fear and anger. The Chief of Police said the day of the shooting. "This horrendous senseless act is a stark reminder of the blatant disregard that the people in New Mexico have for the rule of law and order". And went on to say, that as angry as he was right now he was not going to make the conference political. That is a political statement. That is a call out of every New Mexican. He said it. Your Chief of Police says that every New Mexican has a disregard for the rule of law and order. People in this community have to come up here and have talked about fear a lot and that fear is often directed at the most marginalized members of this community. When the guy who has the gun in the room right now says he is angry, and he thinks that everybody hates him that is what you should be scared of. That is what everybody in here should be afraid of.

Abigail Soluksogan, Member of the Public said I have and have been a Las Cruces constituent for over 17 years. I was raised around the Park & Rec area of District 1. Every summer I would be at Meerscheidt where they provided free food for the kids, get us moving around. There would be stuff happening at Young Park. Young Park is mostly where I was at. There were so many youth engage events. These funded youth organizations are the reasons I love this city so much and as I grew older, I knew I wanted to stay here in Cruces and continue to work with and support the youth as much as possible. After this recent shooting at Young Park which I want to take this time and give my condolences to the families, friends and the youth who have been impacted by the shooting. It is very telling that our youth is very underrepresented in the community. I also want to take this time to comment on Jeremy Story's statement which he said, "this horrendous senseless act is a stark reminder of the blatant disregard that the people of New Mexico have for the rule of law and order". The statement is not only blatant disregard to the families, friends, and youth who are still grieving from this, but it is also a blatant disregard for the real systemic issues that are most underrepresented community faces. Listen to our youth more, engage with them, act upon those issues and concerns they have. Jeremy you are quick to blame on the people in the community I so deeply care about is dangerous and reckless. It's defeatist and nihilistic to spew these to the public. I want to take the rest of my time to thank our city council and community who provided

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resources for the community in these times such as the victims resource center. Thank you to NM CaFé for opening up spaces for the community, especially for the youth to grieve. Let's engage with the youth more, prioritize youth behavioral services as James Baldwin said the children are always ours, every single one of them and as always viva Palestina and viva los ninos.

Liz Bennett, Member of the Public said as we come together to do better for our community I have a few follow-up questions for Chief Story. First, I would like an update on the storage locker idea that you proposed back when you were advocating for taking shopping carts away from people living on the streets. Is that plan still moving forward? My concern is when we push for carceral policies that promote fines and jail time your rhetoric Chief Story is that this punishment will lead to services and support but more often than not the second half of that equation is left neglected because it requires ongoing consistent investment, action, care and concern and doesn't lead to the same adrenaline spiked political payoff of being tough on crime. During your January town hall Chief Story you mentioned that were unsure as to why there are so few supportive services for youth and adult struggling with mental illness and violent behavior. I would like to recommend a documentary to you called the Shake Up. It details how in 2013 the Martinez administration destroyed the community based behavioral health care system through a rigged audit process resulting in the closure of 15 mental health providers, all of which were later found to be clear of any wrongdoing. The providers were replaced by five Arizona companies hired on no bid emergency contracts, all of whom have since bailed. New Mexico has been trying to rebuild supportive services ever since and despite your clear and publicly stated opinion of the blatant disregard of the people of New Mexico this legislative session did see the approval of a \$62 million investment in behavioral health services throughout the state. I would like to encourage you, Chief Story, this council, Mayor Enriquez, and the community to commit to the long term work of cultivating a community that our young people want to be part of by taking advantage of the opportunity that these funds might offer and speaking of the blatant disregard for the rule of law and order in the January town hall Chief Story you stated that the LCPD would not interfere with ICE's ability to do their job and I would like to know if that statement still stands as we see ICE abducting legal residents off the street and detaining and deporting them with no due process often as punishment for critical speech. So finally Chief Story, council, Mayor, my question is will you commit to restoring community support, recognizing the humanity of all Las Cruces residents and expanding our strategy beyond detention.

Sylvia Yancy, Member of the Public said I live in District 2. Last month's shooting hit our community very hard, and it is not something and it is not something that we will recover from anytime soon. The rise of gun violence and mass shootings in this country is apparent and I want to see our community do its best to prevent something like this from happening in the future again. I want to address Jeremy Story specifically. You said after the mass shooting last month, this horrendous senseless act is a stark reminder of the blatant disregard the people of New Mexico have for the rule of law and order. It is also the reminder of the utter lack of fear and accountability here in New Mexico. I don't know if you lack media training or what, but I and many others were incredibly offended and disgusted by your statement. I think my friends that spoke here today said better words on why this is blatantly not true and why we

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need love and support instead of fear in our community. To put the blame on our lack of respect for authority on this tragedy is sickening as well as disrespectful to any citizens that have valid concerns and criticism for LCPD and other law officers in the state of New Mexico. Frankly I am also very concerned that every time that I come to a city hall meeting that you Jeremy Story are on your phone half the time. This shows that you are not truly listening to any concerns brought up during public comment. Please do better and listen to the citizens that you and LCPD are allegedly supposed to serve and protect.

Gwen Stacy, Member of the Public said I am a resident of Las Cruces. I would also like to speak about the tragedy that happened in Las Cruces and about the response that Jeremy Story has had to it and about his comments not only about New Mexicans blatant disregard for law and order but also his comments regarding house bill proposals, talking about how it is but also by claiming that he didn't want to politicize a tragedy. I just would like to point out that both those statements inherently have political aspects to them, and I would actually appreciate if there weren't so many politicizations because recommending a house bill from the New Mexico Legislature as a political body is inherently politicizing an event. The other part of it is that anyone who knows anything about preventing tragedies suggesting a bill that increases sentencing duration is something that only happens after a tragedy has already occurred. It doesn't make any sense to say that those prevent tragedies and even on that the idea of instilling fear into youth is going to stop them from committing a heinous acts is also just not true. Any sociological look at what does and does not prevent these things shows clear indications that the prevention of childhood poverty is the largest preventative measure for acts of violence and aggression in youth and teenagers and I can also just say from my own personal experience that I used to be an angry kid and when you are an angry kid you don't really care. You need someone to reach out to you before you do something stupid or irresponsible because the angry kids, they don't care about themselves, they don't care about anyone else, and that is why they do it. Attempting to instill fear on someone who is a disregard for their own life doesn't prevent anything.

Michael Harris, Member of the Public said I have been a resident of Las Cruces for a very long time, well over 30 years and obviously the main topic of this is crime prevention and the recent tragedy and the question that is asked is what are you going to do about it? What is the city council going to do about it? And the assumed answer in a lot of circles is make the police do something about it. Put all the effort on to Chief Story and his department and that is the answer and somehow that will magically fix things. Frankly this is a very lazy take. It is easy to say that and it is easy to say give more work to the cops. The question was asked I guess on why there aren't more preventative programs and youth programs? The Police Department gets roughly one third of city budget as you are well aware, the non-capital budget at least. So, what are they doing with all that money? They are doing important work, and they do have a job and they have a very specific job of solving crimes. That job is specifically not preventing crimes. They show up after crimes have been committed and help solve them and help bring justice to the people that committed them and hopefully justice for the victims. So, to that end there are some things that I think city council can do that are well within your purview, mandate and legal of powers that contribute to just safety and health of the community in general and downstream

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reduce crime. I think this has also been brought up, ensuring health care access to all citizens. There was a very passionate statement about Memorial Medical Center earlier today. Very well taken, we have a big problem in the country, in the community, with access to healthcare. If you are healthcare poor you are living in poverty. The city has things that they can do. They have some direct power over Memorial Medical Center, they have a lobbyist in Santa Fe who they hire and could advocate for some state programs like Medicaid buy in, can ensure that everyone in the community is safely housed. I think that goes without saying, if you are secure in housing, you are a lot less likely to commit petty crimes so that you can spend a night in jail. Shift the focus of public works to prioritize safety of the community. There are various things that public works can do to ensure that citizens are safer just overall. We can design roads better for safety, reduce road rage and such, we can design lighting. That was a very interesting thing from earlier today. We can design for safety, but that direction has to come from the top.

Juan Garcia, Member of the Public said on March 21st my 17 year old son came home with shadows in his eyes. His voice described the horror that unfolded at Young Park. The crack of gunfire and desperate scramble for safety. While he and his girlfriend found refuge in his car others were not granted such mercy. She witnessed a stranger's final moments, his blood seeping into the grass, three souls were stolen that night, fifteen more forever marked by bullets and trauma. My son and his girlfriend survived but something in them died at Young Park. Now the place where children once played will be forever known as the Las Cruces Young Park Massacre site. Joining the Bowling Alley Massacre site. They are a reminder of how quickly violence can shatter our illusions of safety. KOB, "as for the juveniles that have been suspects or charged in aggravated burglaries, vandalism, sexual assault, robbery, attempts at selling guns, shop lifting, drug possession, suspected in batteries, domestic violence, and aggravated assault". One was charged with smuggling illegal immigrants in Texas. Investigators said the fifteen year old, "walked down one of the victims shooting him on the ground like a standing executioner." So why were these kids not stopped while on their criminal career path? Or as District Attorney Bregman asked, about the legislature, "I want you to hold these young people accountable when they violate the law and start when they first, first violate the law. When they steal their first car. Make sure they understand there is a consequence to that behavior. They are going to be accountable so that down the road we don't have situations where the first time they are being held accountable is when they are being prosecuted for murder". Does this sound familiar? His, Rivas's defense attorney stated, "and warned against using the incident to push for harsher juvenile sentencing laws". Why did the laws remain unchanged? The progressives watched the juvenile crime crisis unfold like a reality show, entertaining from a distance but heaven forbid that they actually do something about it. They have plenty to blame, guns, skin color, poverty, but dance around deterrence and consequences. Why lock up criminals when you can process them and send them back to terrorize the community? Meanwhile small businesses and citizens are being picked clean like carcasses in the desert but at least our lawmakers can sleep soundly that way they are not too harsh on criminals, and we support LCPD and Chief Story.

Angelica Calderon, Member of the Public said I am the Executive Director of La Pinon. Our mission is to empower survivors of sexual assault and child abuse with a

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community of support through healing and comprehensive services, advocacy, and prevention education. We believe that by offering unconditional support, information and a safe environment for change the person who has been sexually assaulted can take the steps to regain control of their life and make the transition from victim to survivor. We strive to seamlessly provide high quality intervention services to children and their families to reduce trauma and minimize long term effects of child all forms of maltreatment, abuse, and neglect. La Pinon on average provides wrap around service to over 1,000 survivors a year. We are the second largest sexual assault services provider in the state. Our service area covers Dona Ana County, Luna County, Sierra County, and Hidalgo County, with satellite offices in Deming and Truth or Consequences. Why are our services imperative in our community? A recent victim data survey conducted by the Catherine Cutler Institute for Health and Social Policy, according to that policy a total of 54% of New Mexicans reported being sexually assaulted within their lifetime. Of those 54%, 40% of respondents reported being sexually assaulted before they were 12 years old. When our services are available to all community members it provides the hope that the victims and survivors need to start their healing journey. La Pinon is available 24 hours a day, 7 days a week to respond with crisis intervention whether the assault or abuse occurred five minutes ago, five days ago, five or fifty years ago. Our victim advocates are there to provide compassionate care and advocacy. Our team connects all of our clients with imperative services at no cost. The City of Las Cruces support for many years has played a role in that ensuring services are available to victims and survivors. The continued grant funding that has been awarded to La Pinon has provided vital medical to victims care for sexual assault and child abuse. I want to thank the council for your support. I would also like to invite you all to meet with me and discuss further how the City of Las Cruces can continue supporting victims and survivors. Thank you to Mayor Pro Tem Bencomo for visiting our facility and having conversations with myself and my staff. Thank you for believing survivors, we all play a role in preventing violence and in helping victims on their healing journey.

Jorge Aguirre, Member of the Public said I am a local citizen and I would like to share a couple of thoughts. The first one is in support of Realize Las Cruces. There was a lady that was evicted at the end of December and there was a huge community uproar, even the legislators said that it was the landlord's fault because they should leave money on the table instead of evicting somebody and I think the real problem is supply and demand. We don't have enough houses, and it is unreasonable to ask landlords to leave money on the table. We just need not have people take advantage of tenants. Thank you for voting for it though. The zoning status quo protected the comfort and property values of a few at the cost of increased inequality and homelessness for too many in growing poverty and crime for most. Without houses people end up on the street. Second thought is about the shooting. I don't agree with the police presence alone would have prevented violence, maybe? But it is likely also that police presence would have made it worse at great taxpayers cost. It has been so before. The solutions to the past cannot solve the problems of the present. Sometimes they are the cause of them and the police system was an old institution that was not built with the tools to deal with the multi-layer problems like the ones the community is experiencing. No se le pueden pedir peras al olmo. And on the other hand, this is not the first time at Young Park that people gather at this place to socialize and show off their cars and the situation gets out of control. There was this

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accident where they were doing car stunts, and it was really tragic too. So, I don't know what the integral solution would entail but perhaps some of it will be the city would be taking the leadership of helping to organize these gatherings in an organized way and channel this event spaces to help them gather and show off their cars to each other and socialize without the risk of them doing it by themselves with guns and car stunts. Lastly the intentional slowdown of the American economy by the US President has decimated the stock market today, they are calling it Trump Monday, Orange Monday, Black Monday and it will cause job loss across the country and poverty in the near future including our city. Many Americans may lose their homes, and we may see a rise in the number of people needing help here. Big companies will surely get bailed out but we the working people are probably not going to get help from FEMA or any federal agency or anybody just each other. So, I just tell you all of this stuff so that I hope that you realize that when the stuff hits the fan pretty soon our community will need your help and your leadership to help them navigate these hard times.

Jim Hoerst, Member of the Public said a few weeks ago there was a shooting at a Sonic burger. There was only one death, so it didn't get the coverage that three deaths and 16 other casualties get but that person happened to be known to me and I consider him family. He is 20 years old. He was a troubled youth, and his friend was a troubled youth and they got into an argument and there was a gun and there was a gun death. There are 390 million guns in America, 1.25 guns for every American. That is why we have the violence we have. No other country has anywhere near the gun violence we have. Yes, indeed it is the guns. We are not going to change these realities, these events without dealing with guns. It is just that simple. We have tried to dance around it for 50 years. There is no way around it. The only way is through it. I suggest we have liability insurance for the gun owners that will deter the amount of guns in the amount of irresponsible gun ownership.

Jay Choate, Member of the Public said I reside in District 5 and I have been here for over a decade. I think there is a lot of thoughts I have here. First of all, I am studying for my Masters in Political Science and Public Administration at NMSU currently and having studied Public Admin as for the statement of the Police Chief it is ill advised to generally say that you know better than the public because you are always going to get backlash for that and situations are complicated nuance. I don't think it is best to speak as if you know better than everybody. As far as the problems themselves. I don't think it can be solved through punitive measures. I don't think we can keep trying the same thing we have been doing for decades and decades just smacking our face into a brick wall hoping to get a different result, trust me it will be different this time. It is not going to be. We have seen what happens when we try this approach. I think we need to look at it as a rehabilitative community measure. We need to be ensuring that everyone has access to affordable housing, we need to ensure they have access to fair paying jobs, they need to have access to affordable food, necessities, clothing, they need to have access to resources in community, places where they can gather. I know since Covid a lot of places close down at 10 now so all these kids, they don't have a place now to go and socialize. Let alone recreational facilities that we already have. We have the parks, we have hiking trails but maybe not everyone is interested in that kind of stuff. We are all forced to buy a car pretty much because of our car centric society infrastructure so I makes sense to buy a cool

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car and show it off to your friends but we need to make it to where they have organized places to hang out or things to do and that requires engaging them, asking them what they want in the community and working with them to achieve that and I think not representing them and leaving them out of loop just makes this problem worse over time. Just telling them they need to be home before the lights go out, they are kids they are going to go out and do what they want. You can yell at them as much as you want but I grew up as a teenager and I feel as if we all grew up as teenagers at one point, most of us were rebellious, rambunctious sometimes, maybe it is not good to do that but ultimately if they are going to it we want to work with them so that it is safer and make it so they have access to resources and people who actually care about them as opposed to just speaking down to them assuming that they are going to listen. So, I think we just need to approach things differently. I am glad that you all did pass Realize Las Cruces. It is not perfect, but no policy ever is and it will help build out the character better in the city I think. We are building more places closer to our homes where we can actually socialize and get food, clothing, stuff like that. That is how you build community. Not by telling them how they need to live, orchestrating their lives, and telling them they need to be home by this time, you need to do this things here, here, and here, at this time, this time, and this time. That is not how society works. We are humans, we are not machines. We can't just be put into boxes.

Fred Miller, Member of the Public said I am asking for increased support for our public libraries. About a month ago it came to my attention that the library next door doesn't have a full time Collections Development Librarian. I have since then talked to two or three other Librarians. They all have diverse ideas about exactly why they need a full time Collections Development Librarian but the notion that there is so many different ideas about why they need it just adds to the notion that they do need it. It is my understanding that the City Manager will be getting some kind of report from the Quality of Life Department and that will be among the requests for Museums and Libraries, is specifically a request to implement a position for a full time Collections Development Librarian for Branigan Memorial Library.

4. **ACCEPTANCE OF AGENDA**

Councilor Becky Corran moved, seconded by Councilor Johana Bencomo, to accept the agenda as presented.

RESULT:	Carried
MOVER:	Councilor Becky Corran
SECONDER:	Councilor Johana Bencomo
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

5. **CITY COUNCIL MINUTES**

- 5.1 **REGULAR CITY COUNCIL MEETING OF MARCH 3, 2025.**
- 5.2 **SPECIAL WORK SESSION FOR MARCH 5, 2025.**
- 5.3 **JOINT WORK SESSION OF MARCH 10, 2025.**

5.4 WORK SESSION OF MARCH 10, 2025.

5.5 REGULAR CITY COUNCIL MEETING OF MARCH 17, 2025.

6. RESOLUTION(S) AND/OR ORDINANCE(S) FOR CONSENT AGENDA

6.1 RESOLUTION NO. 25-110: A RESOLUTION REPEALING RESOLUTION NO. 19-188 AND ADOPTING THE STATE FUNCTIONAL RETENTION AND DISPOSITION SCHEDULE.

6.2 RESOLUTION NO. 25-111: A RESOLUTION AUTHORIZING AN UPDATE TO THE VEHICLE ACQUISITION PROGRAM.

7. RESOLUTION(S) AND/OR ORDINANCE(S) FOR DISCUSSION

7.1 PUBLIC HEARING REQUIRED. RESOLUTION NO. 25-112: A RESOLUTION APPROVING THE REQUEST FOR A RESTAURANT A – BEER AND WINE ONLY LIQUOR LICENSE WITH ON PREMISES CONSUMPTION ONLY TO CORAZON DE ORO, LLC., D/B/A CORAZON DE ORO, LOCATED AT 1300 EL PASEO ROAD, SUITE 302, LAS CRUCES, NM. 88001.

Public hearing began at 2:39 p.m. There was no one for or against. Public hearing ended at 2:40 p.m.

Adam Ochoa, Senior Urban Planner gave the overhead presentation.

Councilor Bencomo said I really just want to thank the owners of this establishment and the owners of other locally owned establishments in this area. This as we know is part of the MRA and I just want to thank them for their continued investment in this part of town and I know from our end it feels a little bit slow, but we really committed to El Paseo and this area through the MRA and hope that we can deliver right back.

Mayor Enriquez said I also want to say thank you to the owners for stepping up. I know that they had already had an establishment there with the liquor license but since the name changed this has to go through the process again, but it has been something that has already been there so thank them for pursuing and keep doing what you are doing.

Councilor Becky Corran moved, seconded by Councilor Becki Graham, to Approve Resolution No. 25-112.

RESULT:	Carried
MOVER:	Councilor Becky Corran
SECONDER:	Councilor Becki Graham
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

7.2 RESOLUTION 25-113: A RESOLUTION AUTHORIZING AN EXISTING CONTRACT PURCHASE AGREEMENT FOR VIDA CORE & NETWORK HARDWARE UPGRADES WITH DAILEY AND WELLS COMMUNICATIONS, INC. OF SAN ANTONIO, TEXAS, VIA HOUSTON-GALVESTON AREA

COUNCIL CONTRACT NO. RA05-21 IN AN AMOUNT NOT TO EXCEED \$329,204.04 PLUS GROSS RECEIPTS TAX, SUBJECT TO APPROVED BUDGET APPROPRIATIONS (PROCUREMENT NO 24-25-064).

Alysha Zamora Morales, Buyer gave the overhead presentation.

Councilor Flores asked I would like to know what the length of the contract was? Is it an extension or a renewal of what we already have? Is there anything new?

Alysha Zamora Morales said this is a new contract that will end July 31, 2025. It is an existing contract with Houston-Galveston and it is to buy the software and so the end user would just be able to develop, purchase the services but we wouldn't have to contract further with them other than the installation of the services.

Councilor Flores asked it is just a three month contract?

Alysha Zamora Morales said it started before. It was September.

Councilor Flores asked it's a retroactive contract?

Donny Prosis, Purchasing Supervisor said this is a contract that was bid out by the Houston-Galveston area council, it is a purchasing cooperative. So, the contract is already in place we are just accessing that contract for the purchase of the licenses and the installation, so the city didn't do the procurement we are just accessing the contract with the vendor that is available to us.

Councilor Becki Graham moved, seconded by Councilor Becky Corran, to Approve Resolution No. 25-113.

RESULT:	Carried
MOVER:	Councilor Becki Graham
SECONDER:	Councilor Becky Corran
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

7.3 RESOLUTION NO. 25-114: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) TO ACCEPT GRANT AWARDS FOR VARIOUS CITY DEPARTMENTS THROUGH AN AMENDMENT TO THE CITY'S ADOPTED FY2025 BUDGET.

Gaby Prats, Grant Manager gave the overhead presentation.

Councilor Flores asked do you know any details of the Pioneer Women's Park?

Steve Bingham, Parks & Rec Director said the grant is to continue the renovation of Pioneer Park with lighting, with the sidewalk replacement and improvements around the park.

Councilor Flores asked what about the structure that is there?

Steve Bingham asked the gazebo?

David Sedillo, Public Works Director said the gazebo is its own project itself. These funds that are being allocated are actually going to be going to the improvements of the master plan there at parks so that will include the sidewalks if you will. If you remember the park itself there is a central point where the gazebo is and then from each corner you have sidewalks coming into the center. Those will be upgraded, irrigation, and there will also be some pergola installation as part of that plan.

Councilor Flores said the reason I ask is that I know the League of Women Voters has been wanting the gazebo to be restored and also the Women’s Building there. Has there been any movement in that? Have you received any calls from the League of Women Voters regarding the gazebo?

David Sedillo said like I mentioned the gazebo is its own project right now. We have had some questions regarding it. Right now the gazebo has been rebuilt. We are waiting on the decorative panels to come in to be installed along with some lighting around the area on the center.

Councilor Mattiace asked there is a building there with the women, would that be Parks & Rec?

Sonya Delgado, Assistant City Manager said I just met with them last week and now we are talking to them about the WIA Building that is right across the street. I am working with facilities. We did do some improvements on the roof. We do have a few extra funds that are going to help with that facility as well. We have already done a complete assessment and now we are just prioritizing what we can do with the funds that we received.

Councilor Johana Bencomo moved, seconded by Councilor Becky Corran, to Approve Resolution No. 25-114.

RESULT:	Carried
MOVER:	Councilor Johana Bencomo
SECONDER:	Councilor Becky Corran
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

7.4 RESOLUTION NO. 25-115: A RESOLUTION AMENDING THE FY2025-2030 CAPITAL IMPROVEMENTS PROGRAM.

Cynthia Alamillo, CIP Manager gave the overhead presentation.

Sarah Booth, Library Deputy Director continued the overhead presentation.

Carol Brey, Quality of Life Director continued the overhead presentation.

Cynthia Alamillo continued the overhead presentation.

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David Sedillo, Public Works Director continued the overhead presentation.

Councilor Flores asked is there anything like this happening in District 6, Hacienda Acres and if it is not can you keep that in mind?

David Sedillo said there is absolutely a project going on in District 6 and that is with Cortez Drive. That is a full reconstruction adding that connection between I believe Dunn all the way out to Porter.

Councilor Bencomo said I know you know this because you do this work everyday. I would just like to put a finer point to how this kind of project improves immediately the quality of life for people. I just want to say that and so much of the work that was done in Realize was to ensure that neighborhoods like this never have to experience this kind of thing ever again, right? Can you just talk a little bit of what was the total cost of this?

David Sedillo said the total cost for Midway without GRTs was \$780,031.

Councilor Bencomo asked what was the length of it?

David Sedillo said this covered 920 feet. So that was the full block from Gasline Road over to Mesa Drive. That was from the start of those improvements to the center line of Mesa Drive is 920 feet.

Councilor Bencomo said obviously this is the goal right for all of Las Cruces and it takes a lot of investment and resources so just thank you David and these are very much the kinds of things I had envisioned when we talked to voters about a GRT increase and how this can improve people’s quality of life.

Councilor Graham said I am so excited to see Bellamah wrapped up. That was kind of my baptism to council. I came in and got to see all of staff particularly Public Works, particularly David and Tony’s ability to make really difficult information much easier to understand especially for me and you helped learn to interact with constituents with a range of concerns and also thanks, you always make me Google stuff David because of your last presentation I now know the difference between a gazebo and a pergola.

Councilor Becky Corran moved, seconded by Councilor Johana Bencomo, to Approve Resolution No. 25-115.

RESULT:	Carried
MOVER:	Councilor Becky Corran
SECONDER:	Councilor Johana Bencomo

7.5 RESOLUTION NO. 25-116: A RESOLUTION APPROVING A REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND SIERRA NORTE DEVELOPMENT FOR AN IMPROVED NEIGHBORHOOD PUBLIC PARK CONSISTING OF 3.182 ACRES KNOWN AS TRACT C OF METRO VERDE EVOLUTION PHASE 2 IN AN AMOUNT NOT TO EXCEED \$959,449.

Katherine Harrison-Rogers, Parks Plan and Construction Administrator gave the

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overhead presentation.

Councilor Corran said I just want to put a pin on the idea of Park Impact Fees and I am always hoping that we will continue to have that conversation and I hope that we do keep having it but I also just want to ask what sort of the time line is for this process and sort of what kinds accountability is built into this timeline? I know that is part of reimbursement and developers doing parks so that is the first part that I would ask.

Katherine Harrison-Rogers said the subdivision itself is under construction. Typically, the way Metro Verde has worked in the past is large swaths of those subdivisions are sold up front to home builders and so they are constructed essentially as quick as things are finished. That is historically what has happened. So, we start collecting those fees as soon as those individual units are permitted through Community Development and as that nest egg is sort of built up then we can either pay the contractor i.e. Metro Verde, John Moscato in one lump sum or in installments as those are collected. He is very well under construction. He did send me a note before this meeting and was unable to attend today but they have done the earth work and perimeter sidewalks have already been completed. They are working on irrigation systems next week, the play equipment, site furnishings, bike skills ramps have all been ordered and he anticipates the construction will be completed by August 2025 and so as we collect those fees in the area that has been outlined for the Metro Evolutions Subdivision and there is also one subdivision that is part of the total lot number which is Metro Verde West Phase II, once those fees come in then we have enough to then submit to the developer we will do so and then exchange the land and it will be available to use but we anticipate August.

Councilor Corran said I am really excited for us to have another park in District 5 for the residents and I just want to say how excited I am. I just want to give a shout out to Ashleigh Curry who is always encouraging people like me who don't ride bikes very often to do dangerous things and ride more, not dangerous but I just want to give a shout out to our Safe Routes to School/bike encourager for kids because I think bike skills, I know that when I took my motorcycle class they literally just threw a two by four in front of us and we had to ride over it and it was very harrowing. This seems like a much better approach for kids to practice their bike skills so I will be sure to see folks including Ashleigh at the park in August.

Councilor Flores asked those park fees are paid by the developer and so Moscato is privy to that, he actually works for Royal Jones, so how does that work? So, they provide the money up front but then they expect money back, why?

Katherine Harrison-Rogers said what happens in this particular case and not always, sometimes we have a developer that develops the land and also constructs the houses, in the case of Metro Verde the developer basically builds out all the land including the park in this case but the Park Impact Fees are actually collected from the individual home builder who is permitting out those individual units and we collect from the home builders and then ultimately and then we reimburse Mr. Moscato and his company, it's not his he is just a representative of the company for these particular

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features and so all of those costs and I can't speak for Mr. Moscato and all how they deal with all of that but all of those cost and the assumptions are built into whatever real-estate deals they have with the individual home builders.

Councilor Flores asked that is a general accepted business practice in that field?

Katherine Harrison-Rogers said to my knowledge yes. It is done here, and it has been done for years. It is a bonafide practice in other places.

Councilor Mattiace asked what is the total Impact Fees on a home for a home buyer? It's Park Fees and it's other fees?

Katherine Harrison-Rogers said yes, there are several fees. There is generally the Park Impact Fee is one, there is a Utilities Impact Fee that is assessed at the time of construction as well and there are Public Safety Impact Fees assessed as well throughout the process. I can't speak to the exact amount only to the amount that we collect which is \$2,600 for Park Impact Fees per unit.

Councilor Mattiace said I bring the up because we have had several people come through in the public comments about housing getting expensive. So, it is actually the homeowner that probably pays for all of these. It is probably in the cost of the home?

Katherine Harrison-Rogers said I would assume like any construction, any fee whether it is a permitting fee or what have you is usually wrapped up into the total price of whatever that person is purchasing.

Councilor Becky Corran moved, seconded by Councilor Johana Bencomo, to Approve Resolution No. 25-116.

RESULT:	Carried
MOVER:	Councilor Becky Corran
SECONDER:	Councilor Johana Bencomo
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

7.6 RESOLUTION NO. 25-117: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) TO ACCEPT BUDGET ADJUSTMENTS FOR THE SPORT FIELD LIGHTING REPLACEMENTS THROUGH AN AMENDMENT TO THE CITY'S ADOPTED FY2024-25 BUDGET AND THE FY2025 CAPITAL IMPROVEMENTS PROGRAM (CIP).

Jacqueline Rubalcava, Budget and Grant Administrator gave the overhead presentation.

Cynthia Alamillo, CIP Manager continued the overhead presentation.

Councilor Bencomo asked is it all sports fields across the city or?

Steve Bingham, Parks & Rec Director said the lights at a number of fields are not being replaced. Ron Galla is remaining, Apodaca Baseball, some soccer fields, East

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Mesa Complex. The lights that are being replaced is at Maag, Harty, Paz, and Apodaca Softball.

Mayor Enriquez asked this is new?

Cynthia Alamillo said correct.

Mayor Enriquez asked I thought we had already allocated some funds for the lighting when it had gone down at Harty Field a couple of years ago I thought there was funding for this project? Can you explain the new?

Cynthia Alamillo said we currently have another project related to lighting, specifically for Hadley Field lighting. The reason why we are presenting a new CIP project is because this we want to encompass more than one location so we are providing a little bit more flexibility to the department so instead of having individual projects for each of the fields we are going with one that will encompass all of them. We went with sports field lighting. The only project that I recall for lighting related to parks is for Hadley Field so there might have been one in the past and I don't know if it was completed or if there was a change. I would need to go back to historicals to see if I can find more information on specific lighting project.

Councilor Becki Graham moved, seconded by Councilor Becky Corran, to Approve Resolution No. 25-117.

RESULT:	Carried
MOVER:	Councilor Becki Graham
SECONDER:	Councilor Becky Corran
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

7.7 COUNCIL BILL NO. 25-020; ORDINANCE NO. 3091: AN ORDINANCE REPEALING AND REPLACING CHAPTER 7, ANIMALS, OF THE LAS CRUCES MUNICIPAL CODE (LCMC).

Brad Douglas, City Attorney gave the overhead presentation.

Mayor Enriquez asked Gino, did you want to speak to the item or issue you were talking about?

Gino Jimenez, Animal Control Supervisor said the reason that Mr. Douglas brought that up was for clarification if needed on that three strikes or that community cat being impounded three times within that calendar year. If there is any explanation needed for that I am more than willing to explain.

Mayor Enriquez asked what you are advocating for is to return them not to the same location is that correct?

Gino Jimenez said that is correct. Right now, it is simply a policy with the Animal Services Center it is not part of our ordinance so all we are asking is to make that agreement between the director into the ordinance. Where as if a community cat is

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impounded three or more times within that calendar year it can no longer go back to that same colony it could be placed in an enclosed colony, adopted, any other place. Once a cat has been impounded such it is showing signs of domestication. So, it has a great chance of adoption.

Councilor Flores said it seems like the cat thing isn't quite clear or there is something not quite right with that part. Can you clarify it? I mean the way it is written and the way it would be enforced. I know that there has been a lot of people who attend the Animal Service Center meetings were against it and when all of this was being proposed like five or six years ago to codify everything there was a lot of push back, so I am just wondering how that language it just doesn't seem complete.

Gino Jimenez said again that agreement was already in place so that practice is already in place. It was an agreement between Mr. Thacker, the Director at the time, at that any cat that was impounded three or more times would not be returned to the area that it was initially impounded from or captured in. All we are doing is putting that into the ordinance to state the same thing. Like I said previously a cat that has been captured or impounded is basically showing signs of domestication so that cat has a better chance of being placed in a forever home rather than being placed back out into a colony.

Councilor Corran said I just want to give really a huge appreciation to all of the community folks who have been talking to us about this for a really long time. I know that the city has been thinking about things like TNR in the past, thinking about spay and neuter, thinking about euthanasia rate, thinking about the shelter in all of these different ways and that big missing piece was our ordinance and I really appreciate the persistence of the community folks who have committed extraordinary amounts of time and hours to this and Animal Control for being there in those conversations and for you all contributing to this different vision which is we expect people to care for their pets in our community and we are going to support them in a way that we can most meaningfully can and keep animals out of our shelter. I really just want to give a shout out for years, literally years of work that you all have done and thinking about this and compromising and coming to different places and having conversations about what it means to take care of animals in our community in a whole bunch of different ways. So, I just really want to give extreme appreciation for bringing this forward all of you who contributed to this and have been thinking of this for a long time. I think it is really meaningful, and I do hope that we can with this I think it is really important symbol regardless of enforcement details that I know are included as a part of this too, but I really hope that one of things that we can say is that everyone should be spaying and neutering their pets. We are here to support you. That is part of our norm in our community and really getting to the not thirty dogs going into the animal shelter every day, which is really the sad part of this which I think that drives the need. So, changing the norms in our rhetorical approach to how we say we are caring for animals in our community. So, thank you for your efforts in this and I commit to continuing this conversation.

Councilor Mattiace said what I would like to bring up is that when you rewrite something, and you have a lot of new enforcement strategies in this new ordinance

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can I find out how much the budget will be increased and how many more animal control officers will be hired. This is why I am asking for a compliance officer in the City of Las Cruces because we rewrite things, we bring in new ordinances, but we have to back it up with a big increase in the budget and new codes, ACO people so is that happening? Is that in the books? Is that in the planning?

Brad Douglas said with regard to this ordinance no. This ordinance does not address anything like additional hiring, additional resources that will be needed. What I can tell you is that when and I can tell you that it is a bear of a project to rewrite an entire chapter. To echo Councilor Corran, I would like to thank Animal Control Supervisor Gino Jimenez, Lt. Joy Wiitala of LCPD and I want to give a special shout out to at least two of our community partners, Kathe Stark and Geri Wheelis who are here today. With regard to this ordinance I am not exaggerating just the meetings that went into this is probably somewhere between thirty to forty hours and that is just for the meetings that doesn't include all of the rewrites, all of the conversations over the phone, over the emails but with regard to the way in which the ordinance is written we tried to be conscientious about the way that we drafted it because we didn't want to give animal control just this unfunded mandate that you have got all of these new duties now and you don't have nearly enough people. I am sure that Mr. Jimenez would gladly take a few extra animal control officers, correct? But we were thoughtful when we drafted this. Is that something that could probably come up in the future. I am sure that it could and probably should but repeat myself, I am a broken record sometimes. The way that this ordinance was drafted was so that it could affect the maximum possible change without adding additional just unbearable stress or additional requirements on our ACOs. The intent of the ordinance was really two-fold, to protect companion animals throughout the city but also to empower our animal control officers and I believe Councilor that we have done that with this rewrite.

Councilor Mattiace said with that said on April 14th when we come up with come priorities for the budget this will be a priority that I will bring up if that is not a problem. I think that if you are going to have a rewrite, I noticed that you do have a lot more enforcement provisions in it. I cannot see the same staff handling all those new provisions and the growth in the city and now the respect and care for animals will have to be enforced because if it is not then it is just a token. You know it is just a token ordinance and people will say they aren't doing anything about it and then we will be in the same place. So, I will do that on April 14th and hopefully our City Manager Ikani will respect my request.

Councilor Flores asked is there a budget for the additional officers that you are going to be needing? Because I know that you are overwhelmed. So, my question is are we fully funded to provide additional officers?

Gino Jimenez said yes there is always a need for additional support. The request has always been made.

Councilor Flores said my experience with Geri Wheelis, dear friend, it goes back six years or so and then with the other members of that committee or that group and I know that there has just been so many discussions it was how many chickens can

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you have, can you have horses? But the cat issue is the one that is probably the most difficult because I just see, I just don't know is it really enforceable or are we just putting it down to appease the community?

Gino Jimenez said yes that discussion on that topic is always greatly emotional. There are citizens that feel great that the cats should be left alone and then there is the enforcement part of it where we can't actually turn our back to it. We have got to address those issues. So, I think in the last rewrite which I believe was in 2019 is when this compromise of community cat issue came to the table so over the past couple writes into the proposal that you have now is something that I believe like something that Mr. Douglas said earlier is it is huge compromise on both parts. Everybody is understanding everybody else's role.

Councilor Flores asked is the county going to have a similar legislation?

Gino Jimenez said I know that in the past the city and county have always tried to mirror our ordinances however there is different requirements and different restrictions. Of course, in the county the plot sizes are much greater than those in the city so they are allotted to have more animals and such, but we do our best to mirror each other. I have not gotten with Mary Lou Ward yet to see her opinion or feedback on this part yet so as soon as we are approved I will reach out to her.

Councilor Flores asked you are saying if we approve it maybe they will do the same thing? And maybe not. It is an emotional issue I think for a lot of us, but I know that Barbara Bencomo and I worked on revising the JPA, the agreement between the city and the county and we went through it with a fine tooth comb. I don't know if this really affects anything accept the manpower or the person power. I just don't see how it can really work. I can see the thinking behind it, the humanity, the empathy, but I don't know I am really torn without a doubt.

Gino Jimenez said with the passing of this ordinance of course it is not going to affect the JPA. You brought up the topic of manpower. Animal Control has not had an increase in manpower since 2009. There has always been that request made, and I believe that with the passing of this ordinance they may increase that or the opportunity to increase that.

Councilor Flores said it may increase, it may not increase. I am just wondering if there is going to be legislation on the books that can't be enforced and are there to just look pretty or something.

Councilor Corran said I think in the budget presentations Councilor Graham actually included Animal Control as one of her priorities as a funding priority in December when we did that, so I just want to say that it seems like it is in conversation so thank you for pointing that out early on. I also just want to point out that I think in some ways the work that happened with TNR, the shelter was putting to sleep many cats that were being taken in, many community cats prior to us passing a rule and kind of just changing the conversation. Recently the shelter has had very few cats coming in and it has been an extraordinary, there has been weeks where they have had no cats in

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the shelter for people to adopt and that has been a year's long conversation and that has to do with many community partners and a range of policies and practices but that was a community sort of statement on what we want to do about cats in our community and we didn't want to put them to sleep and we did it sort of haphazardly I think in the way that we wrote that original ordinance. I think there was a lot of loose ends and not necessarily thinking about the resources but those have come steadily since then and I think there has been a change in how we approach that. So to me I would say I don't know that it is always the perfect is the enemy of the good but to me saying collectively that we want to change our values in the way that we talk about this and think about it does make a difference I think and that is why I think that this is really promising to me and hopeful because I think that we can say we are changing the way we think about this and changing the way we talk about this. We are changing the way we support animal control and what they do and the animals service center, so I just feel like there is hope.

Councilor Bencomo said I just want to echo everybody, thank you for the work you have put into it. I know it has been long, and I just wanted to acknowledge that for sure. I have sort of one request around particularly around spay and neuter, citations that may be given out and how many of those municipal court is seeing. Obviously, I was an early on sort of a critiquer of this might criminalize more people which is why I also talked about animal welfare during our budget retreat just like Councilor Graham did early on especially in spay and neuter funding and those kinds of things. I would like to see like six months in, a year out Brad are people funneled through there? Are people being sort of intervened early on and engaged and asked to participate in the many efforts in our community. That is just really my request, but I do want to just thank all of the you for the many hours.

Brad Douglas said if this measure passes I will get with Mr. Jimenez and Lt. Wiitala, I will get with my internal staff and we can do some updates for you and make sure that it hopefully does what we want it to do but if it has unintended consequences that we don't like we can always come back and amend at a later date but we will keep you apprised at those numbers.

Geri Wheelis, Member of Public said I am with Animal Advocates for Change. Councilor Flores, I just wanted to address one item that you brought up and that was coordination with the county. Kathe and I have been having many meetings as well with the county and Mary Lou is on board to try to mirror as much as possible with the city. So that should not be an impediment.

Deena Dargo, Member of the Public said last month I had the honor of lobbying at the state capital with animal advocates from all across the state on behalf of Animal Protection New Mexico. I came away knowing that Las Cruces is much to big to still be considered kind of the wild west and whatever goes with animals. That is not just who we are as a community anymore. HB 113 is the Animal Welfare Program Fund, it passed both chambers nearly unanimously and is currently on the Governor's desk waiting to be signed. That fund allocates \$5 million for government agencies and non-profit groups statewide to better serve animal control, sheltering, rescue, and population control. These funds will be available as early as June 20th of this year. I

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respectfully ask you to pass this new animal ordinance in time to apply for funding for a greatly expanded and easy attainable low cost spay/neuter program as well as public education and enforcement of the new ordinance. This is an opportunity to get a handle on animal over population and make a lasting difference so that our shelters and animal control departments aren't permanently overwhelmed and pets don't continue to be abused, neglected, abandoned or euthanized simply because there are too many of them. If we love animals let's make that love matter by taking action to protect and manage them in a way that reflects our humane values and I have copies of the fact sheet for that House Bill 113. The Governor has until the 11th, just four days from now to sign that.

Lori Englis, Member of the Public said I would like to introduce you to a Mesilla Valley Animal Services Center success story. I have had her for twelve and half years. She was scheduled to be euthanized the day I adopted her. Her name is Brandi Alexandra, and she was one of my pets that helped raise over \$20,000 for the Dona Ana County Humane Society several years ago and was recognized by this August body. I definitely want to make sure that the Spay and Neuter Action Program is continued. In fact the budget probably if you approved this measure we can get it in time to get some of this money that is going to be available coming up here from the new legislation. Spay and Neuter Action Center, I have been working with them for years just as I have with the Dona Ana County Humane Society, and it is a successful program. It is working and we need to get more animal control officers out there. I know that has to be a budget item but definitely we need to produce and promote the Spay and Neuter Action Program as a high, high priority. I am requesting that you approve this measure.

Councilor Bencomo said I did want to bring up the matter of the amendment. I didn't hear any sort of public comment on that as Brad maybe was maybe hoping for. I generally want to sort of say yes to the recommendation from the folks on the front lines. In humans I don't love the three strikes rule but I recognize that this could potentially be different and so I did appreciate the further clarification you provided. I am okay with it but I did want to make sure that we made room for that conversation for folks if they are feeling any other way. Brad if you have it written maybe you can provide that to one of us.

Brad Douglas said if there is a motion for an amendment I would recommend language to the following affect, and it would be a new paragraph under Section 7-32A, Community Cats and Community Cat Caregivers. The proposed language would be, if a community cat is impounded three or more times it shall not be returned to the area where it was captured.

Councilor Becky Corran moved, seconded by Councilor Johana Bencomo, to amend as proposed by Brad.

RESULT:	Carried
MOVER:	Councilor Becky Corran
SECONDER:	Councilor Johana Bencomo
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

Councilor Becki Graham moved, seconded by Councilor Becky Corran, to Approve Ordinance No. 3091 as amended.

RESULT:	Carried
MOVER:	Councilor Becki Graham
SECONDER:	Councilor Becky Corran
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

8. BOARD APPOINTMENTS
8.1 DAVID STROBHAR

Councilor Johana Bencomo moved, seconded by Councilor Becki Graham, to appoint David Strobhar to the Capital Improvement Advisory Committee.

RESULT:	Carried
MOVER:	Councilor Johana Bencomo
SECONDER:	Councilor Becki Graham
AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores

9. NOTICE OF PROPOSED ORDINANCE(S)

- 1) There will be no public discussion.
- 2) A Councilor may ask staff for clarification on the proposed ordinance(s).

9.1
None.

10. CITY COUNCIL MEMBER BOARD REPORTS AND COMMENT

10.1 COUNCILOR MCCLURE

I have been thinking about what I am going to say today, and I am hoping I can get through it. A lot of times it is in response to what I hear in council comments, but I have been thinking about this for a long time, and you will get a sense why here in a second. It is hard to say anything new about the epidemic of gun violence in our country. Aside from the fact that there are members of our community that should have gone home a few nights ago and they didn't, and I grieve with the parents and the family and the friends and our city frankly. My heart is heavy, but my heart has been heavy for a long time, and I just want to elucidate that a little bit. Columbine happened as I was going into high school, Virginia Tech happened when I was in college, there has been a night club, there has been a concert, there has been theaters, there has been a Walmart, but the two that stand out the most for me are when Newtown happened and I was holding my newborn and first graders and their teachers lost their lives through gun violence and when my daughter was a fourth grader a bunch of fourth graders lost their lives at the same time. I have carried gun violence almost my entire youth and I am angry, and I know that others angry and as municipality it is really hard to make changes that are going to make a difference, but we can try. So, let me change it into a different tact. After that Friday was the first meeting of the Dona Ana County Juvenile Justice Consortium. As I am a person of let's do some stuff that always gets me in trouble, now I am the chair of that which

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was a very strange conversation to have that week and we actually wanted to have a conversation about let's make this a working board, what does that look like? What can we do for our youth in Las Cruces? The youth that I have in my house that are going to grow into the city hopefully and it was a really good place for people to be vulnerable honestly in that day. We were saying, how was this impacting your organization? We had LCPS there, we had Peak Behavioral Health, we had LCPD representatives, we had the county, we had Parks & Rec, we had Youth Diversion, FYI, CYFD, were all there at a table. We were talking about what can we do and that day was more about how we are feeling and how that impacts us but there is a flaw in our system right now for us specifically that I would like to address. I would like to make that plea to the younger crowd that was here that always leaves but I understand like I have been the youngest person in many rooms and my hair is starting to get grey and now I am still bringing down the age limit on some of the meetings that I go to. I want to encourage kiddos to come to this. I say kiddos really respectfully. I was there, I was in my twenties and people in their sixties were super happy that I was here. Sorry if that is a harder statement to hear but I am aging up into it and I'm excited. Join us for these meetings. Our next one, we meet every two months, May 22nd, noon at City Hall. We want you at the table to tell us what exactly we can do. What works better because we are all there. We are all doing what we can and also someone had stated I think it was Robert Nunez had said there are successes in our city and we have to focus on that to. What we can do and how we are doing it. Start small a lot of times. That week it was just how they were feeling. Weed and Seed had one of the students, they were impacted. They were talking about it so again I want to see some of the younger people at these meetings. I am calling you all out. You can come and have a conversation with us here and see what the resources are.

10.2 COUNCILOR MATTIACE

Kind of along the same lines. I have lived in Las Cruces 57 years and that event was quite shocking to me and therefore I think everyone on this council wants to introduce something that could help, and my aim would be the community meetings. I think that is an excellent idea with the youth, but I would also like to see the City of Las Cruces budget more money for really good after school programs. I would like to see those programs expanded. I would like to see more social workers and therapists hired in Las Cruces Public Schools. I have been talking to the superintendent. I did a tour of La Clinica. There is quite a lot of services out there for those that have behavioral or personal problems, and I think the after school programs would be an excellent way to bring the parents. I remember when we expanded the after school programs with Dolores Archuleta in 2002, 2003 and in 2005 we actually included an expense for food so that after the after school program the schools offered meals and this brought the parents down and if you had more parents bonding and eating with the kids and then you had therapist there and social workers and the teachers being paid after school time it brings the families back together and we know more about the children and the children know more about us and the parents are a big influence in what is happening today. Many of these young adults maybe have a single parent or a grandparent or sometimes no parent at all when they go home from school so I would like to see that made a priority.

The second item I have is a little more complicated because I would like to see job

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development. I looked at the economic development numbers and the jobs created whether by MVEDA, or the City of Las Cruces or the county and the jobs are just not there nor are there good paying jobs and that is where the Industrial Park needs to be supplemented, it can be done by the El Paso Electric Company and that can be done with just sitting down and I would like to ask the City Manager if he can put together a meeting with our Economic Development Department, our new Economic Development Director and see what we can do to actually get that extra grid built through the right-of-way. By the right-of-way I mean that we already have the right-of-way so a line can be made to go up to the Industrial Park to provide more megawatts, more power, and I think if we have the power up there and we have the grids supplemented then we could attract bigger companies, better paying companies. It just surprises me that Los Lunas can get Facebook. Facebook is doing a big expansion in Los Lunas and then Carlsbad getting a 2 million square foot warehouse, Portales, Farmington. Las Cruces needs to get there, and we need to spend the millions of dollars to serve more people and we are spending millions of dollars sometimes on projects that are only serving 50, 60 a couple of hundred people. We need to spend the millions for example in the after-school programs and I mean millions to serve more kids, more youth, more recreational parks, more parks as we see, more fields, maybe more club fusions or Amador Live, more places for the kids. Maybe a bowling alley. Maybe we need to support more recreational facilities and reach more people. We are spending millions of dollars and not reaching, we should be reaching thousands of kids, thousands and then we should be doing the same thing reaching people that can get jobs. We just have to prioritize where we are spending our millions right now and we need to spend less in certain projects to actually serve more and if we can do that maybe with Councilor McClure's idea, my idea and everyone on this council coming up with a bold new idea maybe we can prevent more tragic happenings.

10.3 COUNCILOR GRAHAM

I don't have a bold new idea, but I am going to talk about my bold ongoing idea. Councilor McClure, I love your call out to young people to come to our table and I want to expand that and say we want to come to your table. We want to come where you are. The impetus does not have to be on you to come to us and I speak as somebody who has the great pleasure two nights a week of spending time with some of the best people in Las Cruces and those are the elementary, middle, high school and young adult fighters who call the Las Cruces Police Athletic League Boxing Gym, PAL Gym home. One thing that soothed my heart a little bit on March 21st when we started getting word as to what had happened at Young Park was I knew that a big chunk of our boxing team was in Roswell, New Mexico at New Mexico State Golden Gloves Championships and not just PAL, House of Pain Boxing, Cross Town, Dona Ana Boxing Club. I am focusing on one sport because that where my history and my heart is but I watch these programs work and so much of it is what I have learned especially from Mayor Pro Tem Bencomo is making it accessible, lowering barriers and opening your door to anyone who wants to be there and over the past four years that I have been on council the city has consistently supported my outcry for more support for PAL and it is seen and it is something that is currently working and we need more of it. That is my comment. I also talking about job development I know at least two current Las Cruces police officers who came through the PAL Boxing Gym and I think we have got four firefighters right now who came up at PAL. It is a great

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place to come and recruit your next class of public servants. They are warriors with hearts, and I think that is another place where I am seeing how we can expand something that is maybe “just a sport” into something that can have a bigger impact on our participants lives.

10.4 COUNCILOR CORRAN

I first just want to really just give enormous gratitude to LCPD and LCFD, I know you saved lives that day. I am very sure that our first responders did things in such a timely fashion and in such a well skilled way that we can be extremely proud of their contributions, and I just want to share my appreciation for knowing that you work for our city and care about our folks in the ways that you do including that day. I also want to give a follow up to all the community organizations that were part of the victims resource center. I had the opportunity to visit with those folks who really stepped up and into unfortunately something that they trained for so that was very apparent when it got set up in a really quick way and was able to help and support community members who are visiting there and I suspect as this crisis evolves many folks who experience trauma of many sorts will need ongoing support and I know that our city has that after visiting with the victims resource center. So, I just want to share enormous gratitude to all the folks who responded in the various ways and brought their talents to bear to save lives at that time and now saving lives on an ongoing basis. I think I am perplexed in talking to everyone that I know about what should we do and I don't think we have heard any singular answer that said this is what will fix this problem and I think anyone who has a singular answer is not really seeing or hearing what folks are saying. So I look forward to all of the opportunities that we have to have conversations about that and I say that in the next week we did our Thrive visits to schools and I say this as one of the most heartening things, I visited Mrs. Quezadas fourth grade bilingual class and the student who was there, this was during a time when the Allen Theaters was hosting a film festival for all of the LCPS schools including these kids in fourth grade, many of whom had acted in an avant garde dinosaurs in space movie with one of their classmates and it reminded me that we can never see young people as a risk only as a hope and I say that as someone who works at the community college and I see and feel hope from my students all the time and so the contrast of those things, this weekend visiting with volunteers, the people who volunteer for the City of Las Cruces. Thank you for the invitation, it was an extraordinary event to get to meet so many people who contribute as coaches for sports teams at the Rec Center, who are training people to do food service, speaking of job development, who are working as docents at the museums, and seeing all of those folks who are engaged all different ages both young people and older folks working with young people and old folks, teaching them tai chi and Dungeons and Dragons and a myriad of extraordinary things that folks are doing as volunteers. I feel the contrast of the despair that comes from a tragedy and the hope that comes from the many people who are doing extraordinary things in our community all the time and so I want to give gratitude to those folks all the time including those volunteers we saw this weekend. That was a really great opportunity and I hope to continue to engage with those volunteers and I love the ways that our city provides places for people all across a range of spectrums. I just hope that we can expand that and fill that role in the ways that make our community stronger and more hopeful.

10.5 COUNCILOR FLORES

I want to share, I think we are trying to look at solutions here and maybe there are just

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little grains of sand going into a huge bottle but it should help. I want to share with you what Maria Flores, some of you may know her. She served on the Las Cruces School Board for many, many years. I think twelve years, fourteen years and she would visit classrooms. She would just go to different schools and sit and talk to children and on one occasion or in visiting this class she saw that this little girl never went to lunch. You know there was kids that would go out and get their little bags and whatever and there weren't any free lunches there, but she would sit there with her little brown bag at her desk and so Mrs. Flores asked that little girl, aren't you going to eat your lunch? And she would say no I'm not hungry and she would say oh, okay. It went on and on and what Maria had discovered at one point is that she didn't have any food in that bag. She had a rock that made it look like there was food in that bag. That is probably one of the most heart-breaking stories that I have heard, and this is our LCPS schools. The other story that she shared is that she would actually go and former Mayor Miyagishima did this too, I think he still does it, goes in and talks to kids, makes arrangements of course with the school district, the school, and so on another occasion Mrs. Flores was talking to the kids and asking them, just going around and asking them what is your favorite activity at school? What is it that you like about coming to school? The kids would say I see my friends, I like my teacher, I like to read, I like recess. She came upon this little girl who reluctantly replied and she was a very low voice and she was almost embarrassed and she said I come to eat and when Maria shared this story with me there was just about two or three of us who have been in the classroom, I was a substitute teacher for LAUSD while my kids were young and you would see that children had problems but at any rate it was really heartbreaking to think that, it's heartbreaking I am sure you're sitting there thinking those are horrible stories and they are. We are trying to look at solutions, but we can't get to solutions unless we really know the fountain or the root of the world we live in today and I really salute and praise my colleagues for their contributions. I am not saying this is the root problem because there is a lot of things that need correcting in our world but you can't function without food. These are children who are going to school to get food and I know now that I think schools are providing breakfast and lunch even during the holiday season. Again, we have another joint powers agreement with the LCPS. So, the City of Las Cruces and LCPS worked on the proposal for the JPA from the State of New Mexico and I was with the League of Women Voters at that time, and I participated somewhat, I wasn't one of the leaders or anything but to create this JPA so that we could set up community schools. So, we do have community schools, and they are thriving and Councilor Graham sits on that board. It was really sad to hear how a lot of these children in our schools don't come from homes that there is a meal for breakfast, there is a meal for dinner when they are home and a lot of other issues but what has happened with the community schools, I don't know if there is a measure but we meet once a month and of the principals are very committed. There is one principal, Sherry Love who is at the Dona Ana Elementary School and her area is like in the boonies sometimes and when kids are maybe absent because they had a cold or whatever, measles, but if they are absent more than two or three days she actually goes out to those homes to find out why the child isn't in school and then she takes whatever measures are appropriate to make sure that the child gets back in school and I don't think we have a report on that. Anyway a lot of the kids are thriving in all of those schools so I think that is a start and I think that recognizing that our children come first because if a child is not eating and in a lot of these homes there is unemployment, frustration, and then they take it out on

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the kids and all of this comes out to which is very sad. It is a tragedy. We have to look at those root issues before we can come up with solutions and in the meantime, I think it is good that we are applying Band-Aids.

10.6 COUNCILOR BENCOMO

I am a little bit dreading this moment because what do you even really say except what is on your heart and my heart is deeply broken for the families in Las Cruces who lost their loved ones much too soon, for the people that were there that will be forever impacted, forever carry this with them, for first responders who will also always carry this with them and that is hard and no amount of solutions that we come up with now will take that away. That is just deeply heartbreaking and as I started thinking about what I want to say today I found that there have actually 87 mass shootings in the United States since the year began, since 2025 there have been 87 mass shootings and actually the data was only up until April 5th which did not include a shooting that happened at a mall in Ft. Collins, Colorado yesterday where my brother lives where two died and there was one juvenile suspect. The organization says that firearms are the leading cause of death for American children and teens and there is an article recently that said six of the nine deadliest mass shootings in the United States since 2018 were by people who were under 21 or younger, predominantly young men and so I don't know if all of those communities that have experience this awful tragedy like we did, now we are on this list, right? And I don't know if those communities also struggle with not enough laws, bad laws, lack of police, whatever it might be I don't know those details. What I do know is that there is a very common threat and the threat is that children and teens can easily access guns and people die and I think that I have also been feeling a lot of shame around the very normalized cycle that we go through around mass shootings, we say our thoughts and our prayers, some of us are very angry for a while and it sort of sticks with us. I really never considered what happens in that community the day after. What happens in that community the week after? What happens two weeks later? How does that community come together to heal and I hope that we can do that in Las Cruces. I think I have seen a lot of things that make me sad in terms of the responses, but I have also seen a lot of things that make me hopeful and some of the things that I want to commit to our one, continue to center the voices of youth. Especially youth that were there that night. Youth that we have tagged as "troubled youth". I want to understand their lives, their environments. I want them to help us. Whatever initiatives come out of this tragedy, programming, education, infrastructure, policy, that it is led by youth, by directly impacted youth. That feels like a commitment that I am very strong on. One of the ways that I hope we can do this in FYI, and you also have been here today, they are already committed to this but they are willing and they stepped up to lead some youth conversations with the city. We will pull in the schools. I have invited my colleague Councilor Graham to join and some city staff to join those planning meetings but as soon as details on that come out I think we should all go and listen, just deeply listen about what youth in our community, especially if they have been justice involved have to say about what they need and wish to see in our community. That is one, number two, I sort of immediately started thinking about what diversion looks like in our community and I found that out of District Court here there is no diversion program for juveniles involved here in any kind of violence or crime. The Second Judicial District Court does have a program that has been tremendously successful called the Community Gun Violence Intervention Program, specifically

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focused on people ages 14 to 21. In order to qualify for this program they must be justice involved with juvenile charges stemming from gun use, they must attend groups in person and must be able to engage in programing, 81% of program graduates have no new felony offenses to date. There has been hundreds of referrals that have come from many of the partners like Bernalillo County, the Bernalillo County Sherrif's Office, Albuquerque Fire Department, New Mexicans to Prevent Gun Violence which I have also spoken to, Albuquerque Public Schools and many other partners that have said yes, we want to do this because we don't want to wait until youth commit even worse crimes to then say go to jail for the rest of your life. We want to intervene. If they are already in the system let's divert. Let's focus on diversion and Councilor McClure maybe I will give this to you and maybe this is perhaps a great project for the Juvenile Justice Continuum folks that you are a part of. I feel really strongly about this. I believe that there are many wheels that we don't have to be reinvented. There are programs out there that exist. I want to pursue things that are evidence based. I want to pursue things that I know will work. Curfews do not work. The evidence in fact shows the exact opposite of that, right? So, I want us to respond in ways that will support our community to thrive and will bring those especially if there is some sort of special legislative session to come out of this later in the year. These are the kinds of things that I will be fighting for. These are the kinds of programing that I will ensure, and I will fight to advocate to bring money to our community for.

The last thing I wanted to point out was that I really hope the city engages in conversation with and I was really happy that Angelica with La Pinon came. I was there last week and got to meet so many of their staff and talk about so much about what they do. They actually had a very similar sort of community intervention program through the J. Paul Taylor Juvenile Detention Center that focus specifically on gun violence, and they had a curriculum where they would go and teach the kids that were there, and it was tremendously successful even though they ran out of money though. They did tell me that there is \$9 million out of DOH for this that the county sadly decided to turn down but I am hoping Ikani that you or maybe someone on staff can reach out to Angelica to talk more about the potential collaboration opportunity that can exist here if this pot of money already exist and we just need that governmental body to say yes we will take the money and provide it to the folks already doing the work. These are the things that I am committed to and I hope to continue talking about more in detail.

10.7 MAYOR ENRIQUEZ

Thank you to the rest of the council. Thank you all for what you are bringing up in showing the care we have for this community, and we want to come with some solutions. We want to have the accountability, the prevention and the intervention and so I thank you all for the comments and before I get to some of those comments, I just want to bring up some of those on the agenda. It is board comments, and I do have a board comment with Mesilla Valley Economic Development. Last week there was a couple of meetings, the cold storage unit that has been talks in the works for several years. They are looking at April starting the permits, that is this month and then hopefully breaking ground sometime in June or July at the Industrial Park and also there was a group of business individuals from India that the Governor had gone out to meet them last summer and so they look like they are going to be starting some

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businesses in Albuquerque but they wanted to come down here and see Southern New Mexico and see what the potential is for expanding so we were able to meet with them and have some good conversations and tell them how much better the green chile is down here and the friendly people so hopefully we can convince them.

We are saddened by what took place at Young Park and it is a devastation, and we never want to say that is our community and I know there is a lot of good there. We are sad. We are frustrated. We have anger but we are not here to blame. It is up to us as leaders of this community to find some solutions and to find some intervention and to find prevention, but it is just not right, and I do have to say this it is wrong to come in and blame the police and to blame Chief Story for a comment he makes. This was not his fault. I said this over and over about public safety and whether it is the Police Department or it's the Fire Department. There is intervention. There is prevention. There is education but their primary duty is to respond. They never started the fight, they never started the fire, they just respond to it so I thank them for all of the work that they do. Thank you, Chief Story, for your leadership, Chief Daniels for your leadership in public safety and we will continue, and we will put in the resources, and we will do everything we can to support that because it is a community that we want to protect and be proud of. With some of the things that go on I have been very fortunate to share as other councilors have mentioned with Thrive Con Cariño to the public schools and it is great to see that there are some students out there and so when we start looking at all the negativity I want to say thank you to the parents and the teachers that are sending their kids to school and then are encouraging and motivating them. We went to Centennial for the first one that we did, and it was the high school students and I believe he was a senior and that classroom was calculus. Monday through Friday for two hours every morning that is how they start their day with calculus. That is amazing. That is something to be proud of and that is something to say we have a future. So, I was very pleased to be a part of that. I have mentioned that I have adopted Hermosa Heights as my school so every Thursday that I am in town I walk with those kids to school to show them that leadership cares and I get invited to several programs. Last week they had NDI, the National Dance Institute that came down and different kids in the class performed. It is about movement and exercise and the four things that they worked on aside from physical activity and the movement was to know these four things, work hard, do your best, never give up and be healthy and that is what we have to do as a community. And those are the programs and the things that are going on. The Governor came down and she gives her condolences. We had a meeting with other elected officials, Legislators, senators and what we have come up with is different intervention. This summer we will have the youth program between the county and the city to employ students at the high school level so they can have the internships with city, with county and if we get enough funding we can start looking at local businesses to also have high school students so that we can get them involved in the work place so they can see what it is all about and what it is like to be responsible and have a job and have some accountability in what they do day in and day out and this is a great way of doing it and we look forward to all the funding that we can get from our Governor for that.

11. CITY MANAGER REPORT

11.1 IKANI TAUMOEPEAU

In public comment Stewarts Drive was brought up and I do want to thank Public Works for the update working with Sonya, ACM. Apparently, the section of Stewarts that is in question is private property so the challenge that is happening is that we are maintaining from my understanding the property is city property but the property that is a chunk that is private property that is something that hasn't been in maintenance for and a question of ownership, but we are looking into it. I have been told that we will reach out to a property owner, and we will have some discussions with them but I just wanted to bring some light to those, but we are not tracking this so thank you to the resident that brought this to our attention or continues to bring this our attention. Another issue and alas from public comment that I wanted to share an update a connex box was mentioned, this was something that was asked to our police and so just an update from Chief Story that this was up and running in October of 2024.

Regarding Quality of Life Department, we have a few updates. Las Cruces Museums are gearing up for two annual events with their education team. One the first annual STEM Festival on April 12th and two our 11th annual Pictograph event resulting in the painting of an indigenous mural on the exterior of the museum on April 19th. Also last Saturday, just a heads up, March 29th was Branigan Library's Wizard of Oz days. We had a Wizard of Oz themed event from costume contest to crafts and trivia. This turned into a popular event with 75 participants who stayed most of the day. We will be working to make this a regular event. The library staffed dressed up with Wizard of Oz days. Library Assistant II, Beatriz Rudisill was a munchkin, Library Assistant II John Stout as the Cowardly Lion, Library Assistant I, Laney Lujan as Glenda, and Library Assistant I Megan Romero as Dorothy. So, thank you Quality of Life for being so creative with that and kudos for 75 participants.

Last, Parks & Rec just a few updates. Adult Basketball League online registration begins on Tuesday, April 22nd, at 9 a.m. until capacity is met. KLCB, Keep Las Cruces Beautiful, will be hosting a free community tire dump day on Saturday, April 12th from 8 a.m. to noon that will allow opportunity residents to dispose of used tires at the following locations, East Mesa Rec Center and Young Park. KCLB will also be hosting free dump your junk, starts Saturday April 12th through Saturday April 19th, and the weekend of April 26th and 27th from 8 a.m. to 3 p.m. at the Amador Transfer Station. All residents can dump trash for free at the transfer stations during this event. And just the status of sports fields, Ron Galla is open for day and night play, Maag and Paz have been open for daytime programing including weekend tournaments. Harty will open starting tomorrow and Apodaca Softball field remains closed until further notice.

12. ADJOURNMENT

12.1

Councilor Yvonne Flores moved, seconded by Councilor Becky Corran, to adjourn at 4:52 p.m.

RESULT:	Carried
MOVER:	Councilor Yvonne Flores
SECONDER:	Councilor Becky Corran

Agenda Item #5.1.

AYES:	Mayor Eric Enriquez, Councilor Cassie McClure, Councilor William Mattiace, Councilor Becki Graham, Councilor Johana Bencomo, Councilor Becky Corran, and Councilor Yvonne Flores
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Mayor

City Clerk



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ N/A		
1st Reading:		Adopted:	May 5, 2025
Drafter:	Virginia Barela	Department:	Financial Services
Program:	Purchasing	Line of Business:	Procure-to-Pay
Title:	A RESOLUTION AUTHORIZING AN ANNUAL NOT-TO-EXCEED AMOUNT OF \$500,000 FOR THE PURCHASE OF OFFICE SUPPLIES WITH STAPLES CONTRACT & COMMERCIAL, LLC OF FRAMINGHAM, MASSACHUSETTS, VIA SOURCEWELL CONTRACT NO. 070924-SCC FOR A TERM THROUGH FEBRUARY 2, 2029, SUBJECT TO APPROVED BUDGET APPROPRIATIONS (PROCUREMENT NO. 24-25-075).		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
To authorize an annual not-to-exceed spending amount.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
The City of Las Cruces (City) procures office supplies for its staff across all departments to support the City's daily operations. Each department allocates a budget for its office supply requirements as part of the annual budgeting process.

Las Cruces Municipal Code, Chapter 24, Section 24-4 (25) Authorized exemptions, authorizes the City to utilize contracts from other entities. Utilization of these contracts allows for effective and cost-efficient procurement of goods and services to meet the City's operational needs.

On June 3, 2024, City Council approved R24-123 authorizing the use of Sourcewell Contract No. 012320-SCC for a term through April 6, 2025, in an annual amount not-to-exceed \$500,000. Staples continues to provide reduced pricing based on Sourcewell Contract No. 070924-SCC. Purchasing staff has reviewed annual purchases with Staples Contract & Commercial, LLC (Staples) of Framingham, Massachusetts. The annual total of expenditures for the entire organization has been determined to fall within the threshold that requires the review and approval from City Council. The City wishes to utilize Sourcewell Contract No. 070924-SCC to purchase office supplies at a discounted rate. This Resolution requests approval from City Council to set an annual not-to-exceed purchasing amount of \$500,000 for a term through February 2, 2029, subject to budget appropriations.

SUPPORT INFORMATION:
[Attachment "A" - Sourcewell Contract No. 070924-SCC](#)

PLAN(S):
None

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

☐ Yes

☒ No

Does this action amend the Capital Improvement Plan (CIP)?

☐ Yes

☒ No

Does this action align with Elevate Las Cruces?

☐ Yes

☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution authorizing the City of Las Cruces to procure office supplies with Staples Contract & Commercial, LLC in an annual not-to-exceed amount of \$500,000 through February 2, 2029, subject to approved budget appropriations.
2. Vote "No"; this will not approve the Resolution, and City Council will need to provide staff with alternative direction.
3. Vote to "Amend"; this could modify the Resolution based on direction from City Council to staff.
4. Vote to "Table"; this could delay the agreement for office supply catalog solution, which could negatively affect City operations.

REFERENCE INFORMATION:

R24-123

Sourcwell Contract No. 070924-SCC

RESOLUTION 25-126

A RESOLUTION AUTHORIZING AN ANNUAL NOT-TO-EXCEED AMOUNT OF \$500,000 FOR THE PURCHASE OF OFFICE SUPPLIES WITH STAPLES CONTRACT & COMMERCIAL, LLC OF FRAMINGHAM, MASSACHUSETTS, VIA SOURCEWELL CONTRACT NO. 070924-SCC FOR A TERM THROUGH FEBRUARY 2, 2029, SUBJECT TO APPROVED BUDGET APPROPRIATIONS (PROCUREMENT NO. 24-25-075).

The City Council is informed that:

WHEREAS, the City of Las Cruces (City) procures office supplies for its staff across all departments to support the City's daily operations; and

WHEREAS, Las Cruces Municipal Code, Chapter 24, Section 24-4 (25) Authorized exemptions, authorizes the City to utilize contracts from other entities; and

WHEREAS, Staples Contract & Commercial, LLC provides reduced pricing via Sourcwell Contract No. 070924-SCC; and

WHEREAS, the annual total of expenditures for the entire organization has been determined to fall within the threshold that requires the review and approval from City Council.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the Resolution authorizing the City to procure office supplies with Staples Contract & Commercial, LLC, via Sourcwell Contract No. 070924-SCC, attached hereto as Attachment "A", through February 2, 2029 in an annual not-to-exceed amount of \$500,000, subject to approved budget appropriations is hereby approved.

(II)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

Agenda Item #6.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS



Solicitation Number: 070924

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Staples Contract & Commercial LLC, 500 Staples Drive, Framingham, MA 01702 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Office Supply and Workplace Catalog Solutions from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. **EFFECTIVE DATE.** This Contract is effective on February 3, 2025.

EXPIRATION DATE AND EXTENSION. This Contract expires February 2, 2029, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Products and installation thereof will conform to specifications as stated in manufacturer documentation. Supplier will pass through all manufacturers' warranties to Participating Entities (copies of such manufacturer warranties provided upon request). Supplier warrants that all Products branded TRU RED, Perk, NXT Technologies, Union & Scale, or Coastwide Professional are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from the date of purchase, or (b) as otherwise specified on the packaging of the Products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Supplier's samples, if any. Supplier warrants that for a period of one year from performance, installation and assembly Services will meet or exceed generally accepted standards in the industry and will meet any required specifications mutually agreed upon by Supplier and Participating Entity. Additional warranties applicable to specific product categories, if any, are set forth in Supplier's proposal. THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, ORAL OR WRITTEN, EXPRESS OR IMPLIED. SUPPLIER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcwell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcwell receives the most current information. Supplier may utilize certain company affiliates under the Staples, Inc. umbrella to serve as authorized dealers and distributors under this agreement. Any sales by such affiliates pursuant to the Contract would be reflected in a written agreement between such affiliate and the Participating Entity with reference made to this Contract. These affiliates

include, but are not limited to HiTouch Business Services LLC, and Southwest School & Office Supply.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

Supplier will use commercially reasonable efforts to ship Products ordered by Participating Entities before 3:00 p.m. local time within one (1) business day after acceptance of a purchase order, except for backordered, special-order, or out of stock Products. If a Product is backordered or shipment is delayed for any reason, Participating Entity will be notified of a delay and Supplier will deliver the delayed Product as promptly as commercially practicable. Supplier will treat delayed orders as active until Participating Entity contacts Supplier and provides other instructions. Supplier's standard shipments will be F.O.B. Participating Entity's location in the forty-eight (48) contiguous United States. Additional charges may apply for desk-top delivery, special delivery, non-standard delivery, rush delivery, or special or custom order products or as

noted on Supplier's e-commerce platform. Title and risk of loss for the Products will pass to Participating Entity at the time the Products are delivered to Participating Entity. Eligible products purchased online and picked up at a Supplier retail location will be available for pick up two hours after approval, charged at time of pick up, and cancelled if not picked up after five (5) days. Sales tax will be calculated based upon order pick up location. Participating Entity's invoice may not separately designate these items as "in-store pick up." Certain items may incur an additional charge (typically furniture items) which will be invoiced to the Participating Entity, if applicable. Unless otherwise agreed by Supplier and a Participating Entity, all orders shall be subject to a minimum order size of \$35.00 per order. Orders not meeting the foregoing minimum will be charged a \$7.99 fee.

The following will apply for shipments to Alaska or Hawaii: Shipments up to 159lbs. are shipped UPS 2nd Day Air. Shipments over 159lbs. or items which cannot be shipped via UPS (e.g. items classified as hazmat and/or ORM-D) are shipped ocean freight. Supplier will not ship any fully regulated hazmat items, which are shipped directly from the vendor. Ocean shipments are delivered approximately fourteen (14) days from shipment. Shipments to Alaska or Hawaii may be subject to a 25% surcharge. Additional terms and fees for shipments to certain locations (including, without limitation, Alaska, Hawaii, Puerto Rico, and U.S. Virgin Islands) are set forth in Supplier's proposal.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

Core List. The “Core List” represents net priced items which are inclusive of those products predicted to be the most commonly used products by Sourcewell and its Participating Entities. Prices for Core List items provided under this contract are set forth in **Exhibit 1**.

The prices for Core List Items, excluding Premium Products may be updated twice annually on August 1st and February 1st of each year during the term that this contract is in effect. Supplier may request a price change adjustment for Core List items by submitting a price change addendum to Sourcewell thirty (30) days prior to August 1st and February 1st to reflect changes in stock availability, market conditions, buying expense, tariffs and other factors that affect the overall cost of such items.

The prices for Premium Products may be updated quarterly of each year during the term that this contract is in effect. Premium Products are defined as copy paper, toner, ink, janitorial paper, can liners/trash bags, technology, furniture, and Deviated Products that Participating Entities purchase from Supplier. “Deviated Products” is defined as Products for which Seller receives special pricing from the manufacturer specifically for Sourcewell.

Extraordinary Market Events. Supplier reserves the right to reasonably adjust a Core Item’s price if extraordinary market events require immediate adjustment (e.g., shortages, trade disputes, natural disasters, etc.) and to adjust pricing with the impact of tariffs, customs, or duties imposed on products. Any such adjustments shall be noticed to Sourcewell with thirty (30) days prior written notice accompanied by supporting documentation. Supplier will work with Sourcewell and affected Participating Entities to identify alternative products to mitigate the impact of the foregoing where possible.

Updated Items. For purposes of contract management, Supplier may provide to Sourcewell an updated report no more than once a calendar quarter, which shall identify the SKU numbers and prices for the new items that Supplier and Sourcewell have added, as well as SKU numbers for

items that have been removed from the from the Core List. Supplier may from time to time propose substitutions to Core Items. Sourcewell agrees that it will not unreasonably withhold its consent.

Custom Pricing; Rebates & Incentives; Other Terms. Supplier may offer additional pricing discounts, rebates and/or incentives to an individual Participating Entity based upon commitments and variables that may include, but not limited to, Participating Entity size and scope, geography, purchase volume, guarantees, logistical expenses, manufacturer support, specific product usage and other contractual terms/requirements. Participating Entities receiving custom pricing or incentives may be required to sign a Participation Agreement with Supplier.

Non-Core Items. The prices for Non-Core Items shall appear on StaplesAdvantage.com and shall be adjusted to reflect changes in stock availability, market conditions, buying expense, and other factors that affect the overall cost of the Non-Core Items. Notwithstanding anything to the contrary, Non-Core Items are not subject to customer audit or any pricing guarantee, nor shall Non-Core Items be subject to the Change Request process set forth in this Section 4.

Sourced Goods. Participating Entities may request certain goods that are non-stock or custom in nature. The prices for Sourced Goods shall be those prices that appear on the ordering platform at time of order, or as otherwise established between Supplier and the applicable Participating Entity at the time the order is placed. Sourced Goods may include additional delivery or handling charges that would be the responsibility of the ordering Participating Entity.

Pricing Exhibits. Please see our Pricing Exhibits for pricing details on the following categories:

- Exhibit 1 – Core List Pricing
- Exhibit 2 – Print Services
- Exhibit 3 – Staples Promotional Products
- Exhibit 4 – Staples Technology Solutions

Tier One Diversity Program. Supplier's Tier One Diversity Reseller Program is available to Participating Entities. Under the Tier One Diversity Reseller Program, Participating Entities may purchase Products hereunder from a diverse reseller participating in the program. Sourcewell acknowledges that the diverse reseller's pricing to Participating Entities may be higher to reflect the services provided by the diverse reseller.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's

authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

Notwithstanding anything to the contrary, a Participating Entity's participation hereunder, including, for the avoidance of doubt, and extension of credit hereunder, is contingent upon Participating Entity's satisfaction of Supplier's standard credit requirements. Supplier also reserves the right to refuse sales of Products to Participating Entities reselling such Products. To the extent a Participating Entity has a pre-existing separate agreement with Supplier, Supplier reserves the right not to sell products and services under multiple agreements to that Participating Entity.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be

negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

Supplier reserves the right to terminate a purchase order pursuant to which a Participating Entity requests or demands services to be performed not enumerated by the terms of this Contract.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities,

pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

The administrative fee referenced in this Section shall be calculated as a percentage of Net Sales (defined below) as follows:

Unless otherwise mutually agreed to in writing by Sourcewell and Supplier, and except as stated below, Supplier will pay Sourcewell an administrative fee of one and half percent (1.5%) of the Participating Entities' aggregate Net Sales during each calendar quarter, which have been timely paid, to be paid within forty-five (45) days after the end of each calendar quarter.

An exception to the above 1.5% admin fee would be that Supplier will pay Sourcewell one quarter of one percent (0.25%) on technology product Net Sales.

Net Sales is defined as the gross sales price of the Products purchased pursuant to this Contract, less shipping costs (including freight charges and insurance), taxes, duties, any rebates or fees actually paid, discounts and allowances actually taken, rejections and returns to the extent credit is given or paid, and also excluding purchases of Market Priced Items and purchases made via (i) Staples.com, or (ii) any Seller retail channel.

Market Priced Items are defined as cash equivalents (e.g. gift cards, postage, etc.), certain custom and special order, and/or certain net priced items or items subject to a manufacturer's MAP policy.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the

end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract. Any audit requests shall be made with thirty (30) days advance written notice and shall be conducted during normal business hours and Supplier's corporate offices. If a third-party consultant or auditor is used, Supplier may require the execution of a confidentiality agreement prior to receiving access to any records.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid. This Section shall not apply to Supplier's delivery, installation, design, repair, or refurbishment obligations hereunder, which Supplier may subcontract to reasonably qualified third parties.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS, LIABILITY

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

Neither party nor its officers, directors, employees or Affiliates shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages, including, but not limited to, lost profits, business interruption, loss of data, or cost of cover, even if the party alleged to be liable has knowledge of the possibility of such damages. The limitations set forth in this Section shall not apply to or in any way limit liabilities arising from a party's gross negligence or willful misconduct, or from the confidentiality or indemnification obligations of that party.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*
 - a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
 - b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY**. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING**. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT**. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE**. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. **REQUIREMENTS.** At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an “AM BEST” rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers’ Compensation and Employer’s Liability.*

Workers’ Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office (“ISO”) Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Supplier will maintain umbrella coverage over Employer’s Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability.* During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier’s professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone

policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending

Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

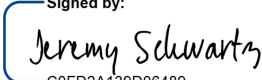
22. CANCELLATION

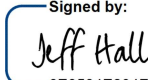
Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation. In addition, Supplier may

terminate this Contract for any reason (i.e., for convenience) with respect to an individual Participating Entity by delivering not less than 90 days prior written notice thereof to Sourcewell and the applicable Participating Entity.

Sourcewell

Staples Contract & Commercial LLC

Signed by:

C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
11/7/2024 | 3:01 PM CST
Date: _____

Signed by:

6E8584E204FD403...
By: _____
Jeff Hall
Title: Chief Financial Officer
11/7/2024 | 2:52 PM CST
Date: _____

RFP 070924 - Office Supply and Workplace Catalog Solutions

Vendor Details

Company Name: Staples Contract & Commercial LLC
500 Staples Drive
Address: Framingham, MA 01720
Contact: Sandy Long
Email: sandy.long@staples.com
Phone: 404-510-9974
HST#: 04-3390816

Submission Details

Created On: Thursday May 16, 2024 06:53:27
Submitted On:
Submitted By: Sandy Long
Email: sandy.long@staples.com
Transaction #:
Submitter's IP Address:

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Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcwell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Staples Contract & Commercial LLC	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	HiTouch Business Services LLC and Southwest School and Office Supply are affiliates of Staples Contract & Commercial LLC, and wholly owned subsidiaries of Staples, Inc.	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Staples Contract & Commercial LLC is a wholly owned subsidiary of Staples, Inc. Our Contract & Commercial division supports our business-to-business customers with all the products and services we offer. Our lines of business names include: • Staples Business Advantage • Staples Advantage • Staples • Staples.com • Staples Business Credit • Staples Facility Solutions • Staples Promotional Products • Staples Furniture Solutions • Staples Technology Solutions • Staples Pack and Ship Solutions • Staples Installation Services • Staples Print and Marketing Services	*
4	Proposer Physical Address:	500 Staples Drive, Framingham, MA 01702	*
5	Proposer website address (or addresses):	www.StaplesAdvantage.com	*
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Jeff Hall, Chief Financial Officer 500 Staples Drive, Framingham, MA 01702 Phone: (508) 253-5000 Email: Jeff.Hall@Staples.com	*
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Sharon Burgess, Strategic Account Director – Public Sector 500 Staples Drive, Framingham, MA 01702 Phone: (813) 469-7256 Email: Sharon.Burgess@Staples.com	*
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jeremy Landis, Area Vice President – Public Sector 500 Staples Drive, Framingham, MA 01702 Phone: (571) 695-9856 Email: Jeremy.Landis@staples.com Adam Moriarty, Vice President – Public Sector 500 Staples Drive, Framingham, MA 01702 Phone: (508) 253-2531 Email: Adam.Moriarty@Staples.com	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Staples was founded in 1986 by Tom Stemberg, who was inspired to create an office supply superstore after struggling to find a printer ribbon during a holiday. The first store was opened in the Brighton neighborhood of Boston. Since then, Staples has grown significantly, both organically and through acquisitions. By 1989, there were 23 retail stores nationwide. In 1993, we launched Staples Contract & Commercial to focus on the needs of the business-to-business market. In 2008, we acquired Corporate Express, further expanding our capabilities in the business-to-business market. In 2017, we became a private company when we were acquired by Sycamore Partners. Our core values include embracing diversity, sustaining the environment, giving back to our communities, and practicing sound ethics. We believe that doing business right is the key to doing business well. Our business philosophy is to make our customers' jobs easier through our expertise in product selection, fulfillment, customer service and account management. We offer a wide selection of products and services specially curated for our customers' unique needs, and we provide easy online ordering and fast, reliable delivery. We have been in the industry for 38 years, providing a range of products and services beyond the paper, ink, and toner we're known for. We are experts in technology and conferencing equipment, cleaning products, furniture, and breakroom items like snacks and coffee. We also provide comprehensive print management programs and promotional capabilities. Our industry longevity and experience have allowed us to develop industry-specific solutions and best practices for all our customer sectors, including financial services, consumer products, business services, manufacturing, government, healthcare, media, telecommunications and utilities.	*

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10	What are your company's expectations in the event of an award?	Upon award, Staples would continue to build on our long-standing partnership with Sourcewell by continuing to provide member-specific solutions for value, efficiency, and savings to new and existing Sourcewell participating entities. Our goal is to introduce many new Sourcewell participating entities to the benefits that our Sourcewell-awarded contract offers. We will continue to be a proven partner and resource for your participating entities by providing industry intelligence, advice and research collateral to further supplement the products and services we offer. With the implementation of our dedicated Public Sector sales teams, the expectation would be to increase value creation and contract utilization with Sourcewell participating entities.	*
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Staples became a private company in 2017 and no longer publicly reports our financial information. Staples represents that it has the financial resources available to fulfill its obligations under an agreement reached between Staples and Sourcewell participating agencies. Please see Attachment 1 – Staples Financial Stability for Staples' 2023 financial information and current bank and trade references. Staples' response to question 11 should be considered as "Trade Secret", as defined by Minnesota Statutes 13.37, subd. 2, Minn. Statute 13.01 et seq. Staples requests that Sourcewell notify Staples prior to any proposed or intended disclosure of this information.	*
12	What is your US market share for the solutions that you are proposing?	The industry remains highly fragmented with more than 2,000 competitors — we estimate that our market share is less than 10% in the United States. Staples' leading financial position allows the company to invest in its business, expand its products and services and provide customers with the confidence of working with a strong and stable supplier. Staples' response to question 12 should be considered as "Trade Secret", as defined by Minnesota Statutes 13.37, subd. 2, Minn. Statute 13.01 et seq.	*
13	What is your Canadian market share for the solutions that you are proposing?	As the industry leader, Staples Professional has significant share of the total market across many specific categories (office supplies, print and promo, technology, facility solutions, etc.) in Canada, and leverages extensive buying power and scale to continually offer customers the lowest total delivered cost. Staples Professional has established a strong leadership position in this industry by delivering quality products, an exceptional customer service model, innovative procurement programs and a relentless drive to make more happen for customers.	*
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No. Staples Contract & Commercial LLC has never filed for a bankruptcy action.	*
15	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Staples is best described as a distributor/reseller. Staples is authorized to resell the products offered in this proposal. Staples has our own sales force and delivery fleet, but we augment our drivers with third-party delivery companies and couriers. Staples also intends to utilize certain company affiliates under the Staples, Inc. umbrella to serve as authorized dealers and distributors under this agreement. Any sales by such affiliates pursuant to this agreement would be reflected in a written agreement between such affiliate and Sourcewell participating entity with reference made to the Staples/Sourcewell contract.	*
16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Staples is licensed to do business in all 50 U.S. states, Puerto Rico and U.S. territories. Staples is fully compliant with all applicable federal and state laws and regulations. Staples also requires that all third-party companies and subcontractors that may be utilized in the provision of the services contemplated under this RFP hold all required business licenses and certifications required by law. The following are functions where Staples may involve subcontractors in the provision of the products and services contemplated by this RFP: • Tier 1 and some Tier 2 Diversity Programs may be subcontracted to one of our diversity reseller partners. Our diversity resellers hold varying certifications depending on their business classification and location. • Certain types of print services and promotional products may be subcontracted to our network of qualified strategic suppliers. • Some product lines, such as janitorial and breakroom may involve service, repair and installation functions that may be subcontracted to our installer network. • Staples uses third-party vendors to perform some services, such as using UPS or local couriers to make deliveries, but we do not consider these to be subcontractors. Staples reserves the right to utilize company affiliates under the Staples, Inc. umbrella to serve as authorized dealers and distributors under this agreement. Any sales by such affiliates pursuant to this agreement would be reflected in a written agreement between such affiliate and the Sourcewell participating entity with reference made to the Staples/Sourcewell contract.	*
17	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Staples Contract & Commercial LLC has not been debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any federal agency during the past ten years.	*

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Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	Thanks to the collaborative effort of our leadership team and our associates, Staples continuously receives rewards and accolades for our service and corporate responsibility. Here is a sampling of the many awards we have received: COMPANY RANKINGS #73 on Forbes America's Largest Private Companies list for 2023 #68 on National Retail Federation Top 100 Retailers list for 2023 ENVIRONMENTAL AWARDS & RECOGNITIONS - Staples scored a 50 rating overall in our most recent EcoVadis assessment, which earned us a bronze medal - Staples received a B rating for the Carbon Disclosure Project's (CDP) 2023 assessment DIVERSITY AWARDS & RECOGNITIONS - Recipient of the prestigious WBENC America's Top Corporation for Women's Business Enterprise Award for 2024 - Score of 80 on the 2023 Corporate Equality Index (CEI) from the Human Rights Campaign, the national benchmarking tool measuring policies, practices and benefits pertinent to LGBTQ employees - Named one of the 2021 Best Places to Work for LGBTQ Equality by the Human Rights Campaign SUPPLIER AWARDS - CoreTrust "Supplier Award – Most Collaborative Partner" (2024) - HealthTrust Supplier of the Year (2019)	*
19	What percentage of your sales are to the governmental sector in the past three years	Staples considers corporate financial information to be proprietary. However, based on our own mutual sales, we achieved over \$167M in state and municipal government sector sales annually under our Sourcewell awarded contracts.	*
20	What percentage of your sales are to the education sector in the past three years	Staples considers corporate financial information to be proprietary. However, based on our own mutual sales, we achieved over \$173M in education sector sales annually under our Sourcewell awarded contracts.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Staples holds the following national public sector cooperative contracts: - Sourcewell - NASPO ValuePoint - NPP Gov - E&I - BuyBoard Staples holds numerous state office products purchasing contracts throughout the U.S, including multiple states that have adopted our existing Sourcewell 012320-SCC Office & Related Supplies contract as their state office supplies contract vehicle. Each of these contracts have been awarded to meet the unique requirements of the issuing agencies. Though specific sales volumes are confidential, each of the identified cooperative contracts above have annual sales that range between \$5 million to \$1 billion.	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Staples has the following GSA contracts: 47QSEA19D008T – Enhanced SIN for Office Supplies & Services/Office Supplies 4th Generation (OS4) and Packaged Office Furniture 47QSCC24D000G - GSA Commercial Platform contract (commercial online marketplace contract) Staples considers specific sales volumes for these contracts confidential.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Hillsborough County Public Schools	Camille Massey, Senior Procurement Officer	(813) 272-4370	*
University of Colorado	Jenny Casanova, Senior Procurement Manager	(303) 764-3413	*
County of Sacramento	Zachary Mello, Senior Contract Services Officer	(916) 875-6104	*

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Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Hillsborough County Public Schools	Education	Florida - FL	Office Supplies and related products and services	Staples' sales under this contract are high-volume and low-dollar resulting in thousands of individual transactions for this customer over a 3-year period.	Individual customer sales for the 3-year period fall between \$5M - \$25M	*
County of Riverside	Government	California - CA	Office Supplies and related products and services	Staples' sales under this contract are high-volume and low-dollar resulting in thousands of individual transactions for this customer over a 3-year period.	Individual customer sales for the 3-year period fall between \$5M - \$25M	*
County of San Bernardino	Government	California - CA	Office Supplies and related products and services	Staples' sales under this contract are high-volume and low-dollar resulting in thousands of individual transactions for this customer over a 3-year period.	Individual customer sales for the 3-year period fall between \$5M - \$25M	*
Charter School Department of Education	Education	New York - NY	Office Supplies and related products and services	Staples' sales under this contract are high-volume and low-dollar resulting in thousands of individual transactions for this customer over a 3-year period.	Individual customer sales for the 3-year period fall between \$5M - \$25M	*
City of Houston	Government	Texas - TX	Office Supplies and related products and services	Staples' sales under this contract are high-volume and low-dollar resulting in thousands of individual transactions for this customer over a 3-year period.	Individual customer sales for the 3-year period fall between \$5M - \$25M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
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26	Sales force.	Staples has a national service footprint and provides sales coverage across the U.S. The map and listing attached does not include the locations of our remote sales teams and account leaders. We have more than 1,800 sales associates dispersed in every major city and market so that we are close to your participating entities and can quickly meet their needs. Please see Attachment 2 for a list of our sales offices nationwide. Recently, we organized our Sales Teams into industry-aligned verticals: Commercial; Public Sector (Government, Education and Non-Profits); and Healthcare. This provides our customers with a partner with expertise in the products, trends, and specific contract needs of their industry. Additionally, we've invested in new digital touchpoints such as new chat features and Partner Portals, to provide our customers with access to modern and efficient ways to connect with the Sourcewell participating entity's Staples team. Staples understands the Public Sector has its own service needs, requirements and structure. Staples has a dedicated Public Sector organization with senior professionals in key leadership areas that will be assigned to Sourcewell and its participating entities. They include the following: AREA VICE PRESIDENT STRATEGIC ACCOUNTS – PUBLIC SECTOR - Oversees the ongoing management of all Public Sector cooperative contracts - Works with all levels of the sales organizations and customers - Shares best practices based on all related issues and resolutions STRATEGIC ACCOUNT DIRECTOR - Manages and maintains relationships with senior executive team members within cooperative contracts - Develops strategy to inform and train sales teams that support the members of Public Sector contracts - Subject matter expert to their designated vertical customer segment LARGE ACCOUNTS - Business Development Director – Prospective customer's point of contact for contracting and implementation. They identify needs and develop a tailored program for Public Sector customers. Once implemented, they manage the transition to an Account Executive. - Account Executive – Dedicated Member point of contact that oversees ongoing program management. Locally aligned to customers, Account Executives conduct regular business reviews and develop strategies to lower procurement costs and increase compliance. - Customer Success Consultant – Provides targeted support for procurement team and key buyers, ensuring fast resolution to escalated service needs. Serve as a backup when Account Executive is not available. SMALL/MEDIUM ACCOUNTS - Public Sector Business Development Managers – Tasked to bring on board new small-medium sized entities and increasing utilization of participating entities. - Sr. Inside Account Executive – Teams of inside sellers dedicated to education and public entities, trained on their respective vertical and associated cooperative contracts. Since verticalizing this team, small- to mid-sized entities have had double-digit growth. ADDITIONAL RESOURCES - Category Experts – Account support dedicated to facilities, print, promo and technology - Account Specialists – Support to engage with entities that have not made recent purchases - Site Developers – Drive compliance and site penetration for large entities - Sales Engineers – Support to onboard new entities to ensure successful setup In addition, we have a dedicated Public Sector customer marketing team focused on the government, education, and non-profit verticals. This team is focused on our customers by delivering the right message at the right time to acquire new prospects and grow sales with existing accounts. In addition, they help personalize tools and communications to support Sourcewell participating entities as detailed in this plan.
26	Dealer network or other distribution methods.	Staples is best described as a distributor/reseller. Staples is authorized to resell the products offered in this proposal. Staples has our own sales force and delivery fleet, but we augment our drivers with third-party delivery companies and couriers. Staples also intends to utilize certain company affiliates under the Staples, Inc. umbrella to serve as authorized dealers and distributors under this agreement. Any sales by such affiliates pursuant to this agreement would be reflected in a written agreement between such affiliate and Sourcewell participating entity with reference made to the Staples/Sourcewell contract.
27	Service force.	Staples has a national service footprint that provides service and distribution coverage to nearly the entire U.S., with more than 4,800 fulfillment and delivery associates employed directly by Staples and are nationally dispersed throughout the U.S. Additionally, Staples has approximately 500 customer service associates in our call centers, including representatives who process orders, answer customer emails and provide agent support. Staples proudly operates the most extensive and technologically advanced distribution network in the industry and Sourcewell participating entities will continue to benefit from a robust national network of fulfillment centers equipped to achieve their next-business-day shipping needs. Our network is strategically located close to our delivery partners, vendors and customers to ensure that we always keep our network costs low. This means getting products to Sourcewell participating entities accurately, on time, complete and undamaged. Please see Attachment 3 for a list and map of our fulfillment centers nationwide.

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28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Staples operates as a distributor/reseller. Our key business goals center on helping our customers simplify the ordering process, eliminating hidden costs in the procurement process and enhancing delivery accuracy. We offer a variety of ordering methods to achieve these goals: • Online via our e-commerce ordering platforms • StaplesAdvantage.com Mobile App • Electronic Data Interchange (EDI) • Third-party interface • Buy Online, Pick Up in Store • Telephone (toll-free number) Online ordering is simple with StaplesAdvantage.com: • Step 1 – Using our robust Search and Filter features, user can easily find the products they are looking for. User then selects either Delivery or Buy Online Pick Up in Store for the item and adds to cart. • Step 2 – Once items are added to the cart, the user can either review and checkout or continue shopping. • Step 3 – On the My Cart page, user adds additional accounting information like PO Number and Budget Center, and then selects Payment Method. Once information is completed, the user selects Submit Order. • Step 4 – When the order is successfully submitted, the user is brought to a confirmation screen. The user also receives an email with complete order details. For some categories covered by this contract, the ordering process may include a website other than StaplesAdvantage.com and/or via purchase order. Except for diverse resellers under the Tier One Diversity Program, Staples does not intend to use independent distributors/resellers for this contract. Staples may utilize certain company affiliates under the Staples, Inc. umbrella to serve as authorized dealers and distributors under this agreement.
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29 Describe your capabilities or limitations related to ordering and/or deliveries (minimum order requirements, order consolidation, expedited shipping/delivery, etc.)	MINIMUM ORDER REQUIREMENTS Unless otherwise mutually agreed to by Staples and a Sourcewell participating entity, Sourcewell participating entities shall have a minimum order size of \$35.00 per order. Orders not meeting the minimum will be charged a \$7.99 fee. Purchasers will be notified by an alert in the cart that their order is subject to a minimum order fee and that they can avoid the fee by consolidating small orders. Please note the following additional terms: • Minimum order requirements may apply to special orders, manufacturer-direct orders and sourced products. • For items purchased through the Staples Technology Solutions ordering platform, a minimum order fee of \$250.00 will apply. Orders not meeting the minimum will be charged an \$8.00 shipping and handling fee. • Depending on the scope of the products, minimum order quantities may apply to custom print and promotional items. ORDER CONSOLIDATION: REDUCING SMALL, INEFFICIENT ORDERS Industry statistics show the average cost for processing a single order transaction can be as high as hundreds of dollars depending on the organization and payment processing systems. Placing small, frequent orders incurs these costs with each order, which can be significantly reduced by order consolidation. We'll educate Sourcewell participating entities to adopt more efficient behaviors, such as: • Ordering bi-weekly or monthly, instead of weekly or daily • Coordinating ordering with other departments • Determining frequently ordered items and ordering enough for a week • Anticipating projects that may require more supplies than usual and consolidating these supplies within regularly scheduled orders Benefits of order consolidation include: • Reduced order processing costs • Fewer deliveries and invoices to process • Less packaging, label and invoicing paper waste • CO2 savings from fewer truck deliveries INCREASING ONLINE ORDERS The most efficient way for end users to order from Staples is through our e-commerce site or their e-procurement system. An order placed by phone costs participating entities significantly more than an order placed electronically. We'll educate participating entity's end users on online order placement. Benefits include: • Reduced order processing costs • Faster and easier ordering • Fewer ordering mistakes – fewer product returns • Real-time tracking of product delivery status Staples can communicate ordering best practices to their end users during the implementation process and on a continuous basis through client-approved customized flyers, newsletters and emails. ONLINE COMPLIANCE CONTROLS StaplesAdvantage.com also drives program compliance with features like: • The ability to customize their home page with messaging to communicate key program rules (such as minimum order requirements) and guide purchasers to preferred-item shopping lists • Shared or personal shopping lists populated with commonly ordered or preferred core items • Optional spending and approval controls that eliminate inefficient and costly small orders DESKTOP & PREMIUM DELIVERY As part of each participating entity's account setup, we discuss the individual needs and develop delivery protocols that make it easy to do business with Staples. Our normal delivery hours are 8:00 a.m. to 5:00 p.m. local time, Monday through Friday. Requests for premium delivery service are vetted by our internal transportation team prior to approval. Examples of premium delivery service include: • Desktop delivery (desk to desk) • Specific delivery windows (before noon, after 10:00 a.m., etc.) • Inside delivery (specific floor) • Mailroom delivery (by floor) • Delivery to copy areas (where we leave a fixed number of cases of paper per mailroom, in some cases, stocking the shelves) • Loading boxes through an X-ray machine prior to making delivery Additional costs may apply for premium services and is customized based on each participating entity's specific requirements. Some premium services may not be available in all locations. EXPEDITED ORDERS Same-business-day delivery can be reviewed as a possibility by contacting Staples Customer Service. To ensure all appropriate process checks are completed, we recommend a cut-off time of 11:30 a.m. local time. To account for added transportation costs and courier fees incurred on our end, we do require a separate charge for same-business-day requests. There are some exceptions to same-day delivery service. The delivery location must be within 50 miles of a Staples fulfillment center. Further, the fulfillment center must have the capacity to handle the request that day. In addition, the following items cannot be delivered same day: • Furniture • HAZMAT items (this includes items that contain Lithium batteries) • Liquid • Food and beverage items • Custom items • Drop ship or special-order items • Orders containing more than six SKUs RETAIL PURCHASING PROGRAM & IN-STORE PURCHASING Today, customers can use the Buy Online, Pick Up in Store option and Print-to-Store to get what they need, when they need it for same day purchases. They can also take advantage of our Retail Purchasing Program, which ensures customers can shop in stores to receive their custom pricing or in-store sale price, whichever is lowest at the time of purchase, in any Staples store throughout the U.S.
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30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	At Staples, we have people that Sourcewell participating entities can count on. Staples has highly trained Customer Service Representatives ready to serve your participating entities. To drive higher customer satisfaction, Staples provides: • One & Done Service Culture – With a first-call resolution rate of 90%, we train and empower our associates to resolve issues at initial contact. • Direct Connection to a Live Representative – Sourcewell participating entities will always reach a Staples Customer Service Representative right away. Our goal is to respond quickly, answering calls within 70 seconds, replying to chats within 45 seconds and replying to emails within 24 hours, so their employees can get back to work. • Knowledgeable, Highly Trained Team – Every call center associate attends a comprehensive training program covering customer service skills, problem resolution and product information. • Proactive Alerts – We'll contact Sourcewell participating entities if there are any changes to their order. • Continuous Feedback Loop – We review all customer feedback and if the customer is not satisfied, we follow up to make things right. SERVING SOURCEWELL PARTICIPATING ENTITY NEEDS Our Customer Service Representatives have access to all the details necessary to provide service specific to Sourcewell participating entities' account, and even their location. Our Customer Service team is the first line of contact for: • Login support and password resets • New user set up and adding ship-to locations • Assisting with online profile management • Aiding with account setup, expedited ordering and research • Pricing inquiries and special orders processing • Delivery and backorder tracking • Billing and tax exemption questions Customer Service is conveniently available Monday through Friday from 8:00 a.m. to 8:00 p.m. ET by email, phone or live chat on StaplesAdvantage.com. Our Help Center is also always available on StaplesAdvantage.com. CALL CENTER STRUCTURE • Customer Service Representative – Responsible for order entry, issue resolution, providing order status and product information. This individual has ongoing direct contact with the Sourcewell participating entity and develops a strong knowledge of the specifics of their account. • Order Resolution Associate – Focuses only on order entry, resulting in time and accuracy efficiencies. • Team Manager – Coordinates the activities of the Customer Service Representatives in each group, ensuring that each account is supported, and procedures are enforced. • Customer Operations Team – Communicates with Sourcewell participating entities about next-business-day delivery exceptions and rare instances of product cancellations. • Quality Assurance Team – Monitors contact between associates and customers and reports on key customer service trends. Coaches both managers and associates to improve the quality of customer interactions.
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Our proposal includes service to all geographic areas in the continental U.S. and Alaska. There are some product and service exceptions and/or additional costs for Hawaii and other U.S. territories. Our response to Question 35 below provides details for our shipping models to Alaska, Hawaii and U.S. territories.
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Staples is willing to explore providing goods and services to Sourcewell participating entities located outside the U.S. Sales to such locations will be made in accordance with the operational requirements of our non-U.S. businesses, as well as the requirements of applicable local law. Please note that expanding the use of this contract into other countries will require addenda to the contract, as Staples uses separate legal entities in its non-U.S. operations and sales activities in other countries are transacted in the applicable national currency.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Our proposal includes service to all geographic areas in the continental U.S. and Alaska. There are some product and service exceptions and/or additional costs that may apply for Hawaii and other U.S. territories. Our response to Question 35 below provides details for our shipping models to Alaska, Hawaii and U.S. territories. Please note that expanding the use of this contract into other countries such as Canada will require addenda to the contract, as Staples uses separate legal entities in its non-U.S. operations.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Staples will continue to service all Sourcewell participating entity sectors. Staples has a national presence in the U.S. If re-awarded the office products agreement with Sourcewell, Staples will continue its established efforts to promote the Sourcewell agreement in compliance with Staples' contractual obligations and the suitability of the Sourcewell agreement for the applicable prospect/customer.

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36	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	In addition to any other agreed upon charges, Staples reserves the right to charge fees to the locations set forth below unless otherwise mutually agreed between Staples and the participating entity in writing. Please note: • Staples does not export any hazardous goods, batteries, white out liquid fluid, cleaning solutions or aerosol cans. • Staples does not export any food items (drink or food). • Staples does not provide any Certificates of Origin (C/O) or Free Trade Certificates. • Freight costs are billed back to the customer on a separate invoice. • Any returns are the responsibility of the customer, including delivery, documentation and being named the importer of record into the U.S. Delivery to Alaska. In-stock items will ship from our Anchorage fulfillment center, and last mile delivery will be by fleet, courier, UPS or USPS, depending on customer location. Items not stocked in the Anchorage fulfillment center may be filled through our Portland, Oregon fulfillment center or a wholesaler location in Seattle, Washington, and be shipped via ocean freight to the Anchorage fulfillment center. Ocean freight can take 10 to 14 days. Last mile delivery will be by fleet, courier, UPS or USPS, depending on customer location. Items that are filled through other Staples fulfillment centers will ship UPS 2nd Day Air up to 159 pounds. Shipments over 159 pounds or items that cannot be shipped via UPS are shipped ocean freight, which can take up to 14 days. Expected delivery date will be provided during the ordering process. To offset the cost of freight, Staples reserves the right to apply an up to 25% surcharge depending on the location in Alaska. Delivery to Hawaii. Orders will normally be filled through our fulfillment center in Ontario, California. Shipments up to 159 pounds will ship UPS 2nd Day Air. Shipments over 159 pounds or items that cannot be shipped via UPS are shipped ocean freight. Ocean freight shipments take an average of 14 days for delivery. Expected delivery date will be provided during the ordering process. To offset the cost of freight, Staples reserves the right to apply a 25% surcharge and a minimum order of \$200. Hazardous material cannot be shipped to Hawaii. Customers are not set up to allow drop shipments to Hawaii. Instead, for special orders, we process the items as fulfillment center specials and then ship the items from our fulfillment center after it is received from the vendor. Delivery to Puerto Rico. The following additional delivery terms apply for shipments to Puerto Rico: Shipments up to 150 lbs. will be shipped with transit times of two (2) business days. Shipments over 150 lbs. are shipped via ocean freight. Any goods classified as ORM-D (other regulated materials for domestic transport only) will also ship ocean freight, regardless of weight. No hazardous goods can be shipped to Puerto Rico. Transit time is approximately seven to ten (7 to 10) business days from door to door. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees and other costs (including freight) will be charged back to Buyer on a separate invoice. Delivery to U.S. Virgin Islands. The following additional delivery terms apply for shipments to the U.S. Virgin Islands: Shipments up to 150 lbs. will be shipped UPS WorldShip, using the most commercially advantageous WorldShip service available, with transit times of approximately three (3) business days. Products weighing over 150 lbs. will be shipped via ocean freight. No hazardous goods can be exported to the U.S. Virgin Islands. Any goods classified as ORM-D (other regulated materials for domestic transport only) will ship ocean freight, regardless of weight, and will require an additional five (5) days of transit time. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees, and other costs (including freight) will be charged back to Buyer on a separate invoice. Delivery to American Samoa, Guam, Northern Mariana Islands. The following additional delivery terms apply for shipments to American Samoa, Guam and the Northern Mariana Islands: Shipments up to 150 lbs. will be shipped UPS WorldShip, using the most commercially advantageous WorldShip service available, with transit times of approximately five (5) business days. Products weighing over 150 lbs. will be shipped via ocean freight. No ORM-D goods or hazardous goods can be exported to these locations. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees and other costs (including freight) will be charged back to Buyer on a separate invoice. Import/Export. If Staples agrees to export products from the U.S. to Buyer's locations outside the U.S. (including but not limited to Mexico, Canada and all U.S. Possessions and Territories) (for these purposes referred to as "Other Locations"), the following applies: (a) Staples will not be the Importer of Record for any products shipping to Other Locations. Buyer or Buyer's agent shall nominate a customs clearing agent to act on its behalf and to facilitate the import customs clearance process. Buyer shall be responsible for obtaining any documentation, such as special permit(s) or license(s) that may be required to import products; (b) Buyer shall be responsible for payment of any customs clearance and duties and taxes and the full freight cost of the shipment; (c) Staples will not provide Certificates of Origin (C/O) or Free Trade Agreement certificates; (d) Staples will not export the following products: ORM-D (Other Regulated Materials-Domestic); consumables; and/or products prohibited from export by Staples' vendors; (e) Staples will not export products to Other Locations in the event any export restriction applies; and (f) Staples will not accept returns from Other Locations unless agreed in writing.
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Table 7: Marketing Plan

Line Item	Question	Response *
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Agenda Item #6.1

36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Staples' response to questions 36 through 38 of this section should be considered as "Trade Secret"; Staples' strategy for the national promotion of the Sourcewell contract consists of four fundamental and ongoing approaches that our experience has shown are critical to the contract's success. These approaches are based on leveraging the unique skills and strengths of our business development and account management sales team. Recently, we organized our Sales teams into industry-aligned verticals: Commercial; Public Sector (Government, Non-Profits, K-12 and Higher Education); and Healthcare. This provides our customers with a partner with expertise in the products, trends and specific contract needs of their industry. Additionally, we've invested in new digital touchpoints, such as new chat features and Partner Portals, to provide our customers with access to modern and efficient ways to connect with your Staples team. BUSINESS DEVELOPMENT - Continue to focus efforts on prospecting and acquisition of participating entities in the public sector through the Sourcewell contract - Leverage the unique skills and strengths of our mid-market teams for small and medium sized entities and our enterprise teams for larger, more complex entities NEW ACCOUNT MANAGEMENT - Implement and ramp new accounts with specificity, efficiency and speed - Comprehensive program training EXISTING ACCOUNT MANAGEMENT - Continue to focus efforts on existing account communication and penetration - The development and deployment of program tools to ensure individual entity adoption, compliance, loyalty and satisfaction ONGOING INTERNAL TRAINING AND EDUCATION - Continue to develop internal training tools that communicate best practices, processes and contractual specifics throughout our salesforce It is our responsibility and our goal to leverage existing communication tools and best practices to successfully support the Sourcewell contract through the acquisition and implementation of new participating entities and the continued service and management of existing accounts. These tools and tactics are further enumerated in our Marketing Plan. In addition to our sales, we have a dedicated Public Sector customer marketing team focused on the government, education, and non-profit verticals. This team is focused on our customers by delivering the right message at the right time to acquire new prospects and grow sales with existing accounts. In addition, they help personalize tools and communications to support Sourcewell participating entities as detailed in this plan. In Attachment 4 – Sourcewell–Staples Marketing Plan we have also included representative samples of some of the targeted marketing campaigns and tactics your participating entities would receive. Actual examples can be provided upon request. The plan: - Is a complete lifecycle of internal and external tools, and targeted campaigns, which ensures contract promotion through proven best practices and constant innovation - Relies on the committed resources of the entire Staples organization, supported by our senior management team - Utilizes a full range of tools and technology including, but not limited to: - Online and in-person training tools and techniques - Leveraging the significant investment Staples has made in sales force automation methods to ensure the consistency of message, availability of materials and visibility into progress throughout the entire sales organization - Internal instructional website presence for sales education - Public-facing website presence for current and prospective Sourcewell participating entities - Data models to drive marketing campaigns and tactics
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	As detailed in Attachment 4, Staples utilizes digital, social and sales enablement marketing materials to support Sourcewell targeted opportunities as well as mass communication to select customers. The messaging is driven by customer insights to ensure relevancy (for example seasonal communications around the end of fiscal year budgets or back-to-school season) to our audience. Our internal data science team builds automated models based upon hundreds of inputs by each customer, enabling us to serve the most appropriate products and categories through these marketing campaigns. Campaigns tactics include email, digital paid media, campaign landing pages, direct mail and sales support materials. ACCOUNT-BASED MARKETING (ABM) – USER-FOCUSED To ensure compliance, Staples can use digital retargeting proactively to communicate with Sourcewell's membership to drive location (site) and end user level (conversion) participation. The goal is to improve compliance and revenue of the Sourcewell/Staples contract. SOURCEWELL PARTNER PORTAL Staples also has a public-facing website that educates prospective and existing customers on the Sourcewell/Staples contracts: - Overall Program Highlights - Contract Highlights - Ordering Overview - Product and Service Overview - Contact Information - Messaging from Sourcewell - Visit Sourcewell Partner Portal for more information
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Our success in driving the Sourcewell contract is directly attributable to the support and participation of Sourcewell itself. In continuing to promote the contract, we see significant benefit in this continued support exhibited through: - The ongoing collaboration between Sourcewell and Staples allows for the optimization of identifying, soliciting and acquiring participating entities and contract participants. - The regular communication of industry and public procurement conditions will allow Staples to tailor its acquisition and management efforts to contract prospects accordingly. - The identification and creation of opportunities that allow Staples to provide Sourcewell participating entities its entire scope of products and services. While providing an increasingly attractive value proposition for prospective entities and a compelling source of value for participating entities. - Assistance in identifying Sourcewell participating entities to provide account of their contract success, these successes would in turn be used to acquire new participating entities to the Sourcewell/Staples contract. - The co-development of marketing materials and the mutual identification of marketing opportunities including public events and trade shows. - Ongoing availability to meet with Sourcewell, Staples' senior-level leadership and sales management to reinforce the opportunity within the contract and the vital role it plays in Sourcewell's and Staples' mutual ongoing success.

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	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Yes. StaplesAdvantage.com, our primary e-commerce ordering platform, is fully customizable to Sourcewell participating entities' unique needs. StaplesAdvantage.com provides easy online ordering, the ability to set spend limits, approval flows, and charge orders to multiple departments plus transactional details to easily reconcile orders. Order management is easy with shopping lists for fast reordering, order tracking, delivery notifications, free returns, reporting and online bill pay. And, we have experience integrating with more than 150 third-party purchasing platforms. EASY ORDERING TOOLS StaplesAdvantage.com provides features and functionalities to streamline your ordering process while minimizing time spent on purchasing the items your organization needs to succeed. Key features include: • Increased Login Security – Website generated welcome email contains a password set up link for customers to create their unique password for enhanced security. • Easy Search & Navigation – New header design for effortless navigation and approvals, orders and shopping lists displayed on the home page for easy access. Search by keyword or item number for a summary of categories and top-ranking items that match your criteria. Narrow results by category, brand or your previously purchased items. Advanced search with auto-suggest terms to find what you want fast and the ability to add to your cart from search to save time. • Product Comparisons – Compare up to four products at time to make an informed selection and read product reviews. • Shopping Lists – Create and save lists of frequently ordered or preferred contract items for faster reordering while maintaining program compliance. Easily add new items to a shopping list by clicking on the Add to List icon on product tiles and pages. • Order Status & Tracking – View details on all orders placed in the past 24 months, track your orders and view proof of delivery. • Hassle-Free Online Returns – Process returns by clicking Return an Item from the Order History page. • Ink & Toner Finder – Search by brand, model or cartridge number. Our enhanced ink and toner finder also includes past purchases and allows you to save printer information. Or choose from a range of free recycling options by clicking under the Help Center. • Frequently Purchased – View and reorder items ready for replenishment by clicking on Frequently Purchased under the Lists icon. Frequently purchased items now include a list of products purchased over a two-year timeframe. All order management essentials are available in order history: order search, details, tracking and returns, with up to two years of history. • Easy Savings Alternative – Easy savings alternative products are presented on the product page and at checkout if a like item with a lower price is available. • Customizable Print Products – Personalize business cards, greeting cards, rubber stamps, nameplates and more using your own design or standard company templates. • Robust Help Center – The StaplesAdvantage.com Help Center enables customers to search help topics, manage their account, track or return orders, contact customer service, view or print their packing slip, get pre-paid address labels to recycle ink and toner and more. ONLINE PROCUREMENT CONTROLS Sourcewell participating entities can achieve greater control over your purchasing with StaplesAdvantage.com, whether integrated with your existing e-procurement systems or on its own. We offer: • User & Location Management – Easily add new users, supervisors and account administrators and remove, modify or add shipping locations. • Account Maintenance – Authorized profiles can add, modify and delete users, shipping locations, budget centers and PO/PO Releases. • Budget & Approval Controls – Establish spending limits and approval routing to track account expenditures by user and department. • Customization Features – Customize your platform with special instructions and messages to keep users in program compliance. MOBILE CAPABILITIES Sourcewell participating entities can order products, track shipments and access their accounts on their tablets or smartphones using our mobile app. Available for Android and Apple devices, features of the Staples Advantage mobile app include: • Full account information, including recent orders, orders pending approval and custom deals • Scan-to-order functionality • Search, browse and order on the go • One-touch order approvals • Shopping lists for quick replenishment • Ink & Toner Finder • Quick Order entry • Filterable search results • Order status and package tracking • Integration with StaplesAdvantage.com • Secure Remember Me feature for login convenience ONLINE REPORTING Sourcewell participating entities can easily access on-demand reports on StaplesAdvantage.com: • Customer Analytics Dashboard provides an interactive reporting dashboard with spend charts to analyze procurement activities and performance metrics. • User reports provide pertinent user information including approval hierarchy, ordering limits and assigned ship-to or budget center information. • Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size. • Budget reports allow you to monitor the variances between spend versus budget. • Auto Restock reports all you to view subscription details by user and shipping location. • Customer Usage reports allow you to review product usage which can be run at master, bill-to or ship-to level for up to 24 months. • Order Detail reports allow you to review shipped order detail or backorder detail for up to 24 months, with additional data options available. SCALABILITY If a Sourcewell participating entity has a surge in new hires, their Staples team is ready. StaplesAdvantage.com is fully scalable to meet your changing business needs. We have the infrastructure in place to handle the ordering needs of additional users without affecting website performance. We analyze site capacity levels and plan for additional volume months in advance. We conduct stress tests regularly to ensure optimum site performance and site speeds.
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Table 8: Value-Added Attributes

Line Item	Question	Response *
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Agenda Item #6.1

Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.

Staples can introduce a comprehensive communication campaign prior to program launch to ensure a participating entities employees have a full understanding of their new Staples program. As a standard, we train through online webinars to ensure employees across locations and remote users have access to the sessions. Other types of training sessions can be provided, if needed. We will customize a marketing plan to maximize program awareness at all your locations, including providing information on available trainings.

TRAINING MATERIALS

From video tutorials to step-by-step user guides, we have a full suite of training materials available on StaplesAdvantage.com Customized materials can be provided upon request. Training sessions can also be scheduled as needed, throughout the life of your program. Our Welcome Page on StaplesAdvantage.com provides everything your users need to get started with your program.

VIDEO TUTORIALS

The full suite of features and capabilities can be viewed on StaplesAdvantage.com by clicking the tutorial video at the link below. You'll learn how easy it is to find the items you need, create shopping lists, manage your account, set up delivery notifications, check order status, use short cuts on the help center, make a hassle-free return and more.

Follow these links for the information participating entities may need on StaplesAdvantage.com:

- Managing your StaplesAdvantage.com account
- Managing your StaplesAdvantage.com orders
- Timesavers on StaplesAdvantage.com

FACILITY SOLUTIONS TRAINING

To create a successful janitorial program for Sourcewell, Staples provides more than high quality products, we can also design customized training programs to demonstrate the best procedures for participating entities to use those products. By employing the correct procedures and techniques, a facilities staff will dramatically reduce its labor and product costs, increase productivity and improve its sustainability program.

At Staples, we have a dedicated Facilities Technical Training team for both customer site and in-house training. This team has an average of 25 years' experience and is certified in the ISSA Cleaning Industry Management Standard, ISSA Cleaning Industry Training Standard, OSHA and GHS standards.

We use a library of ISSA-certified training programs along with customized curriculum developed for the specific needs of our customers. Our training materials include process manuals and bi-lingual wall charts. Training methods include on-site and web-based programs, as well as in-person training at our training facility in Aurora, Colorado.

PRINT & MARKETING TRAINING

It's our goal to make ordering print products simple and easy. About four weeks prior to a program go live date, our Marketing team will create an announcement for participating entities to send to their users that will help set the tone for their Print program's success. Over the next few weeks, we'll follow up with Coming Soon communications to promote program awareness and advantages of the new program with Staples. Staples can send training announcements to users with dates and web-based training details, plus user guides. Their Print & Marketing Account Executive will host trainings, ensuring that their trainer has intimate knowledge of their program details. Once the program launch is complete, the participating entity's Print & Marketing Account Executive will continue to monitor the print program to identify areas of improvement and opportunity for increased efficiencies.

Agenda Item #6.1

Describe any technological advances that your proposed products or services offer.

To remain at the forefront of our industry, we are constantly implementing new and innovative ideas so that we can enhance the services and offerings we bring to our customers. Some of our current innovations include the following:

SALES TRANSFORMATION

We organized our sales teams into industry-aligned verticals: Commercial, Public Sector (Government, Education and Non-Profits) and Healthcare to optimize how we deliver our products and services. This provides our customers a partner with expertise in the products, trends and specific contract needs of their industry. Additionally, we've invested in new digital touchpoints such as new chat features and Partner Portals, to provide our customers with access to modern and efficient ways to connect with their Staples team. We have created a dedicated Sourcewell Partner Portal to assist both participating entities and sales teams with compliance, visibility and insights specific to the public sector industry.

INNOVATIVE STAPLES BRANDS

Staples' brands are designed and tested to ensure high quality and performance in every product across many categories. We offer more than 5,500 Staples-exclusive items, including:

- Tru Red. Thoughtfully designed business essentials to help you work, create and innovate better. Quality tested and engineered to last.
- Staples Tech. Tech products to keep your teams connected and productive — whether they're at the office or the airport, a coffeehouse or the couch.
- Coastwide Professional. Professional-grade facility and pack and ship supplies built to spec and made to perform, with no wasted product or labor.
- Perk. Breakroom essentials designed with quality, value and just the right touch of personality to bring fun and energy to break time.
- Pick Me Up Provisions. An assortment of light, medium, and dark roast coffees in a variety of pack sizes to fit your organization's needs.
- Union & Scale. Furniture and decor that work together in perfect harmony. There's a collection for every style and work style.

Our new line of Staples-brand ergonomic furniture options is an example of recent product innovation. This line of furniture and accessories includes first-to-market, purpose-designed selections. Popular items in this exclusive line include:

- The TRU RED Curved Whiteboard is the first of its kind and offers an ergonomic writing experience at every height.
- The revolutionary Union & Scale Sit-Stand Micro Movement Desk combines advanced micro movement technology with ergonomic design to boost productivity, reduce fatigue and improve overall well-being.
- The TRU RED Anti-Fatigue Balance Board pairs with standing desks to introduce dynamic movement and reduce discomfort.

Our entire assortment of Staples-brand items is tested to ensure high-quality performance and come with satisfaction guaranteed.

CUSTOM PRINT INVESTMENT

Technological advances are critical to our corporate strategy. Within print, new direct-to-plate, electronic proofing, digital presses, and electronic pre-press are constantly evolving. The internet has changed and improved many business processes. Electronic forms of varying complexities continue to improve overall business processes. The communications infrastructure required to successfully integrate these technologies is also improving. All these technologies, and more, are changing the printing industry.

StaplesAdvantage.com features some of the most robust ordering capabilities and enhancements available today. Our customers find it easy to order their proprietary print items as well as to quickly create new, custom collateral, all from the Print & Marketing Solutions tab on StaplesAdvantage.com.

Users can order from the following categories of print products from StaplesAdvantage.com:

- Document Printing – Staples provides an easy way to print presentations, flyers, brochures and more through its Document Printing service. With Document Printing you can upload your files and configure documents by choosing your printing and binding options. Your finished project can be delivered (in 3-5 days) or picked up (same day/next day) at any Staples store.
- Custom Print – Staples offers a variety of design templates to create custom products such as Business Cards, Envelopes, Stamps and more. You can also upload your own artwork, share the template across your organization and save the design for future reorders.
- My Company Print Catalog – By adding Print to your Staples Advantage program, your users can order pre-approved custom proprietary print products (static and variable) that are available in an easy-to-use catalog. This will ensure consistent, high quality print materials for every location. A Staples Print program can help you manage printing from start to finish with editable proofs, shipment tracking, consolidated invoices and more.

Agenda Item #6.1

42	How does your organization stay current with technological advancements in e-commerce and supply chain management?	Our industry-leading size allows us to continually invest in and enhance our delivery and distribution network, improving processes and technology to deliver products faster and at lower total cost for Sourcewell participating entities. TECHNOLOGY INVESTMENT Continual technology investment improves order accuracy and delivery efficiency for Sourcewell participating entities. In recent years, we've made a variety of systemic improvements, including automation and robotic picking technology in our fulfillment centers as well as upgrading our delivery route optimization, least-cost routing systems and package tracking solutions. These investments ensure the highest quality standards for every order. We allocate substantial capital funds every year to pursue similar investments to leverage our asset base, improve our response time and maintain our quality standards. SMARTSIZE PACKAGING™ Order delivery is a major area of Staples' and our customers shared environmental footprint. Staples has rolled out SmartSize technology that tailors box sizes to the exact size of the order. In addition to using almost 15% less corrugate, SmartSize™ lessens our use of air pillows by approximately 75%. It not only reduces packaging waste, but also helps optimize the available space of our delivery vehicles by about 20%. ROBOTIC MATERIAL HANDLING SOLUTION Staples developed a cutting-edge robotic material handling solution for our fulfillment centers. Unlike other systems in the market today, the automated robotic storage and retrieval system incorporates two types of automated guided vehicles into a unified system that brings both high and low cubic velocity items to a single pick and pack station. This unique robotic material handling solution provides a more efficient and flexible warehousing operation that improves service to our customers. Our website experience allows you to not only order product solutions, but also get new ideas and connect with people who do what you do. Staples offers unique features to help you save costs and maintain program compliance. We have the experience, technology and resources to customize a flexible e-commerce solution that's right for you in as little as 30 to 45 days. Sourcewell participating entities will benefit from a robust e-commerce solution that: • Reduces ordering time • Lowers internal ordering costs • Provides comprehensive spend control and management • Works within your existing e-procurement framework • Is scalable to grow with your organization WORLD-CLASS ORDERING WEBSITE With immediate access to products and robust order management features, our website provides easy online ordering, the ability to set spend limits and approval flows, line-item budget center to charge orders to multiple departments and transactional details to easily reconcile orders. Order management is easy with shopping lists for fast reordering, order tracking, delivery notifications, free returns, reporting and online bill pay. STAPLES MOBILE APP No matter what the challenge, we help our customers get the advantage with the Staples Advantage dedicated mobile app, available for Android and Apple devices. Sourcewell participating entity employees can browse and order items, scan-to-order, track shipments and access their full account information, on the go. CUSTOMER ANALYTICS DASHBOARD Available to administrators on StaplesAdvantage.com, this tool provides an interactive reporting dashboard with spend charts to analyze procurement activities and performance metrics. These dashboards can help administrators identify areas for growth as well as areas where compliance can be improved. PARTNER PORTALS Staples has developed a public-facing website that educates prospective and existing customers on their Staples contract details and more: • Overall Program Highlights • Contract Highlights • Ordering Overview • Product and Service Overview • Contact Information • Messaging from Customer
43	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Staples offers a full array of sustainability solutions to help Sourcewell participating entities meet their sustainability goals. As a partner committed to sustainability, we carry a large assortment of eco-responsible products across all our product categories, provide comprehensive environmental reporting and offer industry-leading recycling and waste reduction programs. Our sustainability experts will design a program tailored to your goals and our Marketing personnel will help promote it to your employees. Please see Attachment 5 for more details.

Agenda Item #6.1

Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.

ENVIRONMENTAL CERTIFICATIONS
ENERGY STAR® CERTIFICATION
To improve energy efficiency, we began participating in the ENERGY STAR Building Certification program with the goal of certifying 50% of our active facilities by 2020 and we exceeded that goal in 2018. Staples now has 801 U.S. facilities designated ENERGY STAR certified. Each certified site has increased energy efficiency by 20% to 30%. For our efforts, Staples received the EPA's ENERGY STAR Partner of the Year Award for 10 consecutive years up through 2019.

ENVIRONMENTAL PRODUCT CERTIFICATIONS
Staples offers a wide array of eco-conscious products that are third-party certified. We track dozens of leading environmental certifications down to the product level, which we can then report to our customers. These items are easily identified in our catalogs and online.

We apply environmental icons on our website based on the attributes the product contains. Products with stronger environmental attributes qualify for our Eco-ID icon. Staples has more than 10,000 products on our sites that meet the Eco-ID criteria. Features that qualify for Eco-ID include the following attributes:

- bluesign®
- BPI compostable®
- Cradle to Cradle™ (all tiers except basic)
- Energy Star®
- EPA Design for Environment for Pesticides
- EPA Safer Choice
- EPA Water Sense
- EPEAT™ (all tiers)
- EWG verified™
- Fair Trade™
- Food Alliance™
- Forest Stewardship Council®
- Green Seal®
- Indoor Advantage™ Gold
- level® (all tiers)
- Made Safe®
- Organic
- Rainforest Alliance™
- UL EcoLogo®
- UL Greenguard® Gold
- 20% to 30%+ post-consumer recycled content^
- 30%+ agricultural residue, rapidly renewable, or bio-based content
- Rechargeable batteries
- Remanufactured electronics or furniture
- High-yield ink and toner

^ Note that post-consumer recycled content minimums vary depending on the product category and may require additional attributes. For example, pens must both be refillable and have minimum amounts of recycled content.

ENVIRONMENTAL PARTNERSHIPS & AFFILIATIONS

- Sustainable Purchasing Leadership Council (SPLC) – This non-profit organization supports and recognizes purchasing leadership that accelerates the transition to a prosperous and sustainable future. Staples is a member of this organization as both a supplier and purchaser.
- U.S. EPA ENERGY STAR for Buildings Partner – Staples joined the ENERGY STAR for Buildings program to advance energy efficiency in our operations.
- GreenBlue Sustainable Packaging Coalition (SPC) – This non-profit, multi-stakeholder group is dedicated to a more robust environmental vision for packaging. Through strong member support, an informed and science-based approach, supply chain collaborations and continuous outreach, the SPC endeavors to build packaging systems that encourage economic prosperity and a sustainable flow of materials.
- GreenBlue Forest Products Working Group – This brings together leading companies that rely on paper, wood and other forest products to share their knowledge and develop innovative solutions to support thriving forests and the forest products industry.
- Carbon Disclosure Project – We have voluntarily reported our greenhouse gas emissions inventory data to this organization since 2005 as part of our commitment to reducing our global carbon emissions. We also share our emissions data with any commercial and enterprise customer who requests it through the CDP Supply Chain program.
- EcoVadis – Staples works with EcoVadis, the world's most trusted provider of business sustainability ratings.

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	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Staples is a large business enterprise. However, Staples understands the challenges that small businesses face, as well as the important contributions they make to the economic health of their communities. As an organization, Staples is committed to supporting small business growth and development whenever possible. Through our Supplier Diversity program, Sourcewell participating entities are able to directly support the growth of minority, woman (MWBE) and veteran-owned small businesses by purchasing products and services from them. Staples empowers Sourcewell participating entities to connect with small and diverse businesses in two ways: DIVERSITY ONE RESELLER PROGRAM Customers buy directly from Diverse Resellers to achieve their diversity spend goals. The Reseller program connects a Sourcewell participating entity with a certified diverse company who collaborates with Staples to provide a fully managed program. Staples' Diversity One program is "One to Many" with 14 companies and 35+ certifications, fulfilling many state and local requirements. We've formed strategic alliances with independently owned and operated Diverse Resellers to help make these businesses more accessible. Certification categories can include but are not limited to: • Certified 8(a) Firms • Small Disadvantaged Businesses • Women-Owned Businesses • HUBZone Small Businesses • Veteran-Owned Small Businesses • Service-Disabled Veteran-Owned Small Businesses • Small Businesses • USBLN Network/People with Disabilities Please note Supplier's Tier One Diversity Program is available to participating entities. Under the Tier One Diversity Program, participating entities may purchase products from a Diverse Reseller participating in the program. Sourcewell acknowledges that the Diverse Reseller's pricing to participating entities may be higher to reflect the services provided by the Diverse Reseller. DIVERSITY TWO PROGRAM We include diverse manufacturers in our product and service sourcing, helping these organizations grow while offering our customers a wide selection of high-quality goods. Today, Staples has 50+ diverse manufacturers and has 3,500+ diverse SKUs in our assortment. We can work with customers to find the right vendors to fulfill their needs, with quality products flagged online and auto-substitution options. Sourcewell participating entities will benefit from: • A wide selection of high-quality products easily identified by symbols • Products across every category — business essentials, furniture solutions, facility solutions and technology solutions • Detailed reporting and tracking of their diverse product spend • Expert, consultative support from the Staples Account Manager, who will identify opportunities to utilize these product groups and report on the participating entity's progress
46	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Staples is committed to helping our customers get more done every day. That's why we make finding, buying and delivering the right products and solutions faster and easier. You can rely on expertise that helps you make smarter purchasing decisions. • Unmatched Experience — Staples has been supporting and servicing the public sector through the unique requirements and needs of our Government & Education customers for over 30 years. We have dedicated Government & Education Cooperative specialists with an average of 27 years of experience. • The Right Solutions — Sourcewell can maximize unique supplier consolidation savings through our integrated product and service offering, which includes business essentials, facility solutions, breakroom offerings, business furniture, mailroom and shipping supplies, technology products and services, promotional products and print and marketing services. We provide workspace solutions for the Government & Education verticals that include offices, common areas, breakrooms & teacher lounges, classrooms, custodial, building & grounds, libraries, first responder stations, corrections facilities, labs, playgrounds, gyms and more. • Financial Strength — Our leading financial position allows us to continually invest in our business and provides Sourcewell with the confidence of working with a strong and stable supplier. • Expert Support — Staples is at your side with experts in product selection, fulfillment, customer service and account management. We have a segmented sales and support organization dedicated only to Government & Education customers. • Fast Delivery — Reliable next-business-day delivery on in-stock items to most locations from our strategically located, state-of-the-art fulfillment centers. • Easy Online Ordering — Easy search and order, self-service options and hassle-free returns. Plus, budgeting and spend management tools. And, we have experience integrating with over 150 third-party purchasing platforms. • Recognized Customer Call Centers — Exceeding customer expectations is our highest priority. Our knowledgeable Customer Service team is ready to solve problems in one call. • Supplier Diversity Programs — Staples is committed to supporting small business growth and development whenever possible. Staples' Diversity Reseller program offers a "One to Many" solution, fulfilling many state and local requirements. • Corporate Responsibility — We are committed to corporate responsibility and recognize the close connection between our success and our efforts in the areas of environmental sustainability, ethics, diversity and community. • Incentives & Recognition — Staples Promotional Products' incentive and recognition offering is a full-service program built around strategy, technology, execution and ROI measurement. It is the pairing of these services and the people who bring them to clients that creates differentiation. Providing counsel on the best approach and the best way to invest funds in an incentive program means we can recommend methods that save money as well. We can offer participating entities multiple economical options to meet their requirements. With Staples, our focus is our customers' Worklife needs. Sourcewell participating entities can rely on expertise that helps them make smarter purchasing decisions. With the introduction of our new innovative products, we offer tools and systems that help drive solutions in business essentials, breakroom, facilities, technology and furniture. • Tru Red — Thoughtfully designed business essentials to help you work, create and innovate better. Quality tested and engineered to last. • Staples Tech — Tech products to keep your teams connected and productive — whether they're at the office or the airport, a coffeehouse or the couch. • Coastwide Professional — Professional-grade facility and ship and pack supplies built to spec and made to perform, with no wasted product or labor. • Perk — Breakroom essentials designed with quality, value and just the right touch of personality to bring fun and energy to break time. • Pick Me Up Provisions. An assortment of light, medium, and dark roast coffees in a variety of pack sizes to fit your organization's needs. • Union & Scale — Furniture and decor that work together in perfect harmony. There's a collection for every style and work style.

Agenda Item #6.1. Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
47	Do your warranties cover all products, parts, and labor?	Staples expressly warrants that it will provide Sourcewell participating entities with pass-through of all manufacturers' warranties for all office products sold to Sourcewell participating entities. Staples expressly warrants that all TRU RED, Perk, NXT Technologies, Union & Scale, Coastwide Professional, or Staples branded products provided by it are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from the date of purchase, or (b) as otherwise specified on the packaging of the products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Staples' samples, if any. GENERAL WARRANTY DISCLAIMER These warranties are exclusive and in lieu of all others, whether oral or written, express or implied. Staples specifically disclaims all other warranties, express or implied, including, without limitation, any warranties of title, non-infringement, merchantability and/or fitness for a particular purpose. SERVICES WARRANTY Staples warrants that for a period of one year from performance, the services shall meet or exceed generally accepted standards in the industry and shall meet any required specifications mutually agreed upon by Staples and Sourcewell participating entities. CUSTOM-IMPRINTED PRODUCTS Prior to Staples' production of custom products such as print or promotional items and items which contain a corporate or personal logo, name or other marking of a participating entity (hereinafter "Print Products"), Staples shall submit to the participating entity samples or an appropriate proof of each item, for the participating entity's written approval of the Print Products. Participating entity agrees to promptly review any items submitted to participating entity for approval under this section. Staples warrants that Print Products in their unaltered, unmodified form are free from defects in design, workmanship and materials and are in compliance with the specifications agreed to by the parties. In the event any defects in design, workmanship or materials, or material deviation from the specifications or claims made by Staples, are discovered by the participating entity, participating entity's sole and exclusive remedy shall be, at Staples' sole election, for Staples to replace the defective Print Product at Staples' expense or to credit participating entity's account for the net amount actually paid by participating entity to Staples for the applicable Print Product, provided that Staples is reasonably certain that the warranty claim is valid and was not caused by participating entity. The following terms apply when Sourcewell participating entities provide content for Staples to reproduce: Participating Entity Warranty. Sourcewell participating entity represents and warrants that it owns or has the right and license to use, adapt and reproduce participating entity's property. Participating entity represents and warrants that participating entity property shall not infringe or misappropriate any patent, trademark, trade secret, mask work, copyright, design or any other proprietary right of any third party, and complies with all applicable federal, state and local laws, regulations, and rules. Participating entity grants to Staples a non-exclusive, worldwide, royalty-free and fully paid up right and license to use, reproduce and incorporate participating entity property solely in connection with Staples' obligations hereunder. Staples acknowledges that, as between Staples and participating entity, participating entity owns, controls and shall retain all ownership rights in and to participating entity property. All proprietary rights and goodwill in the participating entity property shall inure to the benefit of participating entity and not Staples. Staples shall acquire no intellectual property rights in the participating entity property by reason of its use thereof, and if, by operation of law, or otherwise, Staples is deemed to, or appears to, own any intellectual property in the participating entity property, Staples shall, at participating entity's request, execute any and all documents necessary to confirm or otherwise establish participating entity's rights therein. Participating entity acknowledges that, as between Staples and participating entity, Staples owns, controls and shall retain all ownership rights in and to Staples' proprietary systems and business processes and any designs, artwork, prototypes, or other materials prepared or produced by or for Staples. Participating entity property means the trade names, logos, artwork, forms, trademarks, copyrights, trade devices, trade dress, service marks, symbols, abbreviations, registered marks, indicia of ownership, information, representations, descriptions, classifications, characterizations, statements or language contained in or on any print or electronic content or materials provided to Staples by participating entity in connection with Staples' performance hereunder. To the extent permitted by applicable law, participating entity shall indemnify, defend and hold harmless Staples for any third-party claims, suits, judgments, and costs instituted or recovered against Staples for any alleged or actual infringement of any patent, copyright, trademark, trade secret or other intellectual property or other rights of a third party resulting from (i) participating entity's breach of participating entity's warranty related to participating entity property; or (ii) Staples' use of participating entity property in accordance with the specifications provided by participating entity.
48	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Please see our response to Question 47 above.
49	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Warranties for service or repair vary by manufacturer and are shared at the time of scheduling.
50	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	As a reseller, Staples will pass through and uphold all manufacturer warranties to the Sourcewell participating entity on products purchased through this contract. Staples will reasonably assist in coordinating the repair or replacement of the product by the manufacturer. Our proposal includes service to all geographic areas in the continental U.S. and Alaska. There are some exceptions for Hawaii, U.S. territories and Canada should they be included in a resulting contract.

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51	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	As a reseller, Staples will pass through and uphold all manufacturer warranties to the Sourcewell participating entity on products purchased through this contract. Staples will reasonably assist in coordinating the repair or replacement of the product by the manufacturer. Please see our response to Question 47 for more details.
52	What are your proposed exchange and return programs and policies?	If for any reason a Sourcewell participating entity is not completely satisfied with a product purchased from Staples, they may return it within the applicable return period. We will gladly accept returns of a product in resalable condition with its complete and original manufacturers' packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts and a copy of the packing slip. At any time, Sourcewell participating entities can call our Customer Service team to submit a return or use our no-hassle online return process offered through StaplesAdvantage.com. Their delivery driver will pick up the returned item, so no shipping expense is required from them. Credit for returned items is issued once the items are received at the Staples fulfillment center. Typically, returns are picked up within 1 to 5 business days and the credit is released within 24 to 48 hours after receipt of the items. RETURN PERIODS BY PRODUCT • Office Supplies, School Supplies and Facilities Supplies – 30 Days • Software (unopened)* – 30 Days (opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software) • Technology Items and Business Machines – 14 Days • Furniture – 14 Days after delivery • Promotional Products - Not returnable unless damaged/defective (within 48 hours) • Non-Stock Products – Not returnable unless damaged/defective (within 30 days) • Custom-Imprinted Products – Not returnable unless damaged/defective FACILITY SUPPLIES & EQUIPMENT We gladly accept the return of stock merchandise within 30 days from the date of delivery. Large orders and merchandise returned after 30 days may be subject to a restocking fee. Additional charges may be incurred for shipping and handling of hazardous or oversized materials. Partial cartons of hazardous materials cannot be returned. Equipment, including custom configured equipment, returns are subject to applicable manufacturer terms and restrictions. FURNITURE If for any reason a Sourcewell participating entity isn't completely satisfied with a furniture product, or if a product arrives damaged or is found to be defective, they may request to return it within 14 days of its delivery. Sourcewell participating entities can contact their Customer Service team to initiate the return process. The product must be returned to Staples with its complete and original packaging intact (original UPC code, packaging materials, instructions, manuals, etc.). Special order, customized, manufacturer-direct shipped or assembled items are not returnable, unless such products arrive damaged or defective. PRINT & MARKETING SERVICES Custom imprinted products are not returnable unless damaged or defective. These items may include, but are not limited to, all business cards, business forms, letterhead, promotional products, products customized per customer's specifications and products that have been imprinted with the customer's trademark, trade name, service mark and/or logo. Staples can work with participating entities throughout the design and proofing process to ensure print products match the exact specifications. We conduct a thorough analysis of all damaged or defective products to ensure quality issues are corrected at our production facilities. PROMOTIONAL PRODUCTS Should a product arrive damaged or defective, please contact our Promotional Products Customer Care team to report it within 48 hours of receipt. Based on the specific damage or defect, Staples will either replace the item or issue a credit to the account. We conduct a thorough analysis of all damaged or defective products to ensure quality issues are corrected at our production facilities. TECHNOLOGY PRODUCTS Subject to Staples Technology Solutions Return Policy (https://sts.staples.com/returns.html) and further subject to manufacturer or wholesaler return policies and restrictions, Staples will accept returns of (a) stocked Technology Products (excluding hardware items) in salable condition up to thirty (30) calendar days after receipt by Buyer; and (b) hardware items up to fourteen (14) calendar days after receipt by Buyer. Technology Product must be returned with complete and original manufacturer's packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts, promotional items, and a copy of the packing slip. Return of Technology Products which are (a) custom, or (b) sourced specifically at Buyer request, are subject to Seller approval. DAMAGED/DEFECTIVE ITEMS Please call our Customer Service team to return damaged or defective products. The Sourcewell participating entity account will be credited when returned merchandise is received back into inventory. We conduct a thorough analysis of all damaged or defective products to ensure that our manufacturers correct any quality issues. IMPORTANT NOTES ABOUT ALL RETURNS • Non-defective dated goods such as forms, batteries, film, toner and ink cartridges are subject to approval and require a Return Authorization for credit. • Calendars cannot be returned after January 31 of the year to which they correspond. • For health and safety reasons, food, beverages, first aid and medical products cannot be returned. • For similar reasons, janitorial and sanitation products (such as cleaning chemicals) can only be returned in unopened and unaltered original case quantities and packaging. • Products purchased in bulk, including those intended to be used during a World Health Organization epidemic or pandemic alert, are subject to review prior to return. • Neither party shall be liable for any consequential, incidental, special or exemplary damages arising out of or in connection with the sale, delivery, use or performance of the product. In no event shall Staples be liable (whether in contract, tort or otherwise) for damages arising out of or relating to a breach of any warranty or the sales, delivery, installation, use or performance of the product that exceed the purchase price of the product. • Additional charges may be incurred for the shipping and handling of products classified as hazardous or oversized materials. Partial cartons or opened containers of hazardous materials cannot be returned. It is the customer's responsibility to ensure the products are used and disposed of in accordance with all applicable federal, state, county and local laws and regulations, including environmental rules and regulations.

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58	Describe any service contract options for the items included in your proposal.	Staples offers a number of lease/service agreement options to meet Sourcewell participating entities' unique product and/or service needs. These lease options may include the following products and/or services and may require additional signed agreements between Staples and the requesting Sourcewell entity: Coffee: We provide the coffee brewer, installation; maintenance and service through the term of the lease if the minimum spend requirements are met for coffee products. Minimum spend requirements vary by type of brewer. Water: Program offered is a lease agreement – the customer pays established fees per month and Staples installs, maintains and services the filtration unit. The customer pays for the number of 5-gallon water bottles delivered to them and has an option to lease a water dispenser if desired – or they can choose to use their own 5-gallon water dispenser. Ware Wash: This program utilizes equipment that dispenses chemicals into a commercial dishwasher and Diversey provides the installation and the service as part of the customer's purchase of the Diversey chemicals through Staples. Dispensers: Staples will review dispenser requirements for each participating entity to determine any associated costs. In many cases, manufacturers are willing to offer no-charge or reduced cost dispensers with a commitment to order refill products.	*
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Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods?	Staples' standard payment terms are Net 30 days. Each participating entity will remit all invoice payments, including all taxes on its product purchases, to Staples in thirty (30) calendar days from receipt of invoice, unless otherwise agreed to in writing by Staples and entity. In the event a participating entity fails to comply in any material respect with the foregoing payment terms, Staples may, at its sole discretion and in addition to any other right or remedy available under applicable law or in equity, immediately suspend all deliveries to such entity's location(s) by written notice to such participating entity and to Sourcewell. Staples welcomes a wide range of payment types to meet the needs of Sourcewell participating entities. Their Staples invoices can be paid via: • Company check • Automated Clearing House (ACH) with notifications via email or EDI • Electronic Funds Transfer (EFT) Additionally, credit cards or corporate procurement cards may be used at the time of purchase (Discover, American Express, MasterCard or Visa). Credit cards may not be used to pay an invoice.	*
55	Describe any leasing or financing options available for use by educational or governmental entities.	When applicable, Staples has leasing and financing options available to Sourcewell participating entities. Staples utilizes multiple third-party leasing sources for eligible Staples customers. Participating entities may have an existing relationship with their own choice of leasing providers, and we may work with that provider if mutually agreed to. Leasing terms and conditions vary by lease provider and the requirements of the acquisition and are determined as the solution is developed and the leasing source is finalized. Our broad range of leasing options is flexible so that Sourcewell participating entities can tailor the length, acquisition type and amount of their payments to meet their business' needs. Lease options include capital or operating lease options, giving them end of term options to keep (own), upgrade or return assets. Leases may allow for certain soft expenses like service, software and accessories to be included in the monthly payments for an asset acquired under lease. Staples can work with their organizations to help finalize the option that best suits their needs.	*
56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	When applicable, Staples uses a Sourcewell Participation Agreement for participating entities to include their own terms or to outline any custom terms that may apply to their program. Please see the sample provided in the Attachments section of the Sourcewell portal.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes. Procurement Cards (P-Cards) represented by one of the major credit cards (Visa, MasterCard, American Express and Discover) may be used at the time of purchase. However, P-cards may not be used to pay invoices. There is no additional cost to Sourcewell participating entities for using P-cards.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Staples' proposed pricing model is designed to take advantage of our industry leading assortment of workplace products, equipment and services. The offering includes a large number of net-priced items on the Core List that facilitates price stability on office supplies, school supplies, facility solutions, breakroom products, technology products, furniture and other workplace essential supplies. Additionally, there is pricing for services and manufactured items like promotional products and printing. Rounding out the offering is non-core pricing that will take advantage of leveraging Staples' strength as one of the largest sellers of workplace solutions on the Internet. The balance of our assortment will be market-based pricing. Successful online sellers like Staples invest in systems and intelligence gathering to strive to ensure that market-based prices are set and maintained in a market-competitive structure. Market-based pricing provides full visibility and disclosure of pricing.	*

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	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Staples proposes the following pricing structure: Core List. The "Core List" represents net priced items which are inclusive of those products predicted to be the most commonly used products by Sourcewell and its participating entities. Prices for Core List items provided under this contract are set forth in Exhibit 1. The prices for Core List Items, excluding Premium Products may be updated twice annually on August 1st and February 1st of each year during the term that this contract is in effect. Staples may request a price change adjustment for Core List items by submitting a price change request to Sourcewell thirty (30) days prior to August 1st and February 1st to reflect changes in stock availability, market conditions, buying expense, tariffs and other factors that affect the overall cost of such items. The prices for Premium Products may be updated quarterly each year during the term that this contract is in effect. Premium Products are defined as copy paper, toner, ink, janitorial paper, can liners/trash bags, technology, furniture, and deviated products that participating entities purchase from Staples. "Deviated Items" means products for which Staples receives special pricing from the manufacturer specifically for Sourcewell. Extraordinary Market Events. Staples reserves the right to reasonably adjust a Core Item's price if extraordinary market events require immediate adjustment (e.g., shortages, trade disputes, natural disasters, etc.) and to adjust pricing with the impact of tariffs, customs, or duties imposed on products. Any such adjustments shall be noticed to Sourcewell with thirty (30) days prior written notice accompanied by supporting documentation. Staples will work with Sourcewell and affected participating entities to identify alternative products to mitigate the impact of the foregoing where possible. Updated Items. For purposes of contract management, Staples may provide to Sourcewell an updated report no more than once a calendar quarter, which shall identify the SKU numbers and prices for the new items that Staples and Sourcewell have added, as well as SKU numbers for items that have been removed from the from the Core List. From time to time, Staples may propose substitutions to Core Items. Sourcewell agrees that it will not unreasonably withhold its consent. Custom Pricing; Rebates & Incentives; Other Terms. Staples may offer additional pricing discounts, rebates and/or incentives to an individual participating entity based upon commitments and variables that may include, but not limited to, entity size and scope, geography, purchase volume, guarantees, logistical expenses, manufacturer support, specific product usage and other contractual terms/requirements. Participating entities receiving custom pricing or incentives may be required to sign a Participation Agreement with Staples. Non-Core Items. The prices for Non-Core Items shall appear on StaplesAdvantage.com and shall be adjusted to reflect changes in stock availability, market conditions, buying expense, and other factors that affect the overall cost of the Non-Core Items or as otherwise quoted at the time of purchase. Notwithstanding anything to the contrary, Non-Core Items are not subject to customer audit or any pricing guarantee, nor shall Non-Core Items be subject to the change request process set forth in Section 4 of the Master Purchase Agreement. Sourced Products. Participating entities may request certain goods that are non-stock or custom in nature. The prices for Sourced Goods shall be those prices that appear on the ordering platform at the time of order, or as otherwise established between Staples and the applicable participating entity at the time the order is placed. Sourced Goods may include additional delivery or handling charges that would be the responsibility of the ordering entity. Pricing Exhibits. Please see our Pricing Exhibits for pricing details on the following categories: - Exhibit 1 – Core List Pricing - Exhibit 2 – Print Services - Exhibit 3 – Staples Promotional Products - Exhibit 4 – Staples Technology Solutions Tier One Diversity Program. Staples' Tier One Diversity Reseller Program is available to Sourcewell participating entities. Under the Tier One Diversity Reseller Program, participating entities may purchase products hereunder from a Diverse Reseller participating in the program. Sourcewell acknowledges that the Diverse Reseller's pricing to participating entities may be higher to reflect the services provided by the Diverse Reseller.
60	Describe any quantity or volume discounts or rebate programs that you offer.	Our proposal reflects updated attributes related to pricing, assortment and admin fees based on our experience in the Public Sector and with Sourcewell participating entities' behaviors and desires, as well as market conditions. Staples may offer additional pricing discounts and/or incentives to an individual participating entity based upon commitments and variables that may include, but not limited to, entity size and scope, geography, purchase volume, guarantees, logistical expenses, manufacturer support, specific product usage and other contractual terms/requirements. Participating entities receiving custom pricing or incentives may be required to sign a Participation Agreement with Staples.

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61	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Staples customers frequently request we source goods and services on their behalf that could be non-stock or custom in nature and are within the scope of our sourcing and distribution capabilities. Staples will also facilitate access to these "Sourced Products" and services to Sourcewell and its participating entities. Despite having hundreds of thousands of items available through our e-commerce site, Staples customers often have unique product sourcing needs that range from lollipops to industry-specific proprietary items. To fulfill these unique requests for our customers, Staples maintains a highly specialized non-stock procurement team available to assist our customers with these unique requests. Users can submit special order requests directly through our e-commerce site or through their Staples Account Manager. The non-stock procurement team works diligently to fulfill Sourcewell participating entities product needs quickly and at the lowest possible cost. The prices for Sourced Products shall be those prices that appear on the ordering platform at the time of order, or as otherwise established between Staples and the applicable participating entity at the time the order is placed. Sourced products may include additional delivery or handling charges that would be the responsibility of the ordering entity.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	There may be additional services available which are associated with certain products, including, but not limited to: furniture, facility solutions, technology or water/coffee dispensers or programs, etc. which at the option of the entity may be purchased or leased at the time of order/agreement. The costs for such services shall be paid to Staples by the Sourcewell participating entity. Additionally, there may be some items, typically furniture, where there may be an additional fee charge by the manufacturers that will be passed along to the ordering participating entity.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Staples does not apply additional charges or fees for standard delivery of stocked orders. However, there are some special exceptions where a delivery or special handling fee may apply. Most fees will be displayed in the shopping cart on StaplesAdvantage.com upon ordering. Common delivery exceptions that require a surcharge include: • Orders not meeting the minimum order requirements • Furniture unpacking or assembly • Stair carry for upper floor inside deliveries (lack of freight elevator or access to same) • Handling support for facilities that do not operate a fully functioning dock • Expedited deliveries • Manufacturer fees • Deliveries outside Staples' standard distribution area (Alaska and Hawaii) • Bulky, fragile or heavy items such as fireproof file cabinets, cases of water, soda, ice melt and chemicals • Or as otherwise indicated on our website at the time of purchase Surcharges are calculated on a per-order basis. Freight will be listed as a line-item charge for all Staples Promotional Products orders.	*

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Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	In addition to any other agreed upon charges, Staples reserves the right to charge fees to the locations set forth below unless otherwise mutually agreed between Staples and the participating entity in writing. Please note: • Staples does not export any hazardous goods, batteries, white out liquid fluid, cleaning solutions or aerosol cans. • Staples does not export any food items (drink or food). • Staples does not provide any Certificates of Origin (C/O) or Free Trade Certificates. • Freight costs are billed back to the customer on a separate invoice. • Any returns are the responsibility of the customer, including delivery, documentation and being named the importer of record into the U.S. Delivery to Alaska. In-stock items will ship from our Anchorage fulfillment center, and last mile delivery will be by fleet, courier, UPS or USPS, depending on customer location. Items not stocked in the Anchorage fulfillment center may be filled through our Portland, Oregon fulfillment center or a wholesaler location in Seattle, Washington, and be shipped via ocean freight to the Anchorage fulfillment center. Ocean freight can take 10 to 14 days. Last mile delivery will be by fleet, courier, UPS or USPS, depending on customer location. Items that are filled through other Staples fulfillment centers will ship UPS 2nd Day Air up to 159 pounds. Shipments over 159 pounds or items that cannot be shipped via UPS are shipped ocean freight, which can take up to 14 days. Expected delivery date will be provided during the ordering process. To offset the cost of freight, Staples reserves the right to apply an up to 25% surcharge depending on the location in Alaska. Delivery to Hawaii. Orders will normally be filled through our fulfillment center in Ontario, California. Shipments up to 159 pounds will ship UPS 2nd Day Air. Shipments over 159 pounds or items that cannot be shipped via UPS are shipped ocean freight. Ocean freight shipments take an average of 14 days for delivery. Expected delivery date will be provided during the ordering process. To offset the cost of freight, Staples reserves the right to apply a 25% surcharge and a minimum order of \$200. Hazardous material cannot be shipped to Hawaii. Customers are not set up to allow drop shipments to Hawaii. Instead, for special orders, we process the items as fulfillment center specials and then ship the items from our fulfillment center after it is received from the vendor. Delivery to Puerto Rico. The following additional delivery terms apply for shipments to Puerto Rico: Shipments up to 150 lbs. will be shipped with transit times of two (2) business days. Shipments over 150 lbs. are shipped via ocean freight. Any goods classified as ORM-D (other regulated materials for domestic transport only) will also ship ocean freight, regardless of weight. No hazardous goods can be shipped to Puerto Rico. Transit time is approximately seven to ten (7 to 10) business days from door to door. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees and other costs (including freight) will be charged back to Buyer on a separate invoice. Delivery to U.S. Virgin Islands. The following additional delivery terms apply for shipments to the U.S. Virgin Islands: Shipments up to 150 lbs. will be shipped UPS WorldShip, using the most commercially advantageous WorldShip service available, with transit times of approximately three (3) business days. Products weighing over 150 lbs. will be shipped via ocean freight. No hazardous goods can be exported to the U.S. Virgin Islands. Any goods classified as ORM-D (other regulated materials for domestic transport only) will ship ocean freight, regardless of weight, and will require an additional five (5) days of transit time. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees, and other costs (including freight) will be charged back to Buyer on a separate invoice. Delivery to American Samoa, Guam, Northern Mariana Islands. The following additional delivery terms apply for shipments to American Samoa, Guam and the Northern Mariana Islands: Shipments up to 150 lbs. will be shipped UPS WorldShip, using the most commercially advantageous WorldShip service available, with transit times of approximately five (5) business days. Products weighing over 150 lbs. will be shipped via ocean freight. No ORM-D goods or hazardous goods can be exported to these locations. Buyer is responsible for all customs or tax filings or applications necessary to effect the importation of the products. Delays may result from Buyer's failure to satisfy all customs clearance requirements. All taxes, fees and other costs (including freight) will be charged back to Buyer on a separate invoice. Import/Export. If Staples agrees to export products from the U.S. to Buyer's locations outside the U.S. (including but not limited to Mexico, Canada and all U.S. Possessions and Territories) (for these purposes referred to as "Other Locations"), the following applies: (a) Staples will not be the Importer of Record for any products shipping to Other Locations. Buyer or Buyer's agent shall nominate a customs clearing agent to act on its behalf and to facilitate the import customs clearance process. Buyer shall be responsible for obtaining any documentation, such as special permit(s) or license(s) that may be required to import products; (b) Buyer shall be responsible for payment of any customs clearance and duties and taxes and the full freight cost of the shipment; (c) Staples will not provide Certificates of Origin (C/O) or Free Trade Agreement certificates; (d) Staples will not export the following products: ORM-D (Other Regulated Materials-Domestic); consumables; and/or products prohibited from export by Staples' vendors; (e) Staples will not export products to Other Locations in the event any export restriction applies; and (f) Staples will not accept returns from Other Locations unless agreed in writing.
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86 Describe your ability to address member concerns related to packaging, including product markings, safety, warnings, waste reduction, packaging toxicity, recycling and/or re-use, etc.	Within our core product assortment, we have identified thousands of items that meet third-party standards and certifications. This is a significant subset of our total assortment of approximately 20,000 products with environmental features, which includes products with recycled content or other design features like solar powered, rechargeable and refillable. The certifications and standards we track include: • AP certified non-toxic • Bluesign certified clothing product • BPI compostable • Cradle to Cradle certified • EcoLogo certified • ENERGY STAR qualified • EPA Comprehensive Procurement Guidelines • EPA Design for the Environment (DfE) for Pesticides registered • EPA Safer Choice registered • EPA WaterSense certified • EPEAT qualified • EWG verified • Fair Trade certified • Food Alliance certified • Forest Stewardship Council (FSC) certified • GREENGUARD certified • Green Seal certified • Indoor Advantage certified • Level certified • Made by a Certified B Corporation • Made Safe certified • PMA non-toxic • Rainforest Alliance certified • Roundtable on Sustainable Palm Oil (RSPO) certified • Sustainable Forestry Initiative (SFI) certified • USDA Certified Biobased Product • USDA Organic We are continually improving our ability to capture and track products with environmental certifications in our systems, as well as increase the number of products that meet credible third-party environmental certifications. PACKAGING OPTIMIZATION To help reduce waste at participating entities' facilities, Staples has engineered our order fulfillment process to minimize packaging and shipping materials on supply deliveries. Simultaneously, we ensure that all deliveries are properly protected in order to arrive intact. • SmartSize™ – Staples has rolled out award-winning technology to the majority of our U.S. distribution centers that tailors box sizes to the exact size of the order, reducing use of corrugate and air pillows. To further reduce the environmental impact of our delivery process, we use boxes made from 35% to 100% recycled material. This approach to packaging results in an annual carbon footprint reduction of more than 30,200 tons, equivalent to 120,000 trees. • Box Logic – Our warehouse management system uses a series of algorithms that automatically choose the smallest delivery box from eight standard sizes, based on the combined dimensions of items in the order, reducing packaging waste. • Wholesaler Initiatives – As part of our fulfillment process, Staples utilizes three national wholesalers to support our product requirements. We work diligently with these suppliers to confirm they are reducing shipping materials for our customers. The products shipped by our wholesalers undergo similar sizing analysis by their computer systems. Reducing packaging waste is important to our commitment to help the environment. In addition to the internal initiatives above, we're actively working with customers to minimize packaging waste by reducing the frequency of small orders through order consolidation. These initiatives have reduced packaging and shipping materials by up to 20% for some customers. PACKAGE PROTECTION Staples has invested in air pillow dunnage technology to safeguard the product we ship. These air pillows: • Are designed to provide maximum protection with a minimum use of material, reducing the amount of packaging required • Can be re-used • Can be deflated prior to disposal, reducing original volume by over 90% • Can be recycled when given to the delivery driver or sent back when making a return • May be returned for recycling to local Sealed Air sites by calling the Sealed Air phone number on the cushion or may be recycled commercially as #4 plastic • Provide high BTU energy contents in municipal incineration
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Describe your capabilities related to member need for collection and recycling of toner and ink cartridges, batteries, packaging, etc.

Staples offers Sourcewell participating entities a wide range of convenient no- and low-fee recycling services. Check out Staples Recycling Services or a participating entity may speak with their Account Manager for more details on our programs.

- Ink & Toner Cartridges – Staples provides free delivery driver pick-up and mail-back service. Simply work with their delivery driver to pick a location for regular pick-up or print a mail-back label from StaplesAdvantage.com.
- Technology – We offer low-cost options for responsible and secure technology recycling including certificate of recycling and optional serial number tracking services. Sourcewell participating entities can order prepaid recycling kits, boxes and pallets for larger items through StaplesAdvantage.com. Staples' tech recycling partner ERI Direct is e-Stewards and R2 certified at all locations for responsible e-waste management practices.
- Lamps, Ballasts & Batteries – We offer mail-back recycling services on StaplesAdvantage.com. Simply order the right-size container, fill it with their goods and put it in the mail. Pricing is inclusive of packaging, shipping and recycling.
- Other Hard-to-Recycle Items – Divert hard-to-recycle waste from landfills with Staples' Zero Waste Boxes. Simply fill, close and ship. StaplesAdvantage.com box prices include all shipping and recycling fees. Use our Zero Waste Boxes to recycle coffee pods, breakroom waste, binders, safety supplies, writing instruments and more.

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67	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Staples delivers an average of 550,000 cartons per day. Our delivery experience, combined with our advanced distribution network, makes us the industry leader. We recently increased the square footage across our 22 strategically located fulfillment centers, ensuring we have more product in stock for next-business-day deliveries. Staples uses a combination of our own fleet, national delivery services, Staples-exclusive carriers and third-party couriers to ensure the fastest, most efficient delivery options for our customers. Our third-party couriers undergo a rigorous evaluation process, and we require them to meet our customers' service level agreements. Staples couriers are selected based on the caliber of their management and delivery drivers, their equipment and, more specifically, their ability to provide timely and excellent customer service. DESKTOP & PREMIUM DELIVERY OPTIONS As part of each participating entity's account setup, we discuss the individual needs and develop delivery protocols that make it easy to do business with Staples. Our normal delivery hours are 8:00 a.m. to 5:00 p.m. local time, Monday through Friday. Requests for premium delivery service are vetted by our internal transportation team prior to approval. Examples of premium delivery service include: • Desktop delivery (desk to desk) • Specific delivery windows (before noon, after 10:00 a.m., etc.) • Inside delivery (specific floor) • Mailroom delivery (by floor) • Delivery to copy areas (where we leave a fixed number of cases of paper per mailroom, in some cases, stocking the shelves) • Loading boxes through an X-ray machine prior to making delivery Additional costs may apply for premium services and is customized based on each participating entity's specific requirements. Some premium services may not be available in all locations. SAME-DAY DELIVERIES Same-business-day delivery can be reviewed as a possibility by contacting Staples Customer Service. To ensure all appropriate process checks are completed, we recommend a cut-off time of 11:30 a.m. local time. To account for added transportation costs and courier fees incurred on our end, we do require a separate charge for same-business-day requests. There are some exceptions to same-day delivery service. The delivery location must be within 50 miles of a Staples fulfillment center. Further, the fulfillment center must have the capacity to handle the request that day. In addition, the following items cannot be delivered same day: • Furniture • HAZMAT items (this includes items that contain Lithium batteries) • Liquid • Food and beverage items • Custom items • Drop ship or special-order items • Orders containing more than six SKUs BUY ONLINE, PICK UP IN STORE Our industry-leading network of U.S. stores gives participating entities easy same-day purchasing solutions. Participating entities can purchase a wide variety of items on StaplesAdvantage.com and pick their items up in one hour or less at any of our U.S. retail stores. This allows Sourcewell participating entities to buy within their established purchasing program, with their contract rules and pricing, for same-day purchases. Users can even filter by Pick Up in Store to make those emergency purchases quicker. PRINT TO STORE Participating entities can also use Staples' Print to Store option to print directly from their computer to any Staples retail location for pickup. From black & white or color printing to binding and booklet options, Print to Store offers more than 2,000 finishing configurations for Sourcewell participating entities' printing needs. Print to Store bills directly to their Staples account, ensuring compliance and more robust tracking while providing easy, on-the-go printing services for their remote and traveling employees. Participating entities can upload and reconfigure their documents, save their files for future reordering and proof all orders online before submitting. At any time, they can submit their orders right from their desktop to Staples, with delivery to any Staples retail location. STAPLES PROMOTIONAL PRODUCTS Staples Promotional Products has a 500,000 square foot contract decoration and distribution center in Orange City, IA. This facility does embroidery, screen print, laser engraving, digital heat transfer, and more. We have pick-to-voice technology and use a pack-right shipping system to cut boxes to the order size. Our facility is centrally located for distribution throughout the U.S. We also use FedEx as our preferred shipper but can utilize any major carrier service. We are currently seeking certification for zero waste to landfill status.
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Staples will create internal metrics to measure growth and success of the contract which include reporting and analysis of the increased number of participating entities utilizing the contract, category sales for participating entities, sales and number of orders by participating entity, and year over year sales growth for the contract. Additionally, success metrics can be mutually established and measured in scheduled quarterly strategy meetings between Staples and Sourcewell. Having serviced Sourcewell participating entities for nearly two decades, we know that we need to continually raise the bar in our national contract performance. As a current Sourcewell awarded supplier, we commit to elevating our overall value with the built-in flexibility to accommodate the evolving needs of your participating entities.

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69	If you are a dealer, distributor, or reseller, describe your capabilities for verification of product authenticity, quality control, and documentation of custody in your supply chain.	Staples is committed to providing high quality products that last, leading to fewer returns, fewer reorders and less frustration for our customers. To uphold this commitment, we capture reporting and regularly audit the quality of the products we source from suppliers, as well as from Staples-exclusive products. Staples' strict product sourcing process assures that products offered are genuine by sourcing products only from OEMs and authorized resellers to mitigate the risk of cloned, fake or counterfeit products that could potentially put Sourcewell participating entities at risk. ANNUAL VENDOR REVIEWS We only source from the most trusted and reputable suppliers in our industry, including leading wholesalers and brands such as 3M, HP, Avery and HON. We conduct annual vendor contract reviews to measure our suppliers' quality performance. We evaluate the number of returns placed on their products as well as general customer satisfaction survey feedback. At 1.45%, our low product-return rate is a testament to our relentless focus on quality. PAPER & WOOD-BASED PRODUCT SOURCING POLICY We also actively work with our key paper suppliers to ensure transparency into their sourcing and production methods with respect to environmental and social responsibility. The majority of our paper suppliers have achieved chain of custody certification with one or more programs, including the Forest Stewardship Council (FSC) and Sustainable Forestry Initiative (SFI). Approximately 90% of the paper products we sell by weight in the U.S. are manufactured and/or distributed by vendors with FSC chain of custody certification, including brands like Domtar, International Paper, Georgia-Pacific, Kimberly-Clark, 3M, Esselte, Fellowes, Marcal and others. Our Paper and Wood Based Product Sourcing Policy forms the foundation of our commitment to ensure the paper products we sell are sourced in an environmentally and socially responsible manner. It also defines our expectations for suppliers of paper-based products. The policy focuses on four key areas: • Protecting forest resources and communities by seeking to source certified products • Reducing demand for virgin wood fiber • Sourcing from suppliers committed to environmental excellence • Promoting responsibly sourced paper and wood products to our customers PROGRAMS & PARTNERSHIPS We collaborate with a few key non-profits to help us improve paper and wood product sustainability. This includes partnerships with the Rainforest Alliance on the Appalachian Woodlands Alliance and various projects with the Forest Products Working Group (FPWG), an initiative of GreenBlue. PRODUCT BRANDS EXCLUSIVE TO STAPLES QUALITY ASSURANCE Product brands exclusive to Staples are subject to a comprehensive quality assurance program that includes: • Product Design – Product brands exclusive to Staples are designed to meet or exceed national brand equivalent specifications. • Factory Certification – Production facilities in developing countries undergo third-party audits to uphold our standards for social responsibility and to guarantee practices are in place to deliver quality products. • Rigorous Testing & Inspection – All products are engineer-tested for quality in leading independent labs. Inspectors pull samples from the production line to confirm that products are manufactured to our exact specifications before they ship to our warehouses. • Continuous Monitoring – Throughout a product's lifecycle, inspectors pull samples for follow-up lab testing to certify that the product still meets our specifications. MONITORING PRODUCT QUALITY On the rare occasion that a product fails to meet an entity's satisfaction, we offer fast and easy resolution methods: • Purchasers can return any item using our no-hassle online returns process or by contacting Customer Service. • We arrange driver pickup for all product returns at no cost to participating entities. We thoroughly analyze damaged or defective items and ensure our manufacturers address the underlying quality issue. Staples Account Managers will share corrective actions and report on progress during regular business reviews.
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Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
70	d. other than what the Proposer typically offers (please describe).	Staples supplies a significant number of government agencies and numerous GPOs and cooperative procurement organizations that range in size, geography, purchase volume, guarantees, logistic expenses, incentives, manufacturer support and other contractual terms/requirements. Additionally, Staples provides a wide variety of products and services, including many that are customized and therefore based on customers' specifications. As a result, while pricing may vary, Staples feels that its proposal provides competitive pricing and exceptionally strong value-added attributes.

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Table 13: Audit and Administrative Fee

Line Item	Question	Response *
71	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	At Staples, we take our national contract obligations seriously. We have a long history of providing accurate pricing and conducting compliance audits with Sourcewell and its participating entities. To maintain contract compliance, we continually verify our pricing data and hold ourselves accountable to the highest internal pricing standards. As such, we have multiple processes in place to ensure pricing accuracy and consistency. For example, national contract pricing is managed and maintained by a single, knowledgeable and experienced pricing team. This ensures that all pricing is consistent with the contract terms and requirements. We also review pricing on a regular basis and compare it to the contract pricing requirements. This further guarantees that your participating entities receive pricing that is consistent. Additional audits and periodic pricing checks may be conducted randomly throughout the term of the contract to add an extra level of protection and audit control as deemed necessary to maintain our pricing integrity.
72	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Some internal metrics used to measure success with the contract include number of participating entities under the contract, geographic distribution of participating entities, sales and number of orders by participating entity, remaining potential, and year over year sales growth. Additionally, success metrics can be mutually established and measured in scheduled business reviews between Staples and Sourcewell. Having serviced Sourcewell participating entities for nearly two decades, we know that we need to continually raise the bar in our national contract performance. As a current Sourcewell awarded supplier, we commit to increasing our overall value with the built-in flexibility to accommodate the evolving needs of your participating entities.
73	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Unless otherwise mutually agreed to in writing by Sourcewell and Staples, and except as stated below, Staples will pay Sourcewell an administrative fee of one and half percent (1.5%) of the participating entities' aggregate Net Sales during each calendar quarter, which have been timely paid, to be paid within forty-five (45) days after the end of each calendar quarter. An exception to the above 1.5% admin fee would be that Staples will pay Sourcewell one quarter of one percent (0.25%) on technology product Net Sales. Net Sales: The gross sales price of Products purchased pursuant to the Agreement, less shipping costs (including freight charges and insurance), taxes, duties, any rebates or fees actually paid, discounts and allowances actually taken, rejections and returns to the extent credit is given or paid, and also excluding purchases of Market Priced Items and purchases made via (i) Staples.com, or (ii) any Seller retail channel. Market Priced Items: Cash equivalents (e.g., gift cards, postage, etc.), certain custom and special order, and/or certain net priced items or items subject to a manufacturer's MAP policy.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
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	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	From business essentials to facility supplies, custom print to furniture, Staples offers an unmatched selection of products and services, saving Sourcewell participating entities the time and expense of dealing with multiple vendors. With free next-day delivery available for hundreds of thousands of products on our e-commerce site, Staples is ready to help Sourcewell participating entities get more done every day. Our industry-leading breadth and depth of solutions includes: INNOVATIVE PRODUCT SOLUTIONS With the introduction of our new innovative products, we offer tools and systems that help drive solutions in business essentials, breakroom, facilities, technology and furniture: • Tru Red – Thoughtfully designed business essentials to help Sourcewell participating entities work, create and innovate better. Quality tested and engineered to last. • Staples Tech – Tech products to keep teams connected and productive — whether they're at the office or the airport, a coffeehouse or the couch. • Coastwide Professional – Professional-grade facility and pack and ship supplies built to spec and made to perform, with no wasted product or labor. • Perk – Breakroom essentials designed with quality, value and just the right touch of personality to bring fun and energy to break time. • Pick Me Up Provisions – An assortment of light, medium, and dark roast coffees in a variety of pack sizes to fit Sourcewell participating entities' needs. • Union & Scale – Furniture and decor that work together in perfect harmony. There's a collection for every style and work style. We've simplified our product assortment to focus on the right choices for business versus every product out there. So, it will be easier to get exactly what Sourcewell participating entities need. • Business Essentials: Staples will fulfill the essentials for teams to be more productive, organized and inspired. We carry everything from copy paper to smart phones and accessories, with a wide selection of green and MWBE products. • Facility Solutions: As one of the largest providers of cleaning and janitorial supplies in the country, we offer over 5,000 in-stock professional-grade products from top brands including Georgia-Pacific, Kimberly-Clark, Diversey, GOJO, Rubbermaid and our top-selling brand, Coastwide Professional. Plus, our team of GBAC-certified facility experts, and are skilled at identifying cost and labor-saving opportunities through no-charge site assessment. We also offer dispenser installation and removal of old units. • Furniture Solutions: As the best provider of office seating and furniture solutions, offering a diverse selection of commercial-grade seating, desks, tables, and storage solutions sourced from over 100 reputable manufacturers, including Allsteel, HON, Global, and National. • Print & Marketing Services: Customize everything from business cards to trade show banners, all in one place. Easily manage and streamline their assets across multiple locations with our seamless online experience or utilize our experts to get the job done. We help Sourcewell participating entities handle it all, from design to delivery, quality guaranteed. No matter the industry, scale, or complexity of their printing requirements, Staples Business Advantage combines high quality and expertise with speed, excellence, and minimal hassle. Plus, free delivery and no minimum required. • Technology Solutions: Staples is a one-stop shop for all their tech needs, we stock top-of-the-line products and accessories including computers, keyboards, mice, headsets, monitors, chargers and more. Get it fast with next day delivery available to 98% of the US. Our Technology Solutions offering includes a wide selection of products from everyday tech and data center solutions to printer fleet management and network services. With more than 1,000 vendors and suppliers, we offer more than one million items delivered nationwide. • Breakroom Solutions: Staples offers over 2,000 breakroom products. Everything from coffee and coffee programs, water and snacks to cups, bowls, cutlery, and appliances. We also offer the best water filtration units in the industry-plus fast delivery, free installation, ongoing maintenance, filter changes, and repairs from our vetted experts. • Mailroom & Shipping Supplies: Sourcewell participating entities can depend on Staples to have a huge selection of the best brands in business, mailroom and shipping supplies. We can help them get the job done right — every time. • Promotional Products: With more than 700,000 products plus well-cultivated relationships with a global supply network, Staples will help Sourcewell participating entities create unique branded solutions.
75	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Staples offers hundreds of thousands of products in a host of categories that are necessary for Sourcewell participating entities to manage and maintain their operations and facilities. These categories are ever evolving as customers' needs evolve but they currently include product categories such as office and school supplies, janitorial products and equipment, breakroom, safety, furniture, print, promotional products, technology and more. Some of our subcategories include: OFFICE SUPPLIES • Writing Supplies • Folders & Filing • Business Essentials • Calendars & Planners • Ink & Toner • Notebooks & Notepads • Office Basics • Binders & Accessories • Desk Organizers & Accessories • Storage & Organization • Stamps & Pads • Bags & Backpacks PAPER • Copy Paper • Stationery & Invitations • Journals & Diaries • Loose Leaf & Graph Paper • Envelopes • Resume & Fine Business Papers • Post-it® & Sticky Notes • Index Cards • POS Paper Rolls for Printing Receipts • Business & Loyalty Cards • Calendars & Planners • Forms FACILITY MAINTENANCE • Paper Towels • Toilet Paper

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• Can Liners • Dilution Control Chemicals • Safety Supplies • Air Fresheners & Deodorizers • Floor Care • Waste Receptacles • Cleaning Chemicals & Wipes • Dispensers & Restroom Equipment • Hand Soaps & Sanitizers • Cleaning Tools
BREAKROOM
• Coffee: K-Cups, Filters, Sweeteners, Creamers, Stirrers & Straws, Coffee Filters • Snacks & Food • Water & Beverages • Plates, Cups, Napkins & Cutlery • Breakroom Appliances: Napkin Dispensers, Microwaves, Water Filters & Dispensers • Breakroom Furniture: Table & Chair Sets, Coffee Cart, Boards & Easels, Stacking & Folding
Chairs, Cafeteria Tables
PRINT & MARKETING
• Document Printing • Marketing Materials • Signs, Banners & Posters • Business Cards • Labels & Stickers • Stamps & Embossers • Stationery • Cards & Invitations • Forms
PROMOTIONAL PRODUCTS
• Men's and Women's Apparel • Unisex Apparel • Youth Apparel • Apparel Accessories • Headwear • Bags and Coolers • Travel • Drinkware • Home Goods • Tech • Food and Drink • Health and Wellness • Events and Tradeshows • Awards and Recognition • Office Essentials • Pens & Writing Instruments • Outdoor and Leisure • Auto and Tools • Toys and Games • Pet Products • Gifts
TECHNOLOGY PRODUCTS
• Audio, Headsets & Microphones & Speakers • AV Furniture, Power Devices, Batteries & Carts • Bar Code Scanners • Consumer Electronics Accessories • Desktops • Displays, Monitors & Large Format Displays • Input Devices • Memory • Networking, Network Devices & Accessories • Notebooks • Output Devices • Point of Sale Equipment • Printer Consumables • Printers & Scanners • Single/Multifunction & Office Machines • Projectors • Servers • Software & Licensing • Storage Devices • Tablets & eBook Readers • Tech Services, Configuration, Tech Recycling, Chrome Services • Telephones Video & Audio Conferencing • Televisions & Flat Panels • UPS & Power Devices • Video Game Consoles & Accessories • Warranties • Workstations

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
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76	Display item description, catalog price, contract price, and photo (if applicable)	☒ Yes ☐ No	StaplesAdvantage.com displays item description, photos and the participating entities' contract pricing. However, the site does not show catalog pricing. All products include images, full description and detailed product specifications, with partial graphic support for wholesaler items on StaplesAdvantage.com.	*
77	Enhanced catalog content (stock, availability, ship/delivery date, product reviews, filters, comparables, etc.)	☒ Yes ☐ No	Users on StaplesAdvantage.com can confirm that an item will be delivered the next business day by checking the delivery icons on search results and product pages, as well as in the cart. These clear indicators for every item provide the expected delivery date information so that users can confirm if an urgent item will get there on time and can plan for the arrival of a large order or item. Our e-commerce site allows Sourcewell participating entities to search by keyword or item number for a summary of categories and top-ranking items that match their criteria. They can narrow results by category, brand or their recently purchased items. Advanced search with auto-suggest terms allows end users to find what they want fast and the ability to add to their cart from search to save time. StaplesAdvantage.com provides product reviews on the product page to give our customers an opportunity to rate, comment and share images on products they have purchased. Other consumers can read these when making a purchase decision. Staples customers can compare various product features based on customer reviews before they narrow down their choice to the most favorable one. In addition, users can also compare similar products, by selecting two or more items to compare and clicking the compare button.	*
78	Order tracking and order history	☒ Yes ☐ No	Sourcewell participating entities can view details on all orders placed in the past 90 days, track their orders and view proof of delivery. Our package tracking is updated based on carrier event scans, and we identify which items are in each box in a shipment, so their employees know exactly what products are coming and when. Recent orders in progress will display on your home page or click on Orders to view, search, track, reorder and return from your Order History. "Your Orders" allow users to view full tracking history, see the number of items and boxes for delivery, reorder or even make a return.	*
79	Customized agency portal or punchout	☒ Yes ☐ No	Sourcewell participating entities can customize their platform with special instructions and messages to keep users in program compliance.	*
80	Agency preferred products listing	☒ Yes ☐ No	Depending on the situation, Staples may identify preferred items with a customizable On Contract or Core Item icon that can contain a participating entity's own message. For example, individual participating entities can opt for it to display (Entity) "Contract Item" instead of "On Contract." This message will appear with the icon wherever product information is displayed. Users will see the icon on product pages, shopping lists, shopping carts and order status screens. Participating entities can also click the heart icon on product tiles and pages to easily add items to a shared or personal shopping list that can be made a favorite.	*
81	Agency blocked item removal	☒ Yes ☐ No	Upon mutual agreement between the participating entity and Staples.	
82	Multiple ship-to locations	☒ Yes ☐ No	User and Location Management allows participating entities to easily add new users, supervisors and account administrators and remove or add shipping locations associated with user profiles.	
83	Display of eco-label or green certifications or attributes	☒ Yes ☐ No	Eco-conscious and recycled items are identified with icons on our search pages and item descriptions, making them easy to find from any search or shopping list.	

Agenda Item #6.1

84	Search by eco-label or green certifications or attributes	☒ Yes ☐ No	Eco-conscious and recycled items are identified with icons on our search pages and item descriptions, making them easy to find from any search or shopping list.
85	Tiered approvals	☒ Yes ☐ No	Participating entities can establish spending limits and approval routing to track account expenditures by user and department.
86	Help function	☒ Yes ☐ No	The StaplesAdvantage.com Help Center enables customers to search help topics, manage their account, track or return orders, view or print their packing slip, get pre-paid address labels to recycle ink and toner and more.
87	Live chat	☒ Yes ☐ No	Our e-commerce site offers a proactive chat feature that helps users quickly find the products they need by interacting with a live agent. This feature helps reduce the time spent searching for and comparing products. By providing more product intelligence prior to purchasing, live chat also decreases returns and helps ensure the best product solution is selected for the purchaser.
88	Integration with agency eProcurement/ERP platforms	☒ Yes ☐ No	Staples has experience integrating with over 150 third-party purchasing platforms.
89	AI-driven recommendations for product substitutions, savings opportunities, and frequently ordered items	☒ Yes ☐ No	Staples uses algorithms based on purchase behavior which are not currently AI-driven. Product Substitutions: In our efforts to continually improve service and reduce costs, the Staples Account Managers will work with Sourcwell participating entities to identify items that are crucial to their organization for which they might want to designate an appropriate back-up item. Approving alternate products available on high-use and/or critical items ensures that we're able to meet Sourcwell participating entities' business needs for specific products in a timely fashion. Savings Opportunities: If a quality, lower-cost alternative is available, it will display on the ordering page. Sourcwell participating entities will have the option to purchase the alternative item or continue with their initial selection. Search Features: You can utilize the Search box at the top of most StaplesAdvantage.com pages to search for products by keywords or part numbers. Search results can be filtered by category, product type (i.e. recycled products, Minority or Women-Owned Enterprise products), product attributes (i.e. size, color as well as others which vary by type of product), brand or products previously ordered. Shopping Lists: Sourcwell participating entities can create and save lists of frequently ordered or preferred contract items for faster reordering while maintaining program compliance. They can easily add new items to a shopping list by clicking on the Add to List icon on product tiles and pages.

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 90. NOTICE: To identify any exception, or to request any modification, to the Sourcwell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
All	Please see attached redline.	Per Addendum 3 dated June 6, 2024, Staples has provided our redline to the sample Sourcwell Contract Template in the Additional Documents section of the Sourcwell Procurement Portal.

Documents

Ensure your submission document(s) conforms to the following:

Agenda Item #6.1.

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jeff Hall, Chief Financial Officer, Staples Contract & Commercial LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

☒ Yes ☐ No

Agenda Item #6.1.

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 3 Office Supply RFP 070924 Thu June 6 2024 03:25 PM	☒	1
Addendum_2_Office_Supply_RFP_070924 Mon May 20 2024 06:39 PM	☒	1
Addendum 1 Office Supply RFP 070924 Thu May 16 2024 02:19 PM	☒	1



City Council Action and Executive Summary

Type of Action:
☐ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:				Adopted:	May 5, 2025		
Drafter:	Jamie Williams			Department:	Fire Department		
Program:	Chief's Executive Office			Line of Business:	Administration		
Title:	A RESOLUTION AUTHORIZING THE LAS CRUCES FIRE DEPARTMENT TO DONATE 15 SELF-CONTAINED BREATHING APPARATUSES FOR USE BY THE CLOUDCROFT FIRE DEPARTMENT IN CLOUDCROFT, NEW MEXICO.						

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
Authorize the donation of 15 Self-Contained Breathing Apparatus.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
The Las Cruces Fire Department (LCFD) is requesting permission to donate 15 Self-Contained Breathing Apparatuses to the Cloudcroft Fire Department in Cloudcroft, New Mexico.

The LCFD no longer uses this type of self-contained breathing apparatus, and has since updated its self-contained breathing apparatus equipment, and believes the Cloudcroft Fire Department would benefit from the donation of this equipment, which is in fair condition.

SUPPORT INFORMATION:
[Exhibit "A" - SCBA - Assets Transfer](#)

PLAN(S):
None

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT:	AVAILABLE AMOUNT:	EXPENDITURE AMOUNT:
Funding Source(s):		

Does this action amend the Capital Improvement Plan (CIP)?

- ☐ Yes
☒ No

Does this action align with Elevate Las Cruces?

- ☐ Yes
☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; This will allow the Las Cruces Fire Department to donate 15 Self-Contained Breathing Apparatuses to Cloudcroft Fire Department.
2. Vote "No"; This will not allow the Las Cruces Fire Department to donate 15 Self-Contained Breathing Apparatuses to Cloudcroft Fire Department.
3. Vote to "Amend"; This will cause delay in retiring and donating out of service assets.
4. Vote to "Table"; The out of service assets will remain in the Las Cruces Fire Department's fixed asset inventory.

RESOLUTION 25-127

A RESOLUTION AUTHORIZING THE LAS CRUCES FIRE DEPARTMENT TO DONATE 15 SELF-CONTAINED BREATHING APPARATUSES FOR USE BY THE CLOUDCROFT FIRE DEPARTMENT IN CLOUDCROFT, NEW MEXICO.

The City Council is informed that:

WHEREAS, the Las Cruces Fire Department is requesting authorization to donate 15 Self-Contained Breathing Apparatuses to the Cloudcroft Fire Department in Cloudcroft, New Mexico; and

WHEREAS, the Las Cruces Fire Department no longer uses this type of self-contained breathing apparatus and has since updated its self-contained breathing apparatus equipment; and

WHEREAS, the Las Cruces Fire Department believes the Cloudcroft Fire Department would benefit from the donation of this equipment, which is in fair condition.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the 15 Self-Contained Breathing Apparatuses be approved for donation to the Cloudcroft Fire Department in Cloudcroft, New Mexico as outlined in Exhibit "A" and attached hereto.

(II)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

SCBA Scott #			
Asset #	Pac #	Color code	Serial #
32437	92	Blue	115S1616001484
800112	38	Red	115S1447001075
800148	74	Red	115S1447001085
800154	80	Red	115S1447003053
800116	42	Red	115S1447001090
800147	73	Red	115S1447001091
800146	72	Red	115S1447001088
800104	30	Red	115S1447003062
800084	10	Red	115S1447001062
32433	90	Blue	115S1616001477
800115	41	Red	115S1447005320
800156	82	Red	115S1447001055
800085	11	Red	115S1447001049
800107	33	Red	115S1447001050
800076	2	Red	115S1447001095



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☒ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ N/A
1st Reading:				Adopted:	May 5, 2025		
Drafter:	Monique Paez			Department:	Quality of Life		
Program:	Museums			Line of Business:	Museums		
Title:	A RESOLUTION TO RESCIND RESOLUTION NO. 09-270 (05-18-2009), "RE-DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX/MUNICIPAL COURT AT 135 E. GRIGGS ST.) AS THE FUTURE HOME OF THE LAS CRUCES MUSEUM OF ART."						

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
Rescind the previous resolution.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
Resolution 09-270 amended an earlier Resolution 06-210, which had called for the Museum of Nature and Science (MoNaS - then known as the Museum of Natural History) to move to the Old Post Office at 135 E. Griggs, "upon the relocation of the Municipal Courts." However, a new home was found for MoNaS at 411 N. Main (the old Bank of the Rio Grande building, adjacent to the Museum of Art) and Council passed Resolution 09-270 calling for the Museum of Art to move to the Old Post Office, again upon the relocation of the Municipal Court.

It appears that there were several plans for the relocation of Municipal Court, including the design of a parking structure to include the Municipal Court, but none of these plans took hold.

In the meantime, the Las Cruces Museum System has been growing and flourishing, with three museums now located adjacent to each other downtown (MoNaS, the Museum of Art, and the Branigan Cultural Center) and the Railroad Museum nearby. In 2021 the Las Cruces Museum System Master Plan was completed and approved by City Council. The authors of this plan studied two scenarios for expansion of the Las Cruces Museum System, the first to expand the downtown Museum complex, and the second to move the Museum of Art to Municipal Court upon the relocation of Municipal Court.

The first scenario is now the more attractive and feasible of the two, given that Museums attendance grew to over 125,000 in FY2024 - in large part due to the synergy created by the many exhibits, programs, and events that are held at the downtown Museum complex each year. While the Old Post Office is an historic and significant building, conversations with Public Works indicate that it will take more funding to renovate the building to become the Museum of Art than it would to expand the Museums complex at their current location - a location the community knows well.

SUPPORT INFORMATION:
[Attachment "A": R 09-270 - Municipal Court to the Museum of Art](#)

Agenda Item #6.3.

[Attachment "B": Las Cruces Museums-Master-Plan](#)

PLAN(S):

Other

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

☐ Yes

☒ No

Does this action amend the Capital Improvement Plan (CIP)?

☐ Yes

☒ No

Does this action align with Elevate Las Cruces?

☒ Yes

☐ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will rescind the previous resolution, meaning the Museum of Art will not move to the Old Post Office / Municipal Court Building.
2. Vote "No"; This will not rescind the previous resolution.
3. Vote to "Amend"; this will require further direction to staff.
4. Vote to "Table"; this will require further direction to staff.

RESOLUTION 25-128

A RESOLUTION TO RESCIND RESOLUTION NO. 09-270 (05-18-2009), “RE-DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX/MUNICIPAL COURT AT 135 E. GRIGGS ST.) AS THE FUTURE HOME OF THE LAS CRUCES MUSEUM OF ART.”

The City Council is informed that:

WHEREAS, City Council Resolution 09-270 was approved on May 18, 2009 as a Resolution Amending Council Resolution No. 06-210 (12-19-2005); redesignating the Old Post Office (Current Judicial Complex/Municipal Court at 135 E. Griggs St.) as the future home of the Museum of Art upon the relocation of the Municipal Court; and

WHEREAS, in 2020-2021 the City of Las Cruces conducted a Master Planning process for the Las Cruces Museums System, which determined options for future expansion of the Museum facilities including: a) expanding the three Museums at the downtown complex (Branigan Cultural Center, Museum of Art, and the Museum of Nature and Science) or b) moving the Museum of Art to Municipal Court upon the relocation of Municipal Court; and

WHEREAS, the option to expand the three Museums at the downtown complex now seems the most feasible due to: a) the great success these Museums have enjoyed at that location with over 125,000 visitors there in FY2024; b) the projected lower cost of expanding the Museums at their present location vs. moving the Museum of Art to the Municipal Court building and making subsequent renovations to the Museum of Nature and Science; and c) the lack of a new location for the Municipal Court; and

WHEREAS, this action maintains the current, well-known downtown location of museum facilities and maintains ease of public access, enables cross-programming and sharing of physical resources and administrative functions thereby enhancing museum system economies.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the City Council hereby rescinds Resolution 09-270 (05-18-2009), no longer designates the Old Post Office (Current Judicial Complex/Municipal Court at 135 E. Griggs St.) as the future home of the Museum of Art, and endorses exploration of expanding the downtown museums complex to provide additional space for the Las Cruces Museum System;

(II)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

RESOLUTION NO. 09-270

A RESOLUTION AMENDING COUNCIL RESOLUTION No. 06-210 (12-19-2005); RE-DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX / MUNICIPAL COURT AT 135 E. GRIGGS ST.) AS THE FUTURE HOME OF THE LAS CRUCES MUSEUM OF ART

The City Council is informed that:

WHEREAS, City Council Resolution No. 06-210 (12-19-2005) has designated the Old Post Office at 135 E. Griggs Street for the future site of the Museum of Natural History, now named the Museum of Nature & Science; and

WHEREAS, another property was acquired by the City's Museum System to serve as the future site of the Museum of Nature & Science; and

WHEREAS, the Las Cruces Museum of Art is in need of an expanded facility; and the historic City property known as the Old Post Office at 135 E. Griggs Street is extremely well-suited for conversion to an art museum; and

WHEREAS, the rehabilitation and reuse of the historic Old Post Office as a museum facility is in full accordance with the Cultural Corridor aspect of the Downtown Master Plan; and

WHEREAS, the location of the Old Post Office maintains the close proximity of museum facilities and maintains ease of public access, enables cross-programming and sharing of physical resources and administrative functions thereby enhancing museum system economies; and

WHEREAS, the Old Post Office will become available for this purpose upon the relocation of the City Municipal Court.

Res No. 09-270 (Cont)
Page 2

NOW, THEREFORE, Be it resolved by the governing body of the City of
Las Cruces:

(I)

THAT, the City Council hereby amends Resolution No. 06-210 (12-19-2005) to designate the Old Post Office (currently the Judicial Complex, Municipal Court) located at 135 E. Griggs as the future site of the Las Cruces Museum of Art upon the relocation of the Municipal Court.

(II)

THAT, City staff is hereby authorized to do all deeds necessary in the accomplishments of the herein above.

DONE AND APPROVED this 18 day of May 2009.

(SEAL)

APPROVED:



Mayor

ATTEST:



Deputy City Clerk

Moved by: Jones

Seconded by: Small

APPROVED AS TO FORM:



Deputy City Attorney

VOTE:

Mayor Miyagishima:	<u>Aye</u>
Councillor Silva:	<u>Aye</u>
Councillor Connor:	<u>Aye</u>
Councillor Archuleta:	<u>Aye</u>
Councillor Small:	<u>Aye</u>
Councillor Jones:	<u>Aye</u>
Councillor Thomas:	<u>Aye</u>

RESOLUTION NO. 06-210

A RESOLUTION DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX / MUNICIPAL COURT AT 135 W. Griggs St.) AS THE FUTURE HOME FOR THE MUSEUM OF NATURAL HISTORY.

The City Council of the City of Las Cruces is informed that:

WHEREAS, the Las Cruces Museum of Natural History's lease at the Mesilla Valley Mall will expire in December of 2009 and,

WHEREAS, formal relocation planning cannot proceed until a site is designated for the new location of the museum; and,

WHEREAS, relocating the museum to the downtown area will enhance revitalization efforts, help promote economic development, and enable the museum system to better serve the public by concentrating museum facilities in close proximity to one another; and,

WHEREAS, the close proximity of museum facilities will ease public access, enable cross-programming and sharing of physical resources and administrative functions thereby improving system economies;

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT, the City Council hereby designates the old Post Office (currently the Judicial Complex, Municipal Courts) located at 135 E. Griggs as the future site of the Las Cruces Museum of Natural History upon the relocation of the Municipal Courts.

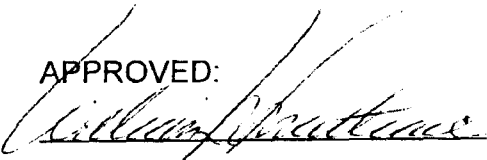
(II)

THAT, City staff is hereby authorized to do all deeds necessary in the accomplishments of the herein above.

RESOLUTION NO. 06-210, cont.
Page 2

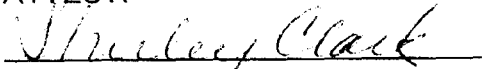
DONE AND APPROVED this 19th day of December, 2005

APPROVED:



Mayor William Mattiace

ATTEST:



City Clerk (SEAL)

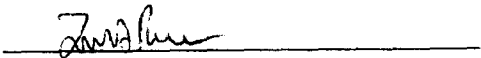
Moved by: Connor

Seconded by: Archuleta

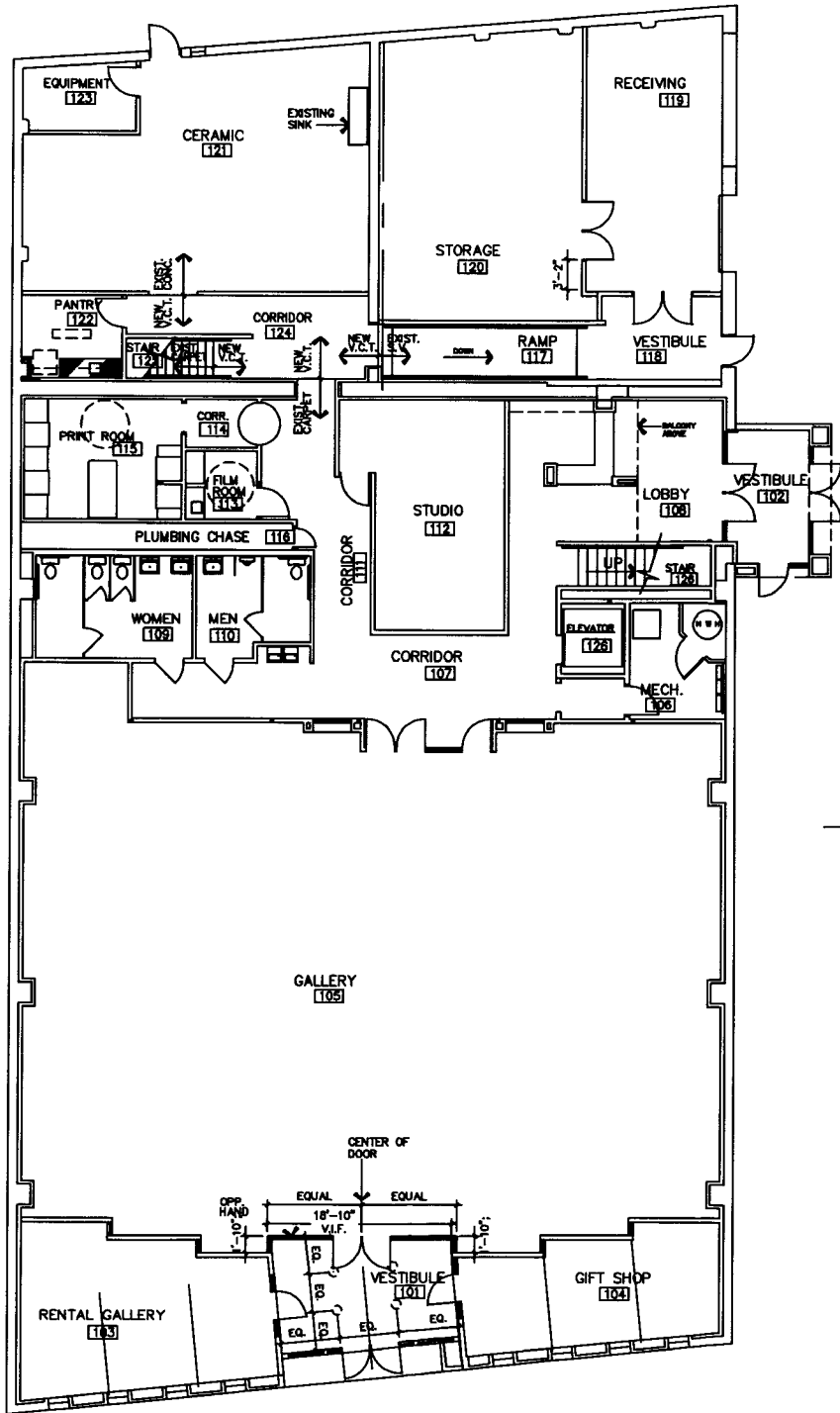
VOTE:

Mayor Mattiace	<u>aye</u>
Councillor Fietze	<u>aye</u>
Councillor Connor	<u>aye</u>
Councillor Archuleta	<u>aye</u>
Councillor Trowbridge	<u>nay</u>
Councillor Jones	<u>aye</u>
Councillor Miyagishima	<u>aye</u>

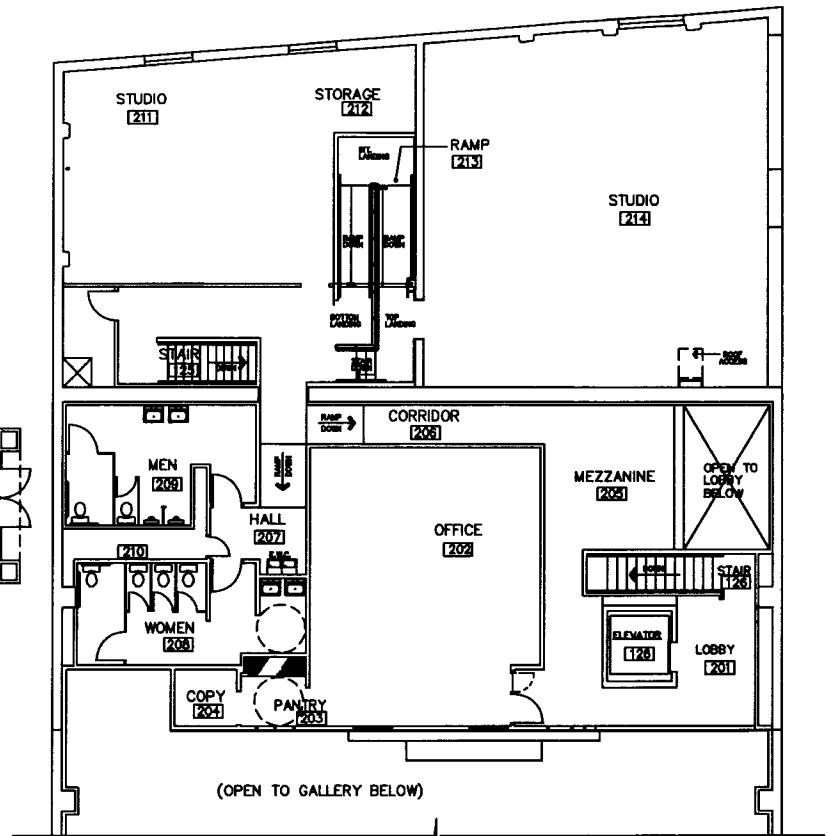
APPROVED AS TO FORM:



City Attorney

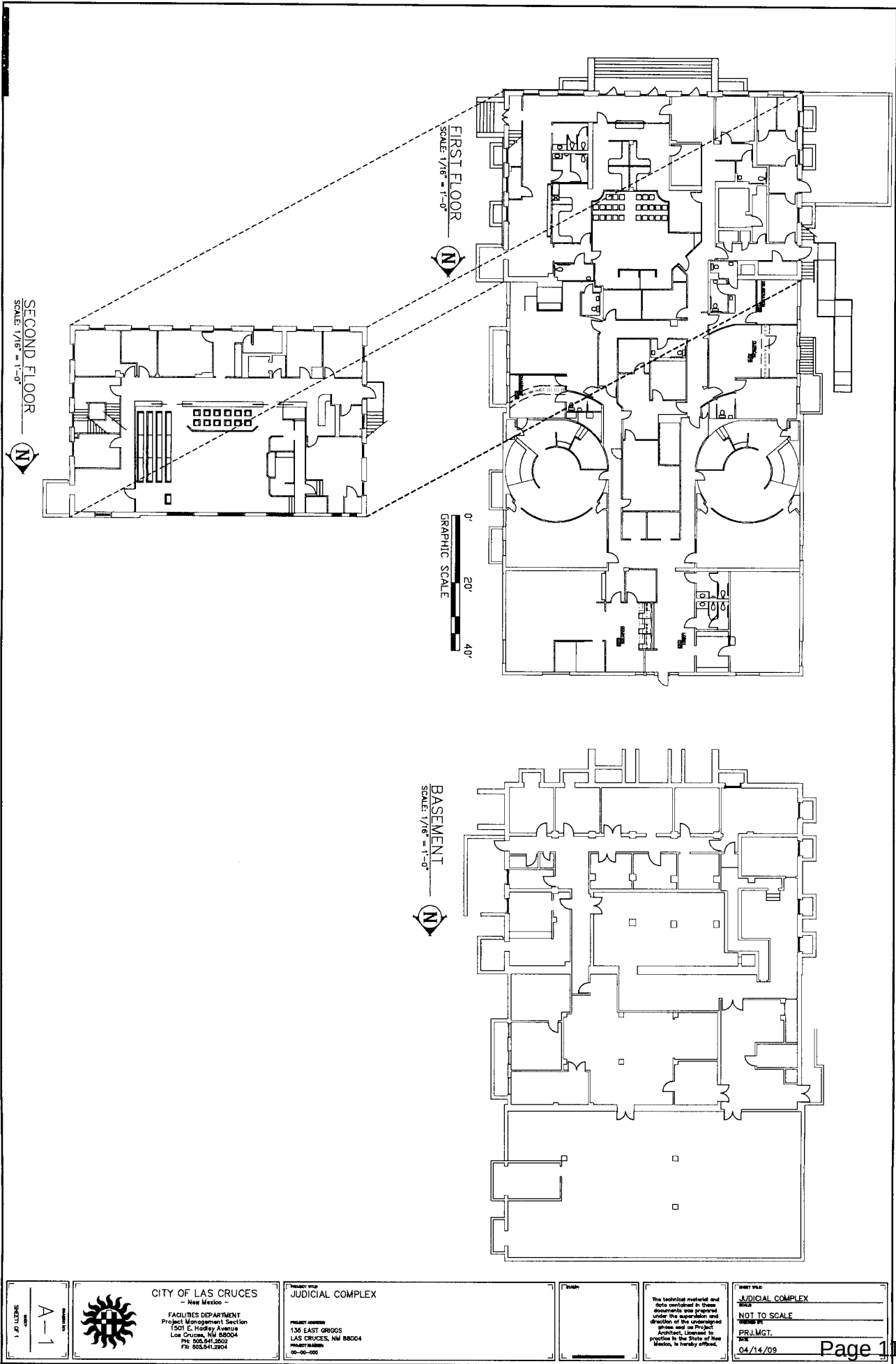


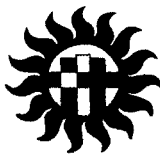
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



SECOND FLOOR PLAN
NOT TO SCALE







City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 8 Ordinance/Resolution# 09-270 Council District: 1

For Meeting of May 18, 2009
(Adoption Date)

TITLE: A RESOLUTION AMENDING COUNCIL RESOLUTION No. 06-210 (12-19-2005); RE-DESIGNATING THE OLD POST OFFICE (CURRENT JUDICIAL COMPLEX / MUNICIPAL COURT AT 135 E. GRIGGS ST.) AS THE FUTURE HOME OF THE LAS CRUCES MUSEUM OF ART.

PURPOSE(S) OF ACTION:

This resolution amends a previous Council resolution: No. 06-210 (12/19/2005) which designated the Historic Old Post Office (Current Judicial Complex / Municipal Court at 135 E. Griggs St.) as the future home of the Museum of Natural History. This resolution is presented in order to re-designate the use of the building as the future home of the Las Cruces Museum of Art.

Name of Drafter: Will Ticknor <i>W. Ticknor</i>		Department: PS/Museum Administration		Phone: 541-2296	
Department	Signature	Phone	Department	Signature	Phone
Originating Department	<i>[Signature]</i>	528-3477	Budget	<i>[Signature]</i>	2300
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>	541-2128	City Manager	<i>[Signature]</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Now that the site for the new Museum of Nature & Science (MoNaS) is to be the newly acquired property at 411 N. Main St. (Former Bank of the Rio Grande), the Museum System Administration must address the long-term needs of the Museum of Art (MoA). This action is needed now, due to the imminent relocation of the Magistrate Court.

The initial resolution directing the Old Post Office (OPO) to the use of the Museum System was partly due to an immediate need to locate a site for relocation of the Museum of Natural History; and partly due to conflicting demands from outside parties to use the building for commercial development. Council wished to place a marker on this historic property to end such discussions. Long-term plans for the Municipal Court still call for its relocation to a new facility at some time in the future. Action is needed now so that the Museum System can conduct appropriate long-term planning needed for a successful project and to plan and achieve significant funding.

The current Museum of Art facility is too small. Classes are filled to capacity, and cannot accommodate expansion for class subjects such as, ceramics and digital photography, or add new subjects such as metal-work & jewelry, print-making, sculpture, etc. These classes are the primary source of revenue at the Museum of Art, and with expanded programming revenues could be significantly increased.

The Museum of Art has only one large gallery which is not sufficient for many premier exhibits. Attendance has demonstrated strong public support for such shows. No office spaces were designed into the Art Museum, and as a result, we have been forced to convert the only other gallery into office space, losing the ability to present local artists in the smaller venues. In addition, more space would permit the MoA to begin development of a permanent art collection.

As Las Cruces continues to grow, demand for an improved, expanded Art Museum will continue to grow as well. Due to the unavailability of other suitable properties in the downtown area; without this OPO property, the Art Museum would likely be forced to move away from the downtown area, which would result in diminution of the Cultural Corridor in the Master Plan, essential to the success of downtown revitalization.

Since the Old Post Office is a registered historic property, it will be both ethically and politically difficult to sell this property for commercial use, or use which would conflict with the principles of historic property management. The Museum System currently contains four historic properties and is familiar with preservation issues.

The current Museum of Art contains approximately 12,500 sq. ft. The Old Post Office contains approx. 23,000 sq. ft. and would indefinitely serve the future needs of the Art Museum. In addition, the OPO would meet the needs of Museum Administration staffing, and provide much needed space for collections storage and an exhibit fabrication shop.

In consideration of another long-term planning issue, we recognize that eventually, the new Museum of Nature & Science will need to expand at some unknown time in the future (approx. 15-20 years). When the Museum of Art relocates, the evacuated facility would more than double the space available as an expanded wing for the new MoNaS.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

1. Resolution
2. Exhibit A: Resolution: No. 06-210 (12-19-2005)
3. Exhibit B: Floor Plan: Current Museum of Art
4. Exhibit C: Floor Plan: Old Post Office

OPTIONS / ALTERNATIVES:

1. Vote "Yes" and approve a Resolution for the Museum of Art to begin long-range planning and fundraising for an eventual move into the Historic Old Post Office, taking appropriate and maximum advantage of the City's ownership of this property, and creating an opportunity for an environmentally sound, effective rehabilitation and reuse of an existing property.
2. Vote "No" and not approve the Resolution. The Historic Old Post Office will remain designated as a future expansion site for the new Museum of Nature & Science until such time as Resolution No. 06-210 is rescinded.
3. Table the Motion: No change would occur in the status of Resolution No. 06-210, and staff could be directed to pursue other options for the future of the Museum of Art.



MASTER PLAN

Las Cruces Museum System

Prepared by AOS Architects | WOLF Consulting | Creative Strategies 360°

2.9.2021

PROJECT TEAM



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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

In October 2019, the Las Cruces Museum System (LCMS) contracted with the AOS Team (AOS Architects, WOLF Consulting, and Creative Strategies 360°) to create a Master Plan to guide facilities improvements and future development. Beginning in February 2020, the AOS Team engaged museum management and staff, and the larger Las Cruces community in a planning process that consisted of a detailed assessment of LCMS programs and facilities, an articulation of community needs and institutional objectives, and the generation of plans to guide the future development of the museums.

Process

Assessment and planning were guided by an approach that did not overemphasize the things that are lacking, but rather identified opportunities for LCMS’s overall advancement in alignment with the community it serves. This work was a product of engagement and collaboration with QOL leadership, LCMS management and staff, and community members through virtual meetings and workshops. Key findings from this process included:

- Current exhibit and program offerings are numerous, diverse, and well-appreciated. Opportunities exist to develop a focused, multi-year comprehensive interpretive plan, to include more local and regional history programming, and to host more on-site events and gatherings.
- Through improved marketing, new strategic partnerships, local and regional collaborations, and more inclusive programming, LCMS can expand its reach, impact, and especially its audience—to reflect and better serve a vibrant local community that is much younger, non-white, and lower in income.
- Short range planning and the museum accreditation process will provide LCMS with guidance and opportunities to assess program quality, develop a strong collections policy, streamline bureaucratic processes, and improve hiring and staff development.
- LCMS can leverage its historic structures and prime downtown locations by pursuing sustainable preservation measures and facilities improvements that outwardly reflect and engage the public on-site, along Main Street, and throughout downtown and adjacent neighborhoods.
- Building repairs, system upgrades, and functionality improvements can be coordinated to dramatically enhance the quality of collections environments and expand program capacity at existing facilities, and eventually future locations.

Although not originally identified as part of the planning process, it became clear that there was a need to better articulate the mission, vision, values of LCMS, guide program goals and the strategies that can achieve them. This work is encapsulated in the *LCMS Short Range Plan: Renewing Our Purpose for Fiscal Years 2021 - 2025*.

Master Plan

Informed by the findings of our assessments, and in alignment with the vision and objectives articulated in the Short Range Plan, this report proposes an actionable, flexible, and prioritized plan for recommended improvements to the museum system’s facilities and operations. Recommendations are centered on strengthening the museum’s identity and presence, guiding the stewardship of its collections and facilities, and prioritizing functional improvements to enhance program capacity. Principal recommendations include:

- Establish a strong, singular “Las Cruces Museum” identity, anchored by a unified Main Street campus focused on the interrelated science, art, and history of Las Cruces and the US/Mexico Borderlands region.
- Reflect community voices and identities in the outward appearance of the museum, its urban footprint, and eventual growth of programs through local and regional partnerships.
- Rectify needed repairs and building code concerns, and create museum-specific plans in order to improve maintenance and operations, better coordinate improvements with preservation objectives, and guide environmental sustainability and resilience objectives.
- Pursue opportunities on-site and within the existing museum footprints to expand event spaces, better distribute the mix of permanent and temporary galleries, and connect learning spaces with exhibits and the larger urban context.
- Create a single point of arrival and access to the Main Street museums, resolve visitor and staff circulation routes, consolidate back-of-house functions, and eventually add a new 10,000 sf addition to house loading/receiving, exhibit production, and collections storage.
- Pursue expansions at existing facilities or a new museum at the Las Cruces Municipal Courthouse, over time and only with a continued assessment of needs, feasibility, and the assurance of funding.

Implementation

Proposals offered in this Master Plan are intended to provide a menu of prioritized options for achieving LCMS’s goals. They are to be pursued in continued consultation with strategies laid out in the Short Range Plan, the additional planning steps it outlines, and adequate funding from the City of Las Cruces.

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BACKGROUND



L to R: Museum of Nature & Science, Museum of Art, Branigan Cultural Center, Railroad Museum

BACKGROUND

The Las Cruces Museum System (LCMS) comprises four museums: Museum of Nature & Science, Museum of Art, Branigan Cultural Center, and Railroad Museum. The first three museums are located side-by-side on Main Street (formerly the downtown mall), while the Railroad Museum is located in the Alameda Depot Historic District, less than 15 minutes away on foot.

BACKGROUND

- Museum of Nature & Science (MONAS)**

411 North Main Street, Las Cruces NM 88001

Formerly the Las Cruces Museum of Natural History and housed in the Mesilla Valley Mall since 1986, this museum officially became part of the Las Cruces Museum System around 1990. The museum moved to its current location in 2012 with a change in focus, and was renamed the Museum of Nature & Science and houses three permanent exhibits as well as live animals native to the Chihuahuan desert. The facility is an adaptive re-use of a former bank building, constructed of a concrete slab on grade, brick masonry walls, and steel roof joists. The original construction date is unknown, but is likely mid-twentieth century. An extensive interior and exterior remodel, and additions were designed by ASA Architects and completed in 2012. Total building area is approximately 10,500 square feet. A phase II expansion designed in 2009 was never realized because of funding. The current permanent exhibition dates from the 2012 opening of MONAS in this location.

- Museum of Art (MOA)**

491 North Main Street, Las Cruces NM 88001

MOA was founded in 1999 at this location and hosts regional, national, and international juried and traveling fine art exhibits in its one large gallery. MOA also runs an extensive art studio class program for all ages. The facility is an adaptive re-use of a former automobile repair shop, and is constructed of a slab on grade, brick and concrete masonry, and steel roof trusses and joists. The rear portion is a later addition. The construction date of the original building and addition are unknown, both are likely mid-twentieth century. The most recent remodel of the building is presumed to have been completed in 1999, and is responsible for the building's systems, current interior configuration, and north entry addition. Building area is approximately 14,250 square feet across two levels.

- Branigan Cultural Center (BCC)**

501 North Main Street, Las Cruces NM 88001

This building was built in 1935 as the Thomas Branigan Memorial Library. It was designed in the Spanish Pueblo Revival Style by El Paso architect Percy Ware McGhee, Jr., who also designed the Old Doña Ana County Courthouse at 251 West Amador Avenue. The building is constructed of hollow clay structural tile with a wood frame roof and floors. A mural painted by Thomas (Tom) Galloway Lea, III is among its notable original features. The facility has undergone several renovations in 1961, 1973, and 1980. In 1981 it was rededicated as the Branigan Cultural Center and has housed long-term exhibits on Las Cruces history, temporary exhibitions of local art and culture, as well as exhibits on global culture and history. The building was listed on the National Register of Historic Places in 2004. The steel structure for the second story room is not original to the building and was recently installed. Building area is approximately 8,600 square feet.

BACKGROUND

- Railroad Museum (RRM)**

351 N Mesilla Street, Las Cruces NM 88005

Constructed in 1910 as the passenger and freight depot at Las Cruces for the Atchison, Topeka and Santa Fe Railroad (ATSF), the current building replaced a two-story frame structure constructed in 1881. It is constructed of brick masonry with stucco exterior, and concrete slab on grade. The passenger depot has a pitched terracotta tile roof and a large window at the northwest corner that was a Fred Harvey newsstand. The original freight depot has a flat roof with parapets, and in 1961 was extended to the south, with a raised slab to better accommodate trucks. This addition is constructed of concrete masonry. The City of Las Cruces renovated the depot with DOT funds in the late 1990s. An enclosed ramp and covering for the viewing platform were added in 2007. Total building area is approximately 4,600 square feet. The RRM interprets the railroad history of Las Cruces and the impact of the railroad on southern New Mexico. Exhibits include model trains and permanent history exhibits. A detached covered area was recently constructed for a 1890 ATSF caboose that was acquired in 2010. The caboose area is fenced and is not yet open to the public. BNSF operates the working railyard adjacent to the RRM. The building was listed as a significant resource in the “Las Cruces Depot - Alameda Historic District” which was listed on the National Register of Historic Places in 1985.

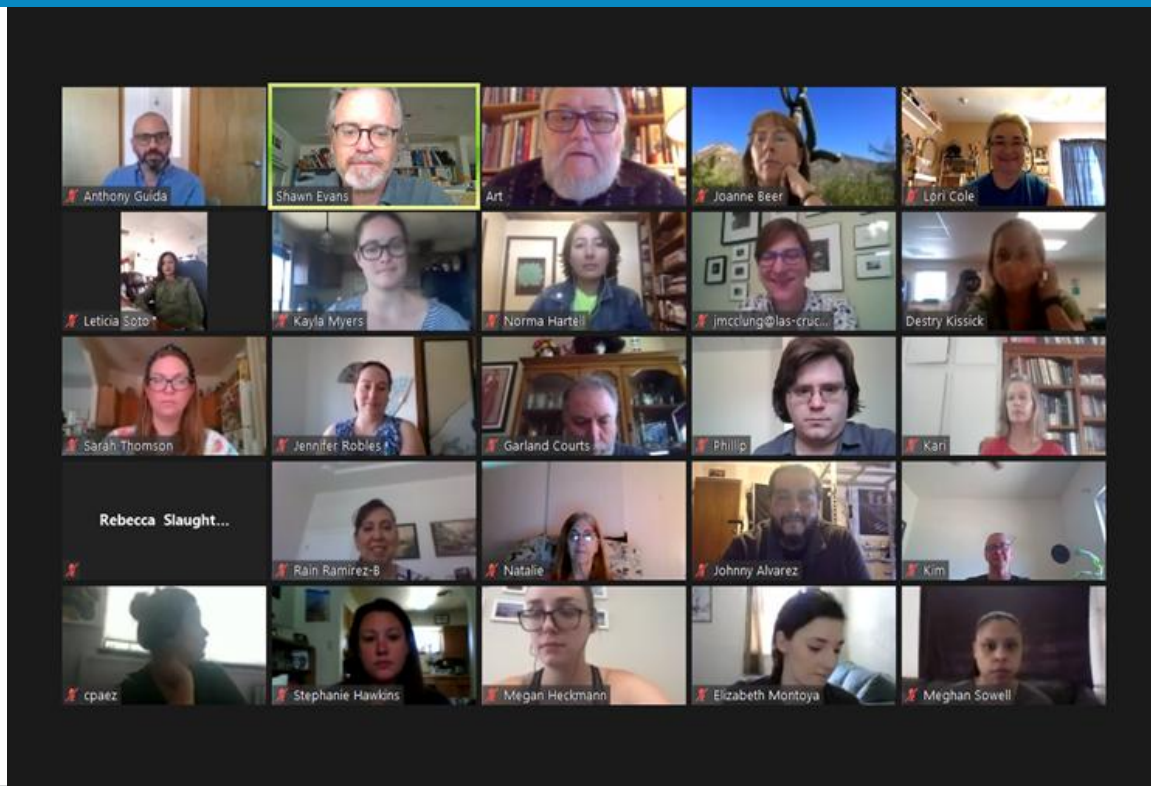
- Off-Site Storage (OSS)**

Undisclosed address

Since 2012, LCMS has rented two retail spaces in a strip mall, approximately one mile from the Main Street museums. Previously, the BCC mezzanine and various self-storage rental units were used for collections and exhibit-related storage. The building is light gauge steel or wood frame construction with a stucco exterior, with a concrete slab on grade and a metal roof. Original construction date is unknown, likely late-twentieth century. Collections storage is in Suite A, approximately 4,000 sf. Exhibit storage is in Suite E, approximately 1,100 sf. The two spaces are not connected and nonadjacent. Other current uses in the strip mall include assembly, food and service businesses.

Floor plans of all five facilities were redrawn from available documents and are included in the appendix, along with a summary of building and room areas.

PROCESS



SHORT RANGE PLAN

L to R: AOS Team visit in February 2020, all-staff planning session in May 2020, cover of *LCMS Short Range Plan: Renewing Our Purpose*

PROCESS

In October 2019, LCMS contracted with the AOS Team (AOS Architects, WOLF Consulting, and Creative Strategies 360°) to create a Master Plan to guide facilities improvements and future development. Beginning in February 2020, the AOS Team engaged museum management and staff, and the larger Las Cruces community, in a planning process that consisted of a detailed assessment of LCMS programs and facilities, an articulation of community needs and institutional objectives, and the generation of plans to guide the future development of the museums.

Part I: Assessment

Following a review of relevant municipal planning documents (including the Comprehensive Plan, Downtown Master Plan, Las Cruces Arts & Cultural District Plan, QOL Business Plan etc.), as well as existing strategic plans and facility studies, the AOS Team took steps to understand current LCMS offerings relative to organizational and community needs, its performance and operations relative to peer institutions, and the existing conditions of its facilities and operations.

Internal Survey / Building on Strengths

Building on Strengths is a method of assessing the current climate and aspirations of the museums by appreciative inquiry. It encourages identifying the core strengths of the organization, then building upon those in planning for the future. In March 2020, the AOS Team issued a sixteen question survey to internal stakeholders covering an Environmental Scan, Past Successes, Things Not According to Plan, Critical Issues, Accreditation Topics, Challenges and Opportunities, Visions for 5-10 Years, and Issues and Strengths.

Twenty-two individuals responded to the survey and there were 195 comments. The survey revealed areas of concern, notably the need for LCMS to upgrade facilities, increase community access and awareness of programs, enhance internal communications and long range planning efforts, streamline bureaucratic city processes and management hierarchies, and improve hiring standards and staff development. The survey also showed considerable evidence of hope, inspiration, pride in past program offerings, opportunities for change and for forging a collective vision in collaboration with staff. Results from this survey formed the basis for developing positive Mission, Vision, Values, Goals, and Objectives statements for the Short Range Plan, in collaboration with LCMS staff.

Community Survey / Encuesta

The intent of the community survey was to gather information on community motivations, interests, needs, desired future programs, and demographics. The AOS team devised a series of 21 questions in collaboration with the LCMS Administrator, which were delivered in English and Spanish to the LCMS email list and social media pages in April, and by inclusion in the local utility bills in May, with the survey closing in mid-June.

Responses did not represent a substantially different demographic than a 2019 QOL survey, and very few were completed in Spanish. Respondents were predominantly older, white, female, and from middle and upper incomes. Most were recent visitors to LCMS and other museums, and gave good marks to visitor experience, free admission, subject matter, and quality of exhibits. Classes and workshops ranked low among reasons for coming to the museum, as did the notion that programs reflected the history of survey respondents. There were many calls for exhibits to change more frequently, for larger exhibit spaces, the addition of a museum store, expanded hours, and especially for improvements to facilities. Interest in a potential maker space, and additional classrooms was very low. Among suggestions for program expansions, regional history, Native American and Hispanic topics ranked high with respondents, with significantly less interest in Children’s, African American, and Military museum programs.

Institutional Benchmarking

The AOS Team compiled a benchmarking survey of comparable peer institutions in the Southwest. Criteria for inclusion included municipal, county, or state governance, branch museums, private foundation support, and active exhibits and programming levels. An eleven-question survey asked additional questions about staffing, budgets, and attendance.

Fifteen organizations were invited, and ten completed the survey: the Las Cruces Museum System (NM), Silver City Museum (NM), Roswell Museum and Art Center (NM), Farmington Museum (NM), Museum and Cultural Affairs Department (El Paso TX), Greeley History Museum (CO), Fort Collins Museum of Discovery (CO), Arizona Historical Society (Phoenix AZ), Arizona Museum of Natural History (Mesa AZ), and the Clark County Museum (Las Vegas NV).

Comparisons were made in terms of staffing and governance, fiscal and operating procedures, and programming and attendance. LCMS ranked mid-pack in both operating budget and attendance figures, low in social media presence (we note that this was pre-pandemic and that the LCMS has made a remarkable effort to provide quality online programming since the benchmarking was done), and by far the highest in adult education - with nearly three times the number of events as the closest comparable museum. Lessons gleaned from this comparative survey aided in the development of the Accreditation Assessment and the Short Range Plan.

- **Program Assessment**

An evaluation of current programs was developed from the AOS Team’s site visit, internal documents provided by LCMS (attendance reports, evaluation forms, docent training, internal process, and documentation of past exhibits, recurring events, and ongoing classes), the museum’s communications (social media, newsletters, and brochures), as well as the Institutional Benchmarking, Community Conversations, Internal and Community Surveys completed as part of this project.

LCMS offers an impressive quantity of programming (classes, events, local and visiting exhibitions), besting peer institutions that participated in the Benchmarking Survey by a sizable margin, and earning mostly high marks from Community Survey participants. During the COVID-19 epidemic, the LCMS staff have greatly expanded online programs in creative and innovative ways that make good use of existing alliances, and are expanding interpretation, desired content, and museum audience.

Recommendations include slowing the schedule of offerings (particularly of temporary exhibits), streamlining the internal review and approval process, and pursuing programming that is more deliberately planned, unified across museums, and that seeks curatorial collaboration opportunities with community partners. Beyond current QOL metrics, it is crucial for LCMS to develop internal standards for assessing program quality, and to, in turn, create standards of excellence for its program offerings.

- **Staffing Assessment**

To provide an assessment and evaluation of current staffing and operations at LCMS, the AOS Team examined documentation provided by the Museum Administrator (org charts, job descriptions, salary and budget histories, prospective staffing patterns, personnel and standard operating procedures (SOP) manuals, and city policies) as well as feedback from Community Conversations and the Internal and Community Surveys. The assessment report examined organization and hierarchy, roles and responsibilities, diversity, level of training, current and prospective staffing, and the utilization of external staff.

Current challenges are a deep management hierarchy, the persistence of museum siloes from LCMS’s previous organization, talent acquisition and retention, uneven distribution of workload and number of direct reports to managers, and inconsistencies in training and evaluation. Promising developments include the likely addition of a manager position dedicated to public engagement within the next year,

and recent hires that increasingly reflect the diversity of the Las Cruces community. Key recommendations include a salary study to expand authority and responsibilities of staff, closely coordinating staff size with recommended changes to program planning and schedule, and utilizing assessment tools within the American Alliance of Museums (AAM) accreditation process to further refine and prioritize staffing plans.

- **Facilities Assessment**

To understand existing conditions, the AOS Team conducted an assessment of the physical condition, building systems, functionality, collections environment, life safety, and accessibility for all five LCMS facilities. The assessment was based on in-person site visits to LCMS facilities in February and June of 2020, as well as contact with LCMS staff, the City’s Facilities Management team at Public Works, Historic Preservation Specialist Troy Ainsworth, and Sustainability Officer Lisa Larocque. LCMS staff provided available facilities drawings, reports, and historic photographs.

This facilities assessment identified several life safety and accessibility concerns, physical deterioration of historic structures (most notably BCC), aging and inefficient HVAC systems, the absence of humidity control and fire suppression in nearly all collections environments (most notably OSS), and weaknesses in the use and functionality of back-of-house spaces (particularly storage and loading/receiving). The assessment is summarized in an appendix to this report, and it informs the facilities diagrams and written analysis of existing conditions throughout this Master Plan. The AOS Team was also tasked with evaluating the Las Cruces Municipal Courthouse for possible conversion into a new museum facility. Existing conditions for the Court building are evaluated in a separate report.

Part II: Planning

This phase of work aimed to better identify and align the needs and aspirations of LCMS with the community it serves. Steps below allowed findings from the initial assessment of the museum system’s current organization, audience, programs, and facilities to be evaluated and translated into opportunities, goals, and guidance for the museum’s system’s future development. As is often described below, much of this work was a product of engagement and collaboration with QOL leadership, LCMS management and staff, and many community members through virtual meetings and workshops.

Community and Stakeholder Engagement

The objectives were to identify underlying perceptions, assumptions, and critical questions the public has about LCMS and to create dialogue about a renewed vision, new opportunities, including programmatic ideas, innovations, and potential partnerships. Initially conceived of as taking place on the ground, in both traditional and unexpected places (e.g. in the spaces of the Museum or libraries as well as places like barbershops and Wal-Mart), the global COVID-19 pandemic forced a shift toward virtual connectivity.

Dr. Estevan Rael-Gálvez of Creative Strategies 360° led this effort, aiming to connect with a diverse cross section of the broader community, particularly youth and people of color. One-on-one interviews (*pláticas*) were completed with 42 individuals, including elected officials, city staff, LCMS staff, community partners, media, and educators. Roundtable discussions (*resolanas*) were held with members of the Mesquite Historic District, educators (including Ngage, NMSU, city and county schools, and early childhood specialists), and members of the community-at-large (artists, business owners, and representatives of community organizations).

Where survey comments indicated that the majority of the small portion of the community that visits LCMS finds alignment with their interests, these interviews and discussions revealed a perceived misalignment with needs and interests of the majority population of Las Cruces. These and other findings are evaluated in a report shared with LCMS, encapsulated in the SWOT analysis included in this report, and directly inform the establishment of goals and specific objectives for Expanding Community and Audience Engagement in the Short Range Plan.

Over the course of four weeks in late 2020, a draft version of this Master Plan will be shared with the public for review and feedback.

Strengths Weakness Opportunities and Threats (SWOT) Analysis

Information gleaned from the internal and community surveys, institutional benchmarking, facilities assessment, and community and stakeholder engagement was synthesized into a concise assessment of the museum system’s Strengths, Weaknesses, Opportunities and Threats (SWOT). The SWOT Analysis examines five dimensions of the museum system - Exhibits and Programs, Audience, Organization and Process, Facilities, and Collections Environment - in order to align the needs and aspirations of LCMS and the communities it aims to serve, and to develop the strategies included in the Short Range Plan and this Master Plan. The SWOT is included in this report, in full.

Accreditation Analysis

The AOS Team conducted an analysis of the readiness of the LCMS to enter the process for Accreditation by the American Alliance of Museums (AAM). Accreditation is a goal that was articulated by LCMS leadership and staff, and that is included in the Short Range Plan. WOLF Consulting Principal Arthur H. Wolf, a former AAM Accreditation Commissioner and Visiting Committee Chair, led this effort.

Our assessment was conducted as though it was a site inspection by a Visiting Committee, and was based on a review of existing documents and plans provided by LCMS, as well as an inspection of all facilities, including collections storage. The report outlines the overall AAM process, identifies impediments to accreditation, recommendations for remedies, and a timeline for implementation by FY2025.

The Accreditation Analysis provided an evaluation of LCMS collections, facilities, program offerings, staffing, and operations relative to AAM’s seven Core Standards for Museums - Public Trust and Accountability, Mission and Planning, Leadership and Organizational Structure, Collections Stewardship, Education and Interpretation, Financial Stability, and Facilities and Risk Management. While acknowledging that LCMS achieves a great deal with a limited budget, this analysis identified the need to improve aspects of hiring, long range interpretive planning, collections policy and care, and the museum’s methods for assessing both the quality of its program offerings and their alignment with community needs. Components of the accreditation process, and particularly [AAM’s Museum Assessment Program](#) (MAP) were recommended as tools for achieving needed improvements in line with the goals and strategic objectives outlined in the Short Range Plan. Accreditation needs also inform the facilities recommendations included in this Master Plan.

● **Short Range Plan**

Although not originally identified as part of the planning process, it became clear that there was a need to better articulate the mission, vision, values and goals of LCMS prior to developing a Master Plan. Facilitated by the AOS Team, the *LCMS Short Range Plan: Renewing Our Purpose for Fiscal Years 2021 - 2025* was created with the participation and work of the entire LCMS staff. Museum closure during the global COVID-19 pandemic disrupted planned face-to-face interactions, but presented opportunities for an expanded schedule of iterative Zoom meetings and workshops.

A central premise of the Short Range Plan is that the mission, long-term vision, and values will guide the future program goals and the strategies to achieve them. It is intended to be a living document, requiring periodic review and updates. All aspects of the Short Range Plan will be aligned with the City of Las Cruces Quality of Life Strategic Business Plan and integrated into a single Strategic Plan in FY 22.

Crucially, the Short Range Plan furnishes a clear vision, goals, and priorities for this Master Plan and its implementation:

- A new, streamlined mission statement:
 - *The LCMS provides our communities with diverse and holistic experiences so that they can be inspired to learn, connect, and explore.*
- A new, expanded vision:
 - *[To be] a vibrant, connected community hub and visitor destination that reflects the US/Mexico borderlands by providing top of the line facilities, and by creating an organization that builds a trusting and reciprocal relationship with the community.*
- A progressive and inclusive set of values:
 - *LCMS embraces the idea that learning is engaging, full of discovery, and feeds one's curiosity.*
 - *LCMS recognizes the obligations of being responsible stewards.*
 - *LCMS is committed to providing equitable access to the arts, history, culture, nature, and science in its programs.*
 - *LCMS is an active and involved member of the community and practices collaborative teamwork with staff, the public, and partners and associates.*

- Five major goals with accompanying strategic objectives (not shown) for accomplishment:
 - *Build Program Capacity*
 - *Increase Stewardship of Resources*
 - *Expand Community Access and Engagement*
 - *Address Facilities Needs*
 - *Obtain AAM Accreditation*

The Short Range Plan addresses current concerns through positive recommendations for overall advancement. Strategic objectives outline the necessary steps for improvement of program evaluation, ongoing assessment of community needs and access, and the expansion of marketing and community alliances (including a list of 60 existing and potential partners). Five of the nine strategic objectives for Building Program Capacity propose solutions for improving hiring, staffing, training, equity, compensation, and the workplace. It should be expected that the LCMS, with support and encouragement from the QOL, will be responsible for choices and prioritization of staff expansion within the City government to achieve these objectives. And in pursuing the Obtain AAM Accreditation goal, the LCMS has the opportunity to receive non-competitive grants from the Museum Assessment Program to improve Collections Stewardship, Education and Interpretive capability, and Community Engagement and Access. Steps for this are outlined in the Accreditation Assessment report. Steps for addressing critical functional needs and increasing the stewardship of facilities, collections and the environment are also included, and are expanded upon in this Master Plan document.

If fully embraced and supported by City's leadership, we believe that the Goals and Strategic Objectives outlined in the Short Range Plan - together with the recommendations of this Master Plan - can guide the realization of a vibrant new era at LCMS.

Strengths, Weaknesses, Opportunities, Threats (SWOT)

	STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Exhibits and Programs	Diversity of subject matter and frequently changing exhibits	BCC perceived as secondary art museum	Expand community events and gatherings at BCC	COVID-19 related closures
	Well-appreciated programs	Permanent exhibit at MoNaS is perceived as stale	Develop multi-year comprehensive interpretive plan	
	E.g. <i>Lucha Libre, Borderlands, What's Your Las Cruces?</i>	Exhibits are typically one-offs, lack connection to larger story	Strong community interest in local, regional history	
		Classes perceived as not accessible because of fees	Community support for Children's Museum proposal	
		Quality and relevance of permanent collections	Develop standards of excellence for program offerings	
Audience	Established and dedicated audience	Audience does not fully reflect local community	Target new audiences locally and across the region	
		Not perceived as leader, integral part of community	Develop strategic community partnerships/collaborations	
		Not perceived as accessible to broader city and region	E.g. downtown businesses, local media, artists and makers	
		Not perceived as welcoming to educators, schools	Redefine and restate museum identity and vision	
		Not perceived as inclusive of BIPOC	Develop satellite locations or mobile museum	
			Reflect the audience in museum exhibits and programs	
Organization and Process	Established operations	Deep hierarchy and siloed departments	Develop a focused strategic plan (<i>in process</i>)	Low morale
	Energetic staff	Collections policy is not tied to strategic goals	Develop a focused collections plan	Continued staff turnover
	Reliable city funding	Frustrating city approvals / hiring processes	Assess existing collections; divest and reinvest in new material	Unbalanced division of work
	History of innovation, risk taking (<i>Graffiti 2011-12, LGBTQ 2019</i>)	Program and exhibit approval is bureaucratic, frustrating	Improve job descriptions	
		Consistency of staff training and evaluation	Maintain, expand staff access to training events, conferences	
		Management is risk averse; staff afraid to take initiative	Streamline management and approvals process	
		Lack process for assessing quality of program offerings	Work with CLC to enable revenue plan (for ticketing and retail)	
			Develop local patronage for collections, programs, events	
Facilities	Historic buildings (BCC, RRM)	Deterioration of historic structures (BCC)	Invest in sustainable preservation	Ad-hoc process for facilities maintenance, improvements
	Prime downtown locations	Weak identity from parking lot (MoA, BCC)	Establish neighborhood walking tours	Budget restrictions from city
		Multiple points of entry are confusing (MoNaS, MoA)	Museums as connector for surrounding neighborhoods	Unforeseen changes in local economy
		Gated courtyard between MoA and BCC is unwelcoming	Modify museums to better engage Main Street	
		Lack of shaded outdoor space for events, school groups	Develop plaza / event space between BCC and MoA	
		Unbalanced distribution of permanent and flexible galleries	Use Shannon Room at BCC for events, lectures	
		Awkward and poorly utilized back-of-house spaces	Adapt municipal court as exhibit and event hall	
		No dedicated museum store	Upgrade to efficient systems and add rooftop PV	
		Aging and inefficient building systems	Work with nGage in developing satellite Children's Museum	
		Accessibility and life safety inadequacies		
		Inadequate number of restrooms at BCC		
Collections Environment	Range of gallery sizes	Alignment of mission with existing collections is unclear	Ensure facility renovations also address collections concerns	Absence of collections plan
	Flexibility of galleries at MoA and BCC	Poor temperature and humidity control		
		Substandard and off-site collections storage (OSS)		
		Substandard loading and receiving		
		Inadequate fire protection and pest control		

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MASTER PLAN

MASTER PLAN

The Assessment phase of our work revealed organizational and operational challenges that LCMS must address in the near term—improving outreach and engagement of community members and partners; establishing direction, quality standards, and multi-year planning of program offerings; and refining the museum’s organization, management processes, and staffing to suit these endeavors.

The Planning work completed as part of this project will guide the path forward. In particular, the Short Range Plan recalibrates and clarifies the museum’s mission and vision, and establishes priorities and strategic objectives for realizing them. The process of AAM Accreditation—identified as one of LCMS’s key strategic objectives for the coming years—provides robust evaluation tools and funding opportunities that, if fully embraced, will greatly advance this necessary and important work.

The Master Plan that follows provides recommendations for urgent facilities concerns and proposes a suite of longer term physical improvements that will support the realization of the organizational objectives outlined in the previous section. Facilities improvements are not an end or a solution in and of themselves, but rather a tool for achieving a broader vision in close coordination with short range and strategic planning.

Prior to the implementation of these recommendations, it is crucial that the LCMS work to address a number of items that, as yet, remain unresolved:

- Clarify the focus, audience, direction, and mix of its program offerings by developing a multi-year plan and standards of excellence
- Refine its management processes, organizational chart, and staffing plan to support program offerings, and eventually expanded capacity
- Clarify the role and importance of existing or expanded museum collections in supporting program offerings
- Understand the operational challenges and funding requirements of any proposed new museum facilities

What follows is an actionable, flexible, and prioritized plan for recommended improvements to the museum system’s facilities. Three major questions form the basis of the Master Plan’s analysis and recommendations:

1. *How can proposed improvements strengthen the **identity** of LCMS?*
2. *What guides the museum’s **stewardship** of resources, historic structures, and collections?*
3. *How do we optimize **functionality** in improvements to museum facilities?*



Examples of murals in the Mesquite and Alameda Depot Historic Districts, via www.muralsoflascruces.com

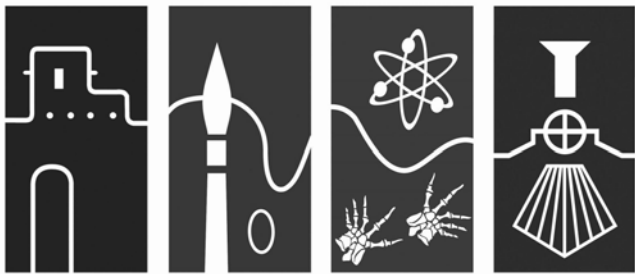
1. IDENTITY

Central to the vision and goals of the Short Range Plan is the aspiration for LCMS to provide exhibit, education, and engagement programs that are accessible and relevant to Las Cruces communities, and that reflect the larger US/Mexico Borderlands region. The AOS Team has found ways in which the location, visual presence, and organization of museums can be leveraged to strengthen community and regional identity.

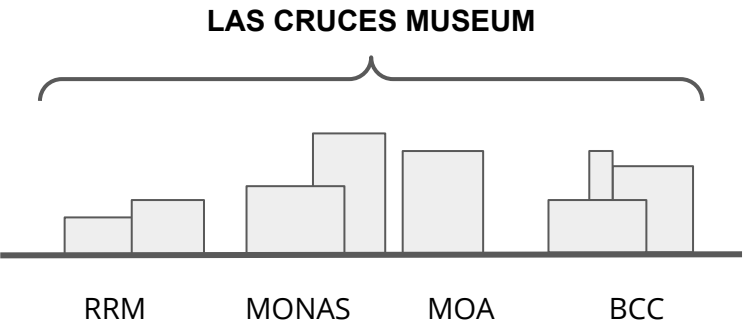
Analysis

Below are key takeaways from our assessment and discussions with LCMS staff and the community:

- The current identity of LCMS is a collection of four distinct and relatively equivalent museum facilities that are closely associated with their subject matter - Science, Art, Culture, and Trains.
- A rigid association between subject matter and facility identity poses limitations that are mainly matters of perception, i.e. that dinosaur exhibits should not be in the art museum.
- In name, the BCC is a cultural center, but it functions principally as an exhibit space - one that the public often perceives as a secondary art museum. Adding to the confusion, the BCC’s name remains very close to that of the city’s Thomas Branigan Memorial Library, housed here for 45 years and now in a facility several blocks away.
- Community and regional identities are currently reflected in museum programs and exhibits, but not in the outward appearance of its facilities or community presence.
- Tremendous opportunities exist to exploit the museum system’s prime downtown locations, significant historic structures, and planned facility improvements to forge a stronger and more coherent identity.



CULTURE + ART+ SCIENCE + TRAINS



Recommendations

The following are recommendations for addressing institutional identity and visual presence:

1.1. Rebrand and promote “Las Cruces Museum” as a singular overarching identity

Although it has evolved from multiple institutions, the museums are now consolidated as a single organization, and three of the four facilities are co-located on Main Street. The Short Range plan offers a singular mission, vision, set of values and goals for all museum outlets.

Emphasizing a singular “Las Cruces Museum” that is focused on community-centered exploration, connection, and education about the US / Borderlands region would provide visitors with a clearer understanding of how the current and even future museums might fit together to tell a story about place. *(Also see recommendations 3.1, 3.5.)*

1.2. Eliminate naming confusion at BCC

Removing “Branigan” from the name of this facility would create space for LCMS to better communicate its renewed purpose and branding, and to eliminate any confusion with the now relocated Thomas Branigan Memorial Library.

Associating this facility with History instead of Culture (which historically encompassed art exhibits) would better clarify its purpose as distinct from that of MOA, more deliberately address community desires for local and regional history programs, and still allow for the types of exhibits currently offered.

There is a great opportunity for LCMS to connect expanded event programs with original aspects of the building’s multi-purpose use (the Shannon Room was then a community lecture hall). This is discussed further in the Functionality section of this document. *(Also see recommendations 2.3, 3.1, 3.2)*

1.3. Unite Main Street museums in focus and as a central campus

There is a tremendous opportunity to develop greater connectivity between the three co-located museums on Main Street (MONAS, MOA, and BCC) in terms of program focus and institutional identity.

Understanding Science, Art, and potentially History not as separate museums or distinct disciplines, but as facets of the culture of place, would open opportunities for greater flexibility in the use of existing facilities, and an even wider range of programming. Examples could include exhibits on digital media (spanning Science and Art), historic architecture (spanning Art and History), equity and inclusion, urban renewal, or the impacts of climate change (museum-wide).

A Main Street campus associated with these core subject areas could also anchor current and future museum satellites both geographically and and conceptually, i.e. RRM’s as Transportation AND History, or a potential children’s museum as Science AND Art. *(Also see recommendations 3.2, 3.3, 3.5.)*

1.4. Reflect place and community histories in the outward appearance of museums

The museum’s buildings and grounds should be representative of, and welcoming to the communities it seeks to serve, and be an integral part of, even when closed.

Exterior murals, sculptures, nighttime projections, and other permanent or semi-permanent installations are powerful ways to create a facility that is a vibrant, living reflection of regional culture and the voices of community artists. This should be differentiated from the city’s public art programs, to allow the museum to curate these installations in line with its own focus and vision. *(Also see recommendations 2.3, 3.1, 3.3, 3.6, 3.7, 3.10, 3.11, 3.12.)*

1.5. Expand the museum’s footprint locally and regionally

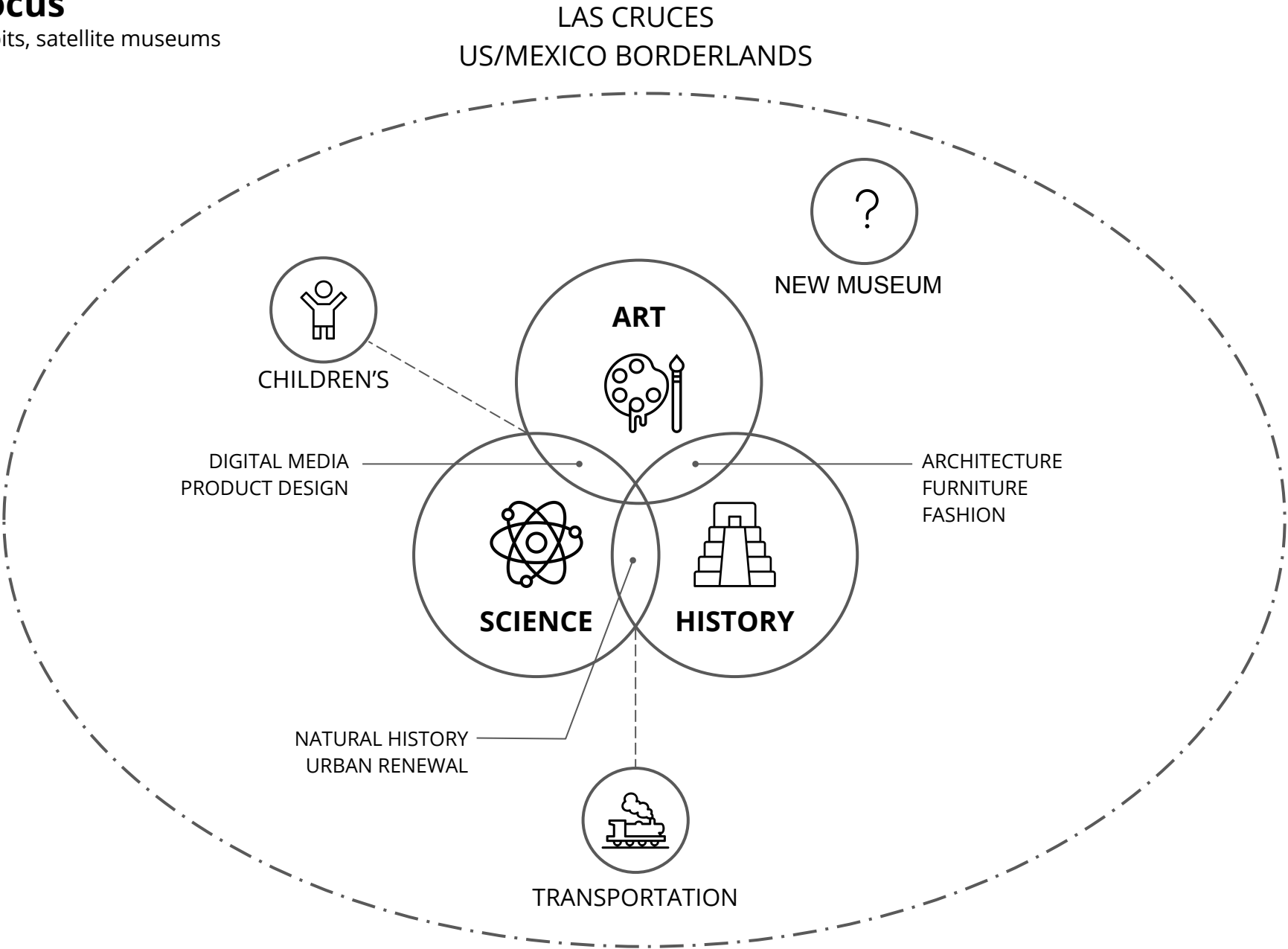
LCMS would be capable of expanding its reach through new city-owned museums, but perhaps more effectively through local, community and regional partnerships.

At a local scale, our diagrams illustrate the potential for LCMS to develop an allied network within the downtown Arts and Culture District, Mesquite, and Alameda Depot neighborhoods, and to collaborate with existing institutions, local businesses, and public spaces for new exhibits, programs, and/or cultural events. Museum-led walking tours, art crawls, and mural programs could be developed between these places and museum facilities to interpret local history and forging new connections across Main Street and the city as a whole.

At the city and regional scale, several locations for potential new museums or collaborative partnerships are identified that would allow LCMS to connect with the NMSU, outer suburbs, and communities in Dona Ana County and the larger Rio Grande Basin. *(Also see recommendations 3.11, 3.12)*

Institutional Focus

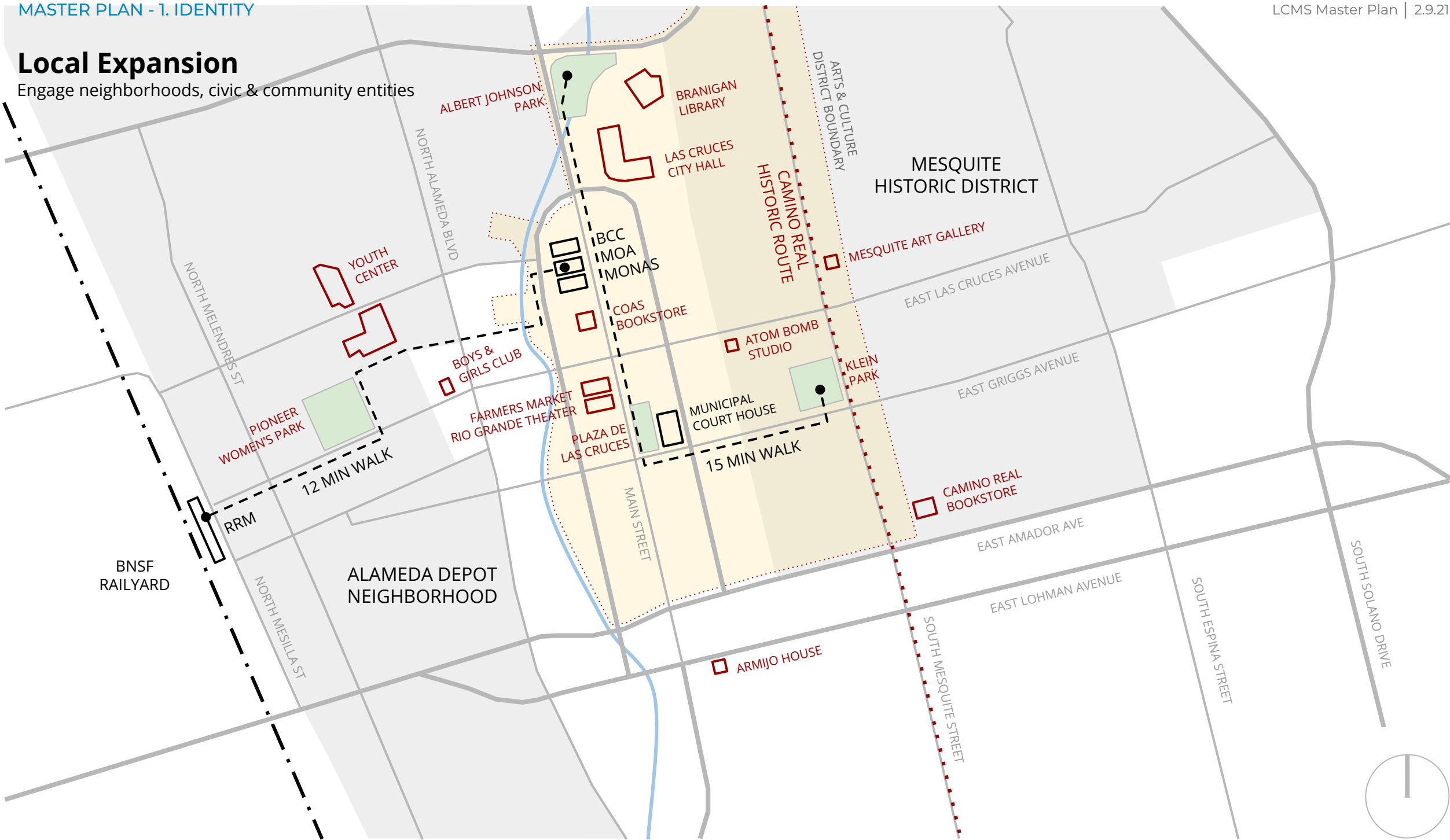
Main Street campus, exhibits, satellite museums



MASTER PLAN - 1. IDENTITY

Local Expansion

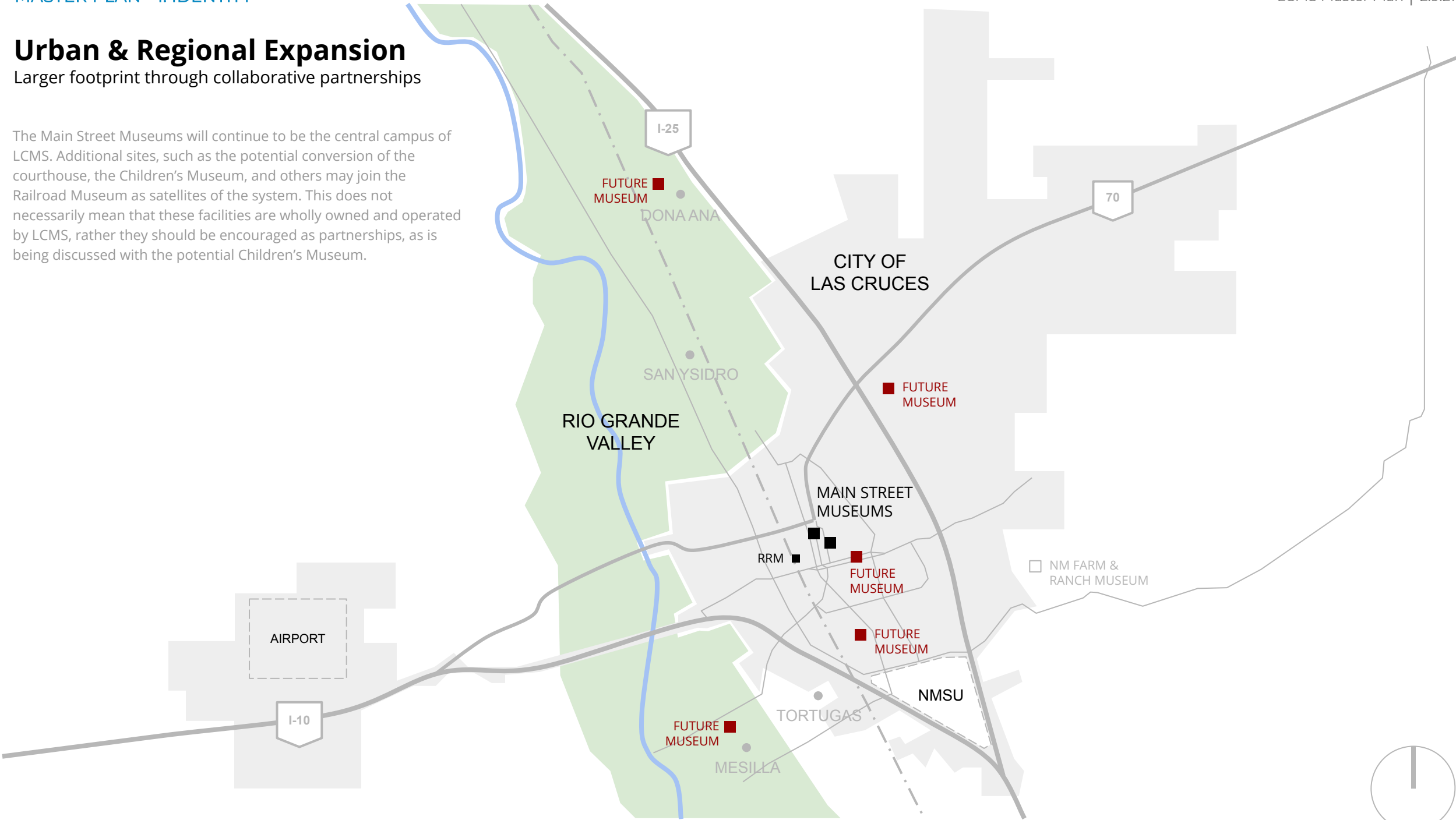
Engage neighborhoods, civic & community entities



Urban & Regional Expansion

Larger footprint through collaborative partnerships

The Main Street Museums will continue to be the central campus of LCMS. Additional sites, such as the potential conversion of the courthouse, the Children’s Museum, and others may join the Railroad Museum as satellites of the system. This does not necessarily mean that these facilities are wholly owned and operated by LCMS, rather they should be encouraged as partnerships, as is being discussed with the potential Children’s Museum.





2. STEWARDSHIP

The LCMS Short Range Plan recognizes the importance of stewardship - of collections, living collections, and of historic structures - as a core value. The museum system's goals expand upon this, prioritizing preservation methodology and environmental sustainability for museums operations and the care and development of facilities. The AOS team has outlined the recommendations below in response to the values articulated by LCMS, and in alignment with AAM Accreditation, building code, preservation and sustainability best practices.

L to R: unsealed exterior doors at MONAS, HVAC installation and failing roof membrane at BCC, deterioration of historic woodwork at RRM, interior of OSS with evidence of past roof leaks

Analysis

Below is an overview of facilities issues related to building code and accessibility, repairs, maintenance and operations, and collections environment, as well as an itemization of the most pressing concerns. These were drawn from our lengthier facilities assessment and conversation with LCMS and City personnel.

Building Code and Accessibility

- MONAS gallery has only two means of egress. Security gates used by LCMS at the ramp from MONAS to the Main Street lobby should be removed or fitted with panic hardware.
- Egress from the mixed media classroom on the second floor of MOA exceeds the maximum allowable common path of travel (distance to the choice of two means of egress) for this occupancy in an unsprinklered building. Egress from this space should be reviewed with the fire marshal to see if alternate measures of compliance (reduced occupancy, fire drills, etc) can be developed or it should no longer be used as a classroom. LCMS should review the current space utilization in this area with the Las Cruces Fire Marshall to determine if emergency drills and other training would enable continued use of the northeast classroom.
- Egress from BCC’s lobby, History and Richardson galleries, as well as mezzanine and a portion of Shannon Room is limited to one door. A second means of egress from this area should be provided as part of upcoming improvements, and total occupancy of these rooms should be limited to 49 in the interim.
- BCC’s mezzanine does not have a code compliant stair and should only be used for storage. (Note that our renovation proposal suggests that the mezzanine eventually be removed altogether, and these offices consolidated elsewhere.)
- BCC does not have an adequate number of plumbing fixtures for its occupant load, which may need to be addressed in future improvements. MOA restrooms should be made available during public operation of BCC.
- Accessibility concerns are largely minor and limited to staff areas at BCC and RRM. RRM should provide an accessible path to the 1890 caboose before opening it to the public. This does not necessitate wheelchair access into the caboose, however interpretive programming will need to be developed that can be experienced without physical access.

Repairs, Maintenance, and Operations

- The following should be addressed immediately:
 - Thermal comfort and control for mezzanine offices, exhibit production, and offices fronting Main Street at MOA
 - Active roof leaks and stabilization and repair of cracks in exterior stucco at BCC
 - Abatement of pigeon guano and the stabilization of exterior wood windows and doors at RRM
- A piecemeal approach to repair and upgrades of City facilities has, and continues to compromise the condition and historic integrity of museum facilities over time. Notable examples include the re-roofing of BCC without resetting rooftop HVAC units which has led to leaks, and a pending ceiling and lighting replacement at BCC that would be advisable to coordinate with much needed efficiency upgrades, duct replacement or removal, mechanical system upgrades, and important restoration work.
- Package rooftop HVAC units were uniformly applied to all facilities and they do not provide the level of temperature and humidity control that many exhibits demand. While inexpensive to install and relatively easy to maintain and/or replace, the current HVAC systems (many of them nearing the end of their service life) have very high costs in terms of operational energy and environmental impact. Direct replacement of these systems is not advised. A mechanical feasibility study is recommended to identify the most appropriate systems to balance comfort, museum conservation, sustainability, and cost (both initial and long-term).
- Energy performance of LCMS facilities is poor overall. Three of the buildings (MONAS, BCC, and RRM) significantly underperform the 2003 Commercial Buildings Energy Consumption Survey (CBECS) baseline for buildings of their use type and location. Surprisingly, MONAS has the worst energy performance of all the facilities, even though it was the most recently renovated (2012) and rooftop solar currently supplies nearly one third of its electrical needs.

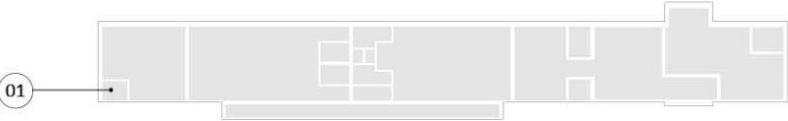
Collections Environment

- LCMS staff monitor temperature and humidity in galleries and at OSS with hygrothermographs. While temperature is reasonably well controlled in most, none of the facilities have the ability to control humidity. Large seasonal and monthly swings in percent humidity were observed in most facilities, including OSS.
- MONAS is the only facility with fire suppression (sprinklers) and an addressable fire alarm.
- Collections storage at OSS is the most compromised and vulnerable collections environment at LCMS in terms of lighting, fire safety, pest control, and security.

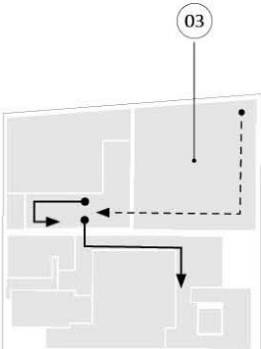
Historic Preservation

- The BCC and RRM are both listed on the National Register of Historic Places and deserve high levels of preservation planning. Buildings have been maintained by the city, but are not being well served by ad-hoc improvements.

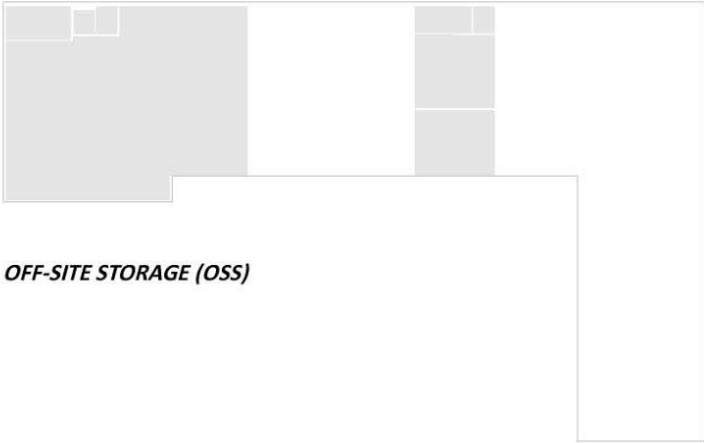
Building Code and Accessibility



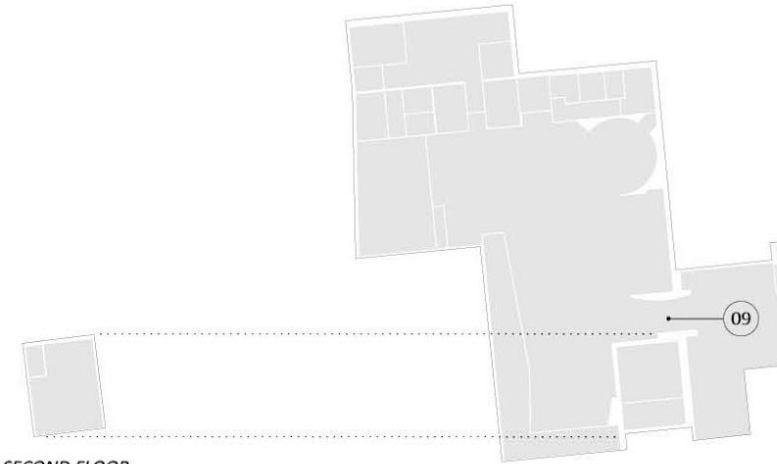
RAILROAD MUSEUM (RRM)



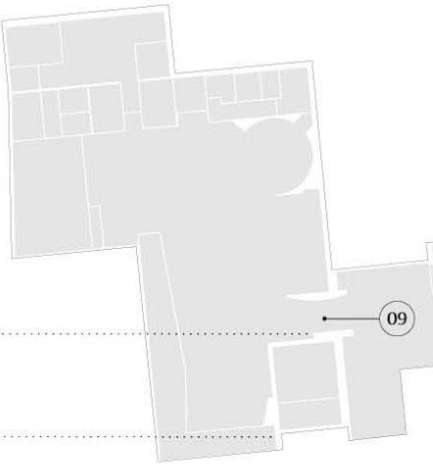
SECOND FLOOR



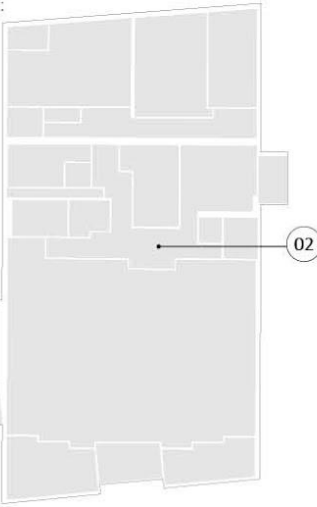
OFF-SITE STORAGE (OSS)



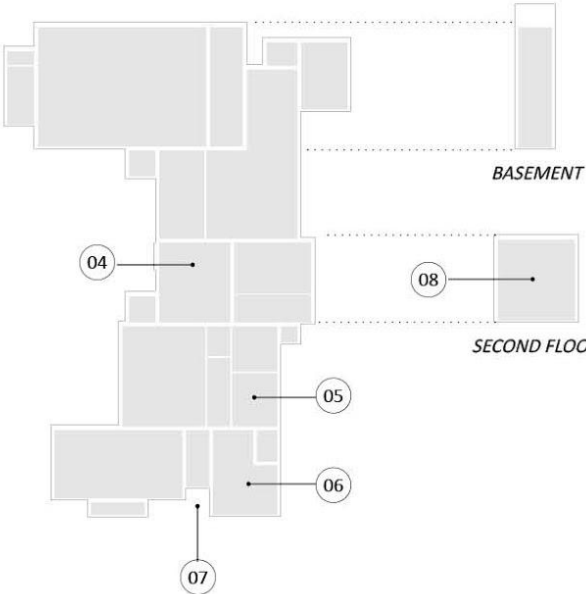
SECOND FLOOR



MUSEUM OF NATURE & SCIENCE (MONAS)
FIRST FLOOR



MUSEUM OF ART (MOA)
FIRST FLOOR



BRANIGAN CULTURAL CENTER (BCC)
FIRST FLOOR

BASEMENT

SECOND FLOOR

KEYED NOTES BY BUILDING

RRM

- 01 OFFICE STORAGE ROOM NOT ACCESSIBLE BECAUSE OF DOORWAY

MOA

- 02 EGRESS CORRIDOR DOES NOT MEET MINIMUM CEILING HEIGHT OF 7'-6"
- 03 INADEQUATE EGRESS: COMMON PATH OF TRAVEL > 75'-0" AND DOES NOT OTHERWISE MEET EGRESS REQUIREMENTS FOR "A" OR "B" OCCUPANCY

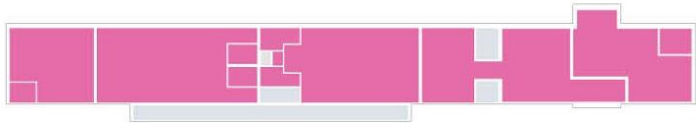
BCC

- 04 INADEQUATE RESTROOM FIXTURE COUNT FOR OCCUPANT LOAD
- 05 OFFICE NOT ACCESSIBLE BECAUSE OF DOOR WIDTH
- 06 STAFF KITCHEN DOES NOT MEET ACCESSIBILITY REQUIREMENTS
- 07 NON-ACCESSIBLE MEANS OF EGRESS
- 08 BUSINESS OCCUPANCY SERVED BY NON-CODE-COMPLIANT STAIR

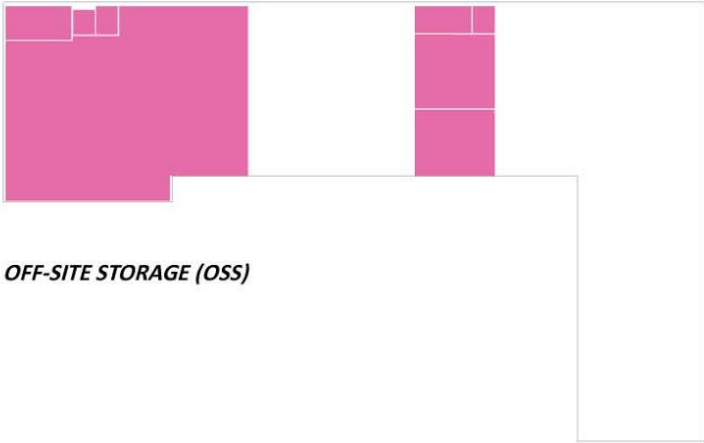
MONAS

- 09 SECURITY GATE MUST NOT BLOCK REQ'D. EGRESS

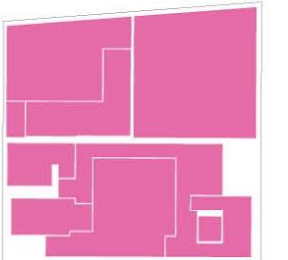
Environmental Controls



RAILROAD MUSEUM (RRM)



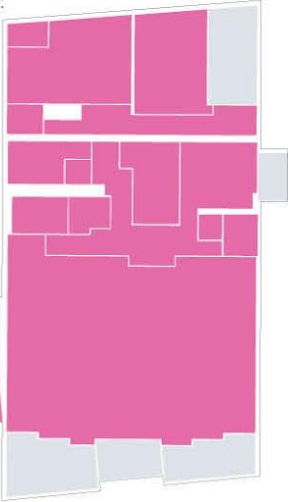
OFF-SITE STORAGE (OSS)



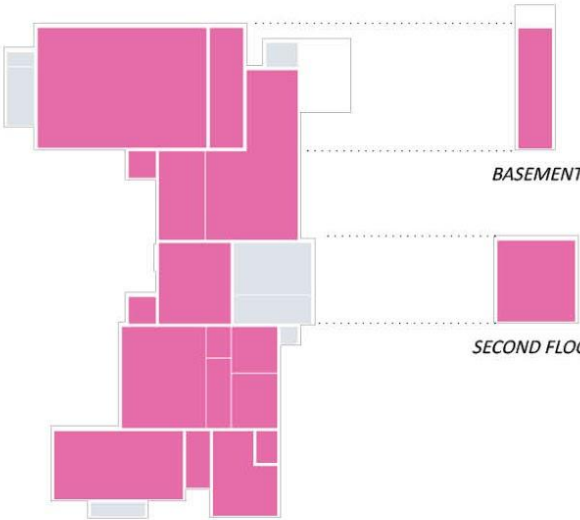
SECOND FLOOR



MUSEUM OF NATURE & SCIENCE (MONAS)
FIRST FLOOR



MUSEUM OF ART (MOA)
FIRST FLOOR



BRANIGAN CULTURAL CENTER (BCC)
FIRST FLOOR



SECOND FLOOR

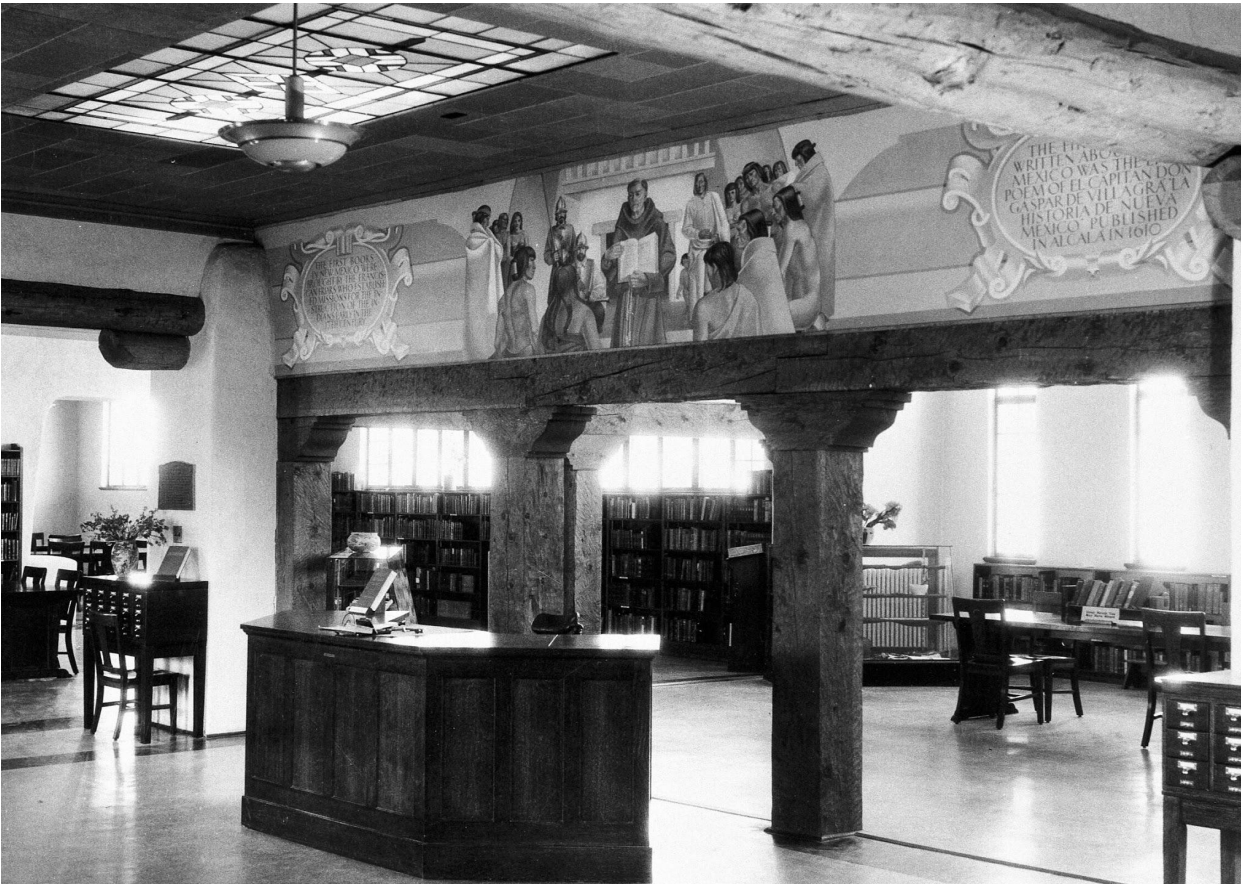
BASEMENT

SECOND FLOOR



Fire Protection





Recommendations

Items below constitute recommendations for several specific action items and an overall approach to addressing the stewardship of LCMS collections and facilities.

1.1. Repairs and Improvements

Immediately address the pressing repairs, building code and accessibility concerns outlined in the Analysis above.

In pursuing the recommendations of this Master Plan, LCMS should carefully coordinate and sequence facilities improvements with other needed repairs, systems replacement, energy efficiency and life safety improvements, and preservation measures.

LCMS should develop museum-specific maintenance standards to facilitate the City's Facilities Maintenance team in providing a higher and more appropriate standard of care for LCMS's historic structures, collections environments, landscaping, and future improvements to facilities. *(Also see recommendations 3.4, 3.6)*

1.2. Sustainability and Resilience

LCMS can demonstrate its commitment to environmental sustainability through the design, care, and operations of its facilities and grounds. There is also a tremendous opportunity for LCMS to educate the public through this investment and serve as a model for other projects in Las Cruces.

It is recommended that all existing facilities immediately target an Energy Use Intensity (EUI) reduction of 20% from the 2003 CBECS baseline (and reductions of 35% by 2025, and 50% by 2030). The table and graphics that follow illustrate the current EUI for LCMS facilities, baselines for their use type, and these proposed reduction targets.

To help accomplish this, it is recommended that LCMS commission an independent facilities-wide energy audit, and then pursue low-cost energy efficiency measures like the installation of occupancy sensors for lighting and HVAC, the retro-commissioning of existing systems, advanced thermostats and the coordination of HVAC schedules with hours of operations. These items constitute much of the "low hanging fruit" of energy conservation measures that have not been addressed by the City's Facilities Maintenance program and their energy audits to date. Museum staff should be provided access to energy and water use patterns and this data should be tracked on an ongoing basis in close coordination with the city's Sustainability Office.

For all planned building additions and major renovations, LCMS should adopt energy use targets in line with the [2030 Challenge for buildings](#). Aggressive targets for energy, water, and embodied carbon should be written into the facilities improvement plan recommended above, clearly communicated at project start, and verified throughout project planning and design. Pending HVAC and other systems improvements should be driven by these goals. Care should be taken to consider needs of the collections environment (sensitive temperature and humidity controls, air filtration, light levels, etc.) when planning HVAC and other system improvements.

Energy Use & Reduction Targets

The graphics below represent current energy use, baselines, and target reductions for LCMS facilities and were generated using zerotool.org
The table that follows provides a side-by-side analysis of results and an explanation of terms.

MONAS

RESULTS

Target EUI is 30 based on a 20% reduction

BASELINE
38 EUI
100 Zero Score

TARGET
30 EUI
80 Zero Score

100

80

60

40

20

0

-20

152
YOUR BUILDING

BUILDING SUMMARY

LOCATION	Las Cruces, NM	88001
USES	Museum	10,500 sq.ft (100.0%)

RESULTS	BASELINE	TARGET	YOUR BUILDING
EUI % Reduction from Baseline	0%	20%	-60%
EE EE w/ On-Site RE Zero Score	100	80	152
EE EE w/ On-Site RE			160
Site EUI (kBtu/ft²/yr)	38	30	152
EE EE w/ On-Site RE			95
Source EUI (kBtu/ft²/yr)	86	69	80
EE EE w/ On-Site RE			203
EE w/ On-Site RE			155
Total GHG Emissions (metric tons CO₂e/yr)	45	36	82

MOA

RESULTS

Target EUI is 36 based on a 20% reduction

BASELINE
45 EUI
100 Zero Score

TARGET
36 EUI
80 Zero Score

100

80

60

40

20

0

-20

33
Zero Score
72
YOUR BUILDING

BUILDING SUMMARY

LOCATION	Las Cruces, NM	88001
USES	Museum	10,250 sq.ft (71.9%)
	Other Education	4,000 sq.ft (28.1%)

RESULTS	BASELINE	TARGET	YOUR BUILDING
EUI % Reduction from Baseline	0%	20%	28%
EE EE w/ On-Site RE Zero Score	100	80	72
EE EE w/ On-Site RE			72
Site EUI (kBtu/ft²/yr)	45	36	33
EE EE w/ On-Site RE			81
Source EUI	101	81	76

BCC

RESULTS

Target EUI is 30 based on a 20% reduction

BASELINE
38 EUI
100 Zero Score

TARGET
30 EUI
80 Zero Score

100

80

60

40

20

0

-20

140
YOUR BUILDING

BUILDING SUMMARY

LOCATION	Las Cruces, NM	88001
USES	Museum	8,600 sq.ft (100.0%)

RESULTS	BASELINE	TARGET	YOUR BUILDING
EUI % Reduction from Baseline	0%	20%	-40%
Zero Score	100	80	140
Site EUI (kBtu/ft²/yr)	38	30	64
Source EUI (kBtu/ft²/yr)	86	69	127
Total GHG Emissions (metric tons CO₂e/yr)	37	30	55

RRM

RESULTS

Target EUI is 30 based on a 20% reduction

BASELINE
38 EUI
100 Zero Score

TARGET
30 EUI
80 Zero Score

100

80

60

40

20

0

-20

147
YOUR BUILDING

BUILDING SUMMARY

LOCATION	Las Cruces, NM	88005
USES	Museum	5,105 sq.ft (100.0%)

RESULTS	BASELINE	TARGET	YOUR BUILDING
EUI % Reduction from Baseline	0%	20%	-47%
Zero Score	100	80	147
Site EUI (kBtu/ft²/yr)	38	30	72
Source EUI (kBtu/ft²/yr)	86	69	123
Total GHG Emissions (metric tons CO₂e/yr)	22	18	32

Energy Use & Reduction Targets

	MONAS	MOA	BCC	RRM	OSS
Building Area					
Museum use (GSF)	10,500	10,250	8,600	4,600	5,105
Other education use (GSF)	-	4,000	-	-	-
Current Energy Use (annual average, 2017-2019 data)					
Electric, metered (kWh)	105,400	83,600	72,980	34,040	-
Onsite solar (kWh)	46,731	0	0	0	-
Gas (therms)	4,720	1,750	2,950	2,490	-
Current EUI (kBtu/ft2/yr)	58	33	53	56	-
Reduction Targets for Existing Buildings					
Baseline EUI (kBtu/ft2/yr), per 2003 CBECS	38	45	38	38	-
2020 Target EUI (kBtu/ft2/yr), 20% reduction from baseline	30	36	30	30	-
2025 Target EUI (kBtu/ft2/yr), 35% reduction from baseline	25	29	25	25	-

This table provides a side-by-side comparison of current energy use and recommended reduction targets for existing city-owned LCMS facilities. Current Energy Use Intensity (EUI) is based on 2017-2019 utility data provided by the City of Las Cruces. EUI baselines use the 2003 Commercial Building Energy Consumption Survey (CBECS) data set and represent a typical building normalized for climate, space type, building size, occupancy, and schedule. Reduction targets are based on the 2030 Challenge recommendations for existing buildings and represent a percent reduction from baseline.

Cells highlighted in yellow are for facilities with EUIs far underperforming the 2003 CBECS baseline.

LCMS can develop a sustainability plan to address all aspects of museum operations, inclusive of the recommendations above for facilities operations and improvements. This plan should address measures for strengthening institutional resilience in the face of natural disasters, pandemics, economic downturns etc.

1.3. Future Oriented Preservation

AOS uses the term “future oriented preservation” to signify a preservation approach that is as grounded in contemporary communities as it is in caring for buildings of the past. We believe that appropriate preservation standards (see discussion of the Secretary of the Interior’s Standards below) can be balanced with modern improvements in line with the mission and vision of the LCMS and the Short Range Plan.

The Secretary of the Interior’s Standards for the Treatment of Historic Properties contain guidelines for modification and treatment of historic resources. These are the federally recognized standards for treatment of buildings on the National Register and would be utilized by the State Historic Preservation Office to review proposed changes to the buildings if state or federal grants were awarded for capital projects. There are four unique approaches which are summarized below. Additional standards specific to sustainability and cultural landscapes may also be relevant. Typically, a single approach is selected, rather than picking and choosing from each. Text in italic is copied directly from the Standards. Text in bullets under the approaches is project specific. Additional detail may be found here:

<https://www.nps.gov/tps/standards.htm>

- *Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property, generally focused upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the properties functional is appropriate within a preservation project.*

A “preservation” approach for LCMS would be applicable to projects limited to repair of historic building materials.

- *Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, and architectural values.*

The “rehabilitation” approach is the likely approach under which any functional changes or new building systems the project would be evaluated. The expansion of restroom facilities would certainly fall into this category.

- *Restoration is defined as the act or process of accurately depicting the form, features, and characteristics of a property as it appeared at a particular period of time, by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-required work to make the properties functional is appropriate within a restoration project.*

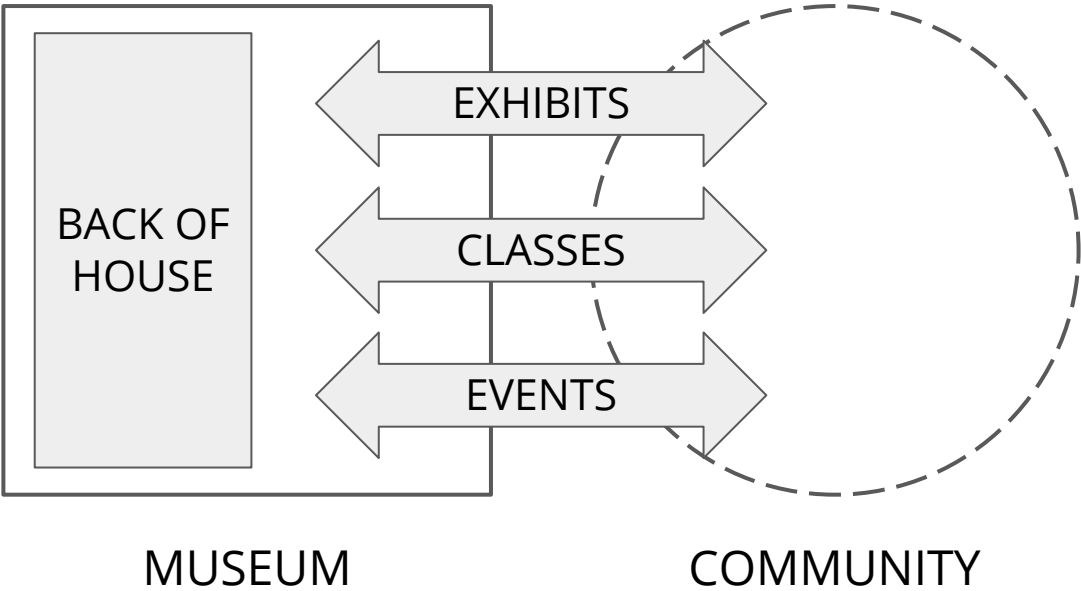
MASTER PLAN - 2. STEWARDSHIP

A case for the “restoration” approach could potentially be made for the BCC in terms of opening the room behind the mural and desk and removing some of the walls that have been added, in order to restore the open character of the building seen in historic photographs.

- *Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.*

This approach is reserved for replicating buildings that are no longer extant. Accordingly it is not appropriate to the LCMS at this time.

A preservation plan has been recently developed for the BCC and a similar plan is recommended for the RRM. While the existing plan for the BCC is an excellent first step, preservation plans for these buildings should include a clear prioritization of repairs. Additionally, any preservation recommendations should be integrated with functional and strategic improvements needed to ensure the buildings are meeting the current needs of the museums. For the BCC, this may entail returning key aspects of the spatial configuration of the building and more historically appropriate ceilings and lighting fixtures, without an overly pure restoration to what the building looked like at any one moment in time. *(Also see recommendations 1.2, 1.4, 3.1, 3.2, 3.8, 3.12.)*



3. FUNCTIONALITY

Learning, connecting, and exploring are central to the museum system’s mission, and its goals are to expand capacity to deliver these programs, address facilities needs, and provide greater access and connection with served communities. The AOS Team has outlined recommended improvements for LCMS facilities in line with these objectives.

3. FUNCTIONALITY

Analysis

Below is a summary of key functionality concerns for existing exhibit, classroom, and event spaces at LCMS, as well as visitor experience and back-of-house spaces, and the potential for future museums. Accompanying diagrams illustrate the existing facilities issues raised in this analysis.

Exhibit, Classroom, and Event Spaces

- Distribution of permanent and temporary exhibit space is uneven across museum facilities. MONAS and RRM have only permanent gallery space; MOA and BCC have only temporary gallery space. This limits exhibit opportunities and results in visitor impressions that exhibit change-out is both too frequent AND too infrequent.
- With over 7,200 square feet of temporary galleries, more than half of LCMS exhibit space is dedicated to temporary exhibits. Although galleries range in size and type, they are physically isolated from each other, limiting the ability to link these galleries for temporary exhibits larger than 4,000 square feet. Limits to back-of-house space and access often results in using a portion of the MOA temporary gallery for crate storage that further reduces exhibit space and is visible to the public.
- Classrooms in MOA and RRM are relatively isolated, different to classrooms in MONAS and BCC which benefit from direct connections to adjacent galleries and interpretation. There's also an opportunity to rethink art class programming at MOA, to engage making and learning about art that is more inclusive and uniquely tied to exhibits, and to provide an alternative to current studio art classes that are similar to other offerings available in the city and region.
- LCMS lacks adequate outdoor and indoor spaces for public events, forcing larger lectures, festivals and other programs off campus with accompanying logistical challenges. BCC's Shannon Room (historically a lecture and event space) is now principally used as a gallery space. The sizable outdoor space between MOA and BCC was once a street. Paved over, gated, and divided by a row of posts and the BCC's low wall, this space remains a somewhat utilitarian pass-thru that is not flexible in accommodating different event types, nor is it well appointed or hospitable for visitors, particularly in warm weather.

Wayfinding

- Due in large part to its development as separate institutions and a downtown street grid that has changed over time, the three Main Street Museums have multiple doors and orientations. It is often unclear which of the five or more entry points visitors should use. Multiple points of entry currently require extra staffing and security.
- A continuous visitor circulation route through MOA is periodically interrupted by installation and deinstallation activity in the temporary gallery, forcing visitors to go outside and back in.
- The outward physical appearance of the museums can be unwelcoming. To visitors entering from the parking lot, MONAS, MOA and BCC present an expanse of security gates and service entries, a kiln yard and no fewer than four loading areas. Pedestrians on Main Street are presented with covered windows and doors at MOA, and a tall security fence between MOA and BCC.

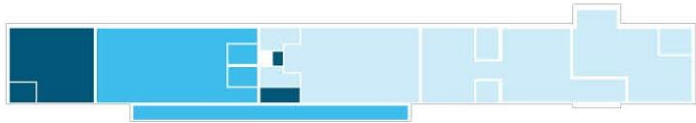
Back-of-House Spaces

- Back-of-house spaces - including staff offices, production, receiving, exhibit and collections storage - are peripheral, disconnected, and spread across all three Main Street facilities. Main collections and exhibit storage is off-site.
- Connected only through galleries or outdoor spaces, many service and support functions are forced into public view and risk inclement weather.
- At all four facilities, many staff, storage, and office spaces are poorly or underutilized.
- Receiving, shop, and exhibit storage areas at the Main Street museums are undersized and not conveniently connected to exhibition spaces. Deliveries and installations are typically routed through the front doors and/or lobby spaces.
- Door sizes at OSS and the lack of temporary storage space in the Main Street museums force exhibit crating to frequently be stored in gallery spaces, in public view, and compromising exhibit layout and square footage.

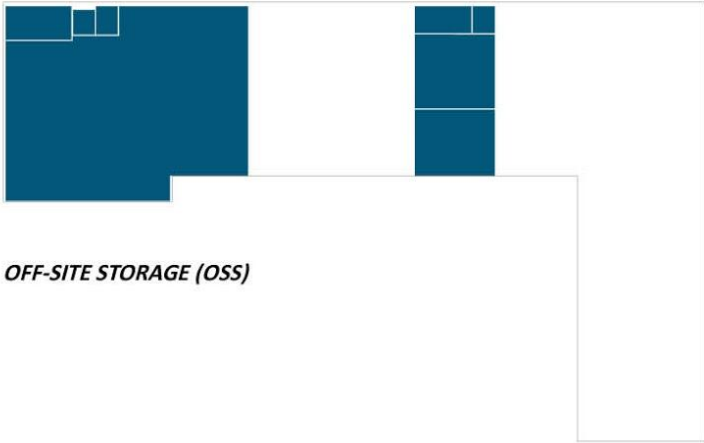
Museum Expansion

- The possibility of eventually expanding LCMS temporary exhibit space from 4,000 to 10,000 square feet, as well as additional museums to the system, e.g. Children's and/or Military Families, has been discussed. The development potential of the existing Las Cruces Municipal Court building to accommodate such use was evaluated as part of this report. Total floor area of that building is approximately 20,500 sf plus a 12,500 sf basement.

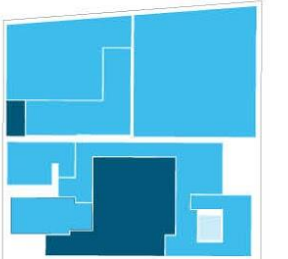
Public vs. Non-Public Spaces



RAILROAD MUSEUM (RRM)



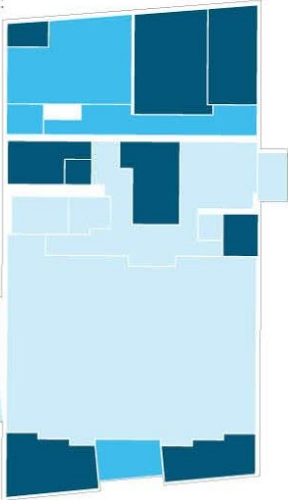
OFF-SITE STORAGE (OSS)



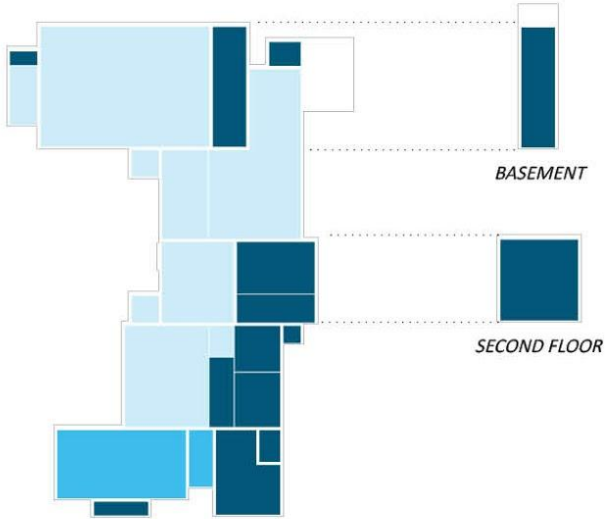
SECOND FLOOR



MUSEUM OF NATURE & SCIENCE (MONAS)
FIRST FLOOR



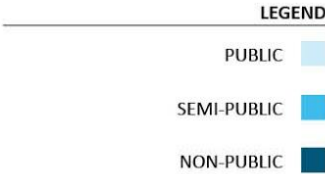
MUSEUM OF ART (MOA)
FIRST FLOOR



BRANIGAN CULTURAL CENTER (BCC)
FIRST FLOOR

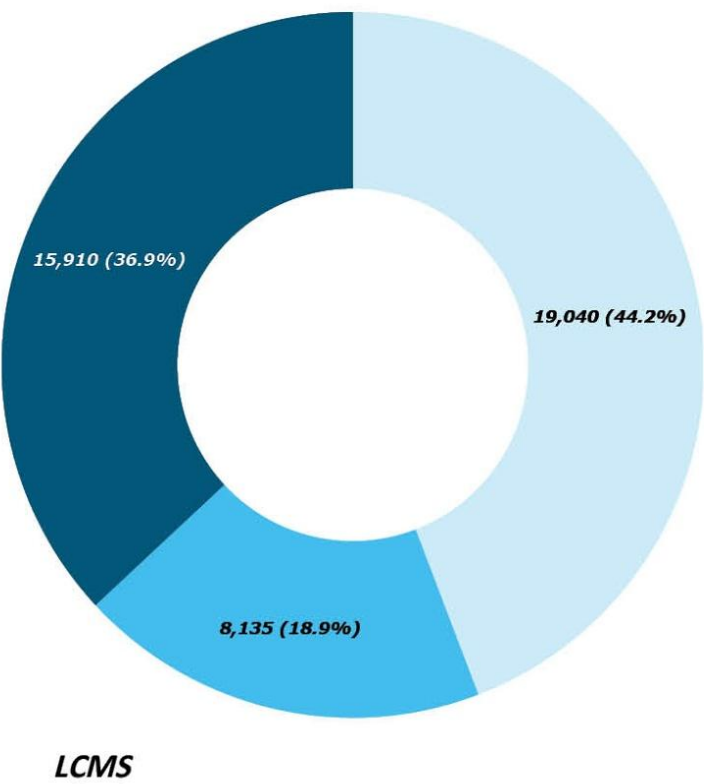
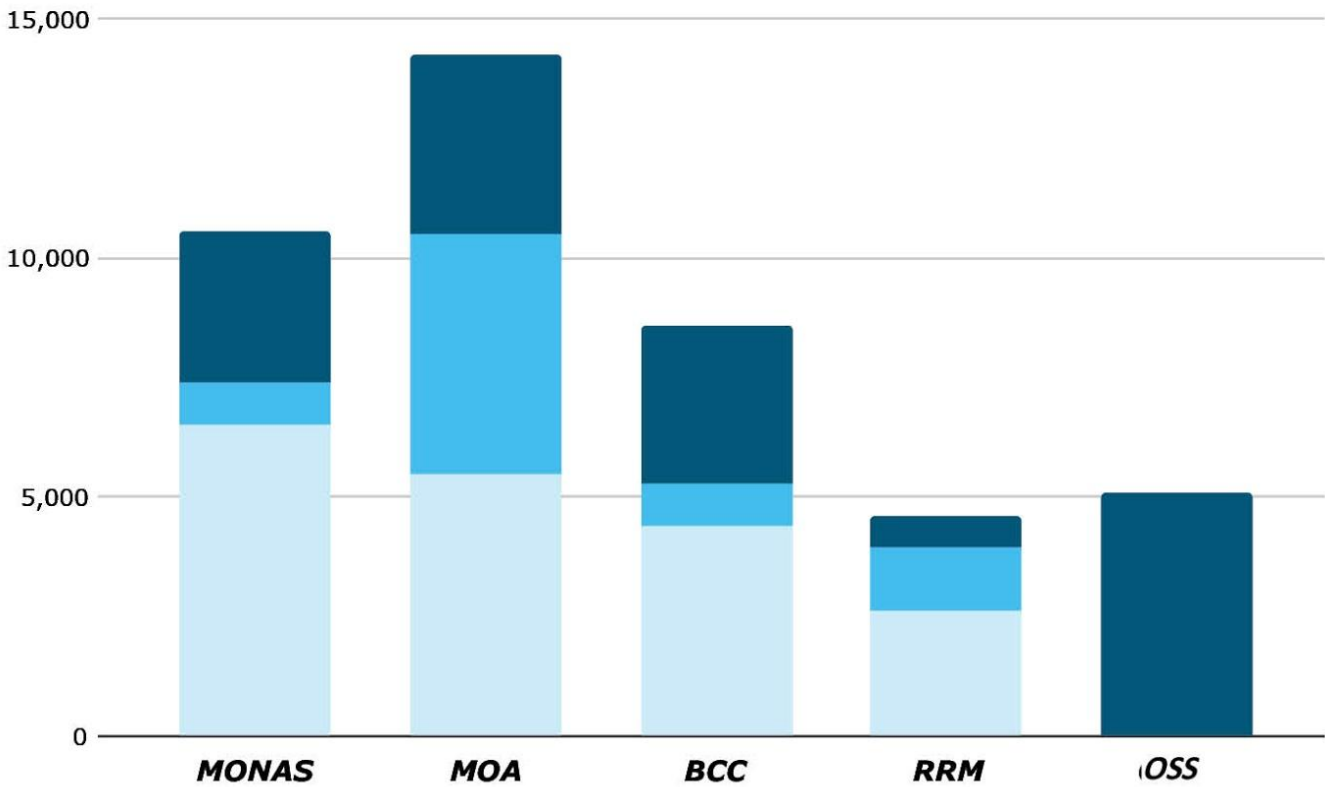
BASEMENT

SECOND FLOOR



SECOND FLOOR

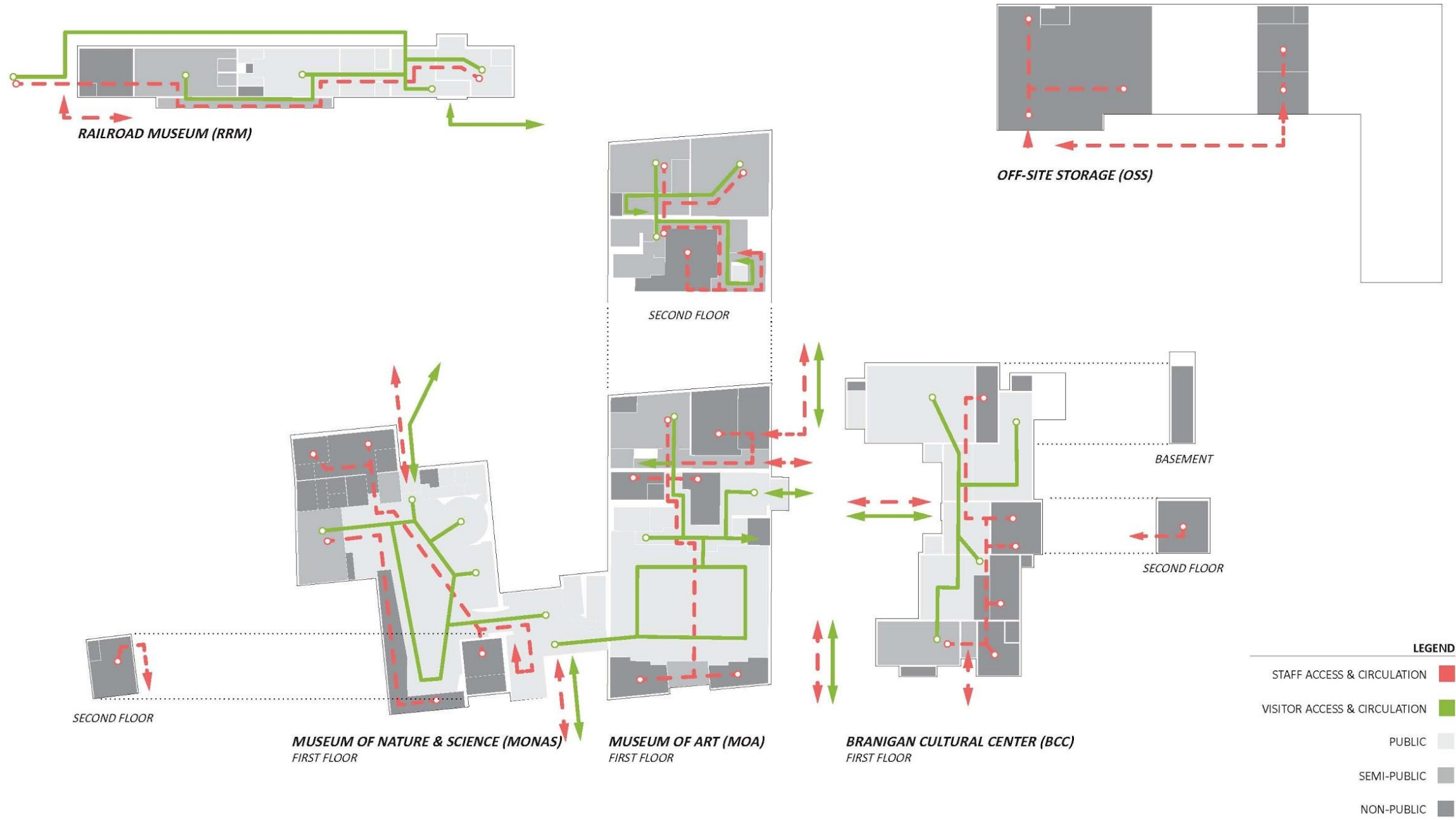
Public vs. Non-Public Area Totals



LEGEND

- PUBLIC
- SEMI-PUBLIC
- NON-PUBLIC

Visitor vs. Staff Access & Circulation



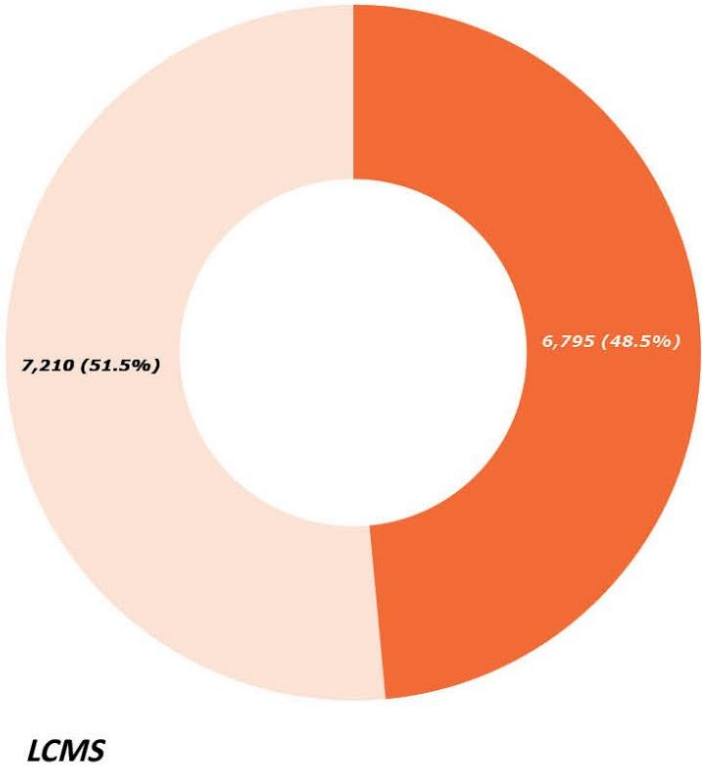
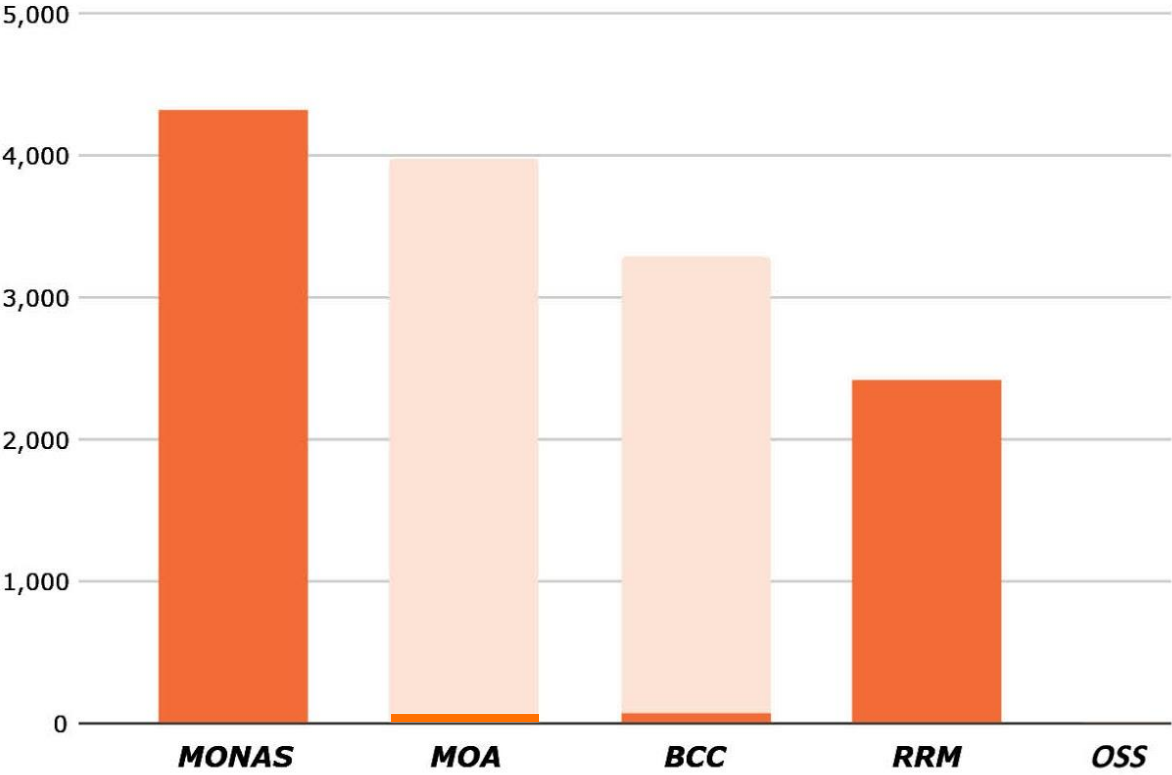
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LEGEND

PERMANENT EXHIBITION

FLEXIBLE / TEMPORARY EXHIBITION



Recommendations

Improvements described below are illustrated in the accompanying diagrams for the three Main Street museums (MONAS, MOA, and BCC), RRM, and the Las Cruces Municipal Courthouse. Implementation of some or all of these improvements, their likely sequence, and dependencies is discussed in the next section.

Main Street Museums

1.1. Increase flexible event space

The space between MOA and BCC should be reimagined as a welcoming, vibrant, and flexible outdoor event courtyard, suitable for cultural celebrations, performances, and other museum events. This new courtyard should be appointed with new paving, landscaping, shade elements, murals, and outdoor furnishings. Gates and fencing should be replaced and relocated to be less imposing. Existing features like ground mounted banner posts and possibly BCC’s low wall can be removed or reconfigured to enable greater flexibility for large events, as well as outdoor activities and orientations for schools and other groups.

Lighting, A/V, acoustic, and furnishing improvements can be made to the Shannon Room at BCC to make it more conducive to lectures, discussions, small performances and other events for 50-100 people. These improvements would not preclude occasional use of this room as an extension of the BCC’s dedicated galleries. *(Also see recommendations 1.1, 1.2, 1.4, 2.3)*

1.2. Create permanent and flexible gallery space in each facility

Temporary exhibits provide fresh perspectives on existing museum collections and permanent exhibits ground the interpretation of newer work and ideas. The gallery at MONAS, currently dedicated to permanent exhibits only, should be modified to accommodate a small temporary gallery space. An existing room at MOA, which presently has only one large temporary gallery and a small permanent installation in the upstairs hallway, could be made into a gallery dedicated to permanent collections.

Restoring much of the historic layout of BCC would dramatically improve the integrity of this historic asset, create an opportunity for permanent exhibit space, expand overall exhibit square footage and dramatically increase exhibit flexibility. In combination with previous recommendations about museum identity, it is possible to imagine LCMS coherently accommodating a wide array of visiting exhibitions 6,500 or even 8,000 sf in size, across galleries in both MOA and BCC. *(Also see recommendations 1.2, 2.3.)*

1.3. Activate Main Street frontage

MOA’s Main Street storefront is currently wall-dominated, with narrow, covered windows. This prime real estate could be opened up visually, and repurposed with active art classrooms and new programming that visually engages passersby and connects learning with the adjacent gallery.

The street-facing portion of MONAS’s Main Street lobby was designed to be a small, highly-visible gift shop. Using this space as intended, and activating it with well-conceived retail, would undoubtedly draw visitors into the lobby and the museum. If the shop footprint is too small, it could be extended into the adjacent storage room in MONAS. *(Also see recommendations 1.3, 1.4.)*

1.4. Reorganize and improve back-of-house areas

At MONAS, back-of-house space for the care of living collections is too small. It should be expanded in the next renovation cycle.

At MOA, current storage and exhibit production spaces can move into upper level spaces that are no longer used for classrooms. Eliminating public use of the second floor classrooms also enables museum offices to expand into the entire mezzanine by removing the hallway wall.

Improved use of space and the consolidation of storage, office and production space at MOA enables a smaller back-of-house footprint at MOA. Removal of the mezzanine and storage rooms below allow that space to be returned to gallery use. *(Also see recommendation 2.1.)*

1.5. Resolve visitor access and circulation

The Main Street lobby between MONAS and MOA could be made to serve as the museum’s “front door” eliminating visitor confusion and greatly simplifying reception and security staffing. If the lobby were opened to the west, a single reception desk in the lobby could admit and orient visitors arriving from both Main Street and the rear parking area. The area west of the lobby (currently a loading area) could be reimagined as a welcoming entry courtyard, and visible from Main Street through a transparent lobby.

Our diagrams show that freestanding gallery walls inset from the perimeter of the MOA gallery would allow a visitor to access BCC and the event courtyard through this space, even when a show is being mounted or deinstalled in the gallery.

Access to BCC and new event courtyard between MOA and BCC could be controlled by new, less imposing gates, set back from Main Street and the parking area, allowing visitors to access all museum spaces without the need for readmission and related staffing at the door to each building. *(Also see recommendations 1.1, 1.3.)*

1.6. Build a collections storage facility

To replace the current substandard rented storage facilities, a dedicated on-site collections storage addition is proposed to replace the rear portion of MOA. The intent of this 10,000 sf two-story addition is to provide expanded receiving, shop and exhibit production and storage areas on the lower floor, and secure, properly conditioned space for collections storage and offices on the upper floor, served by a freight elevator and internal stairs. Although attached, the new addition wouldn't be constrained by MOA's limited floor-to-floor height, allowing both levels to have adequate height for collections care and storage.

The proposed addition further consolidates back-of-house spaces to one side of the museum, establishes one loading dock to replace four, and establishes access to all three buildings for installations large and small.

Outwardly, the addition better defines the space of proposed entry and event courtyards, and provides the museum with a coherent western facade and drop-off for visitors arriving by car, without reducing available parking. *(Also see recommendations 1.4, 2.1.)*

1.7. Consolidate and Expand Office Area

Office areas are scattered throughout the main street museum complex. While this was expressed as having a side benefit of providing additional eyes on the galleries if security is light, this limits staff collaboration and contributes to the ongoing silo challenge, where staff identify more with one of the four former museums, rather than the whole. Security and staffing concerns should be explored as the short range planning continues. Best practices would involve retention of security guards specific to the museum system at a number sufficient to monitor the galleries without relying on other museum staff. The master plan recommends providing consolidated office areas on the 2nd floor of MOA, and above the new classroom addition where an additional 4,000 gsf is available. The possibility of relocating the current MONAS office suite to the expansion and conversion of the current office suite into additional gallery space could be considered. *(Also see recommendation 3.8.)*

1.8. Improve Classroom Space

An area capable of supporting an addition of 4,000 gsf (one story) is identified for classroom expansion - including art classrooms with necessary support space for kilns and/or other messy activities. The addition can be connected to MONAS by its existing west entry. This suite of new classrooms would augment the existing classrooms in MONAS and BCC and augment the new classrooms at the Main Street frontage of MOA. The new suite of classrooms could have moveable walls, allowing great flexibility in the capacity of this new program space. Parking requirements would depend on the intended use of the addition and would be studied during a programming phase. *(Also see recommendations 1.4 and 3.7.)*

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Main Street Museums

Existing Facilities



Once West Hadley Avenue, the sizable space between MOA and BCC is paved over, gated, and subdivided by a row of posts and the BCC's low wall. Instead it could be a flexible, shaded, and landscaped event courtyard for LCMS.

Main Street Museums



Vibrant alleys (former streets) throughout Downtown Las Cruces provide examples of shade, furnishings, plantings, community expression.

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Main Street Museums

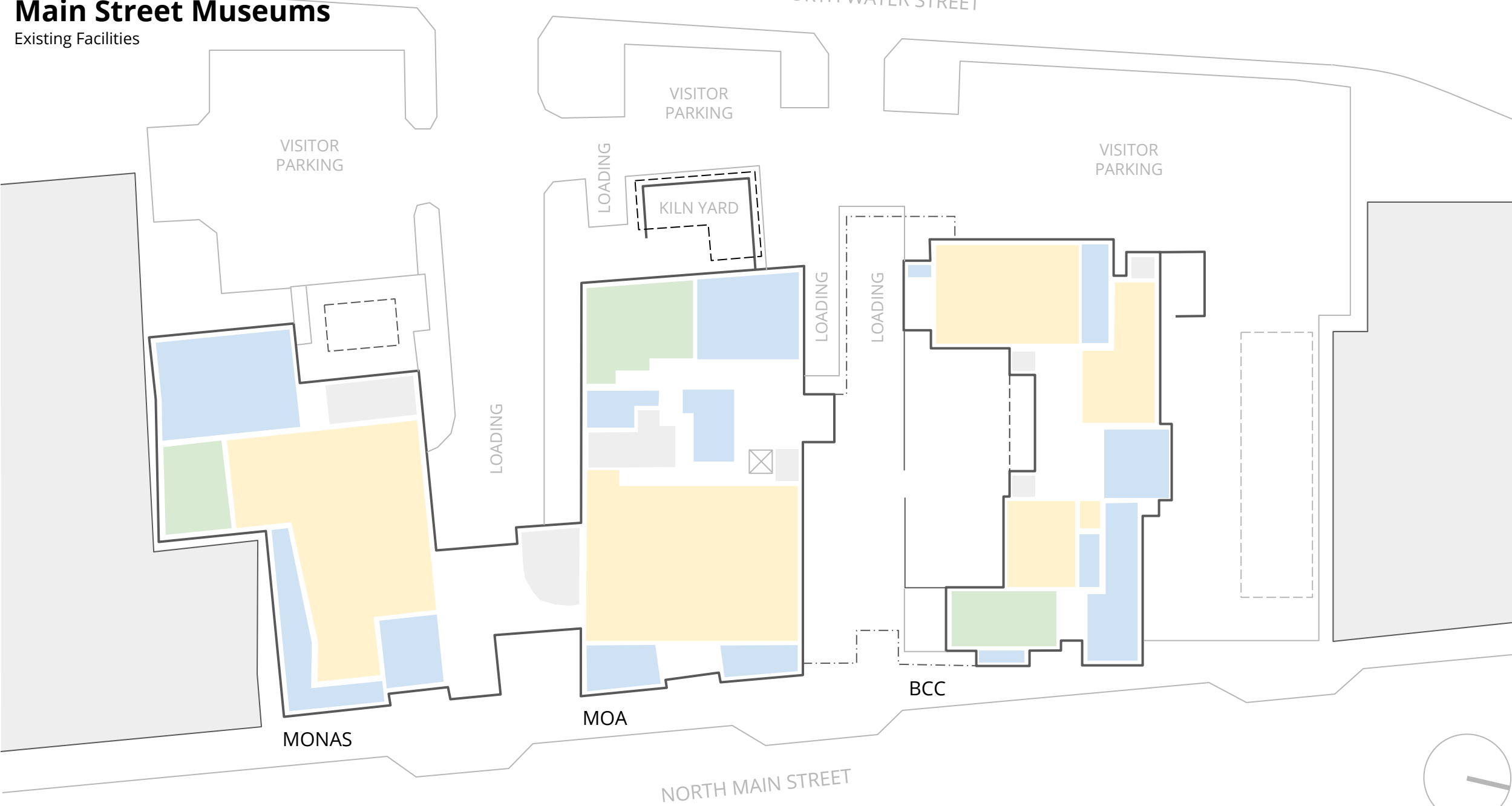
Existing Facilities



To visitors entering from the parking lot, MONAS, MOA and BCC present an expanse of service areas, including four loading areas, a kiln yard, and security gates. The Master Plan envisions a collections addition and unified entry.

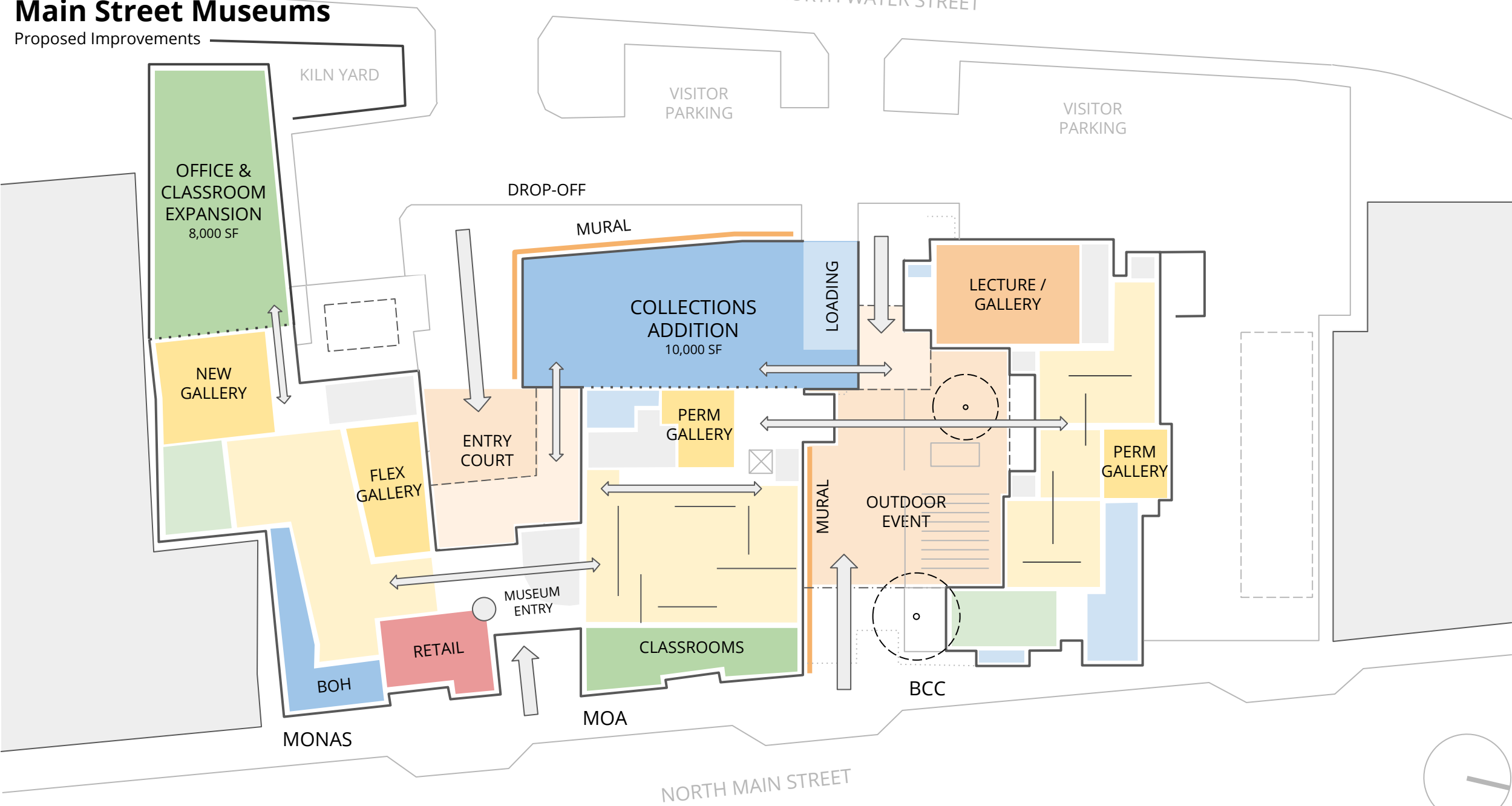
Main Street Museums

Existing Facilities



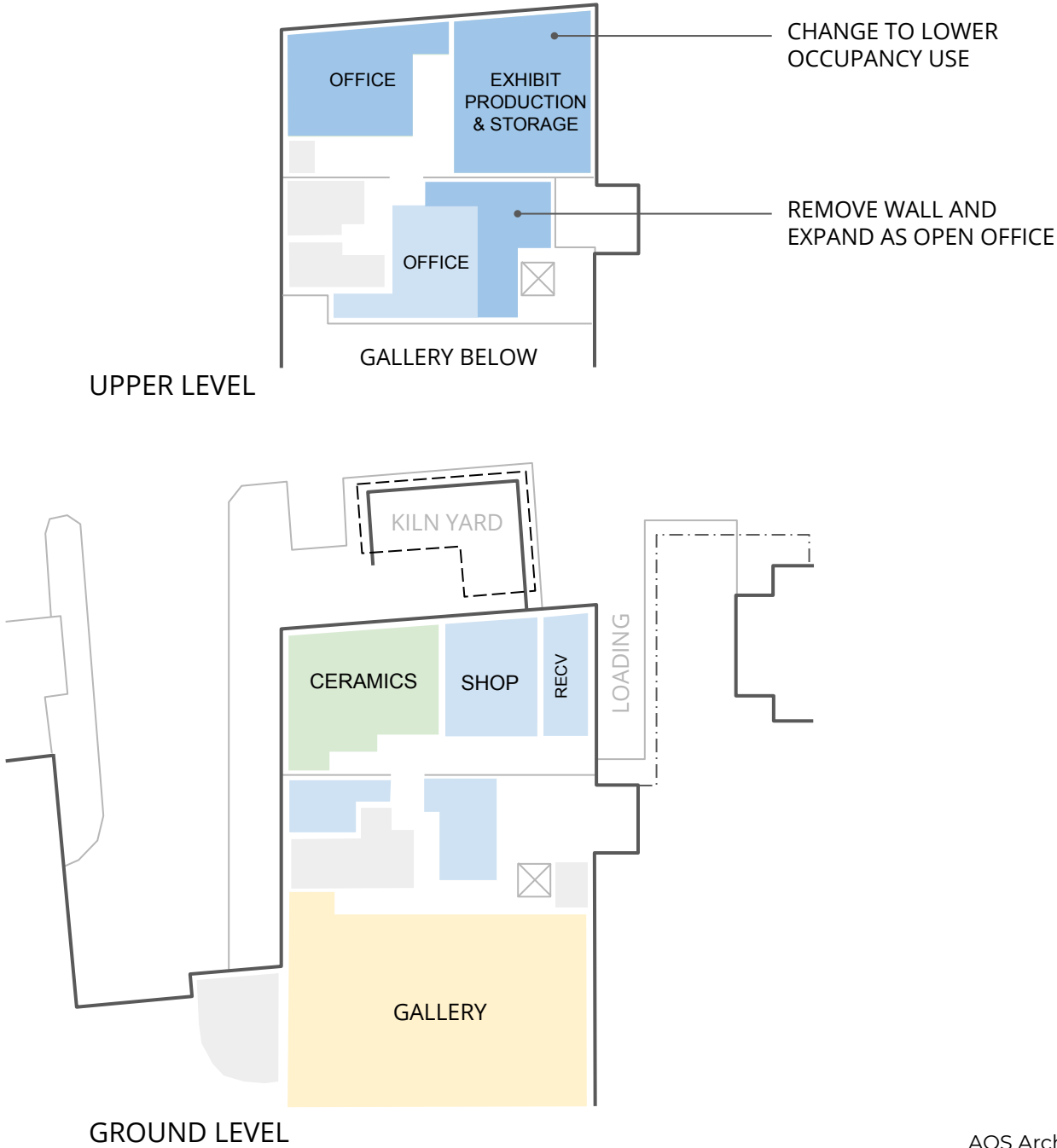
Main Street Museums

Proposed Improvements

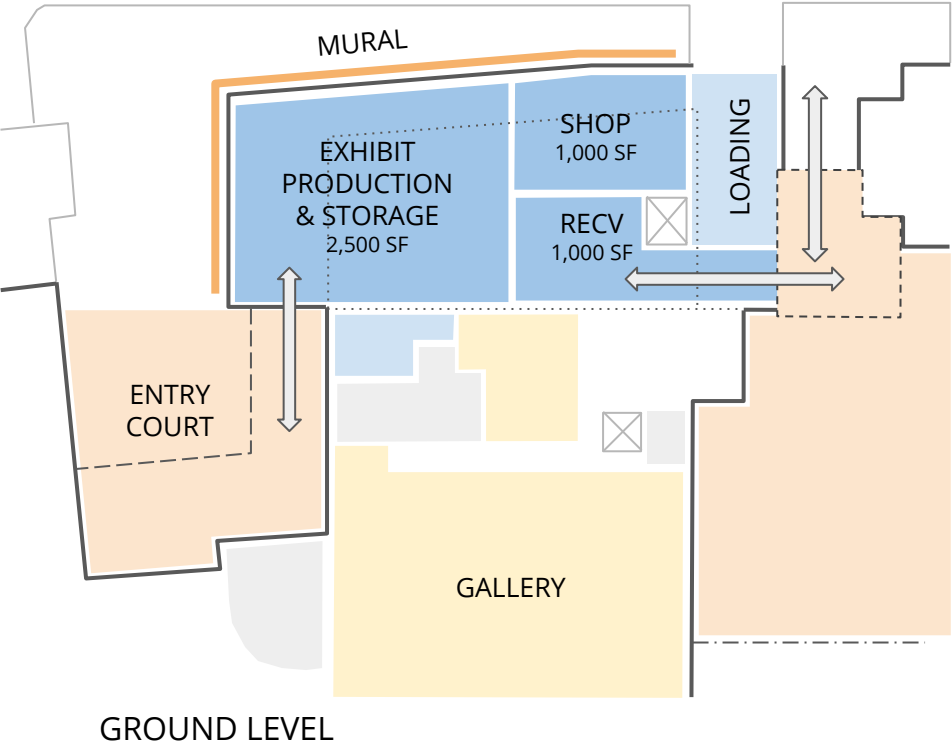
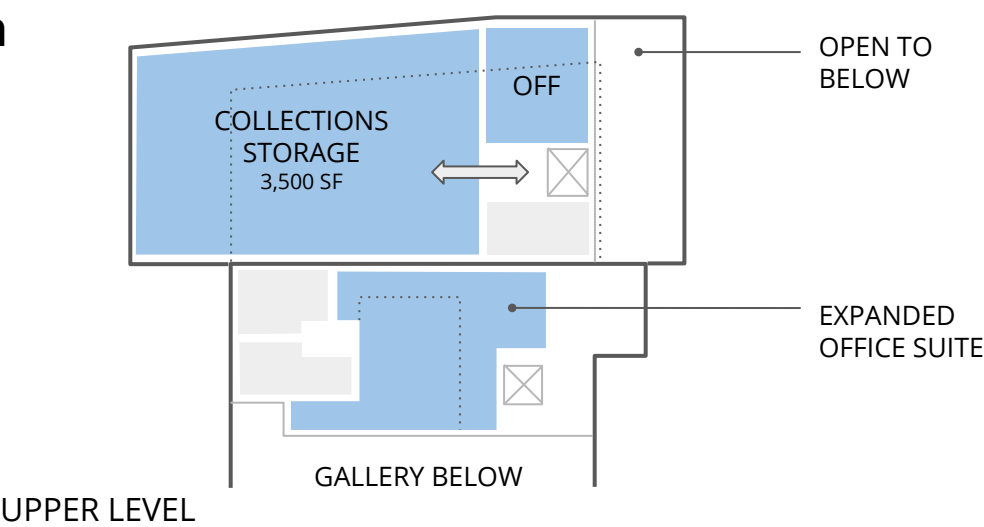


Existing Rear of MOA

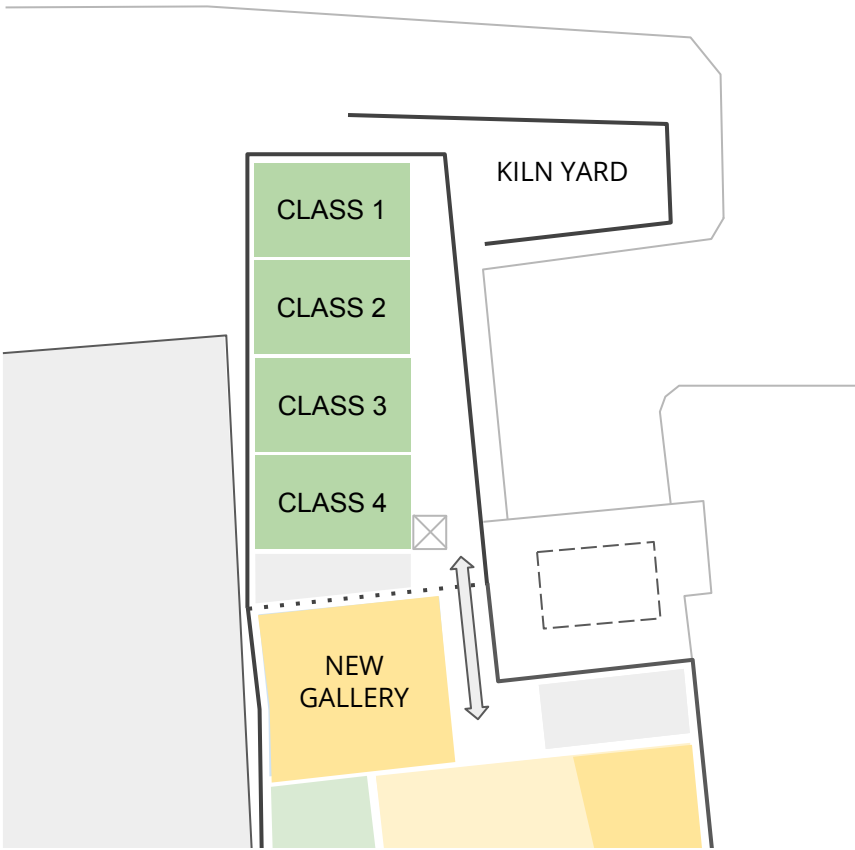
Proposed Near Term Changes



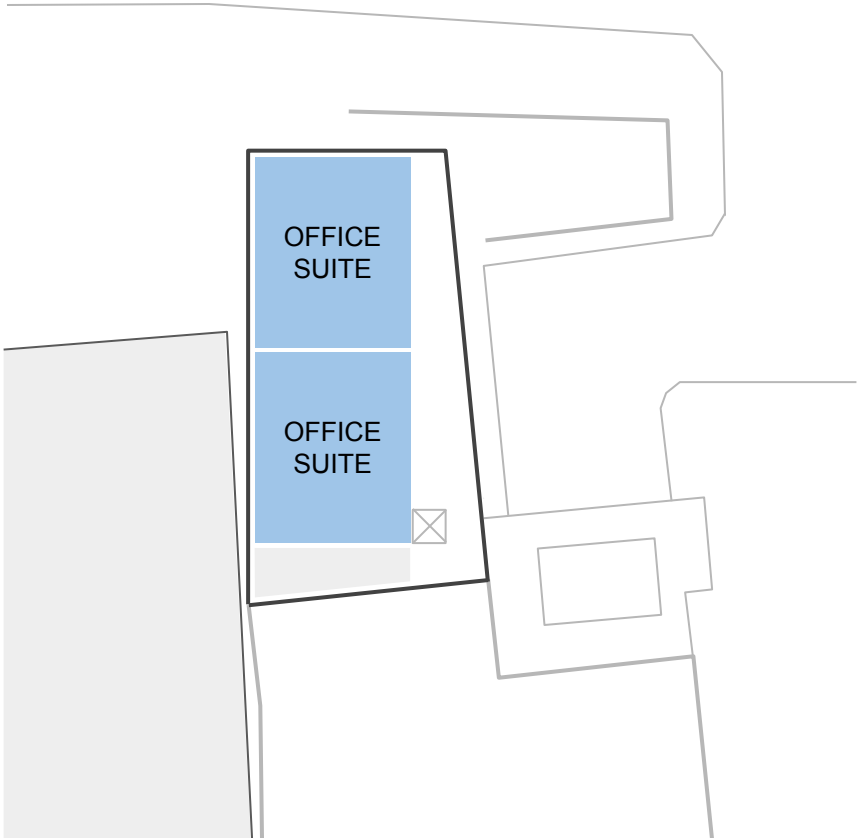
Proposed Collections Addition



Proposed Classroom & Office Addition



GROUND LEVEL - CLASSROOMS



UPPER LEVEL - OFFICES



Railroad Museum

1.9. Create a flexible gallery space

Repurpose the family waiting room as a small temporary gallery space, which is currently missing from RRM. Changing exhibits in this arrival space have the potential to shed new and changing light on permanent exhibits at RRM. *(Also see recommendations 1.1, 1.3.)*

1.10. Reconfigure and update classroom and offices

RRM’s classroom and office spaces are in need of updated furnishings, finishes and lighting. In doing this work, there is an opportunity to relocate the classroom to the office and storage area at the end of the building, making it physically and visually open to the adjacent viewing platform, and greatly expanding opportunities for interpretation and indoor/outdoor programming. Offices and storage can be relocated to the current classroom location while maintaining shared access to accessible restrooms. The feasibility of relocating the in-floor freight scale from the current classroom should be investigated further.

1.11. Outdoor interpretation and site improvements

Outdoor interpretation opportunities abound, and would allow the site to engage visitors even when the museum is closed. Our diagrams show an opportunity to create interpretation for the working BNSF railyard along the security fence. Portions of the existing fence could be replaced with more transparent security fencing. It is understood that the fencing belongs to the BNSF Railroad, which will require a challenging, but worthwhile, coordination effort.

The front door of the depot aligns with West Las Cruces Avenue and the Alameda District street grid. This presents a tremendous opportunity to interpret the railroad and the depot’s historic impact on the shape of the city. Venturi Scott Brown’s design for Freedom Plaza, which partially depicts L’Enfant’s plan for the city in Washington DC, is offered as inspiration for an interpretive plaza in front of the depot.

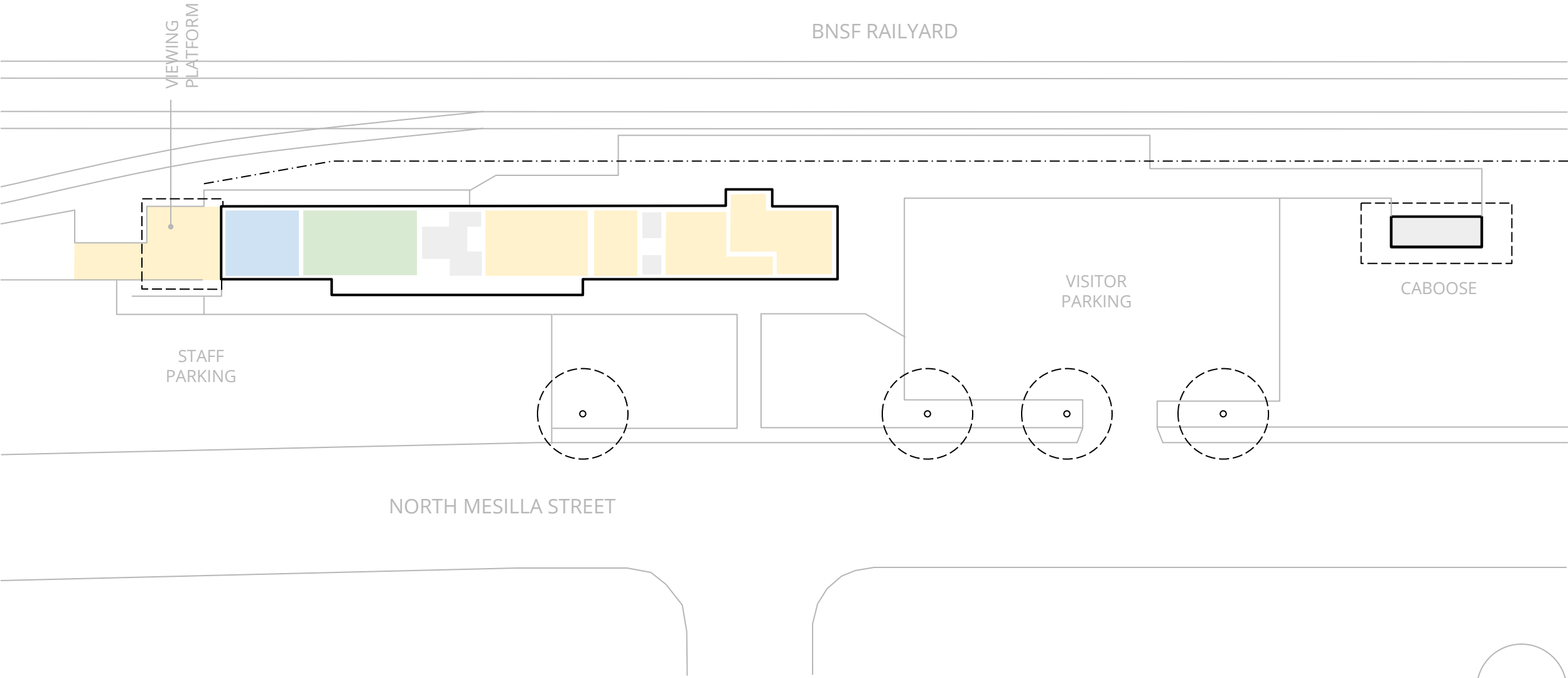
Electrical service should be moved underground to eliminate a number of power poles in front of the depot and other equipment. An accessible ramp and viewing platform should be added to the 1890 caboose before it opens to the public. This is accomplished elegantly at the National Museum of African American History and Culture in Washington DC. *(Also see recommendations 1.1, 1.4.)*

1.12. Future expansion

Although it is not clear that an expansion to exhibits or to back-of-house space at RRM is currently warranted, our diagram also identifies an area capable of supporting an eventual 2,000 sf to 4,000 sf addition, connected to the long ramped passage on the east side of the depot. An addition in this location would not significantly interfere with the historic appearance of the 1910 depot. *(Also see recommendation 1.4.)*

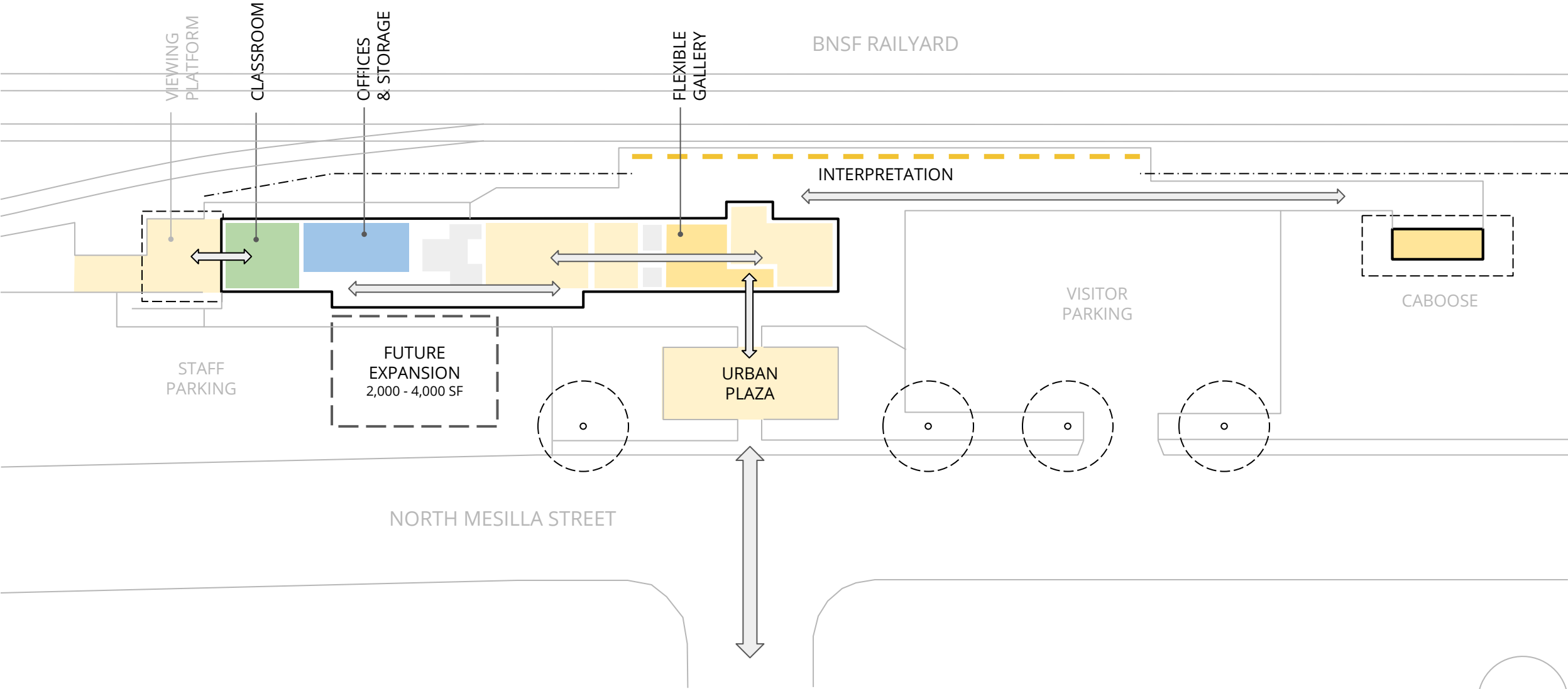
Railroad Museum (RRM)

Existing Facility



Railroad Museum (RRM)

Proposed Improvements



Railroad Museum (RRM)

Proposed Improvements



Venturi Scott Brown’s design for Freedom Plaza, which partially depicts L’Enfant’s plan for the city in Washington DC, is offered as inspiration for an interpretive plaza in front of the depot, which could describe how the railroad reshaped the City of Las Cruces.

Our diagrams show an opportunity to create interpretation for the working BNSF railyard along the security fence. Portions of the existing fence could be replaced with more transparent security fencing.

Municipal Court

1.1. Preliminary considerations

Our preliminary diagrams show that it is possible to repurpose the Las Cruces Municipal Courthouse, once a US Post Office, as a museum space. A more detailed investigation of the historic structure, systems, and likely remodeling costs is part of a separate assessment document for that facility.

At present, it is not clear that additional flexible gallery space is essential to operations. Previous recommendations regarding LCMS identity and focus, as well as restoration of BCC’s historic layout could provide LCMS with the flexibility to host much larger temporary exhibitions (up to 6,500 or 8,000 sf in size) within its existing footprint, albeit not all in one space or building. If that proves insufficient, it is possible that LCMS could eventually repurpose the Municipal Court building as a temporary exhibit hall.

Any museum expansions need to be coordinated with other recommendations elsewhere in this report, and carefully planned and funded by the City. *(Also see recommendations 1.4, 1.5, 2.3.)*

1.2. Location as primary asset

The biggest opportunity lies in the location and siting of the building along the east edge of the Plaza de Las Cruces. Creating a new wide, public front entry on the building’s west facade would establish a strong formal connection to the Plaza and the events held there, while also preserving the appearance of the historic two story portion of the building. The front steps of the main entrance are imposing and have accessibility and building code challenges that will be challenging to overcome. Additionally, some members of the community may not have positive associations with the courthouse. Moving the primary entrance to the west provides a remarkable opportunity to transform the image and identity of the facility, and complete the plaza.

1.3. Repurposing for museum use

Inside, three galleries totalling 7,400 square feet can be used individually or in tandem for exhibitions. Offices and meeting spaces are predominantly on the second floor, and a large basement can be used for additional back-of-house functions. This layout could work as dramatic new art museum, or a museum with permanent exhibits on a different subject area, however use of the facility for large temporary exhibits provides the closest alignment with the ambitions of the LCMS and community desires as expressed to the AOS Team through the community engagement thus far.

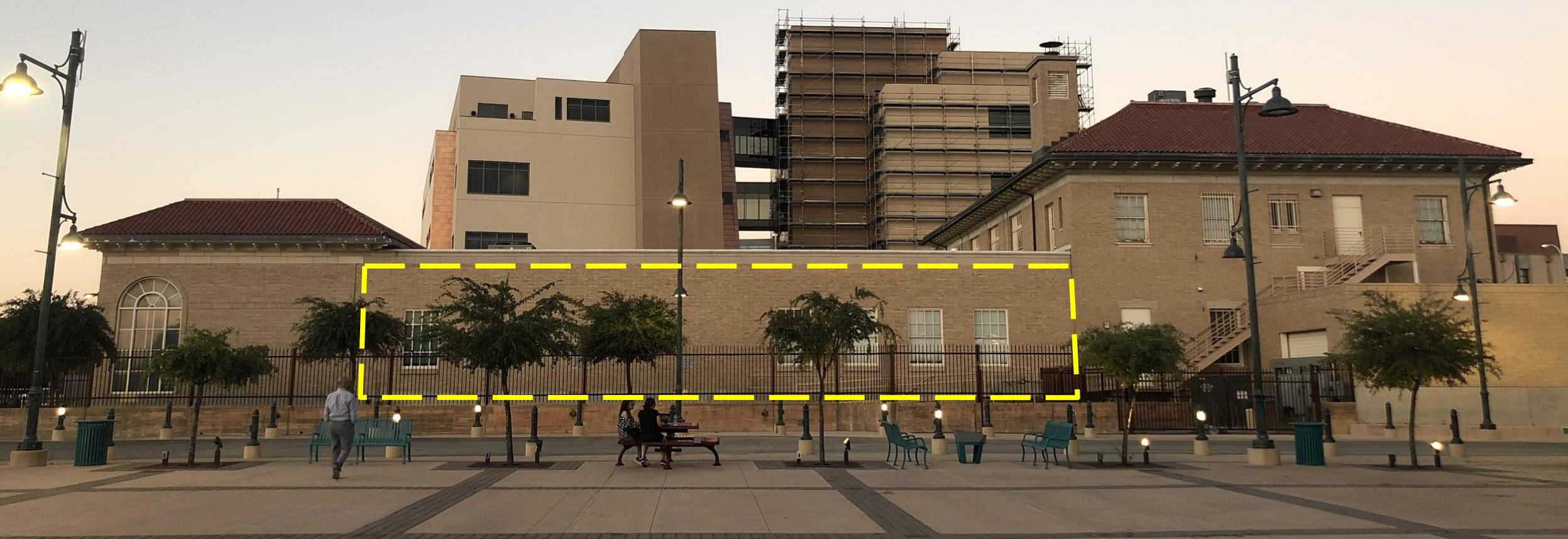
To the north an existing parking lot can be repurposed as a museum or sculpture garden. Alternatively, this space could be used for a 5,000 to 10,000 sf museum expansion, which would be necessary if achieving a 10,000 sf temporary exhibit space is the goal.

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Municipal Court

Existing Facility

Creating a new wide, public front entry on the Municipal Court’s west facade would establish a strong formal connection to the Plaza and the events held there, while also preserving the appearance of the historic two story portion of the building.



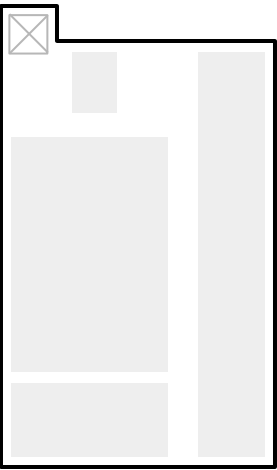
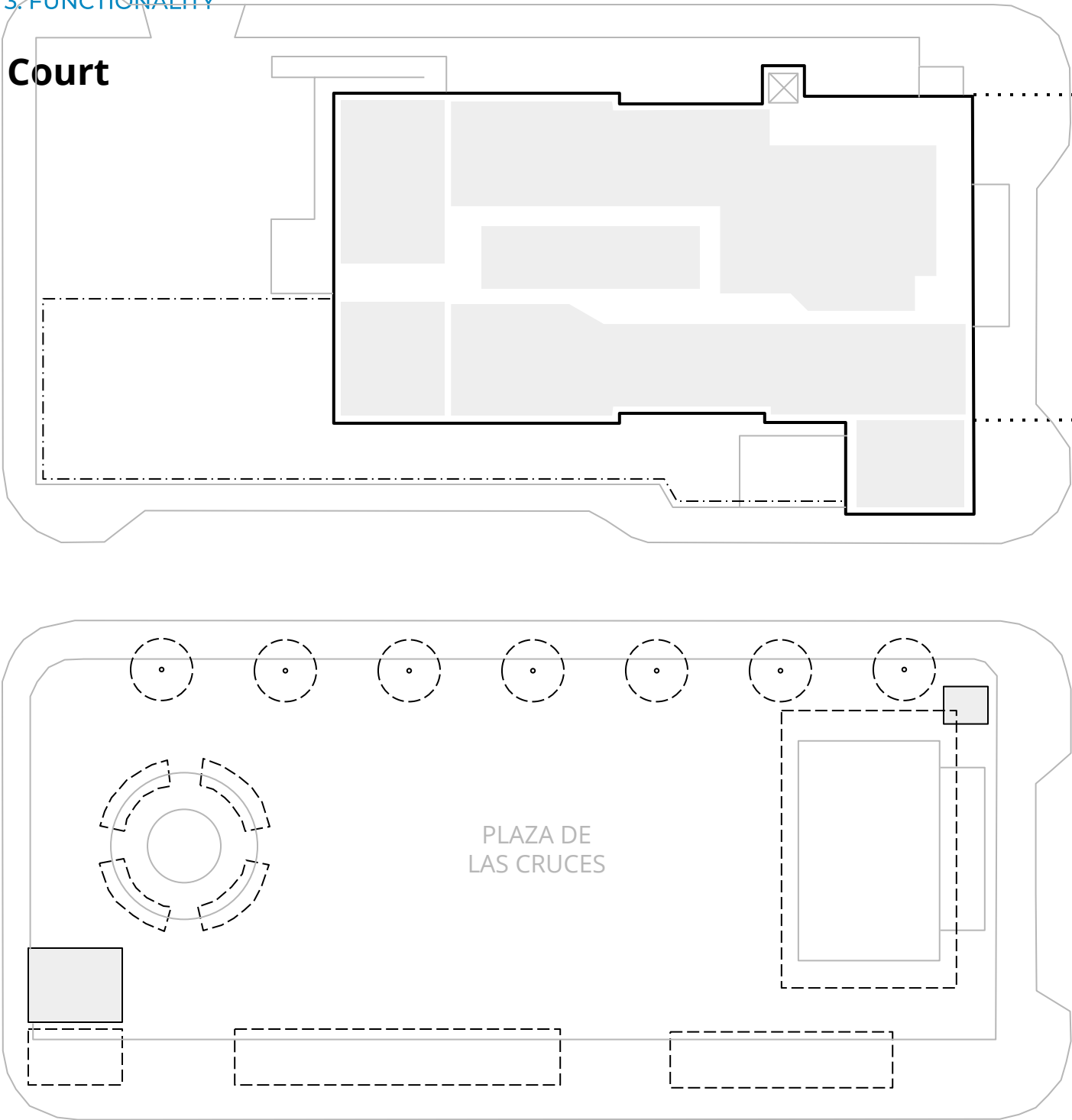
MASTER PLAN - 3. FUNCTIONALITY

Municipal Court

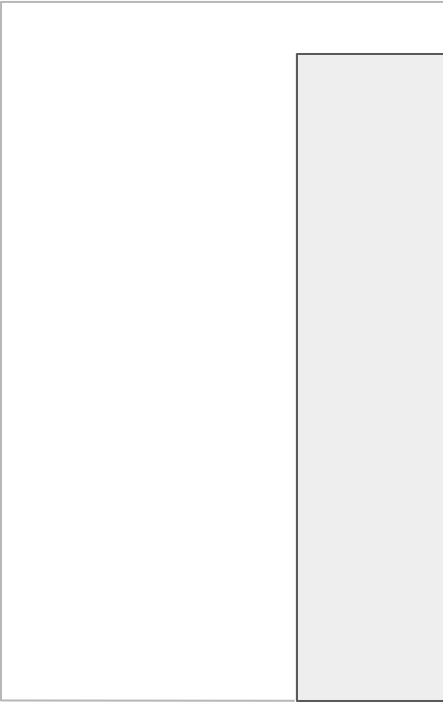
Existing Facility

EAST ORGAN AVENUE

EAST GRIGGS AVENUE



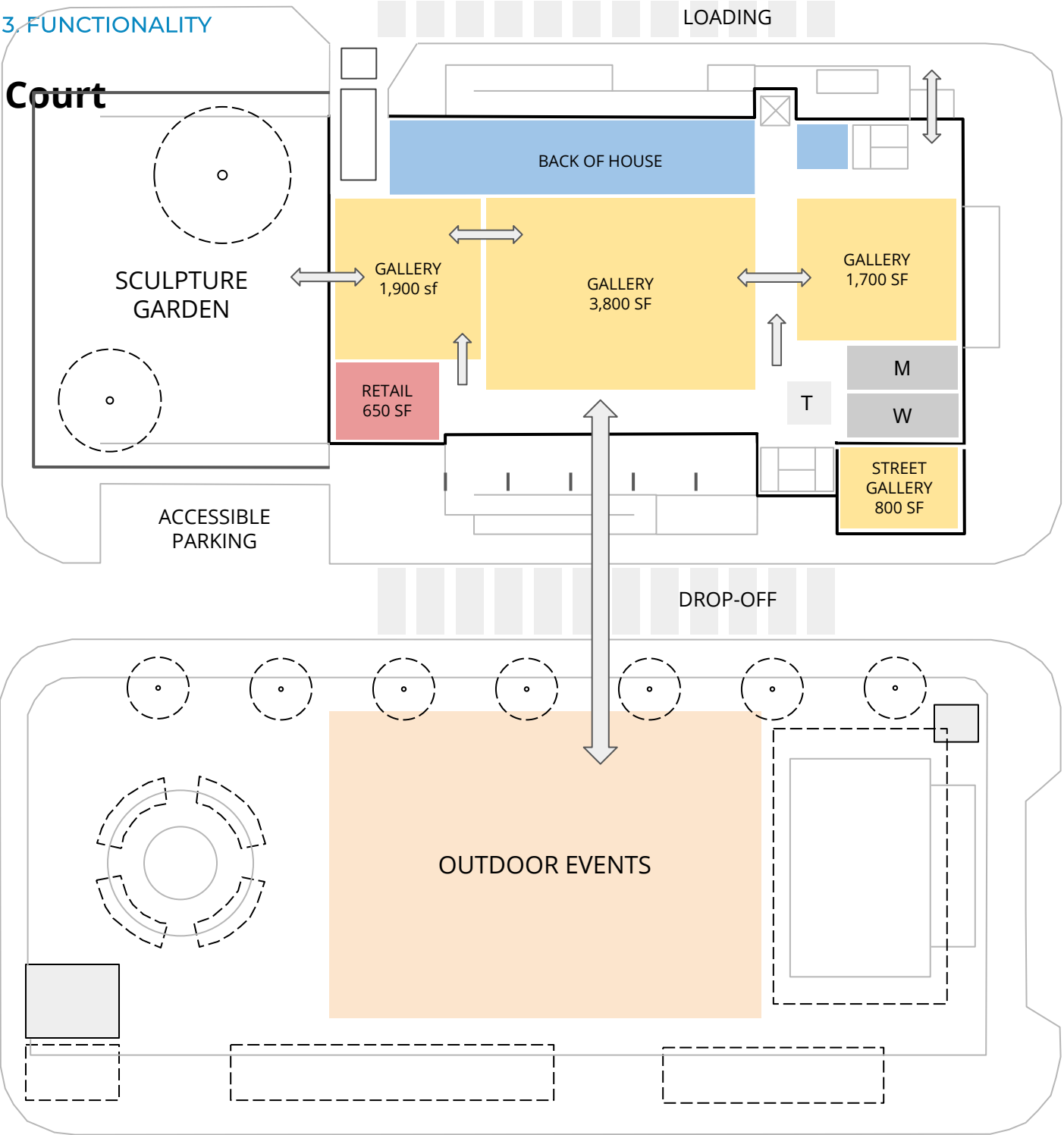
UPPER LEVEL



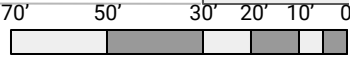
Municipal Court

Existing Facility

EAST ORGAN AVENUE

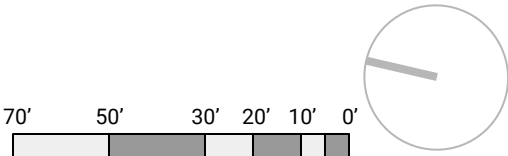


EAST GRIGGS AVENUE



Municipal Court

All Levels



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IMPLEMENTATION

IMPLEMENTATION

The table below organizes recommendations by priority and approximate time frame for implementation. Where improvements should be part of the same project, they are grouped together. The financial implication of each is expressed as a preliminary rough estimate of construction costs (excluding exhibit costs, furnishings, design and other fees) in 2020 dollars. Exhibit costs will range considerably, depending on format and technology. Furnishings, fees, and other costs (not including exhibits) should be budgeted at 30% of the construction costs. Escalation should be budgeted (and compounded) at 3% per year.

It is intended that these recommendations constitute a menu of options for achieving LCMS's stated goals. They are to be pursued in continued consultation with strategies laid out in the Short Range Plan, the additional planning steps outlined here and in that report, as well as adequate funding from the City of Las Cruces. In all cases, but especially in the instances of museum expansion, it is essential for a careful feasibility assessment to be completed and adequate ongoing funding assured.

Schedule

Priority	Within	Facility	Project	Estimate	Considerations
HIGH	1 year	All	Address urgent repairs and building code deficiencies	\$300K - \$400K	
HIGH	1 year	All	Pursue energy audit and low-cost energy efficiency measures	\$50K - \$100K	
HIGH	1 year	All	Rebrand and promote singular "Las Cruces Museum" identity	\$150K	And rename BCC
HIGH	3 year	All	Develop detailed LCMS Facilities Improvement Plan	\$200K	
HIGH	3 years	All	Develop detailed LCMS Collections Plan		
MEDIUM	3 years	All	Develop detailed LCMS Facilities Maintenance and Operations Plan		
MEDIUM	3 years	All	Develop LCMS Sustainability Plan		
HIGH	Any time	MONAS	Create temporary gallery in MONAS gallery	\$150K	
HIGH	Any time	MONAS	Open a retail space in Main Street lobby		
HIGH	3 years	MONAS	Establish Main Street lobby as "front door" and control point Create covered opening to facing parking area Create landscaped entry courtyard	\$2M	
HIGH	3 years	MONAS	New MONAS permanent exhibition Expand footprint of back-of-house associated with living collections		Due for replacement in 2023; begin planning now
LOW	5 years	MONAS	Expand retail space into vault	\$75K	
LOW	10 years	MONAS	New roof and new high-efficiency HVAC system with humidity control	\$1.25M	Possibly all-electric VRF with DOAS
LOW	10 years	MONAS	Build 8,000 sf expansion	\$2.7M	Classrooms and office use
LOW	Any time	MOA	Repurpose exhibit storage as small permanent gallery	\$150K	
MEDIUM	Any time	MOA	Muralize building exterior		
HIGH	1 year	MOA	Repurpose upstairs classrooms as exhibit production, storage	\$150K	
MEDIUM	1 year	MOA	Expand mezzanine offices by removing wall		Follows repurposing of upstairs classrooms as back-of-house
MEDIUM	1 year	MOA	Install new gallery walls for through route		
HIGH	3 years	MOA	New roof and new high-efficiency HVAC system with humidity control Remodel Main Street storefront spaces as hi-vis classrooms	\$1M	Possibly all-electric VRF with DOAS
HIGH	5 years	MOA	Demo MOA rear addition and build 10,000 sf collections facility Includes new receiving, shop, exhibit production and storage Landscape and parking improvements, passenger drop-off	\$4M	And close OSS
HIGH	3 years	BCC	Create shaded outdoor event courtyard Remove BCC low wall, rework gates, landscape and shade improvements	\$1.5M	Can be coordinated with muralizing MOA exterior
HIGH	3 years	BCC	Exterior restoration, uncover and restore blocked windows New roof and new high-efficiency HVAC system with humidity control Remove mezzanine and restore historic interior layout, and ceilings Upgrade AV, lighting, and finishes in Shannon Room and classroom Additional toilet rooms	\$3M	Possibly all-electric VRF with DOAS
HIGH	Any time	RRM	Create temporary gallery	No cost	
MEDIUM	Any time	RRM	Install outdoor interpretation for working railyard	\$200K	Replace portion of fence
LOW	Any time	RRM	Create outdoor plaza in front of depot		
MEDIUM	Any time	RRM	Relocate and remodel classrooms and offices	\$200K	
MEDIUM	3 years	RRM	Open caboose to public	\$400K	Add accessible ramp and platform
MEDIUM	3 years	RRM	New freight depot roof and new high-efficiency HVAC system with humidity control		Possibly all-electric VRF with DOAS; condition all spaces
LOW	10 years	RRM	Build 2,000 - 4,000 sf addition	\$600K - \$1.2M	Gallery or back-of-house use TBD
LOW	10 years	Courthouse	Remodel as exhibition hall	\$10M	Use as art space, or other museum type TBD

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CONCLUSION

CONCLUSION

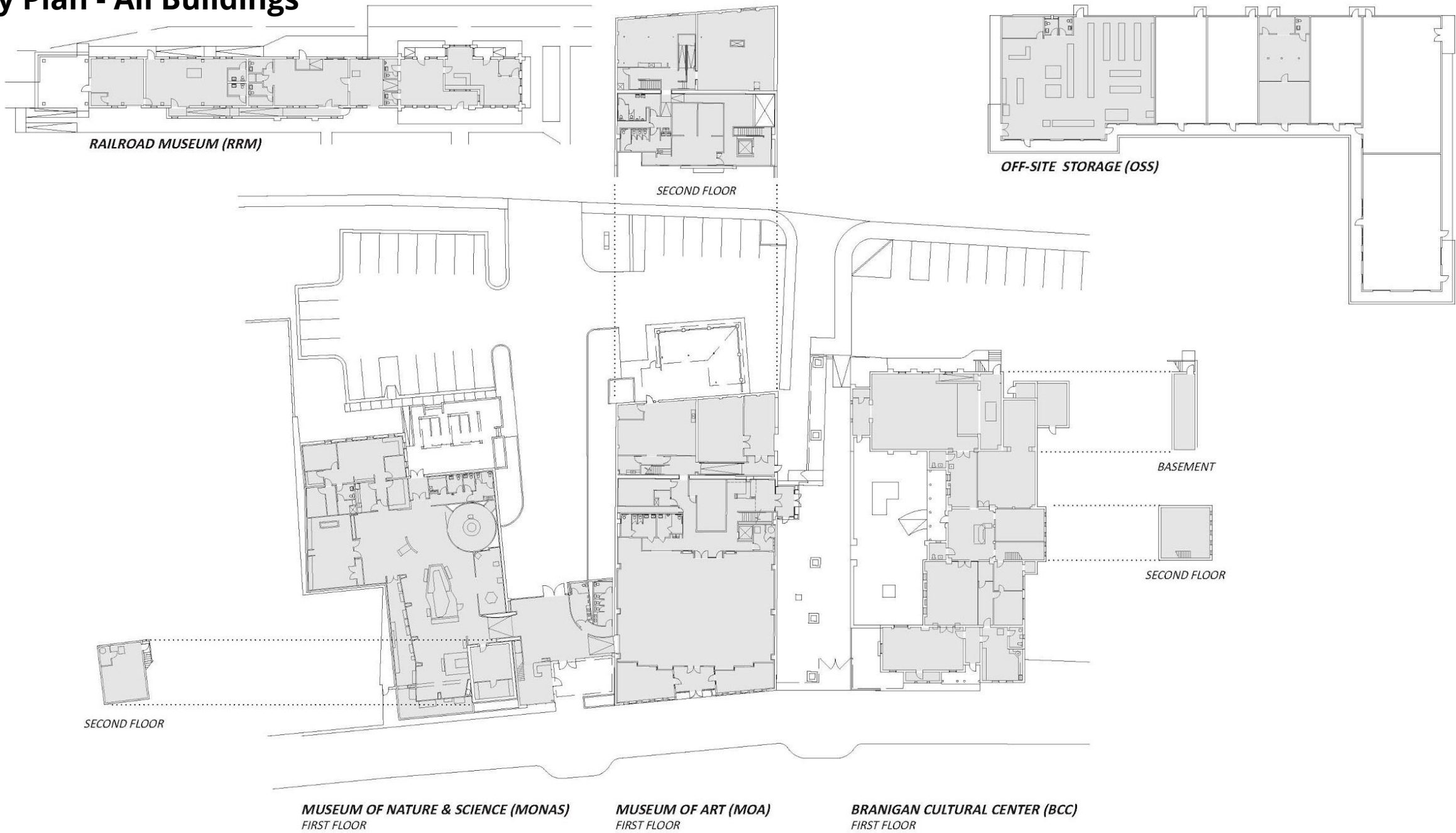
This Master Plan provides a strategic overview of opportunities for balancing institutional and facilities goals. The menu of possibilities offers the LCMS the ability to make short term improvements at minimal cost to further the mission of the museums, while the continued short-range planning activities refine the organizational goals and priorities related to identity, stewardship, and functionality. The timeline provided above as well as the planning timeline in the corollary Short-Range Plan demonstrate how the LCMS can coordinate this institutional and physical refinement, leading to larger spatial reorganization within the existing facilities, and eventually the possibility of physical expansion, both on campus and perhaps into the Municipal Court. The LCMS should continue to engage the communities of Las Cruces and the borderlands region to explore the types of programs, exhibits, and other offerings that will cement the Museum as a cornerstone of the community. This Master Plan demonstrates possibilities to remake the Museum in the image of the community, enhance the stewardship of community cultural resources, and grow the institution and facilities into a dynamic and exuberant place for learning, connection, and exploration of the region’s past, present, and future.

APPENDICES

APPENDICES

- A. Existing Floor Plans
- B. Facilities Assessment Summary

Key Plan - All Buildings



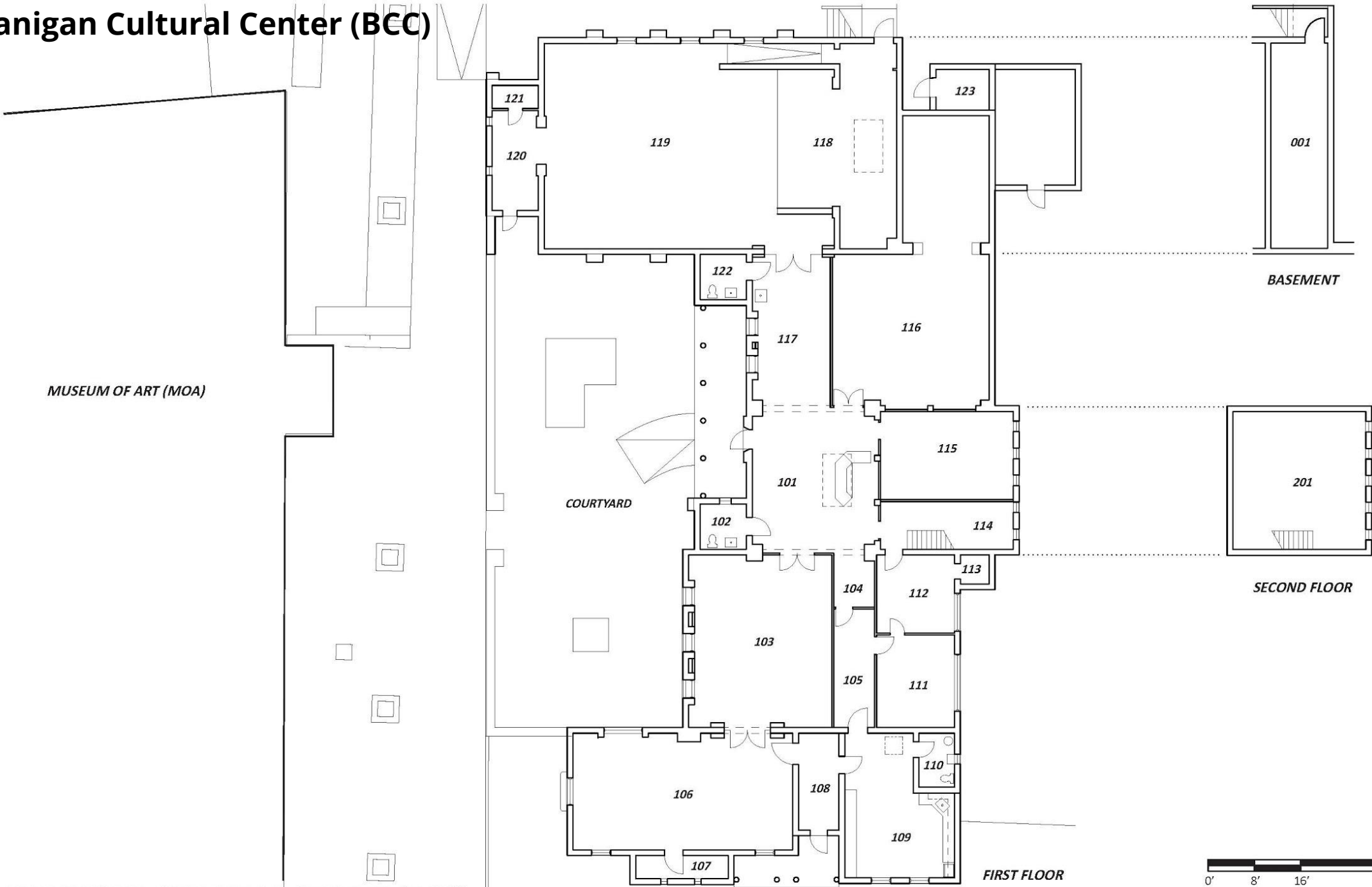
Museum of Nature & Science (MONAS)



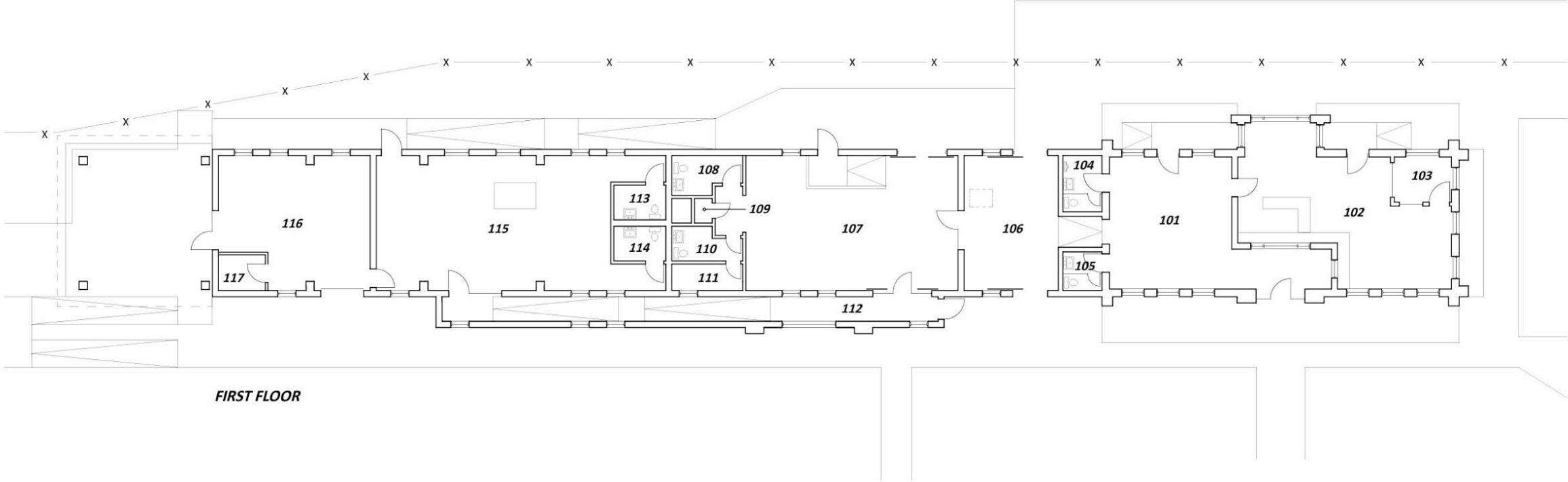
Museum of Art (MOA)



Branigan Cultural Center (BCC)



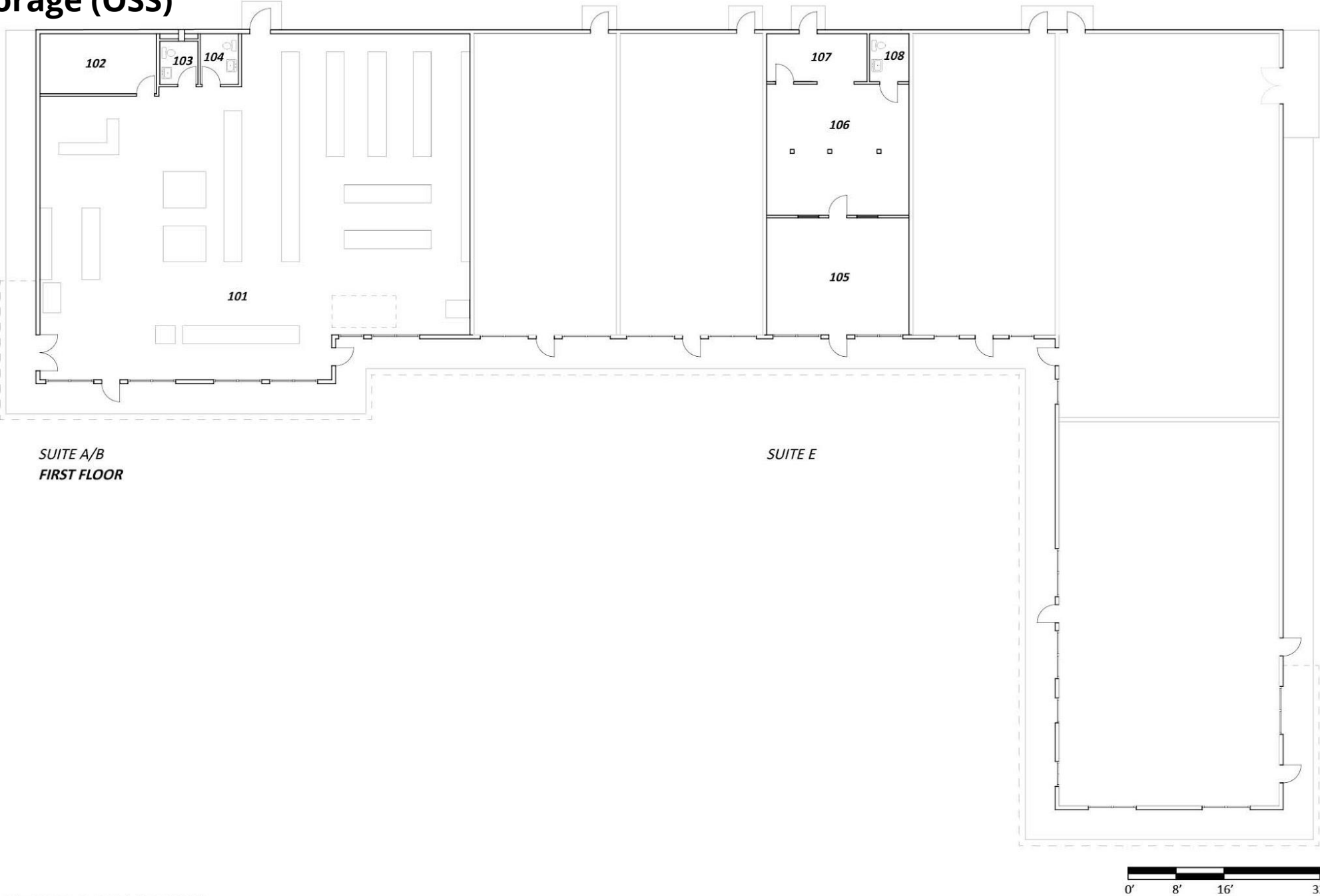
Railroad Museum (RRM)



FIRST FLOOR

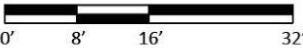


Off-Site Storage (OSS)



SUITE A/B
FIRST FLOOR

SUITE E



Assessment Summary

	MONAS	MOA	BCC	RRM	OSS
Physical Condition					
Exterior - Roof	GOOD	FAIR	POOR	FAIR	FAIR
Exterior - Walls	GOOD	GOOD	FAIR	GOOD	GOOD
Exterior - Doors & Windows	FAIR	FAIR	FAIR	POOR	POOR
Exterior - Sitework	FAIR	FAIR	FAIR	POOR	GOOD
Interior - Floors	FAIR	FAIR	FAIR	GOOD	FAIR
Interior - Walls	GOOD	FAIR	POOR	GOOD	FAIR
Interior - Ceilings	GOOD	GOOD	POOR	GOOD	FAIR
Building Systems					
Mechanical	FAIR	POOR	POOR	FAIR	FAIR
Electrical - Power	GOOD	FAIR	POOR	GOOD	FAIR
Electrical - Lighting	GOOD	FAIR	FAIR	FAIR	POOR
Plumbing	GOOD	GOOD	FAIR	FAIR	GOOD
Security	FAIR	FAIR	FAIR	FAIR	POOR
Functionality					
Flexibility	POOR	GOOD	GOOD	FAIR	FAIR
Public Entry	POOR	POOR	GOOD	GOOD	N/A
Public Restrooms	GOOD	FAIR	POOR	GOOD	N/A
Galleries - Permanent	GOOD	N/A	N/A	GOOD	N/A
Galleries - Temporary	N/A	FAIR	FAIR	N/A	N/A
Event Space	N/A	N/A	FAIR	FAIR	N/A
Education Space	GOOD	FAIR	FAIR	FAIR	N/A
Staff Office/Meeting	GOOD	FAIR	POOR	FAIR	POOR
General Storage	POOR	POOR	POOR	POOR	POOR
Exhibit Support	N/A	POOR	N/A	N/A	N/A
Collections Storage/Care	FAIR	N/A	N/A	N/A	POOR
Collections Environment					
Temperature Control	FAIR	FAIR	FAIR	FAIR	FAIR
Humidity Control	POOR	POOR	POOR	POOR	POOR
Fire Detection	GOOD	FAIR	FAIR	FAIR	POOR
Fire Suppression	GOOD	POOR	POOR	POOR	POOR
Light Control	GOOD	GOOD	FAIR	FAIR	POOR
Pest Control	FAIR	FAIR	FAIR	FAIR	POOR
Loading/Receiving	FAIR	POOR	POOR	POOR	POOR
Life Safety					
Occupancy	FAIR	FAIR	FAIR	FAIR	FAIR
Egress Paths	POOR	POOR	FAIR	FAIR	GOOD
Exit Signs	GOOD	FAIR	FAIR	FAIR	GOOD
Exit Doors	GOOD	GOOD	FAIR	FAIR	POOR
Dead End Corridors	GOOD	GOOD	GOOD	GOOD	N/A
Fire Safety	GOOD	FAIR	FAIR	FAIR	POOR
Accessibility					
Accessible Path	GOOD	GOOD	GOOD	FAIR	POOR
Public Entrance	FAIR	GOOD	FAIR	FAIR	FAIR
Restrooms	GOOD	GOOD	GOOD	FAIR	GOOD
Corridors	GOOD	FAIR	GOOD	GOOD	N/A
Door Hardware	GOOD	GOOD	POOR	POOR	POOR
Staff Areas	GOOD	FAIR	POOR	POOR	POOR
Exhibits	FAIR	FAIR	FAIR	FAIR	N/A



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐ N/A		
1st Reading:	Adopted: May 5, 2025		
Drafter:	Celina Morales	Department:	Economic Development
Program:	Business Development	Line of Business:	Business Development
Title:	A RESOLUTION AMENDING RESOLUTION NO. 23-087 FOR THE SMALL BUSINESS STOREFRONT REPAIR PROGRAM.		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
To amend Resolution No. 23-087 pertaining to the Small Business Storefront Repair Program.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
The City of Las Cruces, through the Economic Development Department, adopted Resolution No. 23-087 on January 17, 2023, to leverage up to \$400,000 in federal ARPA funding to support the economic recovery of small businesses affected by property damage related to the economic disruption caused by the COVID-19 pandemic.

Recognizing the ongoing challenges faced by small businesses and the increasing costs of repairs, the City seeks to strengthen the program’s impact by increasing the maximum grant amount from \$2,500 to \$5,000. Additionally, the City proposes removing the restriction on the number of times a business may apply, allowing businesses to submit multiple applications for separate incidents of damage, provided all required documentation is submitted.

The City of Las Cruces accepts applications for this program on a continuous basis until all available funding has been allocated. Since its adoption, the program has provided essential financial support to small businesses impacted by unforeseen property damages, ensuring they can recover and continue operations without bearing the full financial burden of repairs.

SUPPORT INFORMATION:
[Exhibit "A"-REVISED 2023 Las Cruces Small Business Store Front Repair Program](#)

PLAN(S):
Department Strategic Business Plan

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes

Agenda Item #7.1.

☒ No

Does this action amend the Capital Improvement Plan (CIP)?

☐ Yes

☒ No

Does this action align with Elevate Las Cruces?

☒ Yes

☐ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution, implementing the proposed changes to the Small Business Storefront Repair Program.
2. Vote "No"; this will reject the Resolution, and no changes will be made to the Small Business Storefront Repair Program.
3. Vote to "Amend"; this will modify the Resolution, requiring further direction from the Council to staff on the specific changes.
4. Vote to "Table"; this will postpone consideration of the Resolution, requiring further direction from the Council to staff on when and how to proceed.

RESOLUTION 25-129

A RESOLUTION AMENDING RESOLUTION NO. 23-087 FOR THE SMALL BUSINESS STOREFRONT REPAIR PROGRAM.

The City Council is informed that:

WHEREAS, the City of Las Cruces, through the Economic Development Department, adopted Resolution No. 23-087 on January 17, 2023, to leverage up to \$400,000 in federal ARPA funding to support the economic recovery of small businesses affected by property damage related to the economic disruption caused by the COVID-19 pandemic; and

WHEREAS, the Small Business Storefront Repair Program was established to provide small businesses with up to \$2,500 in grant funding to assist with repairing storefront property damages occurring on or after January 1, 2021; and

WHEREAS, eligible property damages covered under this program include broken windows, broken doors, broken locks, and etching on windows, while excluding losses such as stolen goods and graffiti damages; and

WHEREAS, the City of Las Cruces continues to accept applications on a rolling basis until all available funds have been expended; and

WHEREAS, in an effort to further assist small businesses with ongoing and unforeseen property damage expenses, the City of Las Cruces seeks to amend Resolution No. 23-087 to increase the maximum grant amount from \$2,500 to \$5,000 per award; and

WHEREAS, the City also seeks to remove limitations on the number of times a business may apply, provided that all required documentation is submitted with each application.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the maximum grant award under the Small Business Storefront Repair Program is increased from \$2,500 to \$5,000 per occurrence of eligible damage.

(II)

THAT businesses may submit multiple applications for separate incidents of damage, provided that all required documentation is submitted with each request.

(III)

THAT all other provisions of Resolution No. 23-087 remain in effect unless otherwise amended by subsequent resolutions.

(IV)

THAT city staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

Agenda Item #7.1.

DONE AND APPROVED this day of

Agenda Item #7.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

A City of Las Cruces Small Business Store Front Repair Program

The City of Las Cruces, through the Economic Development Department, is leveraging up to \$400,000 in federal ARPA funding to support the economic recovery of small businesses who experienced property damage. Through the Small Business Storefront Repair Program, small businesses can apply for up to ~~\$2,500~~ \$5,000 grants to help repair storefront property damage that occurred on or after January 1, 2021.

Storefront Repair funds will help cover costs to repair current property damage or reimburse business owners for costs paid out of pocket for past damages. Eligible property damages include broken windows, broken doors, broken locks and etching on windows. This grant will not cover loss of stolen goods or graffiti.

Applications will open on February 1, 2023.

The City of Las Cruces will accept applications from small businesses on a continued basis until all funding has been spent. ~~If all funds are not expended by February 1, 2024, the City will consider a second round of funding which would be open to previous grant recipients.~~ Businesses are permitted to submit multiple applications for separate incidents of damage, provided all required documentation is submitted for each and funding remains available.

Applicants are encouraged to review the eligibility, required documentation, selection process and additional information below before applying.

Minimum Funding Eligibility Requirements

To be eligible for a Storefront Repair Fund grant, your business must:

- Have experienced direct economic disruption because of COVID-19.
- Provide proof of repairs to broken doors, windows, and/or locks. For damage caused between January 1, 2021, and February 1, 2023, please provide proof of payment for repairs. For damage caused after February 1, 2023, provide a quote for repairs, and photos of the damage, and photos demonstrating repairs have been completed.
- Have a current City of Las Cruces Business License and be in good standing with the City and State of New Mexico.
- Provide proof of current non-profit status license and be in good standing with the City and State of New Mexico (if applicable).
- Be in compliance with all federal, state and city laws and regulations.
- If applicable, schedule and pass inspections related to repairs.
- Be located in Las Cruces city limits.
- Have no more than 40 full-time equivalent (FTE) employees or fewer as of March 15, 2020.

Agenda Item #7.1.

- Make more than \$1,000 and NOT exceed \$2,000,000 (from all locations) in annual net revenue as reported in 2020, 2021, and 2022.
- Have been in business since at least May 11, 2023.
- Be an independently owned, non-corporate franchise, or non-corporate chain business.
- Have experienced physical damage to storefront on or after January 1, 2021.
- Be a for profit business or nonprofit 501(c)(3), 501(c)(6) or 501(c)(19).
- Be currently open to the public and active for business. Exhibit A
- Only one application may be submitted per business, business owner, EIN, SSN, UBI number, Business License number, home and/or business address.
- Operate from a physical location and/or mobile truck that serves the general public.
- All ARPA funding is subject to municipal, state and federal audit requirements.

Businesses that are not eligible:

- Short- or long-term rental or investment property (Personal real estate, independent realtors and short-term rentals that include Airbnb, Vrbo, etc.). Taxis, rideshares, or food delivery services (e.g., Uber, Lyft, Yellow Cab, Door Dash, Uber Eats, etc.).
- "Adult entertainment" businesses as defined in City of Las Cruces Municipal Code.
- "Home-based" businesses as defined in City of Las Cruces Municipal Code.
- Business located outside the Las Cruces city limits.



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐ N/A		
1st Reading:		Adopted:	May 5, 2025
Drafter:	Natalie Green	Department:	City Manager's Office
Program:	Housing and Neighborhood Services	Line of Business:	Housing and Neighborhood Services
Title:	A RESOLUTION APPROVING THE 2025 ACTION PLAN AS PART OF THE 2021-2025 CONSOLIDATED PLAN FOR THE CITY OF LAS CRUCES. THE RESOLUTION AUTHORIZES CITY STAFF TO SUBMIT THE 2025 ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND INCORPORATE NECESSARY AGREEMENTS WITH OUTSIDE PARTNERING AGENCIES.		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
Approve 2025 Action Plan

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
This Resolution approves the 2025 Action Plan, as part of the 2021-2025 Consolidated Plan for the City of Las Cruces (City). The 2025 Action Plan, as mandated by the U.S. Department of Housing and Urban Development (HUD) addresses the City's housing and community development needs. Action Plans are required to be completed annually by each entitlement community in order to utilize the funds for both the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs.

The City adopted the 2021-2025 Consolidated Plan on May 3, 2021, which contains the following five identified strategic plan goals:

- 1. Low-to-moderate-income residents will have access to safe, decent, and affordable housing.
- 2. Improve access to current programs for health and safety, information, transportation, and recreation services.
- 3. Enhance the overall economic well-being of all residents through education and training, employment opportunities, and business development.
- 4. Enhance the quality and use of the physical infrastructure in Las Cruces.
- 5. Prevent and reduce homelessness.

The 2025 Action Plan is the funding mechanism for the allocation of CDBG and HOME funds from HUD and must be consistent with the strategic plan policies established within the Consolidated Plan. The 2025 Action Plan Program Year (PY25) is from July 1, 2025, through June 30, 2026, and coincides with the City's Fiscal Year 2026 (FY26). The 2025 Action Plan has estimated funding amounts, by program, as follows:

HUD Entitlement	Program Income	Program Total
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CDBG	\$1,056,272.00	\$25,000.00	\$1,081,272.00
HOME	\$490,236.00	\$55,000.00	\$545,236.00
FUNDING TOTAL	\$1,626,509.00		

The 2025 CDBG Public Service activities proposed were developed following the City's adopted CDBG Public Services Guide. The activities listed are those recommended for funding by the City's Health and Human Services Advisory Committee (HHSAC). The recommended CDBG Public Service funds are awarded based thru a competitive application cycle in accordance with the Public Services Guide.

The HHSAC recommends the following CDBG Public Services agencies for funding as part of the 2025 Action Plan:

AGENCY RECOMMENDED	FUNDING AMOUNT
Mesilla Valley Community of Hope (MVCH)	\$35,000.00
La Casa	\$35,000.00
Casa de Peregrinos	\$35,000.00
Mesilla Valley CASA	\$35,000.00

The 2025 Action Plan was developed using criteria that provides a balance between applications received by the City and the respective project's ability to meet the priorities of the Consolidated Plan and public input provided.

The 2025 Action Plan was advertised and subject to a 30-day public comment period and three (3) public input hearings were held in accordance with the City's adopted Citizen Participation Plan.

The Resolution authorizes the 2025 Action Plan, once approved, to be submitted to HUD no later than May 15, 2025 or less than 60 days from FY2025 allocation announcements. The Resolution further authorizes staff to develop and execute standard agreements without future City Council approval in accordance with the Procurement Code and Resolution 21-147.

SUPPORT INFORMATION:

[EXHIBIT "A" PY2025 ACTION PLAN](#)

PLAN(S):

City Council Strategic Plan, Department Strategic Business Plan, 2021-2025 Consolidated Plan, Elevate Las Cruces

COMMITTEE/BOARD REVIEW:

Health & Human Services

DOES THIS AMEND THE BUDGET?:

☐ Yes

☒ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: \$0

AVAILABLE AMOUNT: \$0

EXPENDITURE AMOUNT:
\$1,626,508.00

Funding Source(s):

FUND 2000 (CDBG); Various account numbers;\$1,081,272.00

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FUND 2000 (HOME); Various account numbers;\$545,236.00

Overall Budget Impact:

The \$1,626,508.00 represents the estimated combined total budget for both the CDBG and HOME Programs within the next FY budget (i.e., this is HUD funds expected to be received on July 1, 2025, and projected program income amounts to be received for each program). The proposed use of CDBG funds are for, public services, Home Rehabilitation Program, administration and projects, public and private facilities improvements, infrastructure projects, and land acquisition. The proposed use of HOME funds is for administration, CHDO operating, and single-family development.

Does this action amend the Capital Improvement Plan (CIP)?

- ☐ Yes
- ☒ No

Does this action align with Elevate Las Cruces?

- ☒ Yes
- ☐ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution. Such action would adopt the 2025 Action Plan for the City, as required for all CDBG and HOME entitlement communities by HUD. This includes authorizing the Assistant City Manager to sign the necessary submittal forms and agreements.
2. Vote "No"; this will not approve the Resolution. Such action would not adopt the 2025 Action Plan for the City, as required for all CDBG and HOME entitlement communities by HUD.
3. Vote to "Amend"; this modification would be at the Council's discretion and would need to provide direction to staff.
4. Vote to "Table"; this action is not recommended as an option. Due to submission deadlines, tabling or postponing this Resolution could result in non-compliance with HUD regulations and jeopardize receipt of funding.

REFERENCE INFORMATION:

Resolution No. 21-162

RESOLUTION 25-130

A RESOLUTION APPROVING THE 2025 ACTION PLAN AS PART OF THE 2021-2025 CONSOLIDATED PLAN FOR THE CITY OF LAS CRUCES. THE RESOLUTION AUTHORIZES CITY STAFF TO SUBMIT THE 2025 ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND INCORPORATE NECESSARY AGREEMENTS WITH OUTSIDE PARTNERING AGENCIES.

The City Council is informed that:

WHEREAS, the City of Las Cruces is an entitlement community as defined by the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) Programs; and

WHEREAS, entitlement communities are required to develop, adopt, and implement a Consolidated Plan every three to five years, and corresponding annual Action Plans, to address the City's housing and community development needs in order to continue to receive the CDBG and HOME funding; and

WHEREAS, Public Input Hearings were held, and the 2025 Action Plan was advertised and subject to a 30-day public comment period as required by the City's Citizen Participation Plan; and

WHEREAS, for the 2025 Action Plan, the City estimates it will receive an entitlement and program income for both the CDBG and HOME Programs from HUD funding in the amount of \$1,626,508.00, to address the City's affordable housing and community development needs for its low- and moderate-income areas and residents.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the 2025 Action Plan and all necessary support documentation, as shown in Exhibit "A" attached hereto and made part of the Resolution, is hereby approved and adopted.

(II)

THAT City staff is hereby authorized to secure necessary signatures and transmit the 2025 Action Plan to the U.S. Department of Housing and Urban Development on the City's behalf.

(III)

THAT City staff is hereby authorized to develop and execute the standard agreements/contracts in accordance with the 2025 Action Plan and the Assistant City Manager is authorized to sign said agreements on the City's behalf in accordance with Resolution 21-147 without further consideration by the City Council.

(IV)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

Mayor

ATTEST:

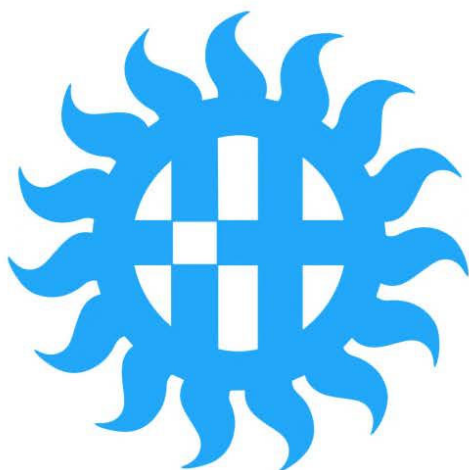
City Clerk

Moved by:

Seconded by:

AYES

NAYS



CITY OF LAS CRUCES

2025 Action Plan

Year 5: 2021-2025 Consolidated Plan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Las Cruces, City Managers Office, Housing & Neighborhood Services Program (City) oversees the Consolidated Plan process for the city. The City is submitting its 2025 Action Plan, Year 5 of the 2021-2025 Consolidated Plan. This Plan has been prepared according to HUD requirements. The Plan will govern the City's investment of federal funds for persons experiencing homelessness, housing and non-housing community development activities for the next year.

Annually, the City as a participating jurisdiction is entitled to receive an allocation of the Housing and Urban Development (HUD) Community Development Block Grant (CDBG), and the HOME Investment Partnerships Program (HOME) funding.

In 2025, the City expects to receive \$1,056,272 in CDBG and \$490,236 in HOME funds. In addition, City staff estimates program income of \$25,000 for CDBG and \$55,000 for the HOME Program.

CDBG is both the oldest and largest of the HUD programs for housing and community development. CDBG can be used for a variety of activities including:

- Public Infrastructure improvements (streets, sidewalks) in CDBG eligible areas or to support affordable housing development;
- removal of accessibility barriers;
- loans or grants to business for hiring of lower income workers;
- provision of supportive service dollars to social service organizations;
- demolition of property;
- construction and rehabilitation of community facilities including those that help special needs populations (e.g., homeless shelters); and
- down payment assistance for homeownership.

The HOME Program provides federal funds for a variety of housing activities including construction of affordable housing; rehabilitation of affordable housing; acquisition of buildings for affordable housing; first time homebuyer assistance and counseling; and tenant based rental assistance.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Agenda Item #7.2.

High priority needs identified in the Las Cruces Five-Year Consolidated Plan include both housing and non-housing community development, infrastructure, persons experiencing homelessness and special population needs. Las Cruces has developed and managed a robust Citizen Participation process to solicit resident input on priority needs. The City has integrated that Citizen Participation process with substantial research efforts to acquire hard data on the scope of those needs.

Proposed uses of HUD funding for PY2025 are below.

Proposed* uses of HUD funding for PY2025 are:

	CDBG	HOME	Benefit/Location
Anticipated funding amount from HUD*	\$1,056,272	\$490,236	
Program Income Estimate	\$25,000	\$55,000	
Total Funding Available	\$1,081,272	\$545,236	
Administration	\$175,000	\$36,236	
Mesilla Valley Habitat for Humanity		\$200,000	Land Acquisition and Single-Family New construction in Metro Verde and nearby subdivisions. Estimate of 5 households.
Mesilla Valley Habitat for Humanity -CHDO OP		\$14,000	Mesilla Valley Habitat for Humanity Operating assistance. 720 Santa Fe St.
Mesilla Valley Community of Hope (MVCH)	\$125,000		Public Facility Improvement- renovations to vacant building for the MVCH expansion. 2,500 people are to be served. 999 W. Amador Ave.
Mesilla Valley Community of Hope-TBRA		\$85,000	Tenant Based Rental Assistance for approx. 14 homeless households at scattered sites citywide.
Home Rehabilitation (includes Mobile Home ADA Ramps)	\$416,272		Citywide; sites to be determined. Estimated benefit 25 people
Tierra Del Sol		\$200,000	Land Acquisition and Single-Family New Construction scattered sites tentative Metro Verde and nearby subdivisions. Estimate of 10 households to benefit.
Tierra Del Sol-CHDO Op		\$10,000	Tierra Del Sol Operating Assistance 210 E. Idaho Ave.
City of Las Cruces Quality of Life	\$225,000		Public Facility- Purchase of the East Side Community Center at 310 N. Tornillo St.

PY2025 PROPOSED USES

Agenda Item #7.2.

CDBG Public Services Grants to Non-profits:	\$140,000 not to exceed 15%	Proposed Activities	Beneficiaries
Mesilla Valley Community of Hope	\$35,000 (approx.)	03T Homeless Programs	999 W. Amador Ave. Community of Hope Campus; Est. 550 people to benefit
Casa de Peregrinos	\$35,000 (approx.)	05W Food Banks	999 W. Amador Ave. Community of Hope Campus; Est. 25,000 people to benefit
La Casa, Inc.	\$35,000 (approx.)	05G Battered & Abused Victims of Domestic Violence	800 S. Walnut St.; Est. 500 victims of DV will be assisted.
MVCASA	\$35,000 (approx.)	05N Abused & Neglected Children	665 E. University Ave., Suite C Est. 200 children will be assisted citywide (Third District Court Jurisdiction)

PY2025 Public Services

*Funding is subject to the adoption of a Federal Budget and notice of proposed allocations. If CDBG and HOME funds are no longer appropriated, the proposed initiatives supported by these funds will be discontinued. In the event of reduced CDBG funding, the Home Rehab Program, Quality of Life and MVCH project allocations may be reduced. In the event of reduced HOME funding proposed to Mesilla Valley Community of Hope, Mesilla Valley Habitat for Humanity, and Tierra Del Sol may be reduced proportionally. If anticipated CDBG funding is increased all projects will receive a proportional increase. If anticipated HOME funding is increased the proposed funding to Mesilla Valley Community of Hope, Mesilla Valley Habitat for Humanity, and Terra Del Sol will receive a proportional increase in funding. If CDBG and HOME funds are no longer appropriated, the proposed initiatives supported by these funds will be discontinued.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Overall, during the last five-year reporting period for Consolidated Annual Performance Evaluation Reports (CAPERs) the City has received satisfactory reviews regarding its performance in meeting goals set forth in the Five-Year Consolidated Plan and each year's Annual Action Plan. Additionally, HUD continues to conclude that the City of Las Cruces is administering its programs in a manner consistent with the applicable regulatory requirements. Review and conclusions are based solely on information available to HUD, and do not constitute a comprehensive evaluation or approval of specific activities. The City of Las Cruces has responded to all technical assistance provided as a part of any HUD review and evaluation.

The city continues to experience some negative effects of the pandemic regarding the construction of owner-occupied single-family homes with the increased costs of construction, increased sales prices and

labor shortages, Mesilla Valley Habitat for Humanity who relies on volunteer labor for the majority of construction efforts. They are on target to complete construction on 5 homes during program year 2024. Two homes in the Los Enamorados Subdivision at 4700 and 4702 Diamante and 3 homes in the Metro Central Subdivision on 3972 and 3806 Caspian Road and 6100 Kaleidoscope. Tierra Del Sol Housing Corporation was able to complete 10 HOME-assisted single-family dwellings in the Metro Park Village Phase 4 subdivision with homes located at 4721, 4745, 4727, 4715, 4703 4733, 4709, and 4739 Bolero Road and 6913 and 6909 Vega Street. Tierra Del Sol is still working towards development on the Skylark and Sierra Summary Subdivisions with funding constraints slowing the process. Infrastructure build out should begin in PY2025. Construction started on the Pedrena Apartment complex, an 80-unit Senior LIHTC project with anticipated completion in May of 2025.

CDBG funds used to preserve existing affordable housing stock were used for the rehabilitation of 1 owner-occupied units and the installation of 3 mobile home ramps. There are an additional 5 Home Rehabilitation projects anticipated for completion prior to the end of PY24. Out of those applicants served, 5 mobile homes and 20 home rehabilitation applicants were found ineligible for assistance for different reasons during this period. The Home Rehabilitation projects continue to be challenging due to increased prices for materials and manpower caused by continued inflation. Public Services funding was provided to non-profit agencies who provided a variety of activities including funding to homelessness service providers including a homeless day care center, homeless day shelter, domestic violence, food bank/rescue, and case advocacy for abused and neglected children. Approximately 27,227 individuals benefited from the services provided. The City provided Fair Housing awareness training to all new employees of the City.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Prior to the development of the 2025 Action Plan two public input meetings were held on October 8, 2024, at 5:30 p.m. at City Hall and October 10, 2024, at 2:30 p.m. at Casa De Peregrinos Conference Room, 999 Amador, Building 1.

The draft 2025 Action Plan will be available for public review starting Monday March 7, 2025, from 8:00 a.m. to 5:00 p.m., Monday through Friday at the Las Cruces City Hall, Housing & Neighborhood Services, 700 N. Main, Suite 1100 or City Clerk's Office, Suite 1200 and the Branigan Library, 200 E. Picacho. It was also on the City's website at www.las-cruces.org under the "Property- Housing Resources-" section (this page is ADA compliant for the visually impaired).

The 2025 Action Plan can be translated, upon request, for Limited English Proficient (LEP) persons for review during the public comment period. The 2025 Action Plan can also be provided in alternate formats for the disabled (i.e. Braille, large print, audio tape) upon request.

Agenda Item #7.2.

Three public hearings to receive comments on the 2025 Action Plan were held. The first was held March 26, 2025, 2:30 – 3:30 p.m., City Hall, 700 N. Main St. Room 2007A. A second meeting was Tuesday, March 26, 2025, 5:30 – 6:30 p.m., Benavidez Community Center, 1045 McClure Road; the – third was on Thursday March 27, 6:30 p.m., Sage Café, 6121 Reynolds Dr. These facilities meet the requirements for wheelchair accessibility. A Spanish interpreter was available and, upon request, interpreters for other languages can also be made available during the hearings.

The City Council meeting was held on May 5, 2025, and provided an additional opportunity for the public to comment.

The Action Plan 30-Day public comment period was from Monday, March 7, 2025, to Wednesday, April 10, 2025.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comment received to date

6. Summary of comments or views not accepted and the reasons for not accepting them

All citizen comments and views received during the Action Plan public input process and the public hearings are accepted.

7. Summary

Las Cruces has historically depended upon federal funding to support housing and community development activities. On average, the City of Las Cruces receives approximately \$1.3 million annually between the federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). CDBG and HOME are entitlement funds received from the U.S. Department of Housing and Urban Development (HUD). In addition to these federal block grants, through funding received by nonprofit agencies/developers and Mesilla Valley Public Housing Authority, the City's low to moderate income residents benefit from the federal Section 8/Housing Choice voucher program, Continuum of Care funding, Veterans VASH Vouchers, Neighborhood Stabilization funding, Neighbor Works, USDA, and Federal Low Income Housing Tax Credit (LIHTC) program.

The awarding of CDBG and HOME funding is an annual competitive application process that generally starts in November and continues through a public process which concludes with City Council approval of the recommended projects. Applications for funding are generally accepted in December for HOME and January for CDBG and Public Service projects. The process begins with the solicitation of Request for Application/Letter of Intent to apply for funding. City entities, other governmental entities and private

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nonprofit organizations may submit proposals. Non-profit entities, to be eligible, must also have the organizational capacity to carry out the proposed activity and to meet the record keeping and reporting requirements of CDBG and HOME programs. Applications for funding are accepted from all eligible organizations whether they have previously received grants or not. The Request for Application/Letters of Intent are reviewed for initial determination of program eligibility. After the initial determination of program eligibility, City staff distributes electronic applications for funding to the eligible applicant agency. Staff reviews, scores and recommends CDBG and HOME applications for funding. The Health and Human Services Advisory Committee reviews, scores and recommends CDBG Public Service applications. Information regarding the application process is available on the City's website with program staff contact information.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	LAS CRUCES	
CDBG Administrator	LAS CRUCES	Housing and Neighborhood Services
HOPWA Administrator		
HOME Administrator	LAS CRUCES	Housing and Neighborhood Services
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The Housing and Neighborhood Services Section of City Manager's Office is responsible for administering both the CDBG and the HOME programs.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The development of the 2025 Action Plan included several opportunities for citizen and stakeholder input. On October 8 and 10, 2024, two public input meetings were held to provide an overview of the Action Plan process and to solicit input. On February 26, 2025, the City's Health and Human Services Advisory Committee held a public hearing to make funding recommendations for the CDBG Public Service Funds for the 2025 Program Year. Public hearings were also held on March 26, and 27, 2025 to gather input on the draft 2025 Action Plan, along with a 30-day public comment period on the draft plan. Public comments could also be made at the May 05, 2025 City Council meeting in which the 2025 Action Plan will be considered for adoption. The 30 day Public comment period was from March 7, 2025 to April 10, 2025.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Las Cruces coordinates city funded housing activities through the Affordable Housing Land Bank and Trust Fund Advisory Committee, and public service activities through the Health and Human Services Advisory Committee. The City will provide public service funding over the next four years to local non-profit agencies that serve special needs populations, primarily to the homeless, victims of domestic violence, and the disabled. Additionally, the City will provide HOME funds to non-profit housing providers for the development of single-family and multi-family housing, and affordable rental housing assistance.

The City will continue to coordinate efforts in the areas of homeless services and ending homelessness, including chronic homelessness, veteran homelessness for the Mesilla Valley Community of Hope campus and other homeless providers working in the City.

The City will continue to participate in meetings with outside partners in efforts to improve overall delivery of CDBG and HOME-funded projects, as well as public service and homeless providers on a regular basis

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City falls under the jurisdiction of the New Mexico Coalition to End Homelessness (NMCEH), the New Mexico Balance of State Continuum of Care (CoC). The City participates with staff representation in the regular NMCEH meetings held as well as the NMCEH CoC Board meetings. Governmental and

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nonprofit agencies in the Balance of State cities and counties can apply annually for HUD Continuum of Care grants through the NMCEH.

Consultation with the CoC takes place with the NMCEH for the City's jurisdiction.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City currently does not receive ESG funding. CoC funds are also provided directly to our outside partnering agencies. The NMCEH administers the operations of the HMIS system.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	LA CASA, INC
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	La Casa staff were key informants providing information about the needs of victims of domestic violence in Las Cruces. La Casa coordinates with the City of Las Cruces and other providers of services.
2	Agency/Group/Organization	MESILLA VALLEY COMMUNITY OF HOPE
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from the Mesilla Valley Community of Hope (MVCH) were key informants, providing insights and data related to the needs of homeless citizens in Las Cruces. MVCH coordinates with all other homeless service agencies and the City through the Continuum of Care and to ensure coordinated homeless service provision. MVCH is also the Coordinated Entry lead agency for Southern New Mexico.
3	Agency/Group/Organization	Veterans Administration
	Agency/Group/Organization Type	Services-homeless Other government - Federal

	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The VA VASH staff participated as key informants and coordinate with other homeless services providers, the City, and the Mesilla Valley Housing Authority to provide coordinated services to homeless veterans in Las Cruces.
4	Agency/Group/Organization	CASA DE PEREGRINOS
	Agency/Group/Organization Type	Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Casa de Peregrinos staff provided information about food insecurity in Las Cruces and the high priority needs of low and very low income households. The agency coordinates with other service providers in Las Cruces and with the City.
5	Agency/Group/Organization	JL Gray
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	JL Gray property management and development staff were key informants who provided information and insights into the need for affordable housing.

6	Agency/Group/Organization	NMSU Economics Department
	Agency/Group/Organization Type	Business Leaders University Major Employer
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from the NMSU Economics Department was a key informant discussing the employment needs in Las Cruces and the economic climate.
7	Agency/Group/Organization	FAMILIES AND YOUTH, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Health Child Welfare Agency Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from FYI were key informants, and provided information about the needs of homeless youth, homeless youth programs, and programs for at risk youth.

8	Agency/Group/Organization	Housing Policy Review Committee
	Agency/Group/Organization Type	Housing Other government - State Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Las Cruces Housing PRC provided insights into the housing market and housing needs in Las Cruces.
9	Agency/Group/Organization	TRESCO, INC
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from Tresco were key informants providing information about persons with disabilities, and their needs for housing and services in Las Cruces.
10	Agency/Group/Organization	EL CALDITO SOUP KITCHEN
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The staff and board of El Caldito provided insights into the need for food and meals for homeless and low income persons and households in Las Cruces. The agency works with other homeless and service providers to coordinate services in Las Cruces.
11	Agency/Group/Organization	Health and Human Services Advisory Committee
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The HHSAC Committee met to provide insights into high priority public services needs within Las Cruces. The committee helps the city coordinate and prioritize funding requests for public services dollars.
12	Agency/Group/Organization	New Mexico Department of Health
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Doctors and Health Promotion program managers provided information and insights into the challenges faced by persons with HIV/AIDS in Las Cruces and coordination for service delivery for this population.

13	Agency/Group/Organization	Dona Ana County Health and Human Services
	Agency/Group/Organization Type	Health Agency Agency - Emergency Management Other government - County Regional organization Business Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Dona Ana County HHS provided information about gaps in the healthcare system for low-income residents of Las Cruces, and the challenges of bringing high quality care to the community.
14	Agency/Group/Organization	JARDIN DE LOS NINOS
	Agency/Group/Organization Type	Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Jardin de los Ninos staff were key informants providing information regarding homeless children and families that they serve, and their services. The agency coordinates with other homeless providers and the City to ensure that families are accessing all services available to them.
15	Agency/Group/Organization	League of Women Voters
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The League of Women's Voters provided a Housing Needs report that they prepared and observations about housing needs throughout Las Cruces.
16	Agency/Group/Organization	Amador Health Center
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from Amador Health Center (FKA St. Luke's Health Care Clinic) were key informants providing information related to homeless health needs and programs available at the clinic. The agency coordinates services with other homeless providers and the city. SAMSA Recipient
17	Agency/Group/Organization	TIERRA DEL SOL HOUSING CORP
	Agency/Group/Organization Type	Housing Regional organization Community Development Financial Institution

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Tierra del Sol, as a nonprofit housing developer, provided insights into housing needs, the housing market, and development challenges in Las Cruces. Tierra del Sol coordinates with other housing and service providers and the City to construct new housing units.
18	Agency/Group/Organization	Precision Mortgage Group
	Agency/Group/Organization Type	Business Leaders Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Precision Mortgage Group was a key informant providing information related to the housing market and economic conditions in Las Cruces.
19	Agency/Group/Organization	MESILLA VALLEY PUBLIC HOUSING
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Mesilla Valley Housing Authority provided data related to residents, properties and waiting lists and needs for affordable housing in Las Cruces.

20	Agency/Group/Organization	Las Cruces Home Builders Association
	Agency/Group/Organization Type	Housing Business Leaders Business and Civic Leaders Neighborhood Organization Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from the Las Cruces Home Builders Association provided insights into the housing development market and challenges related to building housing in Las Cruces.
21	Agency/Group/Organization	MESILLA VALLEY HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity staff were key informants to provide insights into the housing needs of residents, construction of housing units, and the development challenges in Las Cruces. Habitat coordinates with other housing and service agencies and the City to provide housing.

22	Agency/Group/Organization	City of Las Cruces
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local Planning organization Grantee Department Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from many City departments in Las Cruces, including Planning, Public Works, Housing, Community Development, Parks & Rec, Fire, Transit, Senior Programs, Land Management, the City Council, Mayor's Office, and Metropolitan Planning Organization provided data, insights, programmatic information, and priorities for development of the Consolidated Plan. The City of Las Cruces is one of the leads for the Dona Ana Broadband Initiative (DAB), a multi-agency collaborative working to bridge the digital divide and connect households and businesses throughout Dona Ana County. The City Public Works is responsible for flood management. City staff in conjunction with the City's Fire Department meets regularly with the Office of Emergency Management.
23	Agency/Group/Organization	MESILLA VALLEY COURT APPOINTED SPECIAL ADVOCATES (CASA), INC.
	Agency/Group/Organization Type	Services-Children Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Mesilla Valley CASA staff was a key informant providing information related to children in need and in the court system in Las Cruces.
24	Agency/Group/Organization	New Mexico Cafe
	Agency/Group/Organization Type	Housing Services - Narrowing the Digital Divide Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	New Mexico CAFE staff was a key information related to the housing and service needs of the Spanish speaking community in Las Cruces. The agency has also worked to provide foreclosure prevention assistance in the past, and are proponents of economic development and minimum wage increases.
25	Agency/Group/Organization	Enchanted Sun Realty
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Enchanted Sun Realty provided information related to the homeownership market in Las Cruces and availability of land for development.
26	Agency/Group/Organization	Las Cruces Economic Development Office
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Las Cruces Economic Development Director was a key informant providing information and insights into the economy in Las Cruces and economic development needs.

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to include all agency types. No specific agencies were excluded from this process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	NM Coalition to End Homelessness	The efforts to end homelessness including chronic homelessness overlap. Providing Affordable Housing to Homeless Persons and special needs populations also overlap
Elevate Las Cruces	City of Las Cruces	Elevate Las Cruces is the City's Comprehensive plan which is approved and in its first phase of implementation to establish baseline data. It includes a section on Economic Development, Affordable housing development and anti-poverty strategy.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City benefits from having a small group of established non-profit organizations specializing in serving homeless, special needs, and other low-income populations.

The City has worked diligently to foster and develop strong relationships with the organizations that provide housing and supportive services to low-income and special needs populations. City staff are accessible to housing and social service providers and continue to make the CDBG and HOME application processes straightforward and transparent. In recent years, the City has been very proactive in implementing policies and programs that remove barriers and support the provision of needed housing and services, such as the establishment of a land bank, an affordable housing trust fund, streamlining the development process and implementing fee waivers for affordable housing development. These efforts will continue during the five-year Consolidated Plan period.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Input from a broad range of citizens and citizen groups were collected during the development of the Five-Year Consolidated Plan. The public was encouraged to participate through multiple modes, including an online and paper Community Survey sent to 7,800 residents in low-income census tracts (in Spanish and English); Public Hearings and Meetings; submittal of written comments regarding the draft Five-Year Plan; and the City Council Public Hearing to adopt the plan. The Housing and Neighborhood Services Division notified the public about opportunities to participate in the process on the City website, through utility bill mailings (in English and Spanish) to 39,000 residents, Facebook and Instagram Marketing Campaigns, through publications in local newspapers, through non-profit and service providers, and through other means. Input from citizens and key informants was used along with data to determine high priority needs and five-year goals to meet needs.

Prior to the development of the 2025 Action Plan two public input meetings were held on October 8, 2024 at 5:30 p.m. at City Hall and October 10, 2024 at 2:30 p.m. at Casa De Peregrinos, Conference Room, 999 W. Amador Bldg 1.

The draft 2025 Action Plan was available for public review starting Monday, March 7, 2025, from 8:00 a.m. to 5:00 p.m., Monday through Friday at the Las Cruces City Hall, Housing & Neighborhood Services, 700 N. Main, Suite 1100 or City Clerk's Office, Suite 1200 and the Branigan Library, 200 E. Picacho. It was also on the City's website at www.las-cruces.org under the "Property-Housing Resources" section (this page is ADA compliant for the visually impaired).

The 2025 Action Plan can be translated, upon request, for Limited English Proficient (LEP) persons for review during the public comment period. The 2025 Action Plan can also be provided in alternate formats for the disabled (i.e. Braille, large print, audio tape) upon request.

Three public hearings to receive comments on the 2025 Action Plan were held. The first was held Wednesday, March 26, 2025, 2:30 p.m., at City Hall, 700 N. Main St., Room 2007-A. A second hearing was held March 26, 2025, from 5:30 – 6:30p.m. at the Benavidez Community Center, 1045 McClure. A third hearing was scheduled for Thursday, March 27, 2025, at 5:30, at the Sage Cafe, 6121 Reynolds Dr., Las Cruces, NM. These facilities meet the requirements for wheelchair accessibility. A Spanish interpreter was available and, upon request, interpreters for other languages can also be made available during the hearings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	English and Spanish Ads were published in the local newspapers on 9/22/2024 and 10/4/2024	No comment received to date	n/a- All comments are accepted	
2	Public Meeting	Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	Meetings were held on October 8 and 10, 2024. No members of the public attended.	No comment received to date	n/a- All comments are accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	3 meetings were held on March 26 and 27, 2025. No members of the public attended.	No comment received to date	All comments are accepted	
4	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	All Drafts and Ads were placed on the City's Website.	No comment received to date	n/a- All comments are accepted	https://www.las-cruces.org/2222/Discover-Housing-and-Community-Resources

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Minorities Non-English Speaking - Specify other language: spanish Persons with disabilities Non-targeted/broad community	City Council adopted the Action Plan as part of their May 05, 2025, regular meeting.	TBD	n/a- All comments are accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

HOME Investment Partnerships grant program has flexibility to assist in housing programs; participating jurisdictions decide how to use money for: Acquisition, Rehabilitation, New Construction, Tenant Based Rental Assistance (TBRA), Home Buyer Assistance, Planning, and Operating Assistance for CHDOs. For 2025, the City anticipates it will receive \$490,236 of HOME Entitlement funds. The City anticipates receiving approximately \$55,000 in estimated program income from previous Home Rehabilitation projects that are paying off their mortgages or other HOME projects (rental properties) with loans that require repayment to the City's HOME Program. This will give the City's 2025 HOME Program a full funding amount of \$545,236.

CDBG program funds may be used to address neighborhood revitalization, economic development, provisions of improved community facilities, prevention and elimination of slums or blight, and activities aiding low- and moderate-income families. For 2024, the City anticipates receiving \$1,056,272 of CDBG Entitlement funds and an anticipated \$25,000 of program income from houses which have been previously rehabilitated.

The City has an Affordable Housing Land Bank and Housing Trust Fund that will have approximately \$5,732,000 in funds available for implementation in accordance with the City's Affordable Housing General Oversight Ordinance once the City has a written Affordable Housing Plan approved by MFA. Other efforts include an impact fee waiver program for developers of affordable housing in the City of Las Cruces (approximately \$175,000 in value). Funding from the Housing Trust Fund has also been used to assist with predevelopment expenses with a development partner, Tierra Del Sol Housing Corporation in the Sierra and Skylark subdivisions. Housing Trust funds have also been committed to 3 multi-family- LIHTC projects, The Three Sisters, Pedrena and Peachtree apartment complexes to help with development expenses. The City anticipates receiving state funding to expand its affordable housing in PY 2025 and PY2026.

Las Cruces has a local Health and Human Services funding source for health-related public services. The annual amount available for allocation is

up to \$600,000

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,056,272.00	25,000.00	0.00	1,081,272.00	0.00	CDBG funding is used for a variety of programs and projects in Las Cruces.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	490,236.00	55,000.00	0.00	545,236.00	0.00	HOME funds are used for both homeownership and rental housing projects and programs.
Other	public - local	Acquisition Housing Multifamily rental new construction Multifamily rental rehab New construction for ownership	6,400,000.00	0.00	0.00	6,400,000.00	10,000,000.00	The Affordable Housing Trust Fund dollars are used for affordable housing related projects. Council Has committed for 5.7M for an affordable housing project to date and committed another 10M. the City also anticipates receiving state funding in the amount of 10M

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Homebuyer assistance Housing Multifamily rental new construction New construction for ownership	225,000.00	0.00	0.00	225,000.00	225,000.00	The City provides impact fee waivers for specific projects.
Other	public - local	Public Services	600,000.00	0.00	0.00	600,000.00	600,000.00	These funds are used to provide public service funding to a variety of human service organizations working in Las Cruces.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

HOME and CDBG funds will leverage additional resources including Low-Income Housing Tax Credit funding (multi-family years,) private investors, private donations, and local funds.

HOME funds normally require a 25% match; however, due to federal guidelines for HOME match waivers, the City of Las Cruces currently received a 100% reduction in match liability waivers for Federal fiscal year 2024 and we assume there will be a match reduction for 2025-2026 as well. Match requirements may be satisfied through various sources to include TBRA supportive services, local loan amounts in conjunction with

MFA Mortgage Revenue Bond Program, volunteer labor and sweat equity, amounts discounted from sales prices of land to value amount for lot purchases for affordable housing development and other non-federal sources. The City currently has \$1,146,460 in excess match contributions.

Beginning in 2015, the City requires a CDBG match of 50% for infrastructure programs.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Public owned land and facilities are used for homeless services including medical, childcare, homeless day shelter, food services, meals, and victims of domestic violence emergency shelter and services. Additionally, public owned land or the proceeds from the sale of public owned land may be used for the development of affordable housing.

Discussion

Due to limited funding, the City of Las Cruces may require that no more than \$200,000 of HOME funds may be dedicated to a single project (but not necessarily one single agency in one program year). With the establishment of the City's Affordable Housing Land Bank and Trust Fund, City funds have been committed to 3 multi-family LIHTC projects, The Three Sisters, Pedrena, and Peachtree apartment complexes to assist with financing for these multi-family projects. The City hopes to continue supporting these affordable housing projects with funding and other incentives such as fee waivers, to advance affordable housing development in the community. The City anticipates receiving State monies in PY25-PY26 to further affordable housing development.

In an effort to address the limited HOME funding each program year, the City of Las Cruces will alternate the priority between dedicating HOME funds between affordable rental housing development and single-family homeownership developments. Starting in Program Year 2017, funding will be a priority for affordable rental housing development and continue in odd numbered years (2021, 2023, 2025). Single family housing development will receive priority in even numbered program years (2022, 2024). However, given the number, type, and quality of applications for funding and any undedicated funds available, HOME funds may be provided to the other priority in any given year.

The City had previously purchased the parcel of land on the Community of Hope campus and used CDBG funds to help construct the new Casa De Peregrinos food bank, a 40,000 square foot facility to help address food insecurity. The City also purchased a 4.82 acre parcel adjacent to the Community of Hope Campus to develop a city owned 50-unit supportive housing apartment complex for households experiencing homelessness. This will be the first City-owned complex, without federal funds, with the intention of using the housing first model to get people housed.

The City of Las Cruces requires that no more than 50% of CDBG funds may be dedicated to infrastructure, public facilities, or economic development activities that result in capital or facility improvements and that the remaining 50% or more may come from other sources. Other sources can include other federal, state, local, and private funds. For improvements made to city-owned facilities that are occupied by non-city operated programs, the other 50% must come from other federal, state

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and private (non-City of Las Cruces) sources or will provide full funding

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Affordable Housing	2021	2025	Affordable Housing Public Housing	Citywide	Public Improvements and Public Infrastructure	CDBG: \$416,272.00 HOME: \$424,000.00	Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 25 Household Housing Unit
2	Access to Health and Safety	2021	2025	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Community Services (Public Services)	CDBG: \$140,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 26250 Persons Assisted
4	Enhance Quality of Infrastructure	2021	2025	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Public Improvements and Public Infrastructure Homeless Needs and Services	CDBG: \$350,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 15856 Persons Assisted
5	Prevent and reduce homelessness	2021	2025	Affordable Housing Homeless	Citywide	Homeless Needs and Services	HOME: \$85,000.00	Tenant-based rental assistance / Rapid Rehousing: 14 Households Assisted

Table 6 – Goals Summary

Annual Action Plan
2025

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Goal Descriptions

1	Goal Name	Access to Affordable Housing
	Goal Description	Overall, the biggest need mentioned by providers in community stakeholder interviews, community focus group meetings, and the community survey was for additional affordable housing units for very low-income households, accessible units for those with physical disabilities, transitional or permanent housing for persons experiencing homelessness and/or mental health/substance use disorders. To improve access to safe, decent, and affordable housing, the City of Las Cruces will preserve existing affordable housing options, provide incentive programs to develop to encourage building of multi-units and mixed-use development, and offer programs to help homeowners modify units for rehabilitation and accessibility.
2	Goal Name	Access to Health and Safety
	Goal Description	There is great need for easy access to community services that serve large swaths of the population. Additionally, the need for recreation is greater than ever, with social isolation and lack of community activities. The City of Las Cruces will improve access to current programs by increasing awareness about available services in the community, provide free or low-cost services to qualified individuals, and expand current services.
4	Goal Name	Enhance Quality of Infrastructure
	Goal Description	Many community leaders and stakeholders have expressed the need for greater infrastructure to serve the diverse communities in Las Cruces. Improved transportation and facilities will increase flow throughout the city, allowing Las Cruces residents of all types to access services more easily. The City will work to develop and/or improve youth centers and recreation facilities, ensure bus routes are tied to housing and areas of employment, and work to provide transit for those who cannot afford it.

5	Goal Name	Prevent and reduce homelessness
	Goal Description	There is great need to increase resources available for individuals and households experiencing repeated episodes of homelessness, episodic homelessness and the threat of homelessness. Presently it is challenging for households in this situation to obtain stable decent housing and the accompanying needed supportive services to maintain stability in an independent living environment. The City has had to resort to supporting an overflow tent village to provide a basic level of safety and sanitary living conditions for those who are unable to obtain stable permanent housing through the homeless support system in the community. The City will focus on homeless prevention through short term assistance to pay rent, utility bills and other items which could force a household into homelessness.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Las Cruces has allocated CDBG and HOME funds to projects in 2022 that meet its Priority Needs and Annual Goals. These projects include homeowner rehabilitation, land acquisition for new construction of for-sale affordable homes, public service activities, and public facility repairs.

Projects

#	Project Name
1	City of Las Cruces Admin PY25
2	CHDO Operating funds
3	Habitat SFD Acquisition/ New Construction
4	HOME TBRA
5	City Home Rehabilitation
6	CDBG Public Services
7	TDS Acquisition/ New Construction
8	MVCH Public Facility Improvement
9	City of Las Cruces QOL Public Facility Acquisitions/Improv

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities were made based upon annual goals and priority needs, agency funding requests and needs, current opportunities to meet goals and the amount of funding to be received. The City will continue to work with supportive service providers to enhance service delivery models and expand the services available to underserved households. Obstacles include a limited amount of resources and limitations in the agencies capacity to expand services to those in need.

AP-38 Project Summary
Project Summary Information

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1	Project Name	City of Las Cruces Admin PY25
	Target Area	Citywide
	Goals Supported	Access to Affordable Housing
	Needs Addressed	Community Services (Public Services)
	Funding	CDBG: \$175,000.00 HOME: \$36,236.00
	Description	In Las Cruces, NM, HOME and CDBG funds are allocated for City entitlement program staff for administration and program implementation. Includes a set-aside for Fair Housing activities. CDBG Activity code 21A. HOME PA will be used for TBRA admin. \$2,000 funding will be set aside for Fair Housing Administration.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	All CDBG and HOME beneficiaries from other activities will benefit from expenditure of CDBG and HOME funds for administration of the programs.
	Location Description	All program year 2025 CDBG and HOME funded activities will be located in the City of Las Cruces with the exception of any travel expenses for training purposes.
2	Planned Activities	CDBG and HOME eligible administrative expenses include a set aside for Fair Housing Activities and the Consolidated Plan.
	Project Name	CHDO Operating funds
	Target Area	Citywide
	Goals Supported	Access to Affordable Housing
	Needs Addressed	Housing Needs
	Funding	HOME: \$24,000.00
	Description	In Las Cruces, NM, CHDO operating funds for Habitat for Humanity And Tierra De Sol. Funding will be used for staff salaries for their Home-ownership Client Intake Coordinators and/or accounting staff, and or construction coordinator ;personnel. \$14,000 is allocated to Habitat and \$10,000 is allocated to Tierra Del Sol.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	At least 10 families will benefit from working with Habitat and TDS.
	Location Description	CHDO operating assistance will take place at Habitat's main office at 720 Santa Fe and Tierra Del Sol's main office at 210 E Idaho Suite B.
	Planned Activities	Assistance is getting families qualified for HOME-assisted building single family building projects.
3	Project Name	Habitat SFD Acquisition/ New Construction
	Target Area	Citywide
	Goals Supported	Access to Affordable Housing
	Needs Addressed	Housing Needs
	Funding	HOME: \$200,000.00
	Description	In Las Cruces, NM, the Land Acquisition/ New Construction with Mesilla Valley Habitat for Humanity project will utilize \$40,000 in CHDO reserve funds to assist in meeting the City's >15% CR requirement.
	Target Date	6/30/2029
	Estimate the number and type of families that will benefit from the proposed activities	Land Acquisition and Single-Family New construction in Metro Verde and nearby Dos Suenos subdivisions. Estimate of 5 households.
	Location Description	Metro Verde PUD some homes will be in Arcadia Phase IV near Red Hawk Gold Road and Sentinel Ave and the Dos Suenos Subdivision.
	Planned Activities	Habitat for Humanity Property Acquisition and Single Family New Construction
4	Project Name	HOME TBRA
	Target Area	Citywide
	Goals Supported	Prevent and reduce homelessness
	Needs Addressed	Homeless Needs and Services
	Funding	HOME: \$85,000.00
	Description	In Las Cruces, NM, HOME Funds will be used to provide Tenant Based Rental Assistance for clients with special needs. PROGRAM INCOME Admin funds may also be used to support the program. Funds are being provided to Mesilla Valley Community of Hope

	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	14 families who are experiencing homelessness will be assisted with utility and rental assistance.
	Location Description	Scattered sites
	Planned Activities	Tenant Based Rental Assistance including utility assistance and security deposits.
5	Project Name	City Home Rehabilitation
	Target Area	Citywide
	Goals Supported	Access to Affordable Housing
	Needs Addressed	Housing Needs
	Funding	CDBG: \$416,272.00
	Description	In Las Cruces, NM, CDBG funds will be used for preserving affordable housing stock, mobile home ramp installations, and mobile home utility upgrades. National Objective LMH, CDBG Activity Code 14A.
	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 25 households at 80% AMI or less will benefit. Households are selected off annual waiting lists.
	Location Description	Scattered Site
	Planned Activities	Homeowner Rehabilitation, Mobile Home Ramp Program, and Mobile Home Utility Upgrades for households at 80% AMI or less.
6	Project Name	CDBG Public Services
	Target Area	Citywide
	Goals Supported	Access to Health and Safety
	Needs Addressed	Community Services (Public Services)
	Funding	CDBG: \$140,000.00
	Description	In Las Cruces, NM, 4 agencies will be provided public services funding. Mesilla Valley Community of Hope, Casa de Peregrinos, La Casa Inc and MVCASA.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	Mesilla Valley Community of Hope will assist approx. 550 people to benefit Casa de Peregrinos will assist approx. 25,000 people to benefit La Casa, Inc. will assist approx. 500 victims of DV will be assisted. MVCASA will assist approx. 200 children.
	Location Description	Citywide. All public service activities will be provided in the City of Las Cruces. The majority of service providers are located at 999 W. Amador, Las Cruces, NM on the Mesilla Valley Community of Hope homeless campus. La Casa is a domestic violence emergency shelter located at another city owned facility (Address suppressed). MV CASA provides case advocacy across the 3rd district court jurisdiction.
	Planned Activities	Program Year 2025 Public services funding to non-profit agencies to provide a variety of services including homeless services, emergency shelter for victims of domestic violence, advocacy for abused and neglected children and food rescue and distribution. • Mesilla Valley Community of Hope will provide homeless day shelter services, housing assistance, mail, showers etc. • Casa de Peregrinos will conduct food rescue to supplement their food distribution program. • La Casa Inc will provide emergency shelter services for victims fleeing domestic violence. • MV CASA will provide case advocacy for abused and neglected children who are part of the foster care system in the 3rd district court system.
7	Project Name	TDS Acquisition/ New Construction
	Target Area	Citywide
	Goals Supported	Access to Affordable Housing
	Needs Addressed	Housing Needs
	Funding	HOME: \$200,000.00
	Description	In Las Cruces, NM, the Land Acquisition/ New Construction with Tierra Del Sol. The project will utilize \$40,000 in CHDO reserve funds to assist in meeting the City's >15% CR requirement.
	Target Date	6/30/2029

	Estimate the number and type of families that will benefit from the proposed activities	Up to 5 low-income households, below 80% AMI will be assisted.
	Location Description	Land Acquisition and Single Family New Const scattered sites tentative Metro Verde and other nearby subdivisions. Sonoma Ranch Blvd, Red Hawk Golf Road, Bolero Court.
	Planned Activities	Property Acquisition and Single-Family New Construction
8	Project Name	MVCH Public Facility Improvement
	Target Area	Citywide
	Goals Supported	Enhance Quality of Infrastructure
	Needs Addressed	Public Improvements and Public Infrastructure
	Funding	CDBG: \$125,000.00
	Description	In Las Cruces, NM CDBG funds will be used for a Public Facility Improvement Project for MVCH renovations to vacant building for the MVCH expansion.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2500 persons to benefit annually.
	Location Description	999 W. Amador Las NM 88001
	Planned Activities	These funds will provide gap funding for the expansion of the MVCH into the space vacated by Casa de Peregrinos. This also includes exterior items for access to the building.
9	Project Name	City of Las Cruces QOL Public Facility Acquisitions/Improv
	Target Area	
	Goals Supported	Enhance Quality of Infrastructure
	Needs Addressed	Public Improvements and Public Infrastructure
	Funding	CDBG: \$225,000.00
	Description	In Las Cruces, NM CDBG funds will be used for a Public Facility Acquisition and Improvement Project for City of Las Cruces Quality of Life Department for the purchase of the East Side Community Center at 310 N Tornillo St, Las Cruces, NM 88001

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	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	Program will benefit 13,356 annually through senior services.
	Location Description	310 N Tornillo St, Las Cruces, NM 88001
	Planned Activities	Funds will be used for a Public Facility Acquisition and Improvement Project for City of Las Cruces Quality of Life Department for the purchase of the East Side Community Center.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Las Cruces does not target funding or programs to specific geographic areas within the City. Funds are allocated based upon need, priorities, and goals.

The City started a pilot program called Lift Up Las Cruces that would target investment in the census tract with the highest poverty concentration and violent crime. Lift Up Las Cruces is a multi-departmental effort of the City of Las Cruces to improve neighborhoods one at a time. The annual program identifies needs or concerns within a neighborhood and allows the City to focus the limited resources in one place to make a larger impact. The selection process was determined by focusing on the neighborhood with the higher-than-average amount of crime rate and poverty rate. The boundaries of the first neighborhood that we focused on stretch from Solano Drive to Triviz Drive and from Madrid Avenue to Spruce Avenue. We hosted a kick-off block party, which featured various departments from the City, as well as community services, aiming to connect with the residents of the neighborhood and educate them about the services provided. The first Lift Up neighborhood has achieved significant milestones, including hosting multiple music events in the parks, facilitating connections between residents and local resources, and implementing infrastructure improvements.

The City of Las Cruces has chosen the next Lift Up Neighborhood and is currently in the neighborhood that is boarded on the north by E. Amador Avenue, the south by Idaho Avenue, and the west by El Paseo Road/S. Campo Street, and the East by Solano Drive. Neighborhood 2 initiatives consist of a new playground, street lighting, roadway improvements, and the expansion of the Munson Senior Center. Program initiatives are currently in progress.

HUD Funds are not being used for LIFT UP LAS CRUCES at this time

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City's primary method of allocating CDBG and HOME dollars is to assist low to moderate income and special needs populations. To the extent that specific geographic areas have greater needs than other areas in the City and /or if service and housing organizations are in certain areas, they will receive a larger proportionate share of the funding. For sidewalk improvements, the City will focus on the geographic areas where sidewalks, curb cuts and related ADA accommodations are lacking. Finally, to

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provide affordable rental and single-family housing, the City's dollars will be allocated in areas of new development where affordable housing is lacking and/or infill areas that can accommodate affordable housing.

Discussion

All priority needs, goals and projects are designed to serve the geographic distribution area.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The following impediments or potential barriers to affordable housing were identified in the 2021-2025 Analysis of Impediments to Fair Housing Choice.

IMPEDIMENT 1: LACK OF KNOWLEDGE ABOUT FAIR HOUSING ROLES AND RESPONSIBILITIES OF CONSUMERS AND PROVIDERS.

IMPEDIMENT 2: DISCRIMINATION BY PROPERTY OWNERS AND MANAGERS, AGAINST PERSONS WITH DISABILITIES AND/OR HOUSING VOUCHER PROGRAMS LIMITS THESE GROUPS FROM EQUAL ACCESS TO HOUSING.

IMPEDIMENT 3: THE INCREASING COST AND SCARCITY OF BOTH RENTAL AND FOR SALE HOUSING DISPROPORTIONATELY IMPACTS LOW INCOME HOUSEHOLDS AS QUANTIFIED IN THE CONSOLIDATED PLAN AND THE HOUSING CONCERNS SECTION OF THE ANALYSIS OF IMPEDIMENTS.

IMPEDIMENT 4: LOAN DENIAL RATES REMAIN RELATIVELY HIGH FOR SOME RACIAL/ETHNIC GROUPS.

For a thorough analysis, please see the Section AP-55 Appendix Attachment.

One Year Goals for the Number of Households to be Supported	
Homeless	14
Non-Homeless	10
Special-Needs	0
Total	24

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	14
The Production of New Units	10
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	24

Table 10 - One Year Goals for Affordable Housing by Support Type

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Discussion

Affordable housing remains a key focus for the City of Las Cruces across its proposed funding and partnership initiatives.

AP-60 Public Housing – 91.220(h)

Introduction

The Mesilla Valley Housing Authority owns 248 units of public housing in four developments in Las Cruces and has no plans to dispose of units in the next five years. Tres Arboles is a 64-unit family property, San Pedro Place is 38 units of senior and disabled housing, Walnut Grove is 99 units of family housing, and Jardines Alegres is 47 units of elderly/disabled housing. All are low density properties that stay mostly full.

Actions planned during the next year to address the needs to public housing

The Mesilla Valley Public Housing Authority intends to conduct demolition and/or disposition, conversion of Public Housing to Tenant-Based Assistance, conversion of Project-Based Assistance under RAD, and employ Project-Based vouchers to fulfill the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families in Las Cruces.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority currently does not have a Resident Council (awaiting elections) The Housing Authority has worked with private and public developers of housing to partner on Low Income Housing Tax Credit developments to expand the inventory of affordable rental properties available in Las Cruces.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

n/a

Discussion

The Mesilla Valley Public Housing Authority recently completed a public housing plan to continue serving the needs of low- income, very low- income, and extremely low- income families in Las Cruces. In it, the Housing Authority has committed to expanding initiatives around Public Housing to Tenant-Based Assistance, conversion of Project-Based Assistance under RAD, and employment of Project-Based vouchers.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Persons who are homeless and at-risk of homelessness in Las Cruces will be primarily assisted by the City through the provision of CDBG Public Services funds to homeless service and housing providers. Funds administered by the City of Las Cruces for activities that assist the homeless include the use of CDBG funds for public service activities, HOME funds for Tenant Based Rental Assistance, and HOME funds for eligible housing development activities. These agencies provide a variety of services including a homeless day shelter for services provided, homeless medical clinic, homeless childcare, legal services for homeless and near homeless, and funding to an emergency shelter for victims of domestic violence.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Program Year 2025 Public Services funding to non-profit agencies to provide a variety of services including homeless services, emergency shelter for victims of domestic violence, childcare services, and advocacy for abused and neglected children and food rescue and distribution.

- Mesilla Valley Community of Hope will provide homeless day shelter services, housing assistance, mail, showers etc.
- Casa de Peregrinos will conduct food rescue to supplement their food distribution program.
- La Casa Inc will provide emergency shelter services for victims fleeing domestic violence.
- Mesilla Valley CASA will provide case advocacy for abused and neglected children who are part of the foster care system in the Third District Court system.

Mesilla Valley Community of Hope will assist approximately 550 persons. Casa de Peregrinos will assist approximately 25,000 households. La Casa Inc will assist approximately 500 homeless victims of domestic violence. Mesilla Valley CASA will assist approximately 200 children. The City of Las Cruces provided funding for Desert Hope, a 40-unit permanent supportive housing that was recently completed. The numbers of rent burdened households indicate the tight market for affordable rentals. With the short supply of affordable units in the Las Cruces rental market, any new affordable units constructed that are targeted to the lowest income will be absorbed rapidly in the current market. Additionally, the COVID-19 pandemic has only exacerbated the need for more affordable, quality rental units in Las Cruces. The City of Las Cruces will also continue to coordinate with a broad regional approach - Dona Ana County operates a crisis intervention center, and the City Council is aiming to create a behavioral health district which will help with discharge services.

The City of Las Cruces is currently starting construction of the Amador Crossing Apartments. Amador Crossing is a 50-unit supportive housing complex comprising a mix of single room occupancy and one-bedroom units. The complex will accommodate a diverse population, including chronically homeless residents and voucher holders. Located at 1101 W. Amador, Amador Crossing is adjacent to the Mesilla Valley Community of Hope Campus (MVCH). This strategic placement within the MVCH campus ensures easy access for residents to the campus's other five agencies, offering supportive services such as case management, food distribution, and a healthcare clinic.

Amador Crossing aims to create an inviting and comforting environment for the unhoused and at-risk community. It will provide a safe space for residents to heal, stabilize, and grow.

Addressing the emergency shelter and transitional housing needs of homeless persons

La Casa domestic violence shelter can shelter up to 80 people and approximately 26 children for up to 90 days. This includes both men, women, and families. La Casa has transitional housing units which they own (5 units which are scattered site units). It provides non-residential support as well. The shelter itself is typically full about 80% of the time. The shelter expanded in 2009 due to an increasing need to assist more female and male victims of violence. The agency's transitional housing program assists 10 families with tenant based rental assistance through the Continuum of Care process. Residents and those seeking services must have proof of documentation or they cannot be assisted, which agency staff identifies as an issue for undocumented community members in need. The tenant based rental assistance provided through HOME funds allows up to 24-month stay. La Casa also provides non-residential counseling/case management, legal advocacy, immigration specialists to determine status, and a court ordered batterer program. La Casa has an MOU with Catholic Charities who can help undocumented persons and immigrants in Las Cruces.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Las Cruces and its partners provide a continuum of homeless facilities and services for individuals and families experiencing homelessness and those who are at risk of becoming homeless. Programs provided through the Continuum of Care include emergency shelter, supportive services, transitional housing, permanent supportive housing and Housing First (Rapid Rehousing). The New Mexico Coalition to End Homelessness (NMCEH) takes the lead in developing New Mexico's Continuum of Care Plan. NMCEH convenes and manages the Continuum of Care planning process and the Mesilla Valley Community of Hope provides multiple services for the homeless and chronically homeless

population in Las Cruces.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Las Cruces and its partners provide a continuum of homeless facilities and services for individuals and families experiencing homelessness and those who are at risk of becoming homeless. Programs provided through the Continuum of Care include emergency shelter, supportive services, transitional housing, permanent supportive housing and Housing First (Rapid Rehousing). The New Mexico Coalition to End Homelessness (NMCEH) takes the lead in developing New Mexico's Continuum of Care Plan. NMCEH convenes and manages the Continuum of Care planning process and the Mesilla Valley Community of Hope provides multiple services for the homeless and chronically homeless population in Las Cruces.

Discussion

Coordinated efforts to provide funding and facilities to the non-profit agencies providing housing and needed services to the homeless population in the City of Las Cruces are on-going. City staff participates in regularly scheduled meetings to discuss facilities provided by the City and services to the homeless population. Opportunities to increase and improve services and address needs of the homeless population are discussed at various levels. On-going technical assistance is provided to the various agencies providing services to the homeless.

Other Special needs: As part of the 2024 Action Plan the City will be funding an 80-unit LIHTC project for the elderly and/or persons with disabilities.

In addition to Program Year 2024 CDBG public services funding, the City funds other services through its general fund for non-homeless special needs. City provided services through Senior Programs include at-home services, nutritional meals, and recreational programs including Meals on Wheels, Congregate Meals and case management. Mobile Integrated Healthcare (MIH) is also offered through the Fire department. MIH focuses on elderly, frail elderly and the disabled citizens who fall regularly and utilize the 911 system for assistance. Paramedics and social workers assist and navigate citizens to health and human resources to solve their healthcare problems.

The City also funds a broad range of services through its Health Care fund in PY2024 the City allocated approximately \$600,000 in social service funding to areas non-profit agencies to provide a variety of support services to special needs populations. Services include healthcare, student mentorships,

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childcare for high risk students, services for cancer patients, food, housing, hospice, legal assistance, diabetes education and veterans case management.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

IMPEDIMENT 1: LACK OF KNOWLEDGE ABOUT FAIR HOUSING ROLES AND RESPONSIBILITIES OF CONSUMERS AND PROVIDERS.

ANALYSIS: Roles and responsibilities of both consumers and housing providers under federal and local Fair Housing rules can be complex and often up-to-date, accurate information is not readily available. Qualitative research through stakeholder interviews, community focus groups, and an online community survey revealed that Fair Housing laws are not widely known, and many community residents don't know who to turn to if they have questions or issues in Las Cruces. The City and many community organizations that work with housing issues report that they do train staff, but general awareness regarding Fair Housing in the community is low. The City would like to increase Fair Housing awareness, roles, and responsibilities for both consumers and providers. The actions outlined below are intended to increase the knowledge base of both consumers and producers.

IMPEDIMENT 2: DISCRIMINATION BY PROPERTY OWNERS AND MANAGERS, AGAINST PERSONS WITH DISABILITIES AND/OR HOUSING VOUCHER PROGRAMS LIMITS THESE GROUPS FROM EQUAL ACCESS TO HOUSING.

ANALYSIS: Key informants, community surveys and public meeting comments point to instances of discriminatory practices for individuals and households who have a member with a disability and/or a receipt of a housing voucher. Community focus groups and the community survey revealed that there is a significant stigma about people who have a housing voucher through the Section 8 or other programs. Many private landlords refuse to rent to those who have a housing voucher and with limited public housing options, many eligible individuals who have a housing voucher cannot find adequate housing. Additionally, many of the rental properties in Las Cruces are not accessible and many landlords are reluctant to allow tenants to make modifications to the property. There were several fair housing complaints filed with HUD involving individuals with disabilities.

IMPEDIMENT 3: THE INCREASING COST AND SCARCITY OF BOTH RENTAL AND FOR SALE HOUSING DISPROPORTIONATELY IMPACTS LOW INCOME HOUSEHOLDS AS QUANTIFIED IN THE CONSOLIDATED PLAN AND THE HOUSING CONCERNS SECTION OF THE ANALYSIS OF IMPEDIMENTS.

ANALYSIS: Approximately half of all renters in Las Cruces have one of the four housing issues identified by HUD in the Consolidated Plan (cost burden, overcrowding or lack of kitchen or plumbing). Households earning less than 50% AMI are more likely to experience cost burden and severe cost burden than those earning high incomes, especially among renters. There is a severe lack of quality affordable rental units in Las Cruces and a hot housing market is only increasing the median sale price of homes in the City making homeownership harder for households earning less than the median income. The housing gap charts show that a major barrier to Fair Housing Choice is the lack of units available to households with limited incomes. The lack of affordable units, results in many residents who are cost burdened and cannot afford the units available in the market.

IMPEDIMENT 4: LOAN DENIAL RATES REMAIN RELATIVELY HIGH FOR SOME RACIAL/ETHNIC GROUPS.

Analysis: Although HMDA data is not conclusive, it does show some racial/ethnic groups may struggle more on the dream of homeownership. Loan denial rates show that American Indian or Alaska Native, Hispanic, and women have slightly higher loan denial rates than other groups. Table 39 shows underlying systemic racism that had hurt people of color for decades. Black or African American and American Indian or Alaska Native individuals are more likely to get denied a loan due to credit history.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

For a thorough analysis, see the Section AP-75 Appendix Attachment.

Discussion:

The City of Las Cruces will work to ensure the goals and strategies of affiliated partners, such as the Elevate Las Cruces Comprehensive Plan and the Mesilla Valley Housing Authority's Housing Plan, are collaborative with the goals and strategies laid out in the Consolidated Plan project.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Las Cruces identifies several special needs groups that are served in a variety of settings. These populations include persons with physical disabilities, intellectual and developmental disabilities (IDD), mental health disabilities, substance use disorders (SUD), elderly, frail elderly, people with HIV/AIDS, victims of domestic violence, veterans, at-risk youth, migrant/seasonal workers and their families, and immigrant populations. Special needs communities often encounter financial barriers and access/availability of appropriate housing and services.

Actions planned to address obstacles to meeting underserved needs

Housing services:

- Emergency Financial assistance – rental and/or mortgage and utility assistance.
- HOPWA (Housing Opportunities for Persons with AIDS) – long term or short-term assistance for partial or full housing assistance which is determined by need, income, and availability.

Other supportive services:

- Medical and Non-medical case management services
- Early intervention services (EIS)
- ADAP – AIDS Drug Assistance Program
- AIDS Pharmaceutical Assistance
- Health Insurance Premium assistance
- Co-pay assistance for contracted HIV providers and lab visits
- Oral health care
- Food Bank/Food cards
- Medical Transportation (travel reimbursement/bus pass)
- Health education/Risk Reduction
- Referrals for Substance use, Harm Reduction, Behavioral Health, Nutrition, Psychosocial Support

Services

Client's must be enrolled into Ryan White Services to be eligible to receive supportive services (this does not include HOPWA). Client's must be under the 400% FPL, a resident of New Mexico and be diagnosed with HIV to qualify. Once enrolled into services, a medical case manager will meet with the client to complete a detailed assessment of the client's needs. The assessment is then utilized to complete an acuity scale which is then used to determine the supportive services the client needs.

Actions planned to foster and maintain affordable housing

HOME and CDBG funds will be used to construct new for-sale housing, preserve existing affordable owner-occupied housing, and provide TBRA. The City of Las Cruces works with the local housing authority, nonprofit housing agencies and private developers to expand and preserve the affordable housing stock in Las Cruces. With Council approval, and partnering with Qualified Grantees, the City of

Las Cruces' Affordable Housing Trust fund, provided funding to assist with multi-family development projects, including 3.4M to The Three Sisters family complex, 3M to the Pedrena Senior Apartment complex and a commitment of 6M to the Peachtree Canyon Apartments. This influx of funding will help bring an estimated 294 affordable housing units to the City. Construction began on The Three Sisters and the Pedrena apartment Complex in the 3rd quarter of PY2023 with anticipated completion of both projects in 2025. Construction has begun on the Peachtree Canyon apartments, a 144-unit complex with an expected completion in late 2025. The City has also allocated a future preliminary award amount of 6M for Peachtree Canyon Phase II, subject to the project receiving a tax credit funding allocation for an additional 144 units.

Actions planned to reduce lead-based paint hazards

Through the City's home rehabilitation program, homeowners occupying units with lead-based paint will have the hazard removed when their units are rehabilitated. This program only benefits low to moderate income owners in the City. Through the creation of new affordable rental and owner-occupied housing, families and individuals occupying units with lead-based paint will have greater opportunities to relocate into lead-free units.

Actions planned to reduce the number of poverty-level families

The City of Las Cruces wants to address poverty by providing access to affordable housing, revitalizing neighborhoods, and developing mixed use sites throughout the city. This plan will serve as the launching pad for an anti-poverty strategy. It is through housing that the city can fulfill its anti-poverty initiatives, while making the city more desirable from a housing market and business development standpoint. In PY2022 voters approved a 6M General Obligation Bond to secure funding for affordable housing. For every dollar of city investment, four dollars of non-city investment are secured. This goal also aligns with the city's Elevate Comprehensive Plan, which identified goals of Economic Equity, Attainable Housing, Serving Underserved Populations, Diversification, and Entrepreneurship.

Actions planned to develop institutional structure

The City of Las Cruces is making substantial changes to its Las Cruces Development Code which was adopted in spring of 2025. The intent of the code modification is to achieve sustainable growth as established by the Elevate Las Cruces Comprehensive Plan and its Future Development Map. Elevate Las Cruces recommends that the City revise its Land Development Code to implement form-based concepts, context sensitive development strategies, and incorporate more flexibility in uses and densities throughout the City.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will provide public service funding over the next year to local non-profit funds for agencies that serve special needs populations, primarily to the homeless, victims of domestic violence, the disabled, and low-income youth and young adults. Additionally, the City will provide HOME funds to private, non-profit housing providers for the development of single-family housing and affordable rental development(s).

The City of Las Cruces requires that no more than 50% of CDBG funds may be dedicated to infrastructure, public facilities, or economic development activities that result in capital or facility improvements and that the remaining 50% or more may come from other sources. Other sources can include other federal, state, local, and private funds. For improvements made to City-owned facilities that are occupied by non-city operated programs, the other 50% must come from other federal, state and private (non-City of Las Cruces) sources or will provide full funding from CDBG funds with 50% of the funding provided as loan, resulting in program income upon payback.

Discussion:

The City of Las Cruces' strategy to foster economic growth by supplying accessible mixed use housing and business opportunity sites will ensure the needs of its most vulnerable populations are met while keeping an eye on growing the City in a sustainable fashion.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

As a participating jurisdiction the allocation of CDBG and HOME funds provided to the City of Las Cruces are used in accordance with the guidelines provided by the specific programs. Projects are selected based upon need, capacity, and funding availability. See Discussion for more detail.

The City of Las Cruces adheres to HUD regulations for monitoring requirements and has an adopted Evaluation & Monitoring Guide which identifies the methods in which applications and agencies will be determined to be evaluated each year. In addition to the Evaluation Guide, which determines the number of monitoring reviews that are to be accomplished each year, the Program Monitoring and Compliance staff is charged with conducting the monitoring visits for each agency including sub-recipients, sponsors or administering agents each year as applicable. The monitoring conducted includes both financial and programmatic review in accordance with the requirements of the CDBG, HOME, and applicable OMB circulars. This is in addition to technical assistance provided by the City's HOME, CDBG and Permanent Supportive Housing Program staff.

Goals and objectives identified in the Consolidated Plan are reviewed prior to awarding funds for proposed plans and projects to ensure that the proposed project meets identified goals and objectives of the plan. This process includes underwriting and risk assessments. To ensure timeliness of project expenditures City staff review applicable IDIS reports for HOME and CDBG projects. Written agreements with outside agencies for all programs include specific expenditure requirements as well as project completion deadlines. For HOME projects City staff follows additional guidelines per CPD notice 07-06.

To perform the actual monitoring visit, City staff use Community Planning and Development (CPD) Handbook guideline/exhibit information as applicable for both HOME/CHDO, CDBG, and CDBG Public Services as required in the regulations for each of the programs.

Generally, for all on-site reviews there is a full record(s) review (review of program participant eligibility and supporting documentation), a complete Housing Quality Standards (HQS), or applicable succession standards established by HUD, for HOME multi-family, TBRA, and SHP rentals, and a walk-through of HOME single-family homes under construction or un-occupied, but where construction has been completed. These on-site inspections ensure long-term compliance with housing codes. If there are problems or issues beyond Program staff's expertise, other City Departments may be contacted. Once the review is complete, a written follow-up letter is provided to the agency, noting any Findings, Concerns, Observations, and/or to the Sub-recipient, with

appropriate due dates for correction/compliance as applicable.

For Program Year 2024, City staff began scheduling on-site monitoring visits the 3rd quarter of the program year per the monitoring schedule spreadsheet for the programs. Normally, monitoring is complete for all projects during the first quarter of the next program year.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	25,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	25,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

none

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City files a Deed Restriction and Covenants agreement against the units that are HOME-assisted via grants for the acquisition of land and new construction of individual single family owner-occupied units. Following a resale provision, during the period of affordability, that restricts the purchase price and ensures the original HOME-assisted owner a fair return on investment.

HOME Funding numbers are as follows:

- Fiscal year HOME allocation – \$490,237
- Program income - \$55,000
- Repayments - \$0
- Recaptured funds in local account - \$0

The full resale provisions detailed in the Deed Restriction and Covenants agreement filed against the HOME-assisted units can be found in the Appendix attached in the Grantee Unique Appendices of this document.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For single-family owner-occupied units that are provided HOME funds for direct down payment, the City files a Deed Restriction and Restrictive Covenants agreement that contains resale/recapture provisions.

The City's resale recapture requirements are provided in the Appendix.

Agenda Item #7.2.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not have plans in place at this time to use HOME funds for the refinancing of existing debt secured by multifamily housing that is rehabilitated with HOME funds.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

The City does not have a preference for TBRA programs although non-profit applicants may prioritize based on their service population. For example, La Casa Inc serves victims of domestic violence and the Mesilla Valley Community of Hope serves people experiencing homelessness.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

n/a

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

n/a

Agenda Item #7.2.

The City of Las Cruces follows a Standard Operating Procedure for competitive Requests for Proposals (RFPs) that is in accordance with 2 CFR Part 200 and the City's Procurement Code 24.92. RFPs for CDBG and HOME applications will be publicized annually, and all evaluation factors and their relevant importance will be included. Applicants must first submit a standardized RFP/ Letter of Intent (LOI) which must be received by the published deadline. Staff will review submitted LOIs for terms and conditions of the RFP, grant program guidelines and registration and debarment, and applicable program regulations. Each applicant will be notified in writing of acceptance or rejection of the LOI. If accepted, City staff will inform an applicant for which program the LOI will be considered and provide a blank RFP application for that program to the applicant.

RFPs are accepted each year for CDBG Public Services, and all other HOME and CDBG activities. Each will be reviewed for technical, subjective and risk analysis by City staff according to program guidelines. At completion of the review, City staff will present a CDBG & HOME summary to the Administering Department Director for review and concurrence. City staff will issue a preliminary funding award letter, subject to City Council final approval, or issue a letter of rejection. After council action is completed, City staff will notify each applicant of formal City Council action and the award amount. CDBG Public Services applications are processed for recommended approvals by the Health and Human Services Advisory Committee.

For Program Year 2025 funding, the City of Las Cruces published a notice of funds available and the RFP process that let applicants know that the RFP LOI would be available on September 6, 2024., LOIs were due back to the City no later than 4:30 pm on September 23, 2024. City staff reviewed LOIs, notified applicants who were eligible to submit an RFP for a specific project or program, and City Council approved projects and the Annual Action Plan on May 05, 2025.

Attachments

Citizen Participation Comments



PO Box 631667 Cincinnati, OH 45263-1667

AFFIDAVIT OF PUBLICATION

Mandy Leichterwood Goss
City Admin-Public Information
P.O. Box 20050
Las Cruces NM 88004

STATE OF WISCONSIN, COUNTY OF BROWN

The Las Cruces Sun News, a newspaper published in the city of Las Cruces, Dona Ana County, State of New Mexico, and personal knowledge of the facts herein state and that the notice hereto annexed was published in said newspapers in the issue:

09/26/2024

and that the fees charged are legal.
Sworn to and subscribed before on 09/26/2024

Reyna Llovera
Legal Clerk
Nancy Heyrman
Notary, State of WI, County of Brown
5-15-27

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State of Wisconsin

**PUBLIC NOTICE
NOTICE OF FUNDING AVAILABILITY (NOFA)
REQUEST FOR PROPOSAL (RFP) APPLICATIONS
CITY OF LAS CRUCES (CITY) PROGRAM YEAR
FY2025
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
HOME INVESTMENT PARTNERSHIP PROGRAM
(HOMAP)**

The City is announcing the start of the application cycles for FY2025 CDBG and HOMAP programs. These federally funded programs are used by the City to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for low-income persons or families.

The City anticipates receiving the following amount of funds from the U.S. Department of Housing and Urban Development (HUD) for the FY2025 CDBG \$1,052,270 and HOMAP \$40,936.

An individual or project is eligible for consideration for application, an RFP-Letter of Intent (LOI) must be submitted by the non-profit organization or sponsoring agency and submitted to the Housing & Neighborhood Services Section no later than **Monday, September 23, 2024, 4:00 p.m.**

FY 2025 RFP-LOI WILL BE AVAILABLE Thursday, September 26, 2024.

The LOI for FY2025 will be available at <https://www.lascruces.gov/development/development>. Paper copies of the LOI can also be obtained through email at development@lascruces.gov or by calling 575-528-3157.

CDBG and HOMAP applications will only be accepted from eligible 501(c)(3) non-profit organizations, government entities, and qualifying agencies.

The City is required to prepare and submit to HUD a one-year Action Plan that provides detailed information on the activities for the City will fund with CDBG and HOMAP funds for the FY2025. The City will conduct public meetings on the proposed One Year Action Plan during March, 2025. City Council will approve the final one-year action plan in May 2025.

For submission questions or assistance please contact:

By Email: development@lascruces.gov

By Phone: 575-528-3157 (voice) or 575-528-3157 (TTY-Hearing impaired)

City Manager's Office

P.O. Box 20050

Las Cruces, NM 88004

In person: 700 N. Main Street, Suite 1103, Las Cruces, NM 88001

By Email: development@lascruces.gov

By Phone: 575-528-3157 (voice) or 575-528-3157 (TTY-Hearing impaired)

THE DEADLINE TO SUBMIT THE RFP-LOI is Monday, September 23, 2024, 4:00 p.m.

Please Note: No Late Submissions will be Accepted.

The City does not discriminate on the basis of race, ethnicity, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, familial status, marital or filiation, age, or disability in employment or the provision of services.

If you need an accommodation for a disability to enable you to fully participate in this process, please contact us at 575-528-3157 or TTY (hearing impaired) at 575-528-3157.

Alternative formats are available upon request.

10548438, SUN NEWS, September 26, 2024



PO Box 631667 Cincinnati, OH 45263-1667

AFFIDAVIT OF PUBLICATION

Daniela Lopez
City Admin-Public Information
Phone: 20200
Las Cruces NM 88001

STATE OF WISCONSIN, COUNTY OF BROWN

The Las Cruces Sun News, a newspaper published in the city of Las Cruces, Dona Ana County, State of New Mexico, and personal knowledge of the facts herein state and that the notice hereto annexed was published in said newspapers in the issue:

09/22/2024

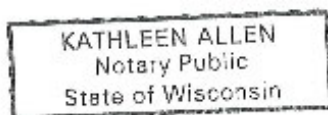
and that the fees charged are legal.
Sworn to and subscribed before on 09/22/2024

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Notary, State of WI, County of Brown
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Page 1 of 2

CITY OF LAS CRUCES

2025 INITIAL ACTION PLAN PUBLIC INPUT MEETING

The City of Las Cruces City Managers Office, Housing and Neighborhood Services section is presenting an overview and receiving public input related to the 2025 Action Plan for the use of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing & Urban Development (HUD). These Federally funded programs are used by the City to provide decent housing, a suitable living environment, and the expansion of economic opportunities principally for persons and families with low to moderate incomes.

The City anticipates receiving the following grant amounts from the HUD for Program Year 2025 (FY2025): CDBG \$1,056,272 and HOME \$490,236. The 2025 Action Plan coincides with the City's Fiscal Year 2026 which is from July 1, 2025, through June 30, 2026.

THE PUBLIC MEETINGS TO PROVIDE INPUT ON THE FY2025 ACTION PLAN ARE:

Date:	Wednesday, October 9, 2024
Time:	5:30 p.m.
Location:	Las Cruces City Hall, 700 N. Main St., Room 1158
Zoom:	https://zoom.us/j/97470373361?pwd=tDejthR9J55rWXo0g3MpnJJbpRHz.1
Date:	Thursday, October 10, 2024
Time:	2:30 p.m.
Location:	Casa de Peregrinos Board Room, 999 W. Amador
Zoom:	https://zoom.us/j/92276105426?pwd=Jv77FD50WEPlgwqDRZoun2bDSNnMwt.1

These facilities are wheelchair accessible. A Spanish interpreter will be available and, upon request, interpreters for other languages can be made available. Please make any language and format accommodation requests at least 72 hours in advance at the number below. If you need an accommodation for disability to enable you to fully participate in this event, please contact us at least 72 hours before the event at 575-528-3022 or TTY at 575-528-3157.

The City of Las Cruces does not discriminate on the basis of race, ancestry, ethnicity, color, national origin, sex, sexual orientation, gender identity, marital status, spouse affiliation, religion, age, or disability in employment, or the provision of services.

PLAN DE ACCIÓN INICIAL DEL 2025 - JUNTAS PÚBLICAS PARA EXPRESAR SU OPINIÓN

La oficina del Administrador de la Ciudad, Sección de Vivienda y Servicios para las Áreas Residenciales, estará presentando un resumen, y a su vez recibirá la opinión del público en relación al Plan de Acción 2025 para el uso del Subsidio del Programa Global para el Desarrollo Comunitario (CDBG) y HOME - Programa de Alianzas de Inversión (HOME) en fondos del Departamento de Vivienda y Desarrollo Urbano (HUD). Estos programas financiados por fondos Federales serán utilizados por la Ciudad para proporcionar viviendas decentes/ ajuar digno, un ambiente y entorno adecuado para vivir, y la ampliación de oportunidades económicas, particularmente para personas y familias con ingresos bajos a ingresos moderados.

La Ciudad anticipa recibir las siguientes cantidades de subsidio de parte de HUD para el Programa del Año 2025 (FY2025): CDBG \$1,056,272 y HOME \$490,236. El Plan de Acción 2025 coincide con el Año Fiscal 2026 de la Ciudad que comprende del 1 de julio del 2025 al 30 de junio del 2026.

DURANTE LAS JUNTAS PÚBLICAS PODRÁ EXPRESAR SU OPINIÓN PARA EL PLAN DE ACCIÓN DEL FY2025. ESTAS JUNTAS SE LLEVARÁN A CABO:

Fecha:	Miércoles, 9 de Octubre del 2024
Hora:	5:30 p.m.
Ubicación:	Edificio de Ayuntamiento, Sala de Juntas 1158, que se encuentra en el 700 N. de la calle Main.
Zoom:	https://zoom.us/j/97470373361?pwd=tDejthR9J55rWXo0g3MpnJJbpRHz.1
Fecha:	Jueves, 10 de Octubre 2024
Hora:	2:30 p.m.
Ubicación:	Casa de Peregrinos, Sala de Juntas, en el 999 W. Amador Ave.
Zoom:	https://zoom.us/j/92276105426?pwd=Jv77FD50WEPlgwqDRZoun2bDSNnMwt.1

Estas instalaciones cumplen con los requisitos para accesos a sitios de reuniones. Un intérprete de idioma español/inglés estará disponible y si lo piden, también tendremos acceso a intérpretes en otros idiomas durante estas juntas. Por favor, pida el intérprete y cualquier otra ayuda para acomodar sus necesidades al menos con 72 horas de anticipación al evento, llámese al 575-528-3022 o TTY al 575-528-3157.

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Legal Advertising Affidavit

Belinda Mills, who being duly sworn as the publisher of the Las Cruces Bulletin, a weekly newspaper of general distribution published in the City of Las Cruces, County of Doña Ana, State of New Mexico, disposes and states that the legal advertising for

CITY OF LAS CRUCES

In the matter of:

2025 INITIAL ACTION PLAN PUBLIC INPUT MEETING

In accordance with the laws of the State of New Mexico, the attached was published in its entirety 1 time(s) in the Las Cruces BULLETIN, the first publication date being 10/04/2024.


Belinda Mills

Sworn to and subscribed,
before me this day 10/04/2024,
in the
CITY OF LAS CRUCES
COUNTY OF DOÑA ANA
STATE OF NEW MEXICO

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CITY OF LAS CRUCES

2025 INITIAL ACTION PLAN PUBLIC INPUT MEETING

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Legal Advertising Affidavit

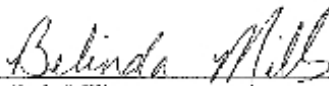
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CITY OF LAS CRUCES

In the matter of:

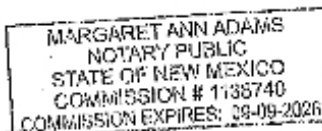
2025 Annual Action Plan Public Comment Period

In accordance with the laws of the State of New Mexico, the attached was published in its entirety **1** time(s) in the Las Cruces BULLETIN, the first publication date being **03/07/2025**.


Belinda Mills

Sworn to and subscribed,
before me this day **03/07/2025**
in the
CITY OF LAS CRUCES
COUNTY OF DOÑA ANA
STATE OF NEW MEXICO


Notary Public



Advertising Costs: \$1033.37

CITY OF LAS CRUCES **2025 Annual Action Plan Public Comment Period**

The City of Las Cruces Housing and Neighborhood Services Section has prepared the 2025 Annual Action Plan. This is part of the Program Year (PY) 2021-2025 Consolidated Plan and Analysis of Impediments to Fair Housing Choice for the use of its Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) from the U.S. Department of Housing & Urban Development (HUD). The activities proposed in the 2025 Annual Action Plan are for the period of July 1, 2025, to June 30, 2026. The 2025 Annual Action Plan is proposed for review, consideration, and adoption by the Las Cruces City Council at their regular meeting on May 5, 2025, and is required to be submitted to HUD before May 15, 2025, or 45 days from allocation announcement.

Proposed* uses of HUD funding for PY2025 are:

	CDBG	HOME	Activity/Location
Anticipated funding amount from HUD*	\$1,056,272	\$450,236	
Program Income Estimate	\$25,000	\$5,000	
Total Funding Available	\$1,081,272	\$455,236	
Administration	\$175,210	\$35,236	
Mezcla Valley Habitat for Humanity		\$300,000	Land Acquisition and Single-Family New construction in Metro Verde and nearby subdivisions. Estimate of 5 households.
Mezcla Valley Habitat for Humanity - CHHO DP		\$14,000	Mezcla Valley Habitat for Humanity Operating assistance. 727 Santa Fe St.
Mezcla Valley Community of Hope (MVCCH)	\$125,000		Public Facility Improvement: renovations to vacant building for the MVCCH repurpose. 2,500 people are to be served. 939 W. Anarado Ave.
Mezcla Valley Community of Hope-TBNA		\$85,000	Tenant-Based Rental Assistance for approx. 14 homeless households at scattered sites citywide.
Home Rehabilitation (includes Mobile Home ADA ramps)	\$415,272		Citywide sites to be determined. Estimated benefit 25 people.
Tierra Del Sol		\$200,000	Land Acquisition and Single-Family New Construction scattered sites tentative Metro Verde and nearby subdivisions. Estimate of 16 households to benefit.
Tierra Del Sol-CHHO DP		\$10,000	Tierra Del Sol Operating Assistance 210 E. Miraflores Ave.
City of Las Cruces Quality of Life	\$225,000		Public Facility- Purchase of the East Side Community Center at 510 N. Tomilla St.
CDBG Public Services (includes Homelessness)	\$140,299 (approx.)	Proposed Activities	Disadvantaged
Mezcla Valley Community of Hope	\$25,000 (approx.)	CRI Homeless Programs	939 W. Anarado Ave. Community of Hope Campus Est. 550 people to benefit.
Casa de Esperanza	\$35,000 (approx.)	OCW Food Banks	939 W. Anarado Ave. Community of Hope Campus Est. 25,000 people to benefit.
La Casa, Inc.	\$35,000 (approx.)	OSG Antismash & Abused Victims of Domestic Violence	600 S. Walnut St. Est. 500 victims of DV will be assisted.
MVCASA	\$35,000 (approx.)	OSG Abused & Neglected Children	655 E. University Ave., Suite C Est. 200 children will be assisted citywide (Child Abuse Court Jurisdiction)

*Funding is subject to the adoption of a federal budget and nature of proposed allocations. If CDBG and HOME funds are no longer appropriated, the proposed initiatives supported by these funds will be discontinued. In the event of reduced CDBG funding, the Home Rehabilitation Program, Quality of Life and MVCCH projects/allocations may be reduced. In the event of reduced HOME funding proposed to Mezcla Valley Community of Hope, Mezcla Valley Habitat for Humanity, and Tierra Del Sol may be reduced proportionally. If anticipated CDBG funding is increased all projects will receive a proportional increase. If anticipated HOME funding is increased the proposed funding to Mezcla Valley Community of Hope, Mezcla Valley Habitat for Humanity, and Tierra Del Sol will receive a proportional increase in funding. If CDBG and HOME funds are no longer appropriated, the proposed initiatives supported by these funds will be discontinued.

The draft 2025 Annual Action Plan will be available for public review starting Friday, March 7, 2025, from 8am to 5pm, and Monday through Friday at the Las Cruces City Hall, Housing & Neighborhood Services Department, 720 N. Main St., Suite 1100 or City Clerk's Office, Suite 1200 and the Bannigan Library, 200 E. Miraflores Ave. It will also be on the City's website at: <https://las-cruces.gov/property/using-resources/consolidated-plan-action-plan/>. (This page is ADA-compliant for the visually impaired).

The 2025 Action Plan can be translated, upon request, for limited English proficient (LEP) persons for review during the public comment period. The 2025 Action Plan can also be provided in alternate formats for the cladded (i.e., Braille, large print, audiotape) upon request. Three public hearings to receive comments on the 2025 Action Plan will be held on the following dates and times:

- Wednesday, March 26, 2025 | 2:30 pm | City Hall, 720 N. Main St., Room 2007A
- Wednesday, March 26, 2025 | 5:00 pm | Belknap Center, 2015 McCune Rd
- Thursday, March 27, 2025 | 5:00 pm | Sage Café, 6121 Reynolds Dr.

A Spanish interpreter will be available at all meetings and, upon request, interpreters for other languages can also be made available during the hearings. Please make any language and format accommodation requests at least 72 hours in advance of the scheduled hearings to the person of contact listed at the bottom of this announcement.

If you need an accommodation for a disability, to enable you to fully participate in this event, please contact us 72 hours before the event at: 575-528-3033 or TTY at 575-528-3137. The City of Las Cruces does not discriminate based on race, ethnicity, sex, national origin, sex, sexual orientation, gender identity, marital status, spouse affiliation, religion, age or disability in employment or the provision of services.

If any resident is unable to attend the public hearings, they may submit written comments concerning the 2025 Annual Action Plan to the City of Las Cruces during the 30-day public comment period between March 7 and April 10, 2025.

Public comments must be submitted by Thursday, April 10, 2025, at 5 pm.

Written comments may be submitted via any of the following methods:

- By Mail: City Managers Office
Housing & Neighborhood Services
ATTN: 2025 Action Plan
P.O. Box 20020
Las Cruces, NM 88201
- By E-mail: hnhousing@las-cruces.gov
- By Phone: 575-528-3033 / TTY 511 (toll-free) or 575-528-3137 (TTY)

Legal Advertising Affidavit

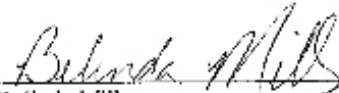
Belinda Mills, who being duly sworn as the publisher of the Las Cruces Bulletin, a weekly newspaper of general distribution published in the City of Las Cruces, County of Doña Ana, State of New Mexico, disposes and states that the legal advertising for

CITY OF LAS CRUCES

In the matter of:

Plan de Acción Anual 2025 Periodo para Comentarios del Público

In accordance with the laws of the State of New Mexico, the attached was published in its entirety 1 time(s) in the Las Cruces BULLETIN, the first publication date being 03/07/2025.


Belinda Mills

Sworn to and subscribed.
before me this day 03/07/2025
in the
CITY OF LAS CRUCES
COUNTY OF DOÑA ANA
STATE OF NEW MEXICO


Notary Public

MARGARET ANN ADAMS
NOTARY PUBLIC
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Plan de Acción Anual 2025 Periodo para Comentarios del Público

El Departamento de Desarrollo la Coordinación de la Ciudad de Las Cruces ha preparado el Plan de Acción Anual 2025. Este es parte del Programa Anual (PA) 2021-2025 Plan Consolidado y Análisis sobre los impactos para la gestión de una Muestra Anual para el uso de la Subvención de los Fondos de Desarrollo Comunitario (CDC) y el Programa de Asistencia de Inmigrantes en Vivienda (HOMV) de Departamento de Vivienda y Desarrollo Urbano de las Entidades Unidas (HUD). Los habitantes propuestos en el Plan de Acción Anual 2025 son para el periodo a partir del día de julio del 2025 hasta 30 de junio del 2026. El Plan de Acción Anual 2025 está en preparación para su revisión, consideración y aprobación por el Consejo de la Ciudad de Las Cruces durante su reunión regular el 1 de mayo del 2025, y se requiere que verbalmente este sea entregado a HUD antes del 1 de mayo del 2025.

requiere el uso de los fondos de HUD para el Programa anual - PA 2025.

	COBG	HOME	Budget/MANIPULACIÓN
La cantidad anticipada de fondo presentados de HUD	\$1,055,272	\$497,236	
Presupuesto de Ingreso del Programa	\$25,000	\$55,000	
Total de los Fondos Disponibles:	\$1,080,272	\$552,236	
Administración	\$125,000	\$35,236	
Mezcla Valley Habitat for Humanity		\$200,000	Adquisición de terrenos y Nueva Construcción de casas para una sola familia, Mezcla Verde y áreas restringidas de opciones. Se calcula que serán 5 viviendas.
Mezcla Valley Habitat for Humanity - CDDO OP		14,000	Mezcla Valley Habitat for Humanity - asistencia para operaciones. 720 Sierra Fe St
Mezcla Valley Community of Hope (MVCCH)	\$125,000		Mejoras de las instalaciones públicas para la renovación de un edificio de ocupación para la ampliación de MVCCH beneficiará a 2,500 personas en 331 W. Amador Ave.
Mezcla Valley Community of Hope - TRBA		\$65,000	Asistencia a residentes para pagar la renta, para proporcionar 14 familias sin hogar en otros distritos en toda la ciudad.
Rehabilitación de Casas (Incluye Bancos ATB, para Casas Médicas)	\$416,272		En julio de 2024, se determinó a futuro cuáles serán las áreas. Se calcula que esto beneficiará a 25 personas.
Tierra del Sur		\$200,000	Adquisición de terrenos y Nueva Construcción de casas para una sola familia. Inicialmente serán 10 Mezcla Verde y en áreas restringidas de opciones. Se calcula que esto beneficiará a 11 familias.
Tierra del Sur - CDDO OP		\$10,000	Para el desarrollo de operaciones. Tierra del Sur, 210 E. Idaho Ave.
City of Las Cruces (City of Las Cruces - Ciudad de Las Cruces - Ciudad de Las Cruces)	\$225,000		Instalaciones para uso público para la compra del Centro Comunitario East Side, ubicado en 310 E. Tumbler St.
Sección Pública COBG (Sección Pública para Agencias Sin Fines de Lucro)	\$140,000 que no excede 25%	Actividades Propuestas	Beneficiarios
Mezcla Valley Community of Hope	\$35,000 (aprox.)	327 Programas para personas sin hogar/Inclusión de Calle	915 W. Amador Ave. Community of Hope Campus. Se calcula que esto beneficiará a 150 personas.
Casa de Peregrinos	\$35,000 (aprox.)	1656 Programas de Albergue	339 W. Amador Ave. Community of Hope Campus. Se calcula que esto beneficiará a 2,000 personas.
La Casa, Inc.	\$30,000 (aprox.)	850 Viviendas Independientes y Albergues y vivienda familiar	800 S. Walnut St. Se calcula que 540 familias de Vivienda Intermedias recibirán ayuda.
MVCASA	\$35,000 (aprox.)	150 Albergues y Alojamiento de Menores de Edad	665 E. University Ave., Suite C. Se calcula que 200 niños serán apoyados en toda la ciudad. Clasificación de los Albergues del Tercer Distrito.

Los fondos están sujetos a la aprobación del Programa Anual y la modificación de la distribución asignación propuesta. Si los fondos COBG y HOME ya no son asignados, los fondos de propuestas apoyadas por estos fondos serán descontinuados. En caso de que COBG reduzca los fondos, el Programa de Rehabilitación de Viviendas, Ciudad de Vida y MVC - los fondos de servicios propuestos podrían ser reducidos. En caso de que se redujeran los fondos de HOME para Mezcla Valley Community of Hope, Mezcla Valley Habitat for Humanity y Tierra del Sur - esos fondos podrían ser reducidos considerablemente. En caso de que se anticipa que los fondos de COBG sean aumentados, todos los proyectos recibirán un aumento considerablemente. En caso de que se aumenten los fondos de HOME, entonces los fondos de Mezcla Valley Community of Hope, Mezcla Valley Habitat for Humanity y Tierra del Sur recibirán un aumento de fondos considerablemente. En caso de que los fondos COBG y HOME ya no sean asignados, los proyectos propuestos por estos fondos serán descontinuados.

El Plan de Acción Anual 2025 estará disponible para el público a partir del 1 de mayo del 2025, a partir de entonces 1 de marzo del 2025 - de 8 a.m. a 5 p.m. y de lunes a viernes en el Edificio del Ayuntamiento de Las Cruces (City Hall), Departamento de Servicios para la Vivienda y Asesoramiento - Housing & Neighborhood Services Department, con dirección en 700 N. Main St., Suite 1.200 o en la Oficina del Secretario de la Ciudad (City Clerk's Office), Suite 1700 y en la Biblioteca Hispanica que se encuentra en el 205 E. Alameda Ave. También estará en la página de Internet de la Ciudad: <https://ciudadlascruces.org/housing-and-neighborhood-services/> (esta página cumple con los requisitos ADA para personas con impedimentos visuales).

El Plan de Acción 2025 puede ser traducido, a solicitud, y para personas con Demencia (Intelecto del Idioma Inglés (LEI) para que lo repasen durante el periodo de comentario público. El Plan de Acción 2025 también se puede proporcionar en otros idiomas para personas discapacitadas. (Ver el Anexo, Instrucción de traducción de un idioma a otro).

Habrán más juntas públicas para recibir sus comentarios sobre el Plan de Acción 2025, pero se llevarán a cabo durante las siguientes fechas y horas:

- Miércoles 26 de marzo de 2025 | 2:30 pm | City Hall, 700 N. Main St., Room 2007A
- Miércoles 26 de marzo de 2025 | 5:30 pm | Neighborhood Center, 1045 McChesne Rd
- Viernes 27 de marzo de 2025 | 5:30 pm | Grace Café, 6121 Reynolds Dr

Habrán un intérprete del idioma español disponible en todas las juntas, si alguien más lo solicita, habrá otros intérpretes disponibles en diferentes idiomas durante las juntas. Por favor, llame al 505-624-3177 para solicitar un intérprete. La información de las juntas para recibir los comentarios se encuentra en el sitio web de la ciudad. La información de la persona con la que se debe comunicar para recibir estos servicios está en el final de esta sección.

Si usted necesita hacer arreglos de idioma a alguna discapacidad, para que pueda participar completamente en este evento, por favor comuníquese con nosotros 72 horas de anticipación al evento, llamando al 505-624-3177 o al 505-624-3177. La Ciudad de Las Cruces no discrimina por su raza, origen étnico, edad, sexo, orientación sexual, discapacidad, estado civil, religión, idioma de origen, situación familiar, afiliación del empleado, religión, edad o discapacidad en el empleo, o por recibir servicios.

Si algún miembro del público no está disponible para asistir a una de las juntas públicas, estas pueden entregarse a la ciudad de Las Cruces un documento por escrito con sus comentarios antes del 7 de marzo y hasta el 10 de abril del 2025. Durante el periodo de 30 días para comentarios de público a partir del 7 de marzo y hasta el 10 de abril del 2025.

Los comentarios del público se deben entregar a más tardar el jueves 10 de abril del 2025 a las 5 p.m.

Los comentarios por escrito se pueden entregar por correo de las siguientes maneras:

- Por Correo Regular: City Manager's Office
Housing & Neighborhood Services
ATTN: 2025 Action Plan
P.O. Box 20020
Las Cruces, NM 88004
Isabel.Louis@ciudadlascruces.gov
- Por Correo Electrónico: Isabel.Louis@ciudadlascruces.gov
- Por Teléfono: 505-624-3177 (línea de voz) o 505-624-3177 (TTY)



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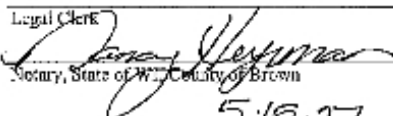
CLC Admin-Public Information
CLC Admin-Public Info P025200727
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Las Cruces NM 88004-9002

STATE OF WISCONSIN, COUNTY OF BROWN

The Las Cruces Sun News, a newspaper published in the city of Las Cruces, Dona Ana County, State of New Mexico, and personal knowledge of the facts herein state and that the notice herein annexed was Published in said newspapers in the issue:

03/09/2025

and that the fees charged are legal.
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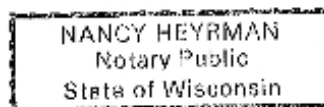
Legal Clerk

Notary, State of WI, County of Brown
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Page 1 of 2

Plan de Acción Anual 2025
Periodo para Comentarios del Público

1) Dique en el delta del río Uruguay, en el Estado de Rio Grande do Sul, Brasil
 2) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**
 3) **El Parque Nacional de la Serra da Capivara en el Estado de Piauí, Brasil**
 4) **El Parque Nacional de la Serra da Formosa en el Estado de Pernambuco, Brasil**
 5) **El Parque Nacional de la Serra da Ilha do Cardoso en el Estado de São Paulo, Brasil**
 6) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**
 7) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**
 8) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**
 9) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**
 10) **El Parque Nacional de la Serra da Mantiqueira en el Estado de Minas Gerais, Brasil**

[illegible]

En la noche, los miembros de la Guardia del Pueblo, que se enfrentaron a los soldados de la Guardia Nacional, se dispersaron. Los miembros de la Guardia del Pueblo se dispersaron en la noche, pero algunos se quedaron en la zona y se enfrentaron a los soldados de la Guardia Nacional. Los miembros de la Guardia del Pueblo se dispersaron en la noche, pero algunos se quedaron en la zona y se enfrentaron a los soldados de la Guardia Nacional.

El 20 de mayo de 2005, el día del aniversario de la fundación de la ciudad, se celebró una gran fiesta en el estadio de fútbol de la ciudad, donde se presentaron los resultados de la encuesta. La encuesta fue realizada por el equipo de investigación de la Universidad de la Ciudad de México, y los resultados fueron los siguientes:

- 1944, publicação da primeira edição (208 pgs) | Cbq, 1944, 1978, 1991, 1994, 1998
- 1949, 2ª edição (240 pgs) | 1978, 1981, 1984, 1987, 1991, 1994, 1998
- 1994, 3ª edição (208 pgs) | 1998, 2001, 2004, 2007, 2010, 2013, 2016

[illegible]

El presente informe es el resultado de una investigación realizada en el marco de la asignatura de Estadística, con el fin de analizar el impacto de la crisis económica en el sector turístico de España. El estudio se basó en datos secundarios obtenidos de fuentes confiables, como el Instituto Nacional de Estadística (INEC) y el Ministerio de Turismo. Los resultados indican que la crisis ha provocado una disminución significativa en el número de visitantes internacionales, lo que ha afectado negativamente a la economía local. Se recomienda implementar estrategias de marketing digital y mejorar los servicios turísticos para atraer a más visitantes y mitigar el impacto de la crisis.

Los resultados de la encuesta se detallan en los cuadros 1 y 2. En el 2005, el 57 por ciento de los entrevistados se encontraba en el sector público, el 39 por ciento en el sector privado y el 4 por ciento en el sector informal.

For Career Inquiries: City Manager's Office
Housing Division, 1000 N. 1st Avenue
Tucson, Arizona 85702

For Correspondence: Dr. J. A. J. van't Hof-Geest, Department of Neurology, University Hospital Groningen, P.O. Box 30.001, 3000 RB Groningen, The Netherlands. E-mail: j.a.j.van't.hof-geest@azg.umcg.nl

Journal of Management Education 36(7) 809–824

Annual Action Plan

2025

2025



City of Las Cruces PY24' Initial Action Plan Public Comment Meeting

10/9/2024 5:30 pm

City Hall, Room 1158

Attendees:

- Natalie Green, Housing and Revitalization Administrator
- Jan Lauterbach, Housing and Neighborhood Services Manager
- Isaac Holguin, Housing Development Specialist
- Isaias Amaya, Housing Development Specialist
- Cynthia Villanueva, Neighborhood Program Specialist
- Barbara Bencomo, Chief Administrative Officer
- Magdalena Giron, Interpreter
- No Members of the public were in attendance

Isaac Holguin presented the Initial Action Plan PowerPoint, and no public was in attendance.

Initial Action Plan
10/9/24

Name	Organization	Email
T. Saec. Holguin	CIC	
Lythia V. Herrera Entra A23 Language Consulting Services, Inc	CIC INTERACT	mherrera@interact.com
Jan Landwehr	CIC	jan@interact.com
Natalie Green	CIC	ngreen@interact.com
Sherril Kelley	CIC	
T. Saec. Holguin	CIC	isaec@interact.com
Brian M. Benton	CIC	mbenton@interact.com



City of Las Cruces PY24' Initial Action Plan Public Comment Meeting
10/10/2024 2:30 pm

Casa de Peregrinos, Conference Room

Attendees:

- Kevin Wilson, Housing Development Specialist
- Isaac Holguin, Housing Development Specialist
- Isaias Amaya, Housing Development Specialist
- Raymond Burchfield, Neighborhood Program Specialist
- Magdalena Giron, Interpreter
- No Members of the public were in attendance

No public was in attendance.

10/10/24

Initial Action Plan

Name	Organization	Email
Isaac Holguin	CLC	CLC
Kevin Robinson	CLC	CLC
Long Burchfield	CLC	CLC
Isaac Arroyo	CLC	CLC



CITY OF
LAS CRUCES

Benavidez Center March 26th, 5:30 PM[illegible]



no public present

Meeting Minutes/Notes





CITY OF LAS CRUCES

Action Plan March 26, 2025

Following are the summary minutes of the Action Plan meeting held on March 26, 2025 at 5:30 p.m. at Benavidez Senior Center

Staff Present: Isaac Holguin
Raymond Burchfield
Jan Lauterbach
Kevin Wilson
Heidi Foremaster

Consultants/Interpreter: Magdalena Giron - Interpreter

No public attended.

Meeting ended at 5:50 pm.



Minutes Approved by Staff



City of Las Cruces

Action Plan 2025

City Hall March 26th, 2:30 PM

[illegible]



No public comments present
Isaac gave presentation

Meeting Minutes/Notes





CITY OF LAS CRUCES

Action Plan March 26, 2025

Following are the summary minutes of the Action Plan meeting held on March 26, 2025 at 2:30 p.m. in room 2007 A Las Cruces City Hall

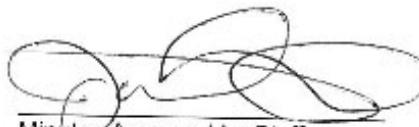
Staff Present: Natalie Green
Isaac Holguin
Jan Lauterbach
Kevin Wilson
Sherriel Kelley
Raymond Burchfield

Consultants/Interpreter: Isaias Amaya - Interpreter

Isaac Holguin gave the presentation.

No public attended.

Meeting ended at 2:45 p.m.


Minutes Approved by Staff



CITY OF
LAS CRUCES

Sage Cafe March 27th, 5:30 PM

Name	Organization/Resident	Email
Isaac's Amaya	OLE	ole
Isaac H	CIC	CIC
Natalie G	USC	CIC
Madeline Carson	Butterfly House of Seattle	madeline@butterflyhouse.org

• • • • •

No Public Was Present

Meeting Minutes/Notes





CITY OF LAS CRUCES

Action Plan March 27, 2025

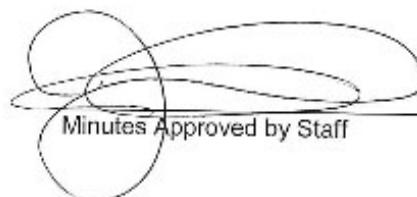
Following are the summary minutes of the Action Plan meeting held on March 27, 2025 at 5:30 p.m. at Sage Café

Staff Present: Natalie Green
Isaac Holguin
Isaias Amaya

Consultants/Interpreter: Magdalena Giron - Interpreter

No public attended.

Meeting ended at 5:52 p.m.


Minutes Approved by Staff

Grantee Unique Appendices

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

Proposed Actions the City will take to address Impediment 1:

- The City will continue to be a partner with other agencies and programs to increase awareness of Fair Housing Laws and policies including those at the Federal level, State level and local level. The City will provide an updated Fair Housing website as part of the Las Cruces web portal. The Fair Housing website will contain necessary information in English and Spanish including Fair Housing Laws and Ordinances as well as information on agencies to contact and the steps needed to file a complaint. It will also contain the City's adopted Analysis of Impediments to Fair Housing Action Plan. The City will provide Fair Housing materials and all other informational documents related to its Community Development activities and reports in alternative formats if requested by a disabled person. Ongoing.
- As the administrator and technical assistance provider for Federal and local housing programs the City's Housing and Neighborhood Services Section will work with subgrantees as well as private housing providers to ensure that housing consumers are dealt with in a non-discriminatory fashion as defined by Fair Housing rules. The City will provide printed and electronic information to landlords and property managers that they can pass on to prospective tenants and purchasers. This information will be a summary of the information contained on the City's Fair Housing website. Fair Housing information will be made available in alternative formats upon request. Ongoing.
- The City's Housing and Neighborhood Services Section will partner with professional associations and fair housing agencies to provide community forums and meetings educating citizens on Fair Housing laws and their importance in ensuring equal access to housing and the programs and services the City provides. The City of Las Cruces Fair Housing Ordinance (Chapter 13: Article I) will also be explained and highlighted at public Fair Housing events. Annually.

Proposed Actions the City will take to address Impediment 2:

- The City's Housing and Neighborhood Services Section will continue its outreach and educational efforts to inform builders, property owners and landlords of the provisions and requirements that must be met in providing equal access to housing for the protected classes of people outlined above. The educational effort will include providing written and electronic information on how housing providers can ensure that advertising, screening processes, lease policies, and general interactions with those seeking housing are treated equally. The City educational effort will also include information for builders on ways to address accessibility requirements through the design and construction of accessible, adaptable units. The City will continue to partner with other agencies serving the Las Cruces area to educate property owners, Mesilla Valley Public Housing Authority, managers, and builders on their Fair Housing responsibilities. Partner agencies may include Las Cruces Homebuilders Association, Las

- Cruces Association of Realtors, New Mexico Human Rights Division, and local community organizations with involvement in Fair Housing Activities. Ongoing.
- Through online and printed Fair Housing materials, the Administering Department Director or designee, will assist complainants who wish to file a discrimination complaint, in filing the necessary forms and providing guidance and referrals on the process the City and other state and federal agencies will utilize in responding to complaints. Ongoing.
 - The City will post Fair Housing Information at all facilities controlled by the City of Las Cruces. This effort will be extended to City subgrantees which provide housing services. Those agencies will be required to post the Fair Housing sign at all housing facilities assisted with local or federal funds. Ongoing.
 - The City will enforce its Fair Housing Ordinance in cases of discrimination as prescribed in the Ordinance. Ongoing.
 - The City will provide technical assistance and oversight to CDBG and HOME subgrantees to ensure that each agency has a compliant Affirmatively Furthering Fair Housing Marketing Plan (AFFHMP), if applicable. The City will monitor the use of the agency AFFHMP to determine the success of subgrantees in using the plan to encourage participation in housing activities by underserved populations. Ongoing.
 - The City will monitor its communications and public outreach and funding activities to measure the effectiveness of its AFFHMP to ensure that underserved populations are actively recruited to participate in public meetings and housing programs and activities. Annually

Proposed Actions the City will take to address Impediment 3:

- The City will examine current planning and development review procedures to provide fast tracking and concurrent review of affordable rental projects. Elevate Las Cruces has provided some guidelines on affordable housing going forward. The City will work with its stakeholders to update its Affordable Housing Ordinance that more clearly outlines what incentives, concessions and enhancements it will make available to increase the production of affordable rental housing that meets the needs of those with the greatest challenges. Annually.
- The City will continue to serve as lead convener of state level and federal agencies and private sources of capital to create a more robust set of tools to address the development cost of new housing. This enhanced finance approach will focus on Low-income Housing Tax Credits, HOME Investment Partnership Funding, various supportive housing financing sources, various tax-exempt bonds including General Obligation Bonds and affordable loans from lenders doing business in the community. Ongoing.
- The City will review density limitations, minimum lot sizes and other regulations that may constrict housing providers' ability to produce both smaller apartments and for sale homes for sectors of the market which cannot presently afford the products available in Las Cruces. Ongoing.
- Development Readiness Measures: The City through its mapping and property records system will identify vacant and underutilized residentially zoned properties in zoning

areas that have adequate infrastructure to support greater densities for residential uses. This action could effectively steer development to sites that are considered suitable by the locality and expedite the pace at which affordable development occurs. Annually.

- The City will continue to provide limited financial assistance to households who qualify for long term mortgages. The City will utilize its Impact Fee Deferral policies for starter homes that meet the City definition of affordable housing. Annually.
- The City will track the numbers of those populations which receive assistance to alleviate the identified housing problems. Annually.
- The City will update its Affordable Housing Plan to review and develop strategies, goals, and measures to encourage and track the development of affordable housing in Las Cruces. 2025-2026

Proposed Actions the City will take to address Impediment 4:

- The City will support organizations that provide credit and homebuying counseling, such as Tierra del Sol to ensure that the programs are geographically targeted to areas in the community where loan denial rates are the highest.
- The City will provide educational information about how to access government sponsored and subsidized loans that have more flexible underwriting standards, as well as types of lenders to avoid.
- The City will work with lenders to ensure all lenders are trained on Fair Housing laws.

City of Las Cruces Resale Provisions 2025

The City of Las Cruces does not currently use recapture provisions for HOME-assisted activities as we are currently not providing HOME funds to direct down-payment assistance activities. The City's subrecipients of HOME-assisted activities are only allowed to follow the City's resale provisions as outlined below:

1. Resale Provisions. During the affordability period, the Lender provided the Owner consent to sell the property to another qualified low-income buyer, who will owner occupy the property, as outlined in number 3, Transfer of Property, of this Agreement, the Lender and Owner agree to the resale provisions as follows:

Ensuring Affordability to Subsequent Buyers: If during the affordability period the property is sold to a subsequent buyer, the price at resale must ensure the original HOME-assisted Owner a fair return on investment (i.e., the homebuyer's down payment plus capital improvements made to the house), while also ensuring that the property is sold at a price that is affordable to a reasonable range of low-income buyers. The Fair Return on Investment will be measured by the Consumer Price Index (CPI) for shelter over the period of ownership, for similarly sized cities, not seasonally adjusted. For purposes of calculating the fair return on investment, the types of capital improvements that the City will include in its basis for calculating fair return are limited to value added improvements such as kitchen remodel, bath remodel, new windows, new siding and the addition of living space. The homeowner must document the improvements with receipts for the improvement. The purchase price at subsequent sale during the Affordability Period is required to be at a price that is affordable to a family earning between 45-80% AMI that will not pay more than 30% of their gross income for principal, interest, taxes and insurance and that shall not exceed 95% of median purchase price limits as established by the Department of Housing and Urban Development (HUD). The percentage of AMI is based on income levels adjusted for family size established by the HUD, for the Las Cruces Metropolitan Statistical Area at the time of the proposed sale.

It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his or her investment because the home sold for less or the same price as the original purchase price.

2. Resale Provisions Related to Net Proceeds: Provided that #1 immediately above is complied with, Net Proceeds due to the Owner/Seller and HOME Funds prorations credited to the new buyer are applicable in the following scenarios:
 - i) Net Proceeds of New Sales Price in excess of 10% of the Original Sales Prices:
If, during the Affordability Period, the Property is sold to a subsequent buyer at a sales price that is an increase of more than 10% of the original HOME-assisted Owner's sales price, the Owner/Seller shall provide a credit to the new buyer for the full amount of the HOME funds grant provided and must also provide a credit to the new buyer on the net proceeds in excess of 10% based on a prorated amount of the net proceeds due less the Owner's investment and any capital improvements. Net proceeds defined is the amount of money

City of Las Cruces Resale Provisions 2025

received by the seller from the sales transaction after deducting the costs involved in making the transaction.

- ii) Net Proceeds of New Sales Price between 1% and 10% above the Original Sales Price: If, during the Affordability Period, the Property is sold to a subsequent buyer at a sales price that is an increase of 1% to 10% of the original HOME-assisted Owner's sales price, the Owner/Seller shall provide a credit to the new Homeowner for the full amount of the HOME funds grant provided and Owner/Seller may retain all other net proceeds from the sale.
- iii) New Sales Price Equal to the Original Sales Price: If, during the Affordability Period, the Property is sold to a subsequent buyer at a sales price that is equal to the Owner's original sales price, the Owner/Seller shall provide a credit to the new buyer in an amount equal to the prorated amount of HOME funds provided over the Affordability Period and must also provide a credit to the new buyer based on a prorated amount of the net proceeds due.
- iv) New Sales Price Less than the Original Sales Price: If, during the Affordability Period, the Property is sold to a subsequent buyer at a sales price that is less than the Owner's original sales price, the Owner/Seller shall provide a credit to the new buyer in an amount equal to the prorated amount of HOME funds provided over the Affordability Period that is based upon the percentage of decrease between the original sales price and the sales price to the subsequent owner. The Owner/Seller is entitled to any remaining net proceeds.
- v) Net Proceeds – Pro-rata Calculations Defined: Net proceeds and HOME Funds credits will be prorated to the subsequent buyer based on the term of the Affordability Period and the year during the Affordability Period that the Property is being sold. For example, if the Affordability Period is five years, the proration is based on 20% per year. Likewise, if the Affordability Period is 10 years, the proration is based on 10% per year, and if the Affordability Period is 15 years, the proration is 6.67% per year. The time period for prorated amounts is calculated on the earliest whole year period from the sales date. For example, if the home is sold at 4 years and 6 months, year 4 will be considered the sale year. The chart below is provided to outline the seller/buyer proration percentages for net proceeds and HOME funds due to seller and the subsequent buyer during the term of the Affordability Period:

City of Las Cruces Resale Provisions 2025

Subsequent Sale Year	Affordability Period (years)		
	5	10	15
	Owner/Subsequent Buyer Proration (%)		
1	20/80	10/90	7/93
2	40/60	20/80	13/87
3	60/40	30/70	20/80
4	80/20	40/60	27/73
5	100/0	50/50	34/66
6		60/40	40/60
7		70/30	47/53
8		80/20	54/46
9		90/10	60/40
10		100/0	67/33
11			74/26
12			80/20
13			87/13
14			94/6
15			100/0

3. Transfer of the Property. Owner agrees that the Property may not be sold, transferred or title to the Property conveyed without Lender's prior written consent, and Lender is under no obligation to provide such consent. Lenders consent shall be granted only if new/subsequent owner meets the obligations specified above.
 - a. Exception to Transfer Restriction. Notwithstanding any other provision of this Agreement, the Grant and/or Loan will not be due on transfer of the Property if (1) a transfer of the Property is the result of the death of Owner and the transfer is by devise or operation of law, (2) the transfer is to a member of Owner's immediate family ("Heir") and, for purposes of this Agreement, the term "immediate family" means parents, siblings or children only, (3) the Heir qualifies for assistance under the federal regulations governing income eligibility for the Grant and/or Loan, and (4) the Heir covenants and agrees in writing to maintain the Property as the Heir's principal residence for the remainder of the term of the Grant and/or Loan and to otherwise comply with all the terms and conditions of this Agreement.
4. Default. Owner agrees that any default under the terms of the Grant and/or Loan, as those terms are set forth in this Agreement, or under the terms of any other mortgage or encumbrance on the Property, whether superior to or junior to this Agreement, will constitute a default under this Agreement and shall cause the full amount of the Grant and/or Loan to become due and payable.
5. Right of Redemption. If this Agreement is foreclosed, the redemption period after judicial sale shall be one (1) month in lieu of nine (9) months.



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐ N/A		
1st Reading:	Adopted: May 5, 2025		
Drafter:	Isaac Holguin	Department:	City Manager's Office
Program:	Housing and Neighborhood Services	Line of Business:	Housing and Neighborhood Services
Title:	A RESOLUTION ADOPTING FUNDING PRIORITIES AND ALLOCATIONS TO VARIOUS LAS CRUCES NON-PROFIT ORGANIZATIONS FOR FISCAL YEAR 2026 (FY26) TO PROVIDE HEALTH-RELATED PUBLIC SERVICE NEEDS AND AUTHORIZING THE INCORPORATION OF THE FUNDING AMOUNTS INTO THE CITY'S FY26 BUDGET.		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
To award funds.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
On September 7, 2021, City Council approved Resolution No. 22-028 earmarking up to \$600,000 a year from the Telshor Facility Fund to fund health-related public service programs for Fiscal Year (FY) 2023, FY24, FY25 and FY26. This program is for the specific purpose of providing funding to eligible non-profit organizations in exchange for providing qualified healthcare and supportive services to the sick, indigent, and low-income residents of Las Cruces.

The City of Las Cruces conducted a competitive application process for the provision of responsive, cost-effective, quality, health-related public services through partnerships with the non-profit sector. Grants are awarded on a two-year funding cycle, with renewed funding based on overall program performance, quality of data collection methods and record keeping, satisfactory monitoring reviews, and availability of City funding.

The applications were solicited in accordance with the adopted Health Related Public Services Policy Guide. The applications were reviewed and evaluated by the Health and Human Services Advisory Committee (HHSAC). On February 26, 2025, HHSAC recommended the grants listed in Exhibit "A" be awarded to local providers of health-related public services for FY26 in the amount of up to \$600,000. City Council approval is required to award funds and execute a purchased services agreement between the City and the respective non-profit organizations.

SUPPORT INFORMATION:
[EXHIBIT "A" HHSAC Funding Recommendations](#)

PLAN(S):
City Council Strategic Plan, 2021-2025 Consolidated Plan, Elevate Las Cruces

COMMITTEE/BOARD REVIEW:

Health & Human Services

DOES THIS AMEND THE BUDGET?:

☐ Yes

☒ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: \$600,000 **AVAILABLE AMOUNT:** \$600,000 **EXPENDITURE AMOUNT:**
\$566,750

Funding Source(s):

Health Care (FUND 2700) 20430071-721080 - (Various)

Overall Budget Impact:

Funds are proposed to be taken from the Telshor Facility Fund (2705) and transferred to the Health Care Fund (2700) pending adoption of the FY26 budget.

Does this action amend the Capital Improvement Plan (CIP)?

☐ Yes

☒ No

Does this action align with Elevate Las Cruces?

☒ Yes

☐ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution. Such action would adopt the FY26 health-related funding recommendations of the HHSAC.
2. Vote "No"; this will not approve the Resolution and not adopt the FY26 health-related recommendations of the HHSAC.
3. Vote to "Amend"; this would modify the Resolution based on City Council's discretion and then vote "Yes" on the amended Resolution.
4. Vote to "Table"; this would postpone the Resolution and the City Council would need to provide direction to staff.

REFERENCE INFORMATION:

1. Resolution No. 05-128
2. Resolution No. 08-112
3. Resolution No. 14-105
4. Resolution No. 22-028
5. Resolution No. 24-112

RESOLUTION 25-131

A RESOLUTION ADOPTING FUNDING PRIORITIES AND ALLOCATIONS TO VARIOUS LAS CRUCES NON-PROFIT ORGANIZATIONS FOR FISCAL YEAR 2026 (FY26) TO PROVIDE HEALTH-RELATED PUBLIC SERVICE NEEDS AND AUTHORIZING THE INCORPORATION OF THE FUNDING AMOUNTS INTO THE CITY'S FY26 BUDGET.

The City Council is informed that:

WHEREAS, on September 7, 2021, City Council approved Resolution No. 22-028 earmarking up to \$600,000 a year from the Telshor Facility Fund to fund health-related public services programs for Fiscal Year (FY) 2023, FY24, FY25 and FY26; and

WHEREAS, the City of Las Cruces Health and Human Services Advisory Committee (HHSAC) conducted a competitive application process for awarding grants to the non-profit sector for a two-year funding cycle; and

WHEREAS, the HHSAC evaluated applications and made recommendations in accordance with the current adopted HHSAC Policy Guide, in specific funding amounts for individual non-profit organizations demonstrating the ability to meet health-related public services needs to the sick, indigent, and low-income residents of Las Cruces.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT area non-profit organizations recommended by the HHSAC be awarded grant amounts for FY26 as shown in Exhibit "A", attached hereto and made part of this Resolution, are hereby adopted.

(II)

THAT these funding recommendations are authorized to be incorporated into the FY26 budget.

(III)

THAT City staff is authorized to develop purchased service agreements with each non-profit agency for FY26 specifying services to be delivered and the City Manager is authorized to execute said agreements on the City's behalf.

(IV)

THAT City staff is hereby authorized to do all deeds necessary in accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

Mayor

ATTEST:

City Clerk

Moved by:

Seconded by:

AYES

NAYS

Organization		Program	Recommended Award
1	Amador Health Center	Amador Care Connection	\$33,250
2	Big Brothers Big Sisters Mountain Region	1 to 1 mentoring for low income at risk youth	\$33,250
3	Boys and Girls Club of Las Cruces	More Members More Often	\$33,250
4	Casa de Peregrinos	Food Security	\$33,250
5	Catholic Charities of SNM	Crime and Domestic Violence Program	\$33,250
6	Community Action Agency	Las Cruces Emergency Family Services	\$33,250
7	El Caldito	Soup Kitchen	\$33,250
8	El Calvario	Resiliency & Well-Being Program-Access to Justice	\$33,250
9	FYI-El Crucero	Permanent Supportive Housing	\$33,250
10	Jardin De Los Ninos	Healthy & Wise/Kids Clinic	\$33,250
12	La Casa	Domestic Violence Family Services Program	\$33,250
12	La Pinon	SANE Program	\$33,250
13	Mesilla Valley CASA	Volunteer Development & Support	\$33,250
14	Mesilla Valley Community of Hope	HOPE SOAR Program	\$34,750
15	New Mexico Legal Aid	Civil Legal Services	\$33,250
15	Roadrunner Food Bank	Childhood Hunger Initiative	\$33,250
17	Southern NM Diabetes Outreach	Diabetes Detection Prevention Education and Support	\$33,250
Total			\$566,750



City Council Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐ N/A		
1st Reading:		Adopted:	May 5, 2025
Drafter:	Cynthia Alamillo	Department:	City Manager's Office
Program:	Capital Improvements Program	Line of Business:	Planning and Implementation
Title:	A RESOLUTION AMENDING THE FY2025-2030 CAPITAL IMPROVEMENTS PROGRAM.		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:
To amend the Capital Improvements Program (CIP) for Fiscal Year (FY) 2025 through 2030.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
The City Council adopted the FY2025-2030 Capital Improvements Program (CIP) on May 20, 2024. During the fiscal year, project information, such as funding sources and amount, changes as projects progress. As such, amendments to the CIP document are needed to reflect those changes. City Council approves amendments.

The proposed amendments are to adjust project budgets to match and reflect recently approved budget adjustments, and one amendment is to allocate funding to a project that is at 90% design completion, demonstrating Active Transportation, Resiliency, and Complete Street elements.

SUPPORT INFORMATION:
[Exhibit "A" - FY2025-2030 CIP](#)
[Attachment "A" - CIP Amendment Descriptions](#)

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

Does this action amend the Capital Improvement Plan (CIP)?
☒ Yes
☐ No

Agenda Item #7.4.

Does this action align with Elevate Las Cruces?

☒ Yes

☐ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will amend the City of Las Cruces FY2025 through FY2030 CIP.
2. Vote "No"; this will not amend the City of Las Cruces FY2025 through FY2030 CIP.
3. Vote to "Amend"; this could potentially amend the City of Las Cruces FY2025 through FY2030 CIP, requiring pages in the program document be added, deleted or modified.
4. Vote to "Table"; this will delay the use of funds for amended projects.

RESOLUTION 25-132

A RESOLUTION AMENDING THE FY2025-2030 CAPITAL IMPROVEMENTS PROGRAM.

The City Council is informed that:

WHEREAS, the Capital Improvements Program (CIP) is a six-year program that identifies capital projects which address capital needs to build, replace, expand, and improve infrastructure and systems; and

WHEREAS, in accordance with the provisions of Article VI. Section 6.03 of the City Charter, the financing and location of capital improvements is guided by the City's Comprehensive Plan, Elevate Las Cruces; and

WHEREAS, pursuant to Article V. Section 5.08 of the City Charter, Council may supplement, reduce or transfer appropriations.

NOW, THEREFORE, Be it Resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the Capital Improvements Program for FY2025 through FY2030, attached hereto and made part of this Resolution as Exhibit "A", is hereby approved.

(II)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

**City of Las Cruces
Capital Improvements Program
FY 2025-2030**

Exhibit "A"

Amended: 05.05.25

Agenda Item #7.4.

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
ACTIVE TRANSPORTATION		7,438,893	370,000	809,000	635,000	635,000	635,000	
Active Transportation - Newly Funded		500,000	-	-	-	-	-	
Trails +	Parks and Recreation	500,000						Grants
Melendres Ave - Hadley to Picacho (+ CS & RS Funds)	Public Works	1,094,853						Bonds
Active Transportation - Carryover Projects		6,938,893	370,000	635,000	635,000	635,000	635,000	
Active Transportation Program		6,141,843	(130,000)	135,000	135,000	135,000	135,000	Bonds, Grants, Taxes
Active Transportation Projects	Public Works	1,226,452						Bonds, Grants
<i>Pending Design Approval</i>			(265,000)					
Madrid Ave Extension	Public Works	2,083,802						Bonds
Pedestrian Safety Improvements	Public Works	736,737	135,000	135,000	135,000	135,000	135,000	Taxes
South Main St	Public Works	1,000,000						Bonds
Dona Ana Move Trail	Parks and Recreation	631,446						Grants, Taxes
Trail Renovations	Parks and Recreation	100,000	500,000	500,000	500,000	500,000	500,000	Grants, Taxes
Tortugas Trail	Parks and Recreation	65,604						Grants
Active Transportation - Future Projects		-	-	174,000	-	-	-	
Green Cool Corridors for Bicycles	Sustainability		-	174,000				Grants, Taxes
Las Cruces Lateral RTP Trail	Parks and Recreation	-						Grants
<i>Pending New Agreement</i>			467,422					
AIRPORT		4,588,754	20,697,903	15,020,000	3,600,000	2,700,000	24,320,000	
Airport - Carryover Projects		4,311,254	2,000,000	-	-	-	-	
LRU Airport Infrastructure Improvements	Las Cruces Airport	859,459						Grants
LRU Runway Improvements	Las Cruces Airport	3,344,491						Grants, Taxes
LRU Runway 4/22 Rehabilitation	Las Cruces Airport	2,699,500	2,000,000					Grants, Taxes
LRU Runway Blast Pads	Las Cruces Airport	644,991						Grants, Taxes
LRU Taxilane Improvements	Las Cruces Airport	107,305						Grants
Airport - Annual Projects		277,500	200,000	200,000	200,000	200,000	200,000	
LRU Pavement Maintenance Program	Las Cruces Airport	64,800	125,000	125,000	125,000	125,000	125,000	Taxes
LRU Pavement Striping/Marking Maintenance Program	Las Cruces Airport	212,700	75,000	75,000	75,000	75,000	75,000	Taxes
Airport - Future Projects		-	18,497,903	14,820,000	3,400,000	2,500,000	24,120,000	
LRU Airport Rotating Beacon	Las Cruces Airport		170,000					Grants, Taxes
LRU Airport Automated Weather Observation System (AWOS)	Las Cruces Airport		415,000					Grants
LRU Maintenance Facility Design and Construction	Las Cruces Airport		500,000					Grants
LRU Airline Ground Support Equipment Facility Design & Construction	Las Cruces Airport							Grants
LRU Airport Maintenance Equipment	Las Cruces Airport		850,000					Grants, Taxes
LRU Commercial Hangar Design and Construction	Las Cruces Airport		2,800,000					Grants, Taxes
LRU Runway Improvements	Las Cruces Airport	-	13,762,903	-	-	-	12,850,000	Grants
LRU Runway 12/30 Extension	Las Cruces Airport		13,500,000					Grants
<i>2024 Legislative Appropriations (R)</i>			262,903					
Runway 8/26 Extension	Las Cruces Airport						12,850,000	Grants, Taxes
LRU ARFF (Airport Rescue & Fire Fighting) Index B Equipment	Las Cruces Airport			1,600,000				Grants, Taxes
LRU Passenger Terminal Parking Design and Construction	Las Cruces Airport			1,600,000				Grants, Taxes
LRU Fuel Farm Relocation and Expansion	Las Cruces Airport			1,900,000				Grants
LRU Infrastructure Extensions/Improvements	Las Cruces Airport			4,500,000				Grants
LRU Passenger Terminal Design and Construction	Las Cruces Airport	-		5,220,000				Grants, Taxes

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
LRU Taxi Lane Extensions/Improvements	Las Cruces Airport				3,400,000			Grants
LRU Multi-Modal Public Passenger Transit Facility	Las Cruces Airport					2,500,000		Grants
LRU Apron West Rehabilitation	Las Cruces Airport						70,000	Grants, Taxes
LRU East Road Extensions/Improvements	Las Cruces Airport						11,200,000	Grants
ATTAINABLE/AFFORDABLE HOUSING		19,552,584	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	
Attainable/Affordable Housing - Newly Funded Projects		5,872,334	-	-	-	-	-	
GO Bond 2024 - Affordable Housing Development	Neighborhood Housing	5,872,334						Bonds
Attainable/Affordable Housing - Carryover Projects		13,680,250	-	-	-	-	-	
MV Community of Hope - Campus Extension (Amador Crossing)	Neighborhood Housing	13,680,250						Grants, Taxes, Telshor
Attainable/Affordable Housing - Future Projects		-	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	
MV Community of Hope - Master Plan Implementation	Neighborhood Housing		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	Grants, Taxes
Paseos Verdes	Neighborhood Housing		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	Grants, Bonds, Taxes
CITY OPERATIONAL FACILITIES		346,000	8,039,500	505,500	505,500	505,500	505,500	
City Operational Facilities - Newly Funded		346,000	-	-	-	-	-	
Well Monitoring	Public Works	346,000						Telshor
City Operational Facilities - Annual Projects		-	255,500	255,500	255,500	255,500	255,500	
Safety, Health, Environmental & Emergency	Facilities Management	-	255,500	255,500	255,500	255,500	255,500	Taxes
Safety, Health, Environmental, & Emergency	Facilities Management	-	255,500	255,500	255,500	255,500	255,500	Taxes
City Operational Facilities - Future Projects		-	7,784,000	250,000	250,000	250,000	250,000	
General Facilities Improvements		-	7,500,000	-	-	-	-	Bonds, Taxes
City Hall Expansion	Facilities Management		7,500,000					Bonds, Taxes
HVAC Upgrade Program		-	200,000	200,000	200,000	200,000	200,000	Taxes
HVAC Upgrade Program	Facilities Management		200,000	200,000	200,000	200,000	200,000	Taxes
Refuse & Recycling Buffer Program		-	84,000	50,000	50,000	50,000	50,000	Taxes
Refuse & Recycling Buffer Program	Facilities Management		84,000	50,000	50,000	50,000	50,000	Taxes
EQUIPMENT & IT		32,163	104,837	92,000	92,000	-	-	
Equipment & IT - Newly Funded Projects		32,163	104,837	92,000	92,000	-	-	
Audio and Visual Equipment Upgrades for City Hall	Facilities Management	32,163	104,837	92,000	92,000			Taxes
NON-PROFIT		10,190,338	13,330,000	800,000	-	-	-	
Non-Profit - Newly Funded		301,000	14,140,000	-	-	-	-	
La Casa, Inc. Improvements (Flooring, Painting, Shade Structure)	Non-Profit	301,000						Grants
Non-Profit - Carryover Projects		10,190,338	12,330,000	-	-	-	-	
Arts and Cultural District Improvements	Non-Profit	2,502,033						Grants
Children's Museum Facility	Quality of Life	690,746						Grants
La Casa, Inc. Safety and Security Improvements	Non-Profit	574,200	-					Grants
MV Community of Hope - Building 1, Solar Project	Non-Profit	400,000	600,000					Grants
MV Community of Hope - Expansion Remodel	Non-Profit	1,724,729	400,000					Grants
MV Community of Hope Flooring	Non-Profit	9,797						Grants
MV Community of HopeHealth Facility	Non-Profit	164,832	330,000	-	-	-	-	Grants
MVCoH Health Facility Improvements	Non-Profit	164,832	330,000					Grants
MV Community of Hope - Jardin de los Niños Re-Roof	Non-Profit	850,000	150,000					Grants, Taxes Telshor
MVCoH Restroom Showers & Mechanical Room Rehabilitation	Non-Profit	269,000						
MV Community of Hope - The Kitchens	Non-Profit	3,005,000	10,850,000					Grants
Non-Profit - Future Projects		-	1,000,000	800,000	-	-	-	
MVCoH Patio to Office Remodel	Non-Profit		1,000,000					Grants
MV Community of Hope - Jardin de los Niños Security Improvements	Non-Profit			200,000				Grants
MVCoH Solar Parking Structure	Non-Profit			600,000				Grants

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
OTHER		5,039,907	8,455,000	1,755,000	1,755,000	1,755,000	1,755,000	
Other - Newly Funded Projects		250,000	-	-	-	-	-	
Gateway Entry Signs	Economic Development	250,000						Taxes
Other - Carryover Projects		4,789,907	1,280,000	280,000	280,000	280,000	280,000	
Downtown Shade Structures	Economic Development	2,700,000						TIDD
Callecitas Shade	Economic Development	2,700,000						TIDD
Plaza Shade	Economic Development	-	1,000,000					Bonds, TIDD
Mesquite Historical District Renovations	Public Works	932,341						Grants
Senior Program Equipment and Rolling Stock	Quality of Life	362,409	280,000	280,000	280,000	280,000	280,000	Grants, Taxes
Other - Future Projects		-	7,175,000	1,475,000	1,475,000	1,475,000	1,475,000	
Quality of Life Bookmobile	Quality of Life		220,000					Grants
General Facilities Improvements		-	145,000	-	-	-	-	Grants, Taxes
Senior Programs Master Plan	Quality of Life		145,000					Grants, Taxes
LCIIP Gateway Signage & Pocket Park	Economic Development	-	335,000					Bonds, Grants, Taxes
LCIIP Infrastructure Improvements	Economic Development		5,000,000					Other
Safety, Health, Environmental & Emergency		-	1,475,000	1,475,000	1,475,000	1,475,000	1,475,000	Taxes
City Vacant /Abandoned Lots	Facilities Management		825,000	825,000	825,000	825,000	825,000	Taxes
Rehabilitation and Demolition of Vacant/Condemned Buildings	Facilities Management		650,000	650,000	650,000	650,000	650,000	Taxes
PARK IMPROVEMENTS		17,613,065	10,128,401	67,575,000	4,100,000	4,101,000	4,101,000	
Park Improvements - Newly Funded		5,184,599	5,490,401	4,225,000	4,075,000	4,075,000	4,075,000	
Benavidez Community Center Park Improvements	Parks and Recreation	734,599	1,265,401					Bonds, Grants, PIF, Taxes
Park Construction/Enhancements	Parks and Recreation	400,000						Telshor
Playground Renovations	Parks and Recreation	1,500,000	1,825,000	1,825,000	1,825,000	1,825,000	1,825,000	Grants, Telshor
Legacy Park Renovations	Parks and Recreation	2,550,000	2,400,000	2,400,000	2,250,000	2,250,000	2,250,000	ARPA, Bonds, Grants, PIF, Taxes, Telshor
Park Improvements - Carryover Projects		12,405,216	1,784,000	3,325,000	-	-	-	
A. Fielder Memorial Safe Haven Renovations	Parks and Recreation	51,298						Taxes
Apodaca Park Aquatic Playground and Multi-Use Path	Parks and Recreation	2,045,990						Grants, Taxes, PIF
Ballfield/Multi-Use Field Renovations & Upgrades	Parks and Recreation	623,818	144,000	3,200,000				ARPA, Bonds, Grants, Taxes
Chandler Tank Park	Parks and Recreation	1,579,203						Bonds, Taxes, PIF
Gallagher Park Improvements	Parks and Recreation	26,377						Other, Taxes
Park & Sport Field Improvements & Additions	Public Works	30,874						Bonds, Taxes
GO Bond 2022- Parks Improvements	Public Works	2,044,620						Bonds
Walking, Jogging, Biking Trails Improvements & Additions	Public Works	4,413						Bonds, Taxes
Highland Park	Parks and Recreation	2,025,467						Bonds, Taxes, Other, PIF
Klein Park Improvements	Parks and Recreation	208,098						Grants, PIF
Parks and Recreational Facilities Structural Renovations (+Lift Up Leg. App)	Parks and Recreation	397,000	585,000	125,000				Grants, Taxes
Park Drinking Fountains	Parks and Recreation	635,699	55,000					Telshor
Pioneer Women's Park Improvements	Parks and Recreation	1,017,888						Grants
Kate Park Renovation & Improvements	Parks and Recreation	671,813						Grants, PIF
Veteran's Memorial Park Enhancements	Parks and Recreation	247,500	1,000,000					ARPA, Bonds, Grants, Taxes
La Mora Dam Park	Parks and Recreation	795,157						Bonds, Taxes, Grants, PIF

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
Park Improvements - Annual Projects		23,250	24,000	25,000	25,000	26,000	26,000	
Parks Shade Structures		23,250	24,000	25,000	25,000	26,000	26,000	Taxes
Park Structure Replacement	Parks and Recreation	23,250	24,000	25,000	25,000	26,000	26,000	Taxes
Park Improvements - Future Projects		-	2,830,000	60,000,000	-	-	-	
Albert Johnson Park Electrical Improvements	Parks and Recreation		70,000					Taxes, Grants
Light Poles at Hadley	Facilities Management		1,010,000					Bonds, Grants, Taxes
Soldados Field Lighting	Parks and Recreation		1,200,000					Grants, Bonds, PIF, Taxes
Soldados Field Restroom	Parks and Recreation		550,000					Grants, Bonds, PIF, Taxes
Multi-Use Recreation Center	Parks and Recreation			60,000,000				Bonds, Grants, Taxes
PARKS - NEW		7,547,981	16,900,000	8,355,000	1,000,000	2,200,000	1,000,000	
Parks - New - Carryover Projects		6,405,867	14,700,000	500,000	500,000	500,000	500,000	
GO Bond 2022- East Mesa Public Recreational Complex	Public Works	1,356,492						Bonds
East Mesa Public Recreational Complex	Public Works	4,676,540	14,200,000.00					Bonds, Grants, PIF
East Mesa Public Safety Area Park	Parks and Recreation	96,221						PIF
Metro Verde Neighborhood Parks	Parks and Recreation	276,614	500,000	500,000	500,000	500,000	500,000	PIF
Parks - New - Annual Projects		1,142,114	500,000	500,000	500,000	500,000	500,000	
Land Acquisition, Planning, and Design for Parks	Parks and Recreation	1,300,000	500,000	500,000	500,000	500,000	500,000	Taxes, PIF
Neighborhood Parks		611,273	500,000	500,000	500,000	500,000	500,000	
Neighborhood Parks	Parks and Recreation	611,273	500,000	500,000	500,000	500,000	500,000	Taxes, PIF
New Skate Park- Plan and Design	Parks and Recreation	530,841						Grants
Parks - New - Future Projects		-	1,700,000	7,355,000	-	1,200,000	-	
Bike Park/Trail	Parks and Recreation		1,700,000	1,400,000				ARPA, Bonds, Grants, PIF
Four Field Baseball/Softball Complex	Parks and Recreation			5,955,000				Grants, Taxes
Waterfalls Park	Parks and Recreation					1,200,000		Grants, Bonds, PIF, Taxes
PUBLIC FACILITIES		21,463,915	32,696,760	32,287,326	12,230,926	38,836,926	13,225,926	
Public Facilities - Newly Funded		4,367,149	9,618,226	6,618,226	6,598,226	6,598,226	6,598,226	
Municipal Court Rehabilitation	Facilities Management	155,156	6,618,226	6,618,226	6,598,226	6,598,226	6,598,226	Bonds, Grants, Taxes
Public Facilities - Carryover Projects		2,453,779	3,000,000	-	-	-	-	
Branigan Cultural Center Improvements	Quality of Life	1,275,233						Grants, Taxes, TIDD
New Animal Shelter Facility	Public Works	54,143						Bonds, Taxes, Grants
Public Art Program	Quality of Life	88,837						Grants, Taxes
Go Bond 2022 - Public Art	Quality of Life	340,000						Bonds
Regional Rec & Aquatic Cntr - Ph II - Community Pool Construction	Parks and Recreation	86,440						Bonds
Various Park Restroom Replacement/Repairs & Upgrades	Parks and Recreation	609,127	3,000,000					Grants, PIF
Public Facilities - Annual Projects		14,642,986	7,922,234	18,639,700	2,054,700	6,039,700	6,039,700	
ADA Compliance	Facilities Management	-	101,200	101,200	101,200	101,200	101,200	Taxes
Convention Center FF&E	Facilities Management	75,000	75,000	75,000	75,000	75,000	75,000	Taxes
Downtown Parking Lots Renovation	Facilities Management	99,404	280,500	280,500	280,500	280,500	280,500	TIDD
Downtown Parking Lot Program	Facilities Management	99,404	280,500	280,500	280,500	280,500	280,500	TIDD

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
Roof Replacement Program	Facilities Management	1,849,626	438,000	-	-	-	-	Other
Meerscheidt Center Re-roof	Facilities Management	369,665						Bonds
Municipal Court Re-roof	Facilities Management	147,996						Bonds
Railroad Museum Re-roof	Facilities Management	116,965						Bonds, Grants, Taxes
Rio Grande Theater Re-roof	Facilities Management	400,000	118,000					TIDD
Museum of Art and Museum of Nature and Science Re-roof	Facilities Management	815,000						TIDD
Roof Inspections	Facilities Management	-	100,000					Taxes
Police Department Main Building - Re-roof	Facilities Management		110,000					Taxes
Police Department Academy - Re-roof	Facilities Management		110,000					Taxes
Parks Parking Lots		1,651,265	-	-	-	-	-	Grants, Taxes
BMX Track Parking Lot & ADA Improvements	Parks and Recreation	-	-	-	-	-	-	Grants, Taxes
Paz Ball Field Parking Lot Improvements	Parks and Recreation	-						Taxes
Tony Gomez Park Parking Lot Improvements	Parks and Recreation	-						Grants
Veterans' Park Parking Lot	Parks and Recreation	1,651,265						Bonds, Grants, Taxes
Safety, Health, Environmental & Emergency		387,773	1,015,500	330,500	345,500	330,500	330,500	Grants, Taxes
City Hall Security Upgrades	Facilities Management	24,559	270,500	255,500	270,500	255,500	255,500	Taxes
HR Remodel	Facilities Management	110,000						Taxes
Surveillance and Access Controls (Key Cards)	Facilities Management	153,214						Taxes
Downtown Security Cameras	Economic Development	100,000						TIDD
Parks Sidewalk Replacement	Facilities Management	-	75,000	75,000	75,000	75,000	75,000	Grants, Taxes
Fire Alarm & Security Upgrades	Facilities Management		670,000					Taxes
General Facilities Improvements Program		10,579,918	5,104,534	17,100,000	1,000,000	5,000,000	5,000,000	Bonds, Grants, Taxes, Telshor
General Facilities Improvements	Facilities Management	102,301						Telshor, Taxes
Amador Hotel Renovation	Quality of Life	3,853,604	1,000,000	1,000,000	1,000,000	5,000,000	5,000,000	Taxes, TIDD, Grants
Benavidez Center Renovations	Quality of Life	126,225	-					Grants, Taxes
Branigan Library - Expansion Phase II	Quality of Life	1,125,333	1,750,000	15,750,000				Grants, Taxes, TIDD, Other
Communication and Cashier Offices Construction	Facilities Management	466,353						Taxes
Frank O'Brien Papen Center Dining Room Floor	Quality of Life	35,000						Grants
Meerscheidt Center	Facilities Management	2,215,000						Bonds
Meerscheidt Recreation Center Improvements	Parks and Recreation	157,678						Taxes
Munson Senior Center Renovations	Quality of Life	2,243,611						Grants, Taxes
Museum of Nature and Science - Improvements	Quality of Life	254,813	75,000	175,000	-	-	-	Grants, TIDD
Atrium Redesign	Quality of Life	44,813						Grants
Technology Improvements	Quality of Life	210,000						TIDD
Nature Center Redesign	Quality of Life		75,000	175,000				Grants, Taxes
Sage Café Expansion	Quality of Life	-	2,204,534					Taxes
2024 Legislative Appropriations (R)			840,119					
Public Facilities - Future Projects		-	12,156,300	7,029,400	3,578,000	26,199,000	588,000	
Generator Buffer Program	Facilities Management	-	50,000	15,000	15,000	15,000	15,000	Taxes
Generator Buffer Program	Facilities Management		50,000	15,000	15,000	15,000	15,000	Taxes
Veterans Memorial Park Restroom Plumbing Repairs and Upgrades	Parks and Recreation		134,000					Grants, Taxes
HVAC Upgrade Program	Facilities Management		200,000	200,000	200,000	200,000	200,000	Taxes
Generator Replacement Program	Facilities Management	-	40,500	463,000	40,500	40,500	40,500	Taxes
Generator Replacement Program	Facilities Management		40,500	40,500	40,500	40,500	40,500	Taxes
Sage Café Backup Generator	Quality of Life			422,500				Grants, Taxes

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
Parks and Recreational Facilities Structural Renovations	Parks and Recreation		685,000	125,000				Other
Eastside Senior Center Purchase and Renovation	Quality of Life		775,000	1,000,000				Grants
General Facilities Improvements		-	6,664,300	4,473,900	3,030,000	25,691,000	80,000	Grants, Bonds, Taxes
City Hall Furnishings	Facilities Management	-	80,000	80,000	80,000	80,000	80,000	Taxes
Museum of Art Improvements	Quality of Life		130,000	485,000	200,000			Grants, Taxes
Frank O'Brien Papen Community Center	Facilities Management		224,400	224,400				Taxes
WIA Rehabilitation	Facilities Management		700,000					Taxes
Railroad Museum Exterior Improvements	Quality of Life		249,900					Grants, Taxes
Hadley Ave Complex Recreation Rehabilitation	Parks and Recreation		315,000	3,185,000				Grants, Other
Munson Center Floor	Quality of Life		750,000					Grants, Taxes
Plugged in for Good Community Energy Center	Sustainability		1,215,000					Grants
Museum of Art/MoNaS Remodel	Quality of Life		3,000,000			15,000,000		Grants, Bonds, Taxes
Branigan Library Renovation	Facilities Management			249,500	2,750,000	1,111,000		Grants, Bonds, Taxes
Munson Center Bathrooms	Quality of Life			250,000				Grants, Taxes
Museum Collections Storage Facility	Quality of Life					9,500,000		Bonds, Grants, Taxes
Facility Parking Lot Program	Facilities Management		907,500	752,500	252,500	252,500	252,500	Taxes
Facility Parking Lot Program	Facilities Management		907,500	752,500	252,500	252,500	252,500	Taxes
Solar Array	RoadRunner Transit		2,700,000					Grants
New Sand Volleyball Courts	Parks and Recreation				40,000			Grants, Taxes
PUBLIC SAFETY		18,132,049	14,086,000	1,340,000	14,925,000	57,000,000	-	
Public Safety - Newly Funded Projects		509,500	-	-	-	-	-	
Police Shooting Range		509,500	-					Taxes
Public Safety - Carryover Projects		17,622,549	9,000,500	-	-	-	-	
Fire Station Maintenance and Improvements	Fire Department	470,324	950,000	-	-	-	-	Grants
Fire Dept. Administration Building Improvements	Fire Department	82,689						Grants
Fire Station 2 Bay Remodel	Fire Department	120,000						Grants
Fire Station 6 Repairs	Fire Department	145,000						Grants
Fire Station 5	Fire Department	122,635						Grants
Fire Department CIT and MIH Building	Fire Department	2,576,138	800,000					ARPA, Grants
<i>2024 Federal Legislative Appropriations</i>			3,000,000					
Fire Station 9	Fire Department	12,717,448	1,100,000					Bonds, Grants, Telshor
GO Bond 2022 - New Fire Station	Fire Department	10,413,872						Bonds
Fire Station No. 3 Building	Fire Department	19,407						Bonds, Taxes
Police Department Building Renovation	Police Department	4,298	400,000					Grants, Taxes
Police Department Equipment	Police Department	84,934	500,500	-	-	-	-	Grants
Public Safety Regional Radio Communication System	Police Department	84,934	500,500					Grants, Taxes
Safety, Health, Environmental & Emergency		1,750,000	2,250,000	-	-	-	-	Grants, Telshor
Real Time Crime Center (RTCC)	Police Department	1,750,000	2,250,000					Grants, Telshor
Public Safety - Annual Projects		-	1,340,000	1,340,000	240,000	-	-	
Fire Department Vehicles and Equipment	Fire Department		1,100,000	1,100,000				Bonds
Fire Station equipment	Fire Department		240,000	240,000	240,000			Grants
Public Safety - Future Projects		-	3,745,500	-	14,685,000	57,000,000	-	
Police North Parking Lot Fencing	Police Department		20,000					Taxes
Solar Canopy protective screen	Police Department		20,000					Taxes
Police Parking Lot Resurfacing	Police Department		25,000					Taxes
Public Safety Vehicle SWAT Command Vehicle	Police Department		100,000					Grants
Public Safety Vehicles - Bearcat	Police Department		350,000					Grants
Public Safety Vehicle - Rook	Police Department		450,000					Grants

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
Police Department Mobile Operation Command Vehicle	Police Department		750,000					Grants
Police Department Equipment	Police Department	-	800,500	-	2,100,000	-	-	Grants, PSIF, Taxes
Technology Equipment	Police Department		100,000					Grants, Taxes
Police Department Equipment - Mobile Data Terminals	Police Department		500,500					Grants
Police/Fire Training Facility - Furniture, Fixtures, and Equipment	Police Department				2,100,000			Grants, PSIF, Taxes
Public Safety Smart Technology	Police Department		200,000					Grants
Police Emergency Vehicles	Police Department		1,230,000					Grants, PSIF, Taxes
Police/Fire Training Facility - Design/Construct	Police Department				6,900,000			Bonds, Grants, PSIF, Taxes
Southwest Station Build	Fire Department				5,685,000			Other
Downtown Public Safety Complex	Police Department					57,000,000		Bonds, Taxes
PUBLIC TRANSIT		7,745,642	5,421,800	3,340,000	70,000	70,000	70,000	
Public Transit - Newly Funded		333,192	-	-	-	-	-	Grants
Transit Facilities FF&E	RoadRunner Transit	333,192						Grants
Public Transit - Carryover Projects		7,372,450	-	-	-	-	-	
Active Transportation		7,372,450	-	-	-	-	-	Grants, Taxes, Bonds
Municipal Service Center - Transit	RoadRunner Transit	7,372,450						Grants, Taxes, Bonds
Public Transit - Annual Projects		40,000	75,000	190,000	70,000	70,000	70,000	
Active Transportation		40,000	75,000	190,000	70,000	70,000	70,000	Grants
Transit Facilities Improvement Program	RoadRunner Transit	40,000	75,000	190,000	70,000	70,000	70,000	Grants, Taxes
Public Transit - Future Projects		-	5,346,800	3,150,000	-	-	-	
Resiliency		-	5,346,800	3,150,000	-	-	-	Grants
Battery Storage	RoadRunner Transit			3,150,000				Grants
MVITT Inductive Charging	RoadRunner Transit		5,346,800					Grants
RESILIENCY		6,193,337	1,000,000	500,000	500,000	500,000	500,000	
Resiliency - Newly Funded		1,540,771	100,000	-	-	-	-	
Melendres Ave - Hadley to Picacho (+ AT & CS Funds)	Public Works	1,105,000	100,000					Bonds
Resiliency - Carryover Projects		324,962	-	-	-	-	-	
Fleet Electric Vehicle Chargers	Facilities Management	110,809	-	-	-	-	-	Taxes
Resiliency		214,153	-	-	-	-	-	Bonds, Taxes
Solar Energy Photo Voltaic Projects	Sustainability	214,153						Bonds, Taxes
Resiliency - Annual Projects		5,868,375	600,000	500,000	500,000	500,000	500,000	
Resiliency Program		5,868,375	600,000	500,000	500,000	500,000	500,000	Other, Taxes, Bonds
Resiliency Projects	P&I	465,000						Bonds
Drainage Infrastructure Improvements	Public Works	3,143,375	500,000	500,000	500,000	500,000	500,000	Other, Taxes
Storm Water System Mapping	Public Works	-	100,000					Other, Taxes
Casa Linda Acres Reconstruction	Public Works	650,000						Bonds
Casa Linda Acres Reconstruction	Public Works	650,000						Bonds
East Mesa Roads and Drainage (Cortez Rd)	Public Works	960,000						Bonds
Resiliency - Future Projects		-	400,000	-	-	-	-	
DC Fast Chargers for Electric Vehicles	Sustainability		200,000					Grants, Taxes
Public Electric Vehicle Chargers	Sustainability		200,000					Grants, Taxes
STREETS - NEW		-	40,424,000	8,424,000	-	-	-	
Streets - New - Future Projects		-	40,424,000	8,424,000	-	-	-	
High Mesa Road	Economic Development		32,000,000					Grants, Bonds, Taxes
Transit Loop Road	Economic Development		8,424,000	8,424,000				Grants, Bonds, Taxes

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
STREETS IMPROVEMENTS		48,721,369	32,664,091	29,318,200	28,019,000	27,825,000	36,115,000	
Streets Improvements - Newly Funded		5,365,758	-	-	-	-	-	
Johnson St - Rouault Ave to Topley Dr	Public Works	810,111	901,889					Bonds, Taxes
S Alameda Blvd-W Amador Ave to W Las Cruces Ave	Public Works	750,000						TIDD
Sports Field Lighting	Public Works	3,400,000						Bonds
Melendres Ave - Hadley to Picacho (+ AT & RS Funds)	Public Works	405,647						Bonds, Taxes
Streets Improvements - Carryover Projects		18,474,945	480,000	-	-	2,200,000	-	
Casa Linda Acres Reconstruction	Public Works	4,248,562						ARPA, Taxes, Grants
Downtown Street Improvements		6,817,756	-	-	-	-	-	TIDD
Campo Street Design and Reconstruct	Public Works	6,817,756	-					TIDD
Madrid Ave Extension - Evelyn St to N Triviz Dr (+AT Funds)	Public Works	2,832,250						Bonds, Grants, Taxes
South Main St - Avenida de Mesilla to Boutz (+AT & CS Funds)	Public Works	2,455,220				2,200,000		Bonds, Grants, Taxes
Telshor Spruce Intersection Improvements	Public Works	1,041,159						Grants, Bonds, Taxes
University Ave. Complete Street Improvements-Design	Public Works	385,770	480,000					Grants
Unpaved Roads	Public Works	-						Taxes
Voluntary Assessment District Phase II	Public Works	629,381						Bonds
Streets Improvements - Annual Projects		24,880,666	14,681,667	17,715,000	17,715,000	13,215,000	13,215,000	
Complete Streets Program		8,170,992	500,000	4,500,000	4,500,000	-	-	Bonds
Complete Streets Projects	CMO	829,502						Bonds
East Mesa Roads and Drainage (Cortez Dr)	Public Works	1,699,406						Bonds
South Main St - Avenida de Mesilla to Boutz	Public Works	1,100,000						Bonds, Taxes
University Area Complete Streets- Design Study	Public Works	236,437	500,000	4,500,000	4,500,000			Grants, Bonds, Taxes
Idaho Ave.	Public Works							Grants, Bonds, Taxes
El Paseo Rd.	Public Works							Grants, Bonds, Taxes
Bataan Memorial at Rinconada	Public Works	500,000						
East Mesa Roads and Drainage (Cortez Dr)	Public Works	1,393,327	500,000	500,000	500,000	500,000	500,000	Grants, Bonds, Taxes
<i>2024 Legislative Appropriations (R)</i>			292,052					
Lift Up Las Cruces - Streets Improvements	Public Works	567,774	600,000	600,000	600,000	600,000	600,000	Bonds, Taxes, Grants
M.A.P. Match	Public Works	31,667	150,000	150,000	150,000	150,000	150,000	Taxes
Materials Testing	Public Works	240,000	240,000	240,000	240,000	240,000	240,000	Taxes
CO-OP Match	Public Works	15,450	80,000	80,000	80,000	80,000	80,000	Taxes
Land Acquisition - Public Works	Public Works	250,000	200,000	200,000	200,000	200,000	200,000	Taxes
Flood Control	Public Works	100,000	100,000	100,000	100,000	100,000	100,000	Taxes
Rights of Way	Public Works	150,000	100,000	100,000	100,000	100,000	100,000	Taxes
Median Landscaping	Parks and Recreation	1,127,844	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	Grants, Taxes
Median Improvements	Parks and Recreation	802,956						Taxes
Lohman Ave & Roadrunner Parkway Medians	Parks and Recreation	324,888	-	-	-	-	-	Grants

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
Neighborhood Traffic Calming Program	Public Works	60,000	60,000	60,000	60,000	60,000	60,000	Taxes
Neighborhood Traffic Calming Program	Public Works	60,000	60,000	60,000	60,000	60,000	60,000	Taxes
Pavement Condition Index Improvements	Public Works	7,374,144	6,300,000	6,300,000	6,300,000	6,300,000	6,300,000	Taxes
Pavement Condition Index Improvements	Public Works	7,374,144	6,300,000	6,300,000	6,300,000	6,300,000	6,300,000	Grants, Taxes
Pavement Marking Program	Public Works	169,000	169,000	169,000	169,000	169,000	169,000	Taxes
Pavement Marking Program	Public Works	169,000	169,000	169,000	169,000	169,000	169,000	Taxes
Roadway Maintenance Program	Public Works	1,705,119	1,846,000	1,846,000	1,846,000	1,846,000	1,846,000	Taxes
Chip Seal Program	Public Works	220,000	220,000	220,000	220,000	220,000	220,000	Taxes
Roadway Maintenance Program	Public Works	1,267,569	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	Taxes
Weed Control & Maintenance Program	Public Works	217,550	126,000	126,000	126,000	126,000	126,000	Taxes
Street Lighting & Traffic Signal Maintenance Program	Public Works	1,096,291	500,000	500,000	500,000	500,000	500,000	Grants, Taxes
Street Lighting and Traffic Signal Maintenance	Public Works	1,096,291	500,000	500,000	500,000	500,000	500,000	Taxes
Traffic Signal Program		1,048,180	1,416,667	450,000	450,000	450,000	450,000	Grants, Taxes
Lohman at Walnut and Walton Signal Improvement	Public Works	533,333	966,667					Grants, Taxes
Traffic Signal	Public Works	450,000	450,000	450,000	450,000	450,000	450,000	Taxes
Bataan Memorial at Rinconada (+ CS Funds)	Public Works	64,847						Bonds, Taxes
Transportation System Modernization ITS	Public Works	1,630,878	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	Taxes
Streets Improvements - Future Projects			17,502,424	11,603,200	10,304,000	12,410,000	22,900,000	
McClure Rd & Carlyle Dr	Public Works		300,000	1,800,000	2,700,000	1,500,000		Taxes
Advancement Ave Expansion	Economic Development		516,384					Taxes
Armijo St - W Picacho Ave to Parker Rd	Public Works		684,000					Bonds, Taxes
Venture Blvd Expansion	Economic Development		900,000					Grants, Taxes
Ethel Ave/Houma St- N Miranda St to N Alameda Blvd	Public Works		718,250					Bonds, Taxes
<i>Active Transportation</i>			<i>325,000</i>					
Mountain Vista Parkway Expansion	Public Works		1,200,474					Grants, Taxes
Mountain Ave - Melendres St to Armijo St	Public Works		1,368,000					Bonds, Taxes
Evelyn St - Madrid Ave to Ash Ave	Public Works		1,710,000					Bonds, Grants, Taxes
Sacramento St - Poplar Ave to Oasis Ave	Public Works		1,500,000					Grants, Bonds, Taxes
Med Park Ave - Idaho to Perkins Ave	Public Works		1,824,000					Bonds, Taxes
Rocket Drive Expansion	Economic Development		5,956,316					Bonds, Grants, Taxes
Sixth St- Hayner Ave to W. Hadley Ave	Public Works			484,000				Bonds, Taxes
La Fonda Dr - Idaho Ave to E.O.P.	Public Works			726,000				Bonds, Taxes
Poplar Ave - Mesquite St to Santa Fe St	Public Works			871,200				Bonds, Taxes
Armijo St - W Organ Ave to W Mountain Ave	Public Works			1,331,000				Bonds, Taxes
Kilmer St - Spruce Ave to Ash Ave	Public Works			1,391,000				Bonds, Taxes
Scoggins Ave-Sixth St to Sweet St	Public Works				652,800			Bonds, Taxes
Mountain Ave - Water St to Alameda Blvd	Public Works				640,000			Bonds, Taxes
Rigsby Rd - Barker to Valley Dr	Public Works				768,000			Bonds, Taxes
Miranda Ave - Picacho Ave to Court Ave	Public Works				1,664,000			Bonds, Taxes
South Valley Dr Reconstruction - Avenida de Mesilla to Boutz	Public Works				3,379,200			Bonds, Taxes
Street Lighting & Traffic Signal Maintenance Program	Public Works		500,000	5,000,000	500,000	5,050,000	5,000,000	Bonds, Taxes
Street Lighting Management System	Public Works		500,000	5,000,000	500,000	5,000,000	5,000,000	Taxes
Targeted Road and Lighting Improvements - Design	Public Works					50,000		Bonds, Taxes
Sweet St- Hayner Ave to W. Hadley Ave	Public Works					568,000		Bonds, Taxes
Parkview Dr - Espina St to E.O.P	Public Works					972,000		Bonds, Taxes
Westgate St - Amador Ave to Cul de Sac	Public Works					1,350,000		Bonds, Taxes
Aspen Ave-Sequoia Ave to S Valley Dr	Public Works					2,970,000		Bonds, Taxes
Im St from Aspen Ave to Sequoia Ave	Public Works						1,300,000	Bonds, Taxes
Amarack St from Aspen Ave to Sequoia Ave	Public Works						1,600,000	Bonds, Taxes
Olano Dr- Missouri to Lohman	Public Works						15,000,000	Bonds, Taxes

Projects	Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Funding Source(s)
UTILITIES		55,629,981	104,307,123	27,939,881	3,130,000	3,340,000	2,770,000	
Utilities - Newly Funded Projects		25,211,000	-	-	-	-	-	
Gas PHMSA	Utilities	10,000,000						Bonds
Water 2025 Projects	Utilities	15,211,000						Bonds
Utilities - Carryover Projects		30,418,981	49,961,814	27,939,881	3,130,000	3,340,000	2,770,000	
2020A Wastewater Bond Projects	Utilities	22,221						Bonds
2020A Water Utilities Projects	Utilities	1,635,201						Bonds
2020B Wastewater Bond Projects	Utilities	449,966	5,181,394	11,232,265				Bonds
Gas Admin Building Improvements	Utilities	683,333	549,750	673,998	125,000	125,000	125,000	Other, Fees
Gas Development	Utilities	46,055	780,455	1,468,364	300,000	300,000	300,000	Other
Gas Miscellaneous	Utilities	274,284	361,748	175,000	175,000	175,000	175,000	Other, Fees
Gas Rehabilitation	Utilities	1,906,857	6,135,724	3,463,396	360,000			Other, Fees
Solid Waste Building Improvements	Utilities	903,333	1,990,478	2,173,998				Other
Wastewater Building Improvements	Utilities	121,252	424,750	548,998	50,000	50,000	50,000	Other
Wastewater Development	Utilities	656,000	100,000	100,000	100,000	100,000	100,000	WWIF
Wastewater Miscellaneous	Utilities	5,349	396,569	230,000	230,000	230,000	230,000	Other
Wastewater Rehab	Utilities	564,890	6,290,463	760,000	510,000	760,000	510,000	Other
Wastewater Septic Systems (WW Dev)	Utilities	1,670,042						Other, Grants
Wastewater Street Utility Rehabilitation	Utilities	1,732,898	4,017,628	400,000	200,000	400,000	200,000	Other
Water Building Improvements	Utilities	128,333	549,750	673,998	125,000	125,000	125,000	Other
Water Development	Utilities	76,724						WIF
Water Miscellaneous	Utilities	75,000	744,461	125,000	105,000	125,000	105,000	Other
Water Rehab	Utilities	2,699,309	22,438,644	5,914,864	850,000	950,000	850,000	Other
WW23 Projects	Utilities	16,767,934						Bonds
Utilities - Future Projects		-	54,345,309	-	-	-	-	
Belt Filter Press Drainage Improvement	Utilities		93,000					Grants, Other
Primary Digester Sludge Pump Upgrade	Utilities		93,000					Grants, Other
Lift Station Stationary Generator Installation	Utilities		100,000					Grants, Other
Pressure Reducing Valve Rehabilitation	Utilities		100,000					Grants, Other
Water Valve Replacements	Utilities		120,000					Grants, Other
Elevated Airport Water Storage Tank Rehab	Utilities		3,000,000					Bonds
Transite Pipe Identification & Replacement	Utilities		5,000,000					Bonds
Wastewater Treatment Plant	Economic Development		45,839,309					Bonds, Grants, Taxes
ALL DEPARTMENTS								
Total Annual Projects		46,874,892	25,598,401	39,365,200	21,560,200	20,806,200	20,806,200	
Total Carryover Projects		135,389,391	94,906,314	32,679,881	4,545,000	6,955,000	4,185,000	
Total Future Projects		-	177,012,073	119,172,600	37,784,000	105,034,000	53,333,000	
Total Newly Funded Projects		43,604,546						
GRAND TOTAL		225,868,828.58	297,516,787	191,217,681	63,889,200	132,795,200	78,324,200	

Abbreviations:	<u>ARPA</u> - American Rescue Plan Act <u>Bonds</u> - Includes Bonds and Loans <u>Grants</u> - Includes Local, State, Federal, or private entity	Other - Includes Fees, State Entitlements, Leases, Developer Contributions, and Donations PIF - Park Impact Fees PSIF - Public Safety Impact Fees Telshor - Telshor Fund	<u>TIDD</u> - Tax Increment Development District <u>WIF</u> - Water Impact Fees <u>WWIF</u> - Wastewater Impact Fees
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Notes

■ Indicates a Change

Pending funding noted in *italic*
 (R) Leg. Appropriations Reauthorizations

Current funding sources noted in **bold**

CAPITAL IMPROVEMENTS PROGRAM (CIP)

Amendments

City Council Meeting - May 5, 2025

Attachment - "A"

Project: Arts and Cultural District Improvements							
Scope of Work: Installation for the Arts & Cultural District gateway and lighting project.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Non-profit	Non-profit	\$2,502,034.00	-	(\$0.57)	\$2,502,033.43	CIP Amendment to reflect the Budget Adjustment that was approved by City Council on 04/21/25.	2

Project: Mesquite Historical District Renovations							
Scope of Work: To repair or replace lighting, signage, entryways, landscaping and related infrastructure within the Mesquite Historic District.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Other	Public Works	\$1,025,000.00	-	(\$92,659.48)	\$932,340.52	CIP Amendment to reflect the Budget Adjustment that was approved by City Council on 04/21/25.	3

CAPITAL IMPROVEMENTS PROGRAM (CIP)

Amendments

City Council Meeting - May 5, 2025

Project: Amador Hotel Renovation							
Scope of Work: To repair and replace windows, lighting, flooring, restrooms, meeting rooms, seating areas, security, sound system, infrastructure stabilization, foundation, roof, walls, sidewalks, abatement, and ADA compliance; in compliance with SHPO rules.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Public Facilities	Quality of Life	\$4,063,187.00	-	(\$209,582.44)	\$3,853,604.56	CIP Amendment to reflect the Budget Adjustment that was approved by City Council on 04/21/25.	5

Project: Fire Station 9							
Scope of Work: Design and build of new fire station, as well as furniture, fixtures, and equipment.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Public Safety	Fire	\$12,735,114.00	-	(\$17,665.90)	\$12,717,448.10	CIP Amendment to reflect the Budget Adjustment that was approved by City Council on 04/21/25.	6

CAPITAL IMPROVEMENTS PROGRAM (CIP)

Amendments

City Council Meeting - May 5, 2025

Project: Campo Street Design and Reconstruct							
Scope of Work: Full design and reconstruction of Campo St. from Spruce Ave. to E. Lohman Ave. to include pavement replacement, curb & gutter, sidewalk, ADA ramps, storm drainage, street lights, signage, striping and utilities.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Street Improvements	Public Works	\$6,842,369.53	-	(\$24,613.24)	\$6,817,756.29	CIP Amendment to reflect the Budget Adjustment that was approved by City Council on 04/21/25.	8

Project: N. Melendres St Reconstruction							
Scope of Work: Full reconstruction of N Melendres St, from W Picacho Ave to W, Hadley Ave. and Pittsburg Ave, from N Melendres to end and will include pavement replacement, curb & gutter, sidewalk, storm drainage, street lights, signage, striping and utilities.							
CIP Amendment:							
Category	Department	Current Balance	Increase	Decrease	Ending Balance	Remarks	CIP Page
Street Improvements	Public Works	-	\$2,705,500.00	-	\$2,705,500.00	Newly funded project following completion of the 90% design approval process	8