

**REGULAR MEETING OF THE CITY COMMISSION
MONDAY, DECEMBER 9, 2013 @ 5:30 P.M.
CITY COMMISSION CHAMBERS, 214 S. LOVE STREET**

Present and answering roll call: Mayor Drummond, Commissioners Trujillo, Gandy, Granath, and Bengé.

Also present: City Manager James Williams, Assistant City Manager Jared Cobb, Finance Director Mashell Stephens, City Clerk Carol Ann Hogue, Chief of Police Danny Bryant, Administrative Assistant Imelda Gutierrez and City Attorney Patrick McMahon.

Call to Order: The meeting was called to order by Mayor Drummond at 5:30 p.m.

Invocation: Commissioner Granath gave the invocation

Pledge of Allegiance: Commissioner Granath led the pledge

Approval of Agenda: Mayor Drummond asked for a motion to approve the agenda as submitted. Commissioner Trujillo so moved. Commissioner Bengé seconded. Motion was approved.

Approval of the Regular Minutes of November 25, 2013: Mayor Drummond asked for a motion for approval of the regular minutes of November 25, 2013. Commissioner Trujillo so moved to amend the wording on the consideration of approval of resolution 2013-8: 300 E. Ave D: a tract of land of 0.46 acres (23X140), this section of land will be given to the City. Commissioner Granath seconded. Motion was approved.

NON-ACTION ITEMS:

Discussion of Quarterly Financial Report: Commissioner Bengé stated that the Percentage Projected Revenue/Original Budget is mostly 100% and commented that was excellent.

ACTION ITEMS:

Consideration of Appointments to Senior Citizens Board: Mayor Drummond called for a motion to approve the recommendations from the Senior Citizens Board. The following individuals have been recommended by the Board.

- Shirley Choate
- Fred Browning
- Ben Quiroz
- Thomas Griffin

Commissioner Bengé so moved to reappoint the individuals whose names are mentioned above for a two year term. Commissioner Trujillo seconded. Motion was approved.

Consideration of Appointment to Personnel Board: Mayor Drummond called for a motion to approve the recommendation from the Personnel Board. Jeanette Faris has been recommended by the Board. Commissioner Granath so moved to reappoint Jeanette Faris for a one year term. Commissioner Bengé seconded. Motion was approved.

Consideration of Approval of Resolution 2013-8: 300 E. Ave D: Mayor Drummond called for a motion to approve Resolution 2013-8: 300 E. Ave D. The resolution will provide for the sale of the described property as well as obtaining property for existing utilities. The City of Lovington will issue a quitclaim for such property to Haarmeyer Electric, Inc. whose address is 310 E. Ave D, Lovington, NM 88260. Commissioner Bengé so moved. Commissioner Trujillo seconded. Motion was approved.

Consideration of Approval of Resolution 2013-9: Open Meetings Act: Mayor Drummond called for a motion to approve the Resolution 2013-9: Open Meetings Act. The resolution is required to be adopted each year by Commission. The resolution this year has been changed to reflect the change in State Law about the meeting agenda and public notice that must be provided within a minimum of 72 hours in advance. Commissioner Granath so moved. Commissioner Gandy seconded. Motion was approved.

Consideration of Approval of 2014 Meeting Dates: Mayor Drummond called for a motion to approve the 2014 Meeting Dates. The City prepared the legal notices stating the dates of the City Commission, other Board Meetings and City holidays for 2014. Commissioner Trujillo so moved. Commissioner Gandy seconded. Motion was approved.

Consideration of Approval of Ordinance 519 – Authorizing Execution of Intergovernmental Agreement & Project Participation Agreement with NMEDD & Lovington Warehouse: Mayor Drummond called for a motion to approve Ordinance 519 – Authorizing Execution of Intergovernmental Agreement & Project Participation Agreement with NMEDD & Lovington Warehouse. This ordinance will grant the City ability to enter into an intergovernmental agreement with NMEDD & Project Participation Agreement with Lovington Warehouse. The documents will provide \$100,000 of funding from the State Economic Development Department for the development of the loading and unloading zone for rail cars. The City will serve as the fiscal agent for this project and will request reimbursement from the NMEDD for the \$100,000. Commissioner Granath so moved. Commissioner Bengé seconded. Motion was approved.

Consideration of Approval of Lea Theater LEDA Funding: Mayor Drummond called for a motion to approve Lea Theater LEDA Funding. The LEDA funding will be utilized to secure the \$400,000 loan in which \$50,000 of the funding is to start up and \$200,000 in matching funds for donations and grants that are obtained. Commissioner Trujillo addressed his concerns to Randy Pettigrew about who will be handling the funds, who will be in charge of the financial statements and how often will the financial reports be reported to the Commissioners. City Attorney McMahon stated that Finance Director Stephens could keep track of the financial report for audit purposes. City Manager Williams stated that the financial reports are required to be completed on a quarterly basis. Assistant City Manager Cobb stated that the City has separate funds for LEDA and each project has its own identifying number to be able to see what the expenses are. Commissioner Trujillo so moved. Commissioner Bengé seconded. Motion was approved.

Consideration of Approval of Accounts Payables: Mayor Drummond called for a motion to approve the accounts payables. Commissioner Bengé so moved. Commissioner Granath seconded. Motion was approved.

PUBLIC COMMENT:

- Tabatha Lawson on behalf of Lovington MainStreet gave Thanks to the City Commissioners and John Graham for the use of the giant snowflakes.
- Connie Sevier on behalf of Lovington MainStreet gave Thanks to the City Commissioners for the opportunity of the Lea Theater.

OTHER:

- Commissioner Granath mentioned the Annual Banquet will be tomorrow Tuesday, December 10, 2013 at 6:00 p.m. at the Lovington Youth Center.
- Commissioner Gandy mentioned a pothole on 9th & Jefferson Street. He also wished everyone a Merry Christmas!
- Commissioner Trujillo wished everyone a Merry Christmas!
- Commissioner Bengé mentioned that Dee Robinson passed away yesterday Sunday, December 8th. Dee Robinson worked as the Lea County Assessor for many years. Mrs. Robinson will be greatly missed.
- Chief of Police Bryant mentioned that five recruits will be graduating from the Police Academy at NMJC on Wednesday, December 11th @ 2 p.m.
- City Manager Williams mentioned that with the freezing days and low temperatures it caused a few valves at MLK Park to bust. Due to the bursting of the valves there are no working restrooms at the park. Dennis Martin, Parks Supervisor, is working on fixing the valves that busted. Roadwork will begin on 9th from Polk to Dogwood. The streets will not be closed. Christmas Light Parade will be Thursday, December 12th at 7: 00 p.m. The swimming pool is not completed due to some delays. The restrooms for Harold Runnels and Ave D Park have been ordered today. The concession stands at Harold Runnels will be demolished.
- Mayor Drummond stated that the Commissioners will evaluate City Manager Williams on January 13, 2014.

ADJOURNMENT:

There being no further business the meeting adjourned at 5:55 p.m.

APPROVED:

DIXIE DRUMMOND, MAYOR

ATTEST:

CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Elected Officials Training
DEPARTMENT: Legislative
SUBMITTED BY: Commissioner Ava Benge
DATE SUBMITTED: December 17, 2013

STAFF SUMMARY:

Commissioner Benge requested that staff research and prepare an ordinance that would require training for City Commissioners. This concept was introduced in the State legislature during last years session but did not make it through committee.

Staff have prepared a discussion for your review regarding elected official training. In addition, staff are recommending additional changes to this section of the Municipal Code to reflect agenda publication needs and agenda formats. If directed by Commission, staff will prepare this Ordinance for further review or proceed with advertisement with the proposed changes.

FISCAL IMPACT:

REVIEWED BY: Marshall Stephens
(Finance Director)

Publication costs if directed for advertisement.

Per diem and tuition costs for elected officials to attend training.

ATTACHMENTS:

Staff discussion.

RECOMMENDATION:

Information only.

Department Head

James R. Williams
City Manager

Staff Discussion of Commissioner Training Ordinance

In the previous legislative session, Senate Bill 434 and House Bill 515 were introduced. Both of these bills required that municipal officers attend and successfully complete training within one year of being elected or appointed. Both of these bills required that DFA develop this training, in conjunction with the New Mexico Municipal League. Both of these bills died in committee. In the event the training is not completed DFA may, by written order to the official, suspend their compensation.

City staff have been asked to prepare an ordinance similar to these bills. If considered for adoption, the ordinance would amend City Municipal Code Chapter 2.12 – City Commission. Utilizing both State legislative pieces, the following is the suggested language to be added:

- A commissioner elected or appointed to office shall, within one year of being elected or appointed (*alternate language: as soon as training is made available*), successfully complete a training course offered by the New Mexico Municipal League for newly elected officials.
 - *The newly elected official training is only offered every other year.*
 - *Advanced training such as the MOLI program could also be an alternative*
- The City shall reimburse, in accordance with the Per Diem and Mileage Act, any travel expenses that the Commissioner incurs to attend the training course and pay any fee(s) charged to attend the training session(s)
- The City Commission, by majority vote, may suspend compensation for a City Commissioner who fails to attend the required training within the specified deadline.
 - The suspension will only affect the compensation that would be otherwise due for service rendered after the effective date of the suspension.
 - Once the required training course has been completed, the Commission may remove the suspension. The City shall remit to the Commissioner whose compensation was suspended all compensation earned during the suspension within a reasonable time.

LEGAL ISSUES

The Fiscal Impact reports of both Senate and House Bills identified a few legal issues.

- Summary suspension of compensation of a municipal officer by DFA, without an opportunity for the officer to be heard, may be a violation of due process rights. (SB515)
 - City staff recommend that any suspension be conducted by a majority vote of the Commission, in a public meeting. Notice of this action/hearing would be posted per Open Meeting Act requirements. The public meeting would provide the Commissioner the opportunity to be heard.
- Discussion with the City Attorney identified the issue that this may be viewed as an additional qualification for an individual to become a Commissioner. The NM Attorney General did issue an opinion (62-106) in regards to additional qualifications. This opinion stated: “It has long been the rule in this jurisdiction that Article VII, Section 2 of the New Mexico Constitution prohibits the legislature from adding restrictions upon the right to hold office beyond those provided in the Constitution itself.” Section 2 provides the following language: “Every citizen of the United States who is a legal resident of the state and is a qualified elector therein, shall be qualified to hold an public office in the state except as otherwise provided in this Constitution.”
 - City staff do not feel that this is an additional qualification for an individual to hold office. Non-compliance with the training requirement, after the individual is elected, would not suspend their ability to work as a Commissioner. The non-compliance would suspend their compensation.
 - The Commissioner(s) who do not comply and have compensation suspended would still be able to carry out their duties, as they are not classified as an employee. FLSA Section 3(e)(2)(C) excludes from the definition of “employee” under the FLSA an individual who is not subject to the civil service laws of the State, political subdivision, or agency which employs him, and who
 - holds a public elective office of that State, political subdivision, or agency;
 - is selected by the holder of such an office to be a member of his personal staff;
 - is appointed by such an officeholder to serve on a policy making level

- is an immediate adviser to such an officeholder with respect to the constitutional or legal powers of his office, or
 - is an employee in the legislative branch or legislative body of that State, political subdivision, or agency and is not employed by the legislative library of such State, political subdivision, or agency.
- Discussions with the City Attorney also brought the question as to how do these requirements pertain to sitting commissioners. An alternative for sitting commissioners would be the MOLI program.

If Commission desires to proceed with the adoption of an ordinance addressing these issues, we recommend adopting the additional changes listed below:

1. Amend Chapter 2.12.070 – Agenda to require items for the agenda be submitted to the City Manager or City Clerk no later than 3:30 p.m. 6 days prior to each meeting. The current ordinance requires two days. With the changes in the Open Meetings Act, we are required to have our agenda prepared and submitted for publication by 4:00 p.m. the Tuesday prior to our regular Commission meetings.
2. Amend Chapter 2.12.110 to reflect the current format of our order of business listed on the published agenda. The current order and suggested order of business is listed below.

CURRENT ORDER OF BUSINESS	SUGGESTED ORDER OF BUSINESS
a. Call to Order	a. Call to Order
b. Roll Call	b. Roll Call
c. Reading of the Minutes	c. Approval of Agenda
d. Reports by Officers	D. Approval of Minutes
e. Old Business	E. Non-Action Items
f. New Business	F. Action Items
g. Petitions	G. Public Comment
H. Other Business	H. Other Business
I. Adjournment	I. Adjournment

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Mid Year Projects Report
DEPARTMENT: Legislative
SUBMITTED BY: Commissioner Scotty Gandy
DATE SUBMITTED: January 6, 2014

STAFF SUMMARY:

Commissioner Gandy has requested City staff provide an update on the status of projects completed, underway, and slated for start in the current fiscal year.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

None

RECOMMENDATION:

Information only.

Department Head

James R. Williams
City Manager

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM



MEETING DATE: January 13, 2014

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Resolution 2014-01 - Condemnation of 422 N. Chaves
DEPARTMENT: Code Enforcement
SUBMITTED BY: Laura Brock
DATE SUBMITTED: January 6, 2014

STAFF SUMMARY:

Staff have identified the structure located at 422 N. Chaves as needing to be condemned as the structure is dilapidated and a menace to public health, safety, and comfort. Code Enforcement has provided notice to the property owner and the resident that the property is in violation of 8.16.130 - Tall Weeds and Grass, 9.20.150 - Unlawful Refuse Disposal, 9.20.160 Junk Automobile, 15.16.020 - Dilapidated Building, and 8.32.030 - Sanitation Facilities. No efforts to correct issues have been made.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

Cost of structure removal and property clean up. This is a budgeted item.

ATTACHMENTS:

Resolution 2014-01
Notice of violation to owner and occupant
Photos 4/16/13, 4/22/13, 11/14/13, and 12/4/13

RECOMMENDATION:

Motion to approve Resolution 2014-01

Laura J Brock
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION NO. 2014-01

A RESOLUTION DETERMINING THAT CERTAIN PREMISES ARE COVERED WITH RUINS, WRECKAGE OR DEBRIS AND DETERMINING THAT CERTAIN STRUCTURES ARE RUINED, DAMAGED AND/OR DILAPIDATED AND ARE A MENACE TO PUBLIC COMFORT, HEALTH, AND SAFETY AND REQUIRES REMOVAL FROM THE MUNICIPALITY

WHEREAS, the Lovington City Commission met in regular session on the 13th day of January, 2014 and received the recommendation of the City Manager to remove from the municipality the buildings, structures, ruins, rubbish, wreckage, and debris on the property located at:

422 N. Chaves Street, Lovington, New Mexico

WHEREAS, the City finds the buildings ruined, damaged, and dilapidated and finds said premises a menace to the public comfort, health, and safety, and said premises require removal from the municipality, and

WHEREAS, pursuant to Chapter 15.16 of the Lovington Municipal Code and Section 3-18-5 NMSA, as amended, the City has inspected the premises described as (PROPERTY ADDRESS) and finds that the structures and premises thereon are ruined, damaged and dilapidated, are a menace to the public comfort, health and safety and required removal from the municipality.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Chapter 15.16 Lovington Municipal Code, and Section 3-18-5 NMSA 1978, as amended, that the premises described as:

422 N. Chaves Street, Lovington, New Mexico

College Addition, Block A. Part of Block described as beginning at Northwest Corner of Block, then South 100', then East 140', the North 100', then West 140' to point of beginning.

is found to be ruined, damaged, and dilapidated and is a menace to the public comfort, health and safety and requires removal from the municipality.

BE IT FURTHER RESOLVED that a copy of this Resolution be served on the owner, occupant, or agent in charge of the premises; or, if such service cannot be had, that a copy of this Resolution be posted on the premises; and that a copy of the same be published as required by law.

BE IT FURTHER RESOLVED that unless the owner, occupant, or agent in charge of the premises commences removal of such structures and debris from the property within

ten (10) days, with a definite schedule for the completion of the removal, or has filed written objection with the City Clerk within ten (10) days of such service, posing, or publication of the resolution, the City shall remove or have removed said structure at the cost and expense of the property owner, or for the value of salvageable materials.

BE IT FURTHER RESOLVED that in a case where the City removes, or has a third party remove, a building, structure or debris so condemned, a lien shall be levied by the City against the real property involved in an amount equal to the reasonable cost of the removal, which may then be foreclosed in lieu of satisfaction thereof.

PASSED, ADOPTED AND APPROVED this 13th day of January, 2014.

ATTEST:

Dixie Drummond, Mayor

Carol Ann Hogue, City Clerk

Animal/Code Enforcement

City of Lovington
117 E. Ave B
Lovington, NM 88260



Cell 575-704-0224
Office 575-396-9329
Fax 575-396-3597

Date: 11-18-13

Property Owner / Occupant: Henry Hilland

Property Location: 422 N. Chavez, Lovington NM 88260

Mailing Address: P.O. Box 803,

This letter is to inform you that the property as described above is in violation of City Municipal Code

8.16.130 Tall weeds & grass

9.20.150 Unlawful Refuse Disposal

9.20.160 Junk Automobile

15.16.020 Dilapidated Building Abatement

8.32.030 Sanitation Facilities

In order to resolve this matter, you will be given 10 days from receipt of this letter to:

- A. Correct the violation(s)
- B. Contact this department and provide a corrective plan of action.
- C. Set up a meeting with this department, to discuss the plan of action.

Failure to comply will result in the issuance of citations and /or abatement of the violation. Please contact this office if you feel a violation(s) does not exist or have other concerns. Your prompt attention to this matter is sincerely appreciated.

Thank you,
Laura Brock/Manning
Animal/Code Enforcement Supervisor
575-704-0224

Animal/Code Enforcement

City of Lovington
117 E. Ave B
Lovington, NM 88260



Cell 575-704-0224
Office 575-396-9329
Fax 575-396-3597

Date: 11-18-13

Property Owner / Occupant: Eddie Mac Benton

Property Location: 422 N. Chavez, Lovington NM 88260

Mailing Address: P.O. Box 863,

This letter is to inform you that the property as described above is in violation of City Municipal Code

8.16.130 Tall weeds & grass

9.20.150 Unlawful Refuse Disposal

9.20.160 Junk Automobile

15.16.020 Dilapidated Building Abatement

8.32.030 Sanitation facilities

In order to resolve this matter, you will be given 10 days from receipt of this letter to:

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Failure to comply will result in the issuance of citations and /or abatement of the violation. Please contact this office if you feel a violation(s) does not exist or have other concerns. Your prompt attention to this matter is sincerely appreciated.

A large, stylized handwritten signature in cursive script, appearing to read 'Laura Brock/Manning'.

Thank you,
Laura Brock/Manning
Animal/Code Enforcement Supervisor
575-704-0224

422 nchavez



4-16-13

422 N. Chavez



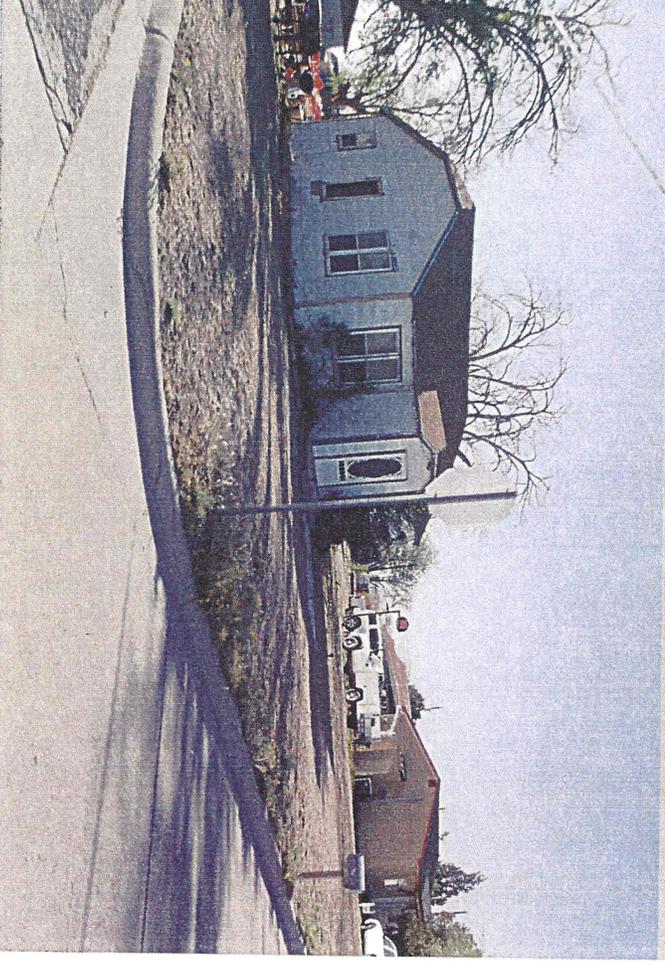
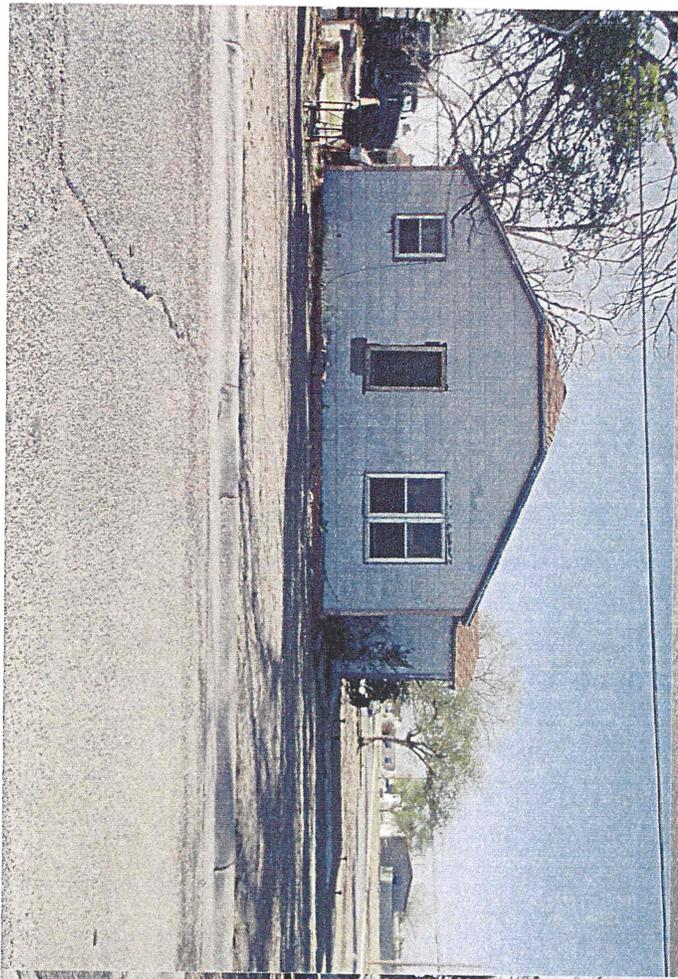
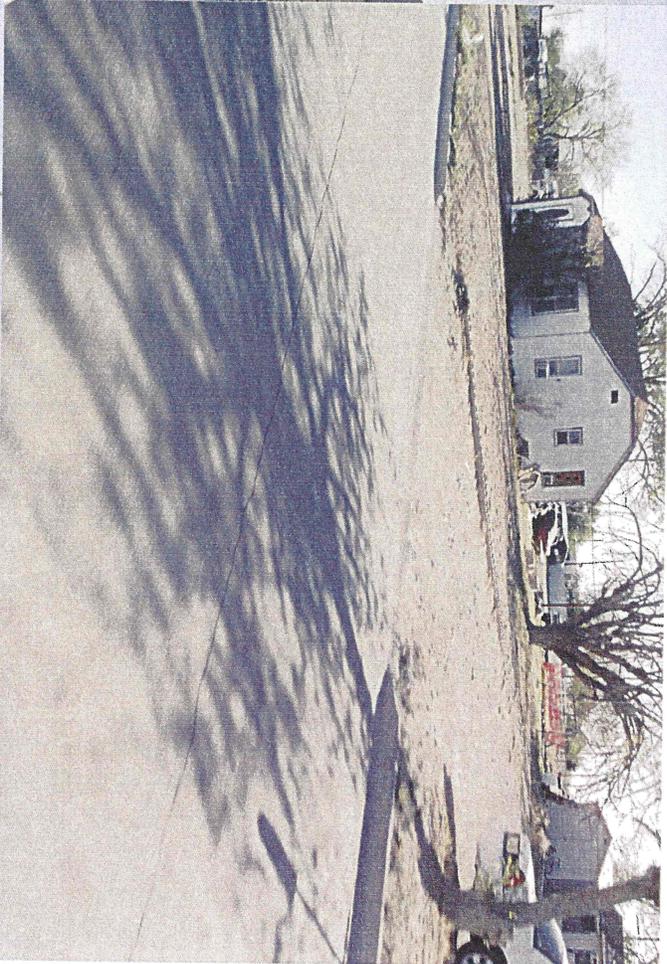
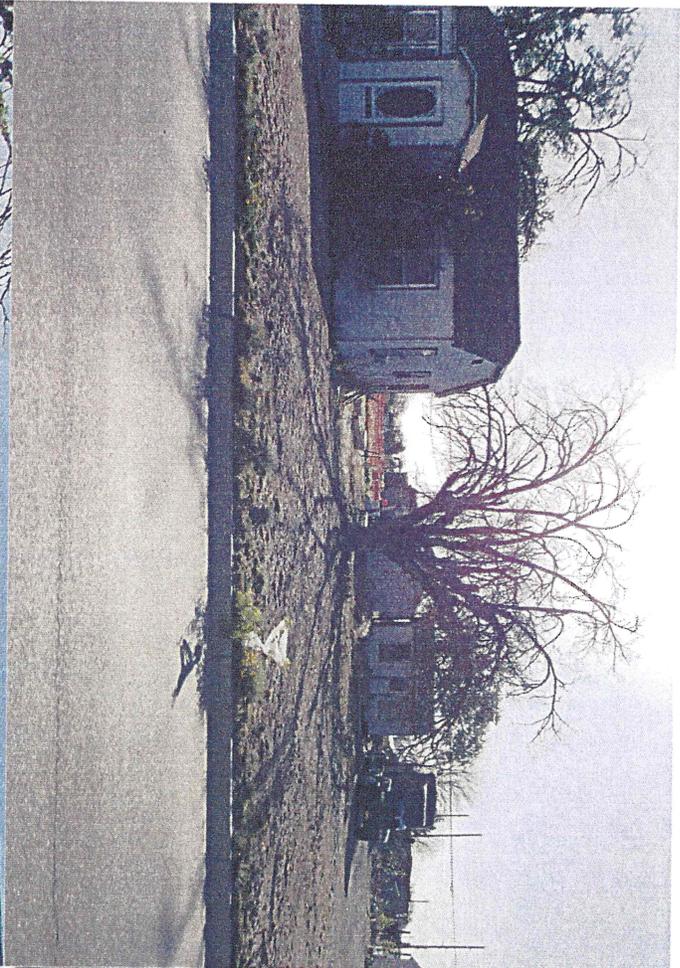
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422 nchavez



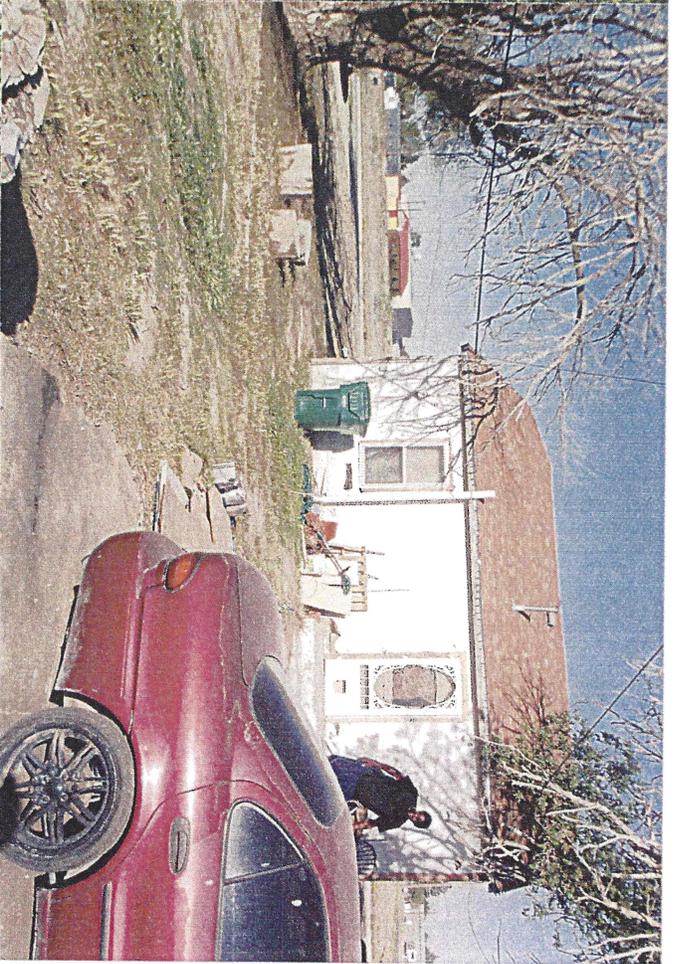
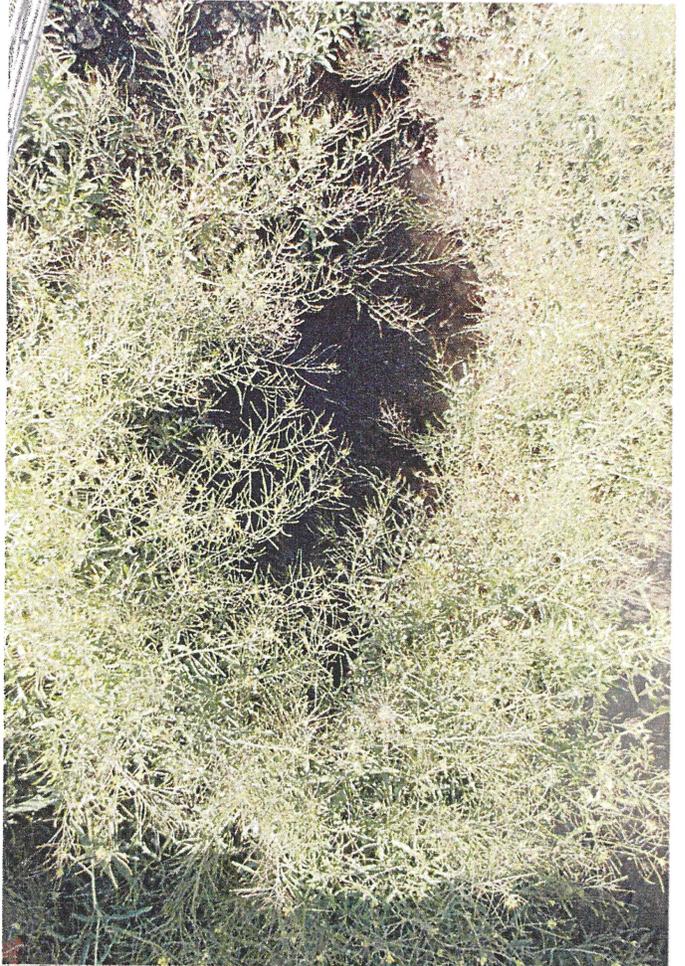
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422 n Chaves



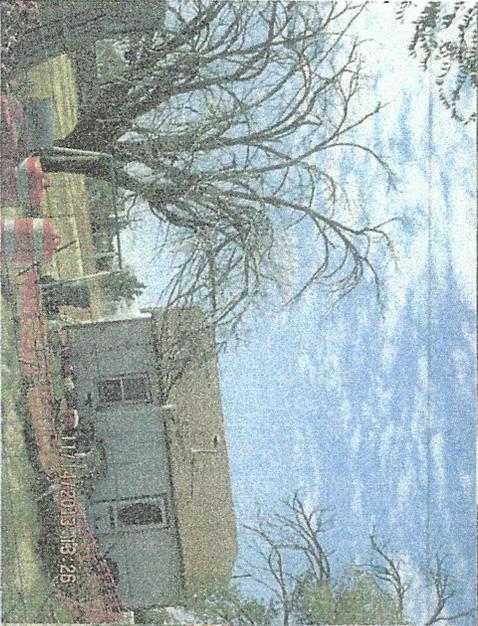
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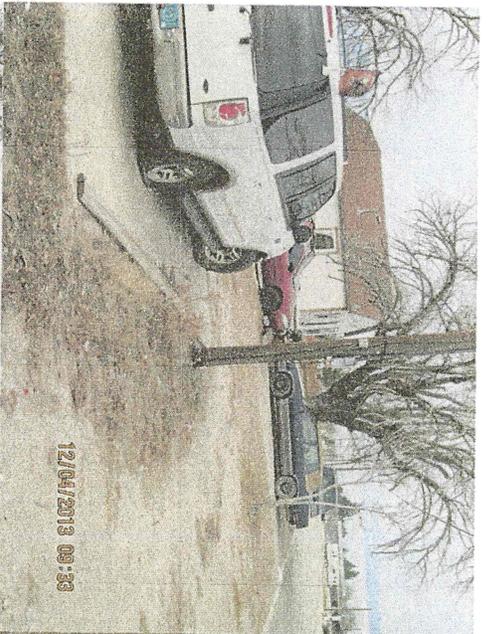
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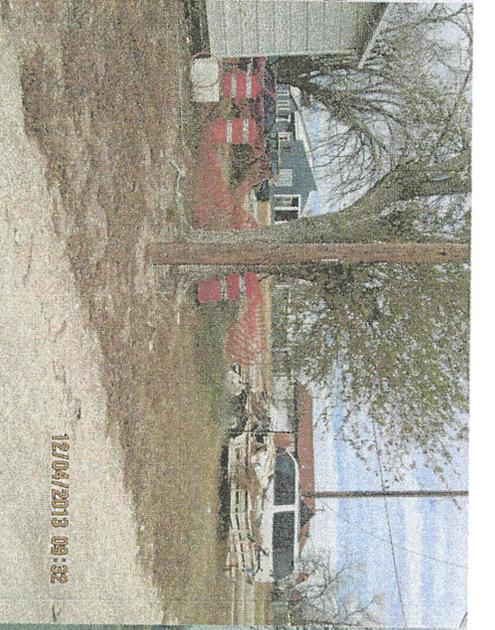
422 nchaves

422 N Chaves

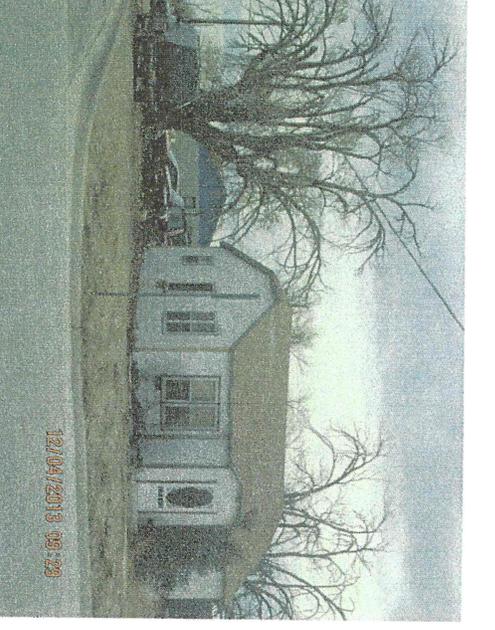




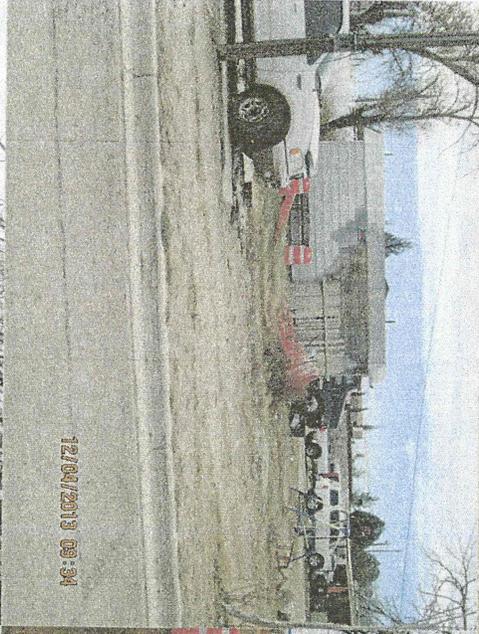
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12/04/2013 09:32



12/04/2013 09:29



12/04/2013 09:34



12/04/2013 09:33



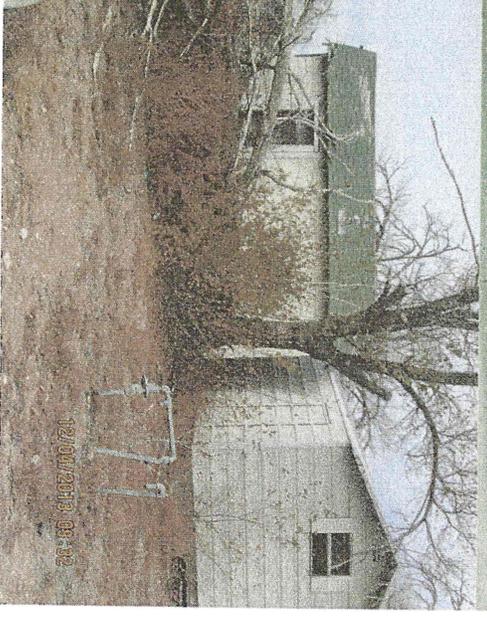
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1127 NR h1P 2

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Resolution 2014-02 - Condemnation 310 N. 2nd Street
DEPARTMENT: Code Enforcement
SUBMITTED BY: Laura Brock
DATE SUBMITTED: January 6, 2014

STAFF SUMMARY:

Staff have identified the structure located at 310 N. 2nd Street as needing to be condemned as the structure is dilapidated and a menace to public health, safety, and comfort. Code Enforcement has provided notice to the property owner and the resident that the property is in violation of 15.16.010 - Dilapidated Structures, 8.32.030 - Sanitation Facilities, and 8.28.010 - Maintaining a health menace. The owner of the property did respond with a plan to improve the property substantial progress has not been made within a reasonable time.

FISCAL IMPACT:

REVIEWED BY: Marshall Stephens
(Finance Director)

Cost of condemnation to remove structure and clean site. Funds have been budgeted for this type of work.

ATTACHMENTS:

Resolution 2014-02
Notice of violation to owner and occupant
Owner response
Photos - 10/28/13, 11/21/13, and 11/26/13

RECOMMENDATION:

Motion to approve Resolution 2014-02

Laura J Brock
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION NO. 2014-02

A RESOLUTION DETERMINING THAT CERTAIN PREMISES ARE COVERED WITH RUINS, WRECKAGE OR DEBRIS AND DETERMINING THAT CERTAIN STRUCTURES ARE RUINED, DAMAGED AND/OR DILAPIDATED AND ARE A MENACE TO PUBLIC COMFORT, HEALTH, AND SAFETY AND REQUIRES REMOVAL FROM THE MUNICIPALITY

WHEREAS, the Lovington City Commission met in regular session on the 13th day of January, 2014 and received the recommendation of the City Manager to remove from the municipality the buildings, structures, ruins, rubbish, wreckage, and debris on the property located at:

310 N. 2nd St., Lovington, New Mexico

WHEREAS, the City finds the buildings ruined, damaged, and dilapidated and finds said premises a menace to the public comfort, health, and safety, and said premises require removal from the municipality, and

WHEREAS, pursuant to Chapter 15.16 of the Lovington Municipal Code and Section 3-18-5 NMSA, as amended, the City has inspected the premises described as (PROPERTY ADDRESS) and finds that the structures and premises thereon are ruined, damaged and dilapidated, are a menace to the public comfort, health and safety and required removal from the municipality.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Chapter 15.16 Lovington Municipal Code, and Section 3-18-5 NMSA 1978, as amended, that the premises described as:

310 N. 2nd St., Lovington, New Mexico

Lot 3 of Block 4, Original Lovington Subdivision

is found to be ruined, damaged, and dilapidated and is a menace to the public comfort, health and safety and requires removal from the municipality.

BE IT FURTHER RESOLVED that a copy of this Resolution be served on the owner, occupant, or agent in charge of the premises; or, if such service cannot be had, that a copy of this Resolution be posted on the premises; and that a copy of the same be published as required by law.

BE IT FURTHER RESOLVED that unless the owner, occupant, or agent in charge of the premises commences removal of such structures and debris from the property within ten (10) days, with a definite schedule for the completion of the removal, or has filed written objection with the City Clerk within ten (10) days of such service, posing, or

publication of the resolution, the City shall remove or have removed said structure at the cost and expense of the property owner, or for the value of salvageable materials.

BE IT FURTHER RESOLVED that in a case where the City removes, or has a third party remove, a building, structure or debris so condemned, a lien shall be levied by the City against the real property involved in an amount equal to the reasonable cost of the removal, which may then be foreclosed in lieu of satisfaction thereof.

PASSED, ADOPTED AND APPROVED this 13th day of January, 2014.

ATTEST:

Dixie Drummond, Mayor

Carol Ann Hogue, City Clerk

Animal/Code Enforcement

City of Lovington
117 E. Ave B
Lovington, NM 88260



Cell 575-704-0224
Office 575-396-9328
Fax 575-396-3597

Date: 11-13-13

Property Owner / Occupant: Pedro and/or Felemina Velasquez

Property Location: 310 N2nd St

Mailing Address: 1611 Caminito Monica
Santa Fe NM 87501

This letter is to inform you that the property as described above is in violation of City Municipal Code

15.16.010 Dilapidated Structures

8.32.030 Sanitation Facilities

8.28.010 Maintaining a health menace

In order to resolve this matter, you will be given 10 days from receipt of this letter to:

- A. Correct the violation(s)
- B. Contact this department and provide a corrective plan of action.
- C. Set up a meeting with this department, to discuss the plan of action.

Failure to comply will result in the issuance of citations and /or abatement of the violation. Please contact this office if you feel a violation(s) does not exist or have other concerns. Your prompt attention to this matter is sincerely appreciated.

Thank you,
Laura Brock

Animal/Code Enforcement Supervisor
575-704-0224

A handwritten signature in cursive script that reads "Laura Brock".

Animal/Code Enforcement

City of Lovington
117 E. Ave B
Lovington, NM 88260



Cell 575-704-0224
Office 575-396-9328
Fax 575-396-3597

Date: 11-13-13

Property Owner / Occupant: Pete Velsquez

Property Location: 310 N. 2nd St

Mailing Address: 310 N 2nd St

This letter is to inform you that the property as described above is in violation of City Municipal Code

15.16.010 Dilapidated Structures
8.32.030 Sanitation Facilities
8.28.010 Maintaining a health Menace

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Thank you,
Laura Brock
Animal/Code Enforcement Supervisor
575-704-0224

A handwritten signature in cursive script that reads "Laura Brock / Mayor".

11/20/2013

Laura Brock
Animal/Code Enforcement Supervisor
City of Lovington
117 E. Ave B
Lovington, NM 88260

RE: Plan of Action for bringing Home at 310 North 2nd in Lovington up to City Code

Our plan of action to bring the home at 310 North 2nd up to city code is as follows:

1. Inhabitants within the home that have taken up unwelcomed residence there will be asked to leave or legal action will follow.
2. The trash within the home and outside the home will be cleared away.
3. Repair any of the walls with holes with new drywall and paint the interior walls of the entire home.
4. Verify integrity of the furnace.
5. Once every room has been cleaned and walls repaired, We will start in the kitchen.
 - cabinets will be hung.
 - verify integrity of the light fixture.
 - Assure that the stove and refrigerator are in running condition. If not they will be replaced.
 - The water supply to the kitchen will be checked to make sure there are no leaks or that any of the piping needs to be changed.
6. The bathroom
 - install new commode
 - install shower head
 - verify integrity of the light fixture
 - Check water supply for leaks or needs of repair to assure running water to both commode and shower.
7. The bedroom
 - verify integrity of the light fixture
 - set up a bed
8. Living area
 - verify integrity of the light fixtures

9. Repair all broken windows

10. Paint the outside, when warmer weather returns. Summer of 2014

All the work on the home will be done by Pete Velasquez and his family. The home will be brought up to assure appropriate living conditions are met by January 2014. The more detailed renovations will be completed within the next 12 months as funds to purchase required materials is available.

If there are any additional recommendations, please contact us at 505-983-7033 or 575-396-3462.

Respectfully submitted,

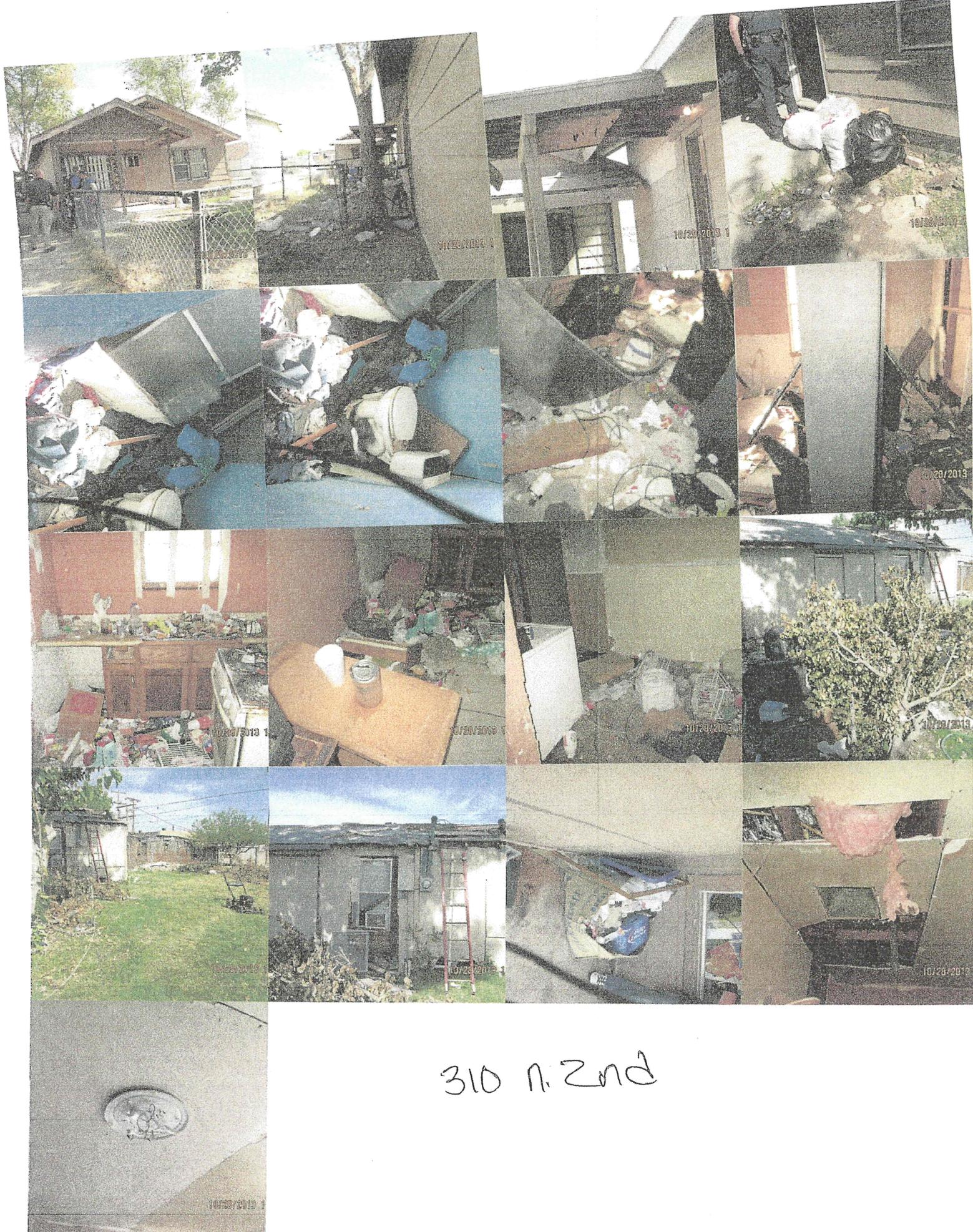
Felemina L. Velasquez - 505-470-9590 - all
and

Amy Molinar

Felemina Velasquez and Amy Molinar
owners of the home.



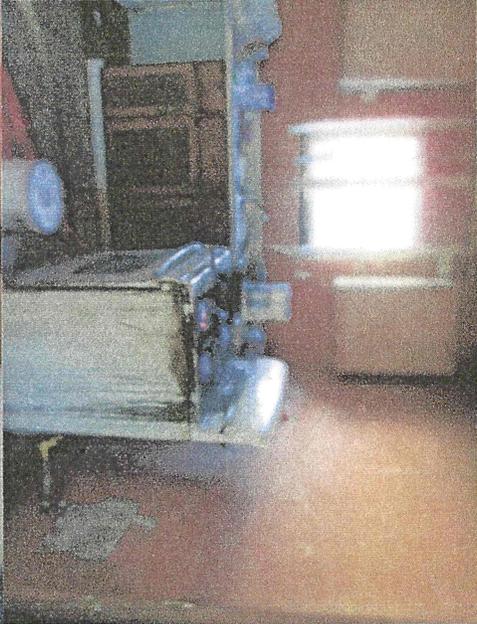
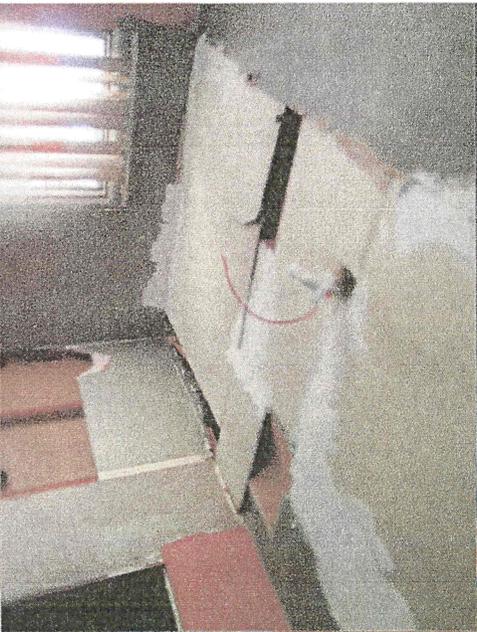
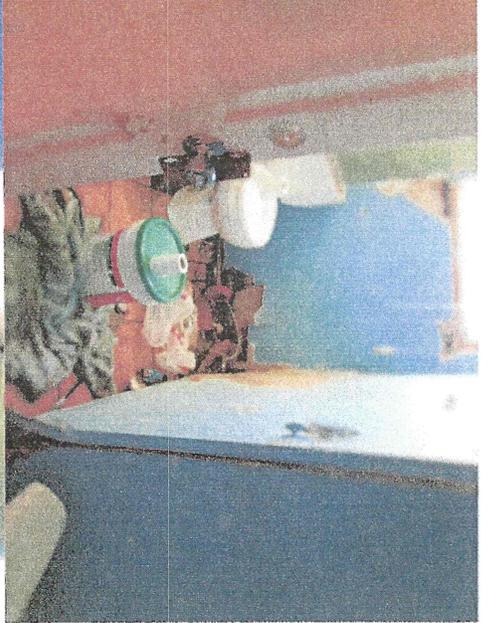
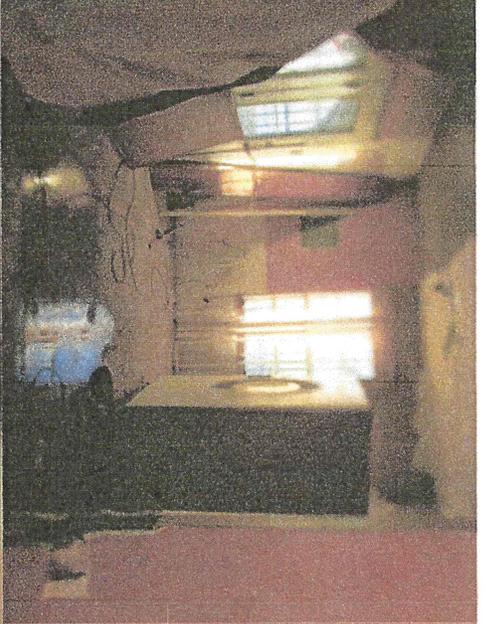
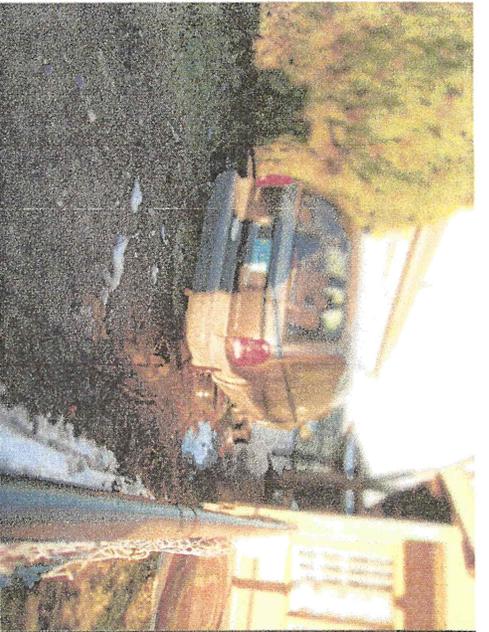
310 N 2nd 11-21-13



310 N. 2nd

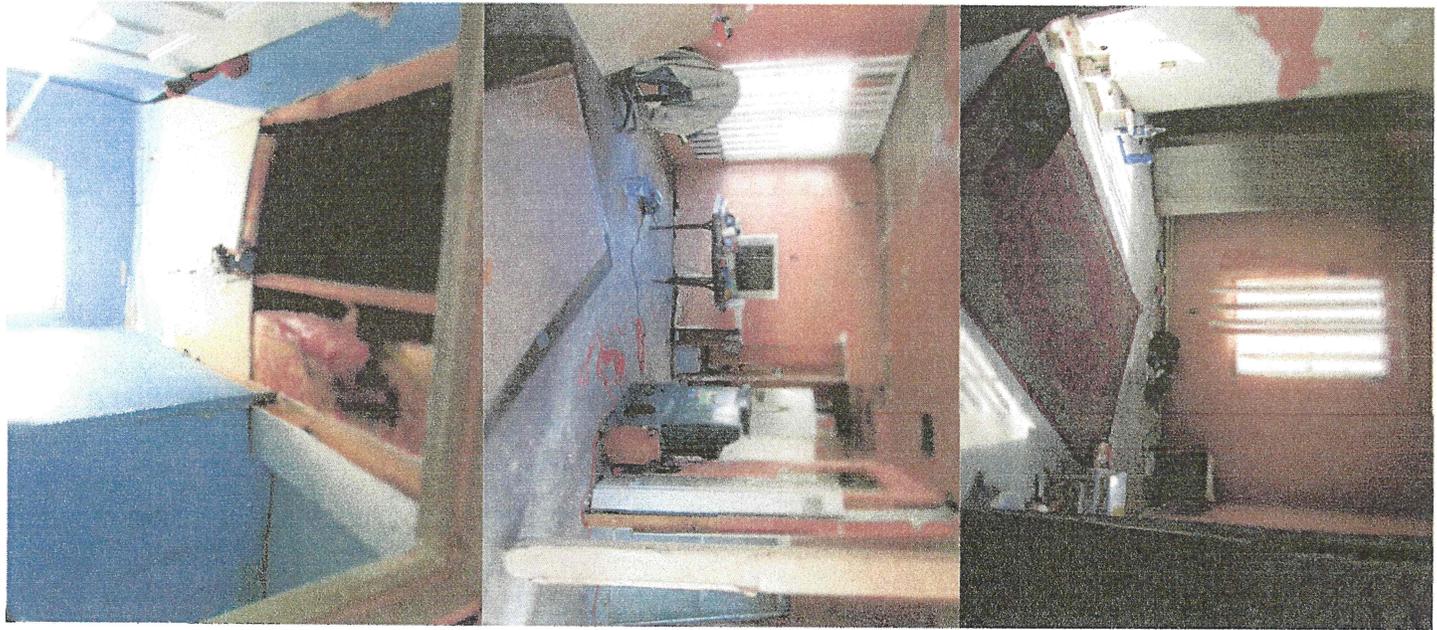


310 N 2nd 11-21-13



11-26-13

11-26-13



11-26-13







CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Purchase Policy Changes
DEPARTMENT: Finance
SUBMITTED BY: Mashell Stephens, Finance Director
DATE SUBMITTED: January 7, 2014

STAFF SUMMARY:

Due to recent changes in State Procurement Code, the purchasing and procurement policy the City adopted last year requires an update. Changes to the policy include increases in the amounts that require verbal or written quotes and sealed bids. The policy also incorporates the ability for staff to utilize CES or HGAC contracts.

The policy also creates the Chief Procurement Officer designation as required by State Procurement Code.

FISCAL IMPACT:

REVIEWED BY:

Mashell Stephens
(Finance Director)

ATTACHMENTS:

Purchasing Policy (items to be changed are in red font)
Purchase Process Chart

RECOMMENDATION:

Motion to approve changes.

Mashell Stephens

Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

PURCHASING POLICY

July 2012 Updated July 2013

1. Purchases require that a Purchase Authorization be completed by the staff member requesting the items to be purchased. ~~Minimum~~ Information required on the Purchase Authorization is: department number, account number to be charged, description of the purchase and an authorized signature of the person or department head approving the purchase. **The Chief Procurement Officer must provide authorization for all purchases by signing the Purchase Authorization form in the appropriate area. Once the purchase is made, the receipt or invoice is attached to the Purchase Authorization and given to the Secretary to the City Manager Accounts Payable Clerk.** A Purchase Order is then generated by the Secretary to the City Manager Accounts Payable Clerk utilizing the MIP Accounting System. **ALL INVOICES MUST BE ENTERED IN THE MIP ACCOUNTING SYSTEM AND MUST HAVE AN INVOICE AND PURCHASE AUTHORIZATION TO SUPPORT THE PURCHASE.**
2. **Purchases over \$10,000 shall require authorization by the City Manager. Authorization is made by the City Manager signing the Purchase Authorization.**
3. All purchases ~~UNDER \$10,000~~ **UNDER \$20,000** shall be made at the best obtainable price by seeking at least two verbal or written quotes. **The best obtainable price will be documented and attached to the Purchase Authorization and final Purchase Order.**
4. For purchases ~~EXCEEDING \$10,000.00~~ **\$20,000 BUT LESS THAN \$20,000 \$60,000** - Acquire written quotes from at least three (3) known sources. The request must state justification for the purchase, the department number and account number. Copies of the quotes are turned in to the Secretary Accounts Payable Clerk to be attached to the purchase authorization. **If three quotes cannot be obtained, the effort to obtain quotes must be documented. The Chief Procurement Officer will make the final determination. Documentation will be attached to the Purchase Authorization and final Purchase Order.**
5. **ALL PURCHASES OVER \$20,000 \$60,000** shall comply with the New Mexico Procurement Code as provided in 13-1-102 through 13-1-110 with competitive sealed bids required. The Secretary to the City Manager maintains standard forms and procedures for bidding. Bid notification shall be advertised in a local newspaper at least ten (10) days prior to the date advertised as the BID OPENING DATE. Also, a copy of the bid advertisement and bid specification should be sent to all vendors who have requested to be included in the City's bidders list. Determination of acceptance or rejection by the City Council **Commission** shall be made for each competitive sealed bid and placed in the bid file. Notice of Award shall be sent to the bidders who submitted a bid.
6. **PROFESSIONAL SERVICES UP TO \$50,000 \$60,000** including those associated with the

7. COMPETITIVE SEALED PROPOSALS are to be used for contracts for construction and facility maintenance, service and repairs; procurement of professional services of architects, engineers, landscape architects, construction managers and surveyors; contracts for design and installation to conserve natural resources; or when the purchasing agent makes a written determination that competitive sealed bidding is not practical or advantageous. Competitive sealed proposal procedures must comply with New Mexico Procurement Code 13-1-112. The award shall be made to the responsible offeror whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in the RFP. Section 13-1-117.2 of the New Mexico Procurement Code contains provisions for obtaining a professional technical advisor to assist in evaluating proposals for engineering, surveying or architectural services.

8. PURCHASES OF \$5,000 OR MORE USING A SINGLE OR SOLE SOURCE VENDOR OR AN EMERGENCY PURCHASE must be accompanied by an explanation as to why only that vendor was used and why the procurement is restricted to one potential contractor. **The subject of the contract must be unique and other services or items cannot meet the intended purpose. Pre-selection through the drafting or narrow specifications is prohibited.** Emergency purchases \$5,000 or greater must be accompanied by a written determination of emergency and approved by the City Council. Every reasonable effort should be made to obtain the best obtainable price for emergency purchases. **The emergency purchase or lease of heavy road equipment is not allowable.** Sole source and Emergency purchases must comply with State Procurement Code 13-1-28. On those procurements where there is an expenditure of federal funds, the procurement shall be conducted in accordance with mandatory, applicable federal laws and regulations as per State Procurement Code 13-1-30(B).
 - a. **In the event that a sole source or procurement is authorized, the City will post the Notice of Intent to Award on the City website thirty (30) days prior to the award. The notice shall, at a minimum, identify: (1) the parties to the proposed contract, (2) the nature/quantity of the goods, services, or construction, and (3) the contract amount.**
 - b. **In the event an emergency procurement is authorized, the City shall post the information to the City website within three (3) days of the award. The notice shall, at a minimum, provide (1) the contractors name and address, (2) the amount and terms of the award, (3) a list of the goods, services, or construction, (4) whether the contract was a sole source or emergency procurement, and (5) the justification for the procurement method.**

9. An invitation for bids, a request for proposals or any other solicitation may be canceled or any or all bids or proposals may be rejected in whole or in part when it is in the best interest of the state agency or a local public body. A determination containing the reasons for cancellation shall be made part of the procurement file. If no bids are received or if all bids received are rejected and if the invitation for bid was for any tangible personal property, construction or service, then new invitations for bids shall be requested. If upon rebidding the tangible personal property, construction or service, the bids received are unacceptable, or if no bids are received

extensions and renewals. All contracts must be cancelable if funds become unavailable, New Mexico State Procurement Code 13-1-152.

12. BID AND PERFORMANCE BONDS or other security may be required under New Mexico Procurement Code 13-1-148. Construction contracts require performance and payment bonds if the contract is in excess of \$25,000 under NM Procurement Code 13-4-18. Bonding on subcontractors is required on public works projects of \$50,000 or more.
13. Public Works Contracts greater than \$50,000 are subject to the Minimum Wage Act. The contractor must provide proof of required registration under New Mexico Procurement Code 13-4-13.1.
14. The New Mexico Procurement Code will be followed on all purchases not specifically identified in this policy.
15. Backorders for any purchases cannot exceed 60 days and/or must be closed out by the end of the fiscal year.
16. All paperwork must be submitted to Finance/Purchasing in a timely manner for review and processing.
17. **Campaign Contribution Disclosure.** A prospective contractor with the City of Portales shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local body during the two (2) years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two (2) years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor to the public official exceeds Two Hundred Fifty Dollars (\$250.00) over the two year period, as required and mandated by Section 13-1-191.1 of the New Mexico Procurement Code.
18. **Chief Procurement Officer(s).** The City will designate two Chief Procurement Officers (CPO) on or before January 1 each year. The State Purchasing Agent will be notified of the designations. The Finance Director and Accounts Payable Clerk will be designated as the CPO's for the City of Lovington. At any time should a new CPO be hired by the City, the State Purchasing Agent will be provided the updated information. Certification of CPO's will follow State of New Mexico requirements.

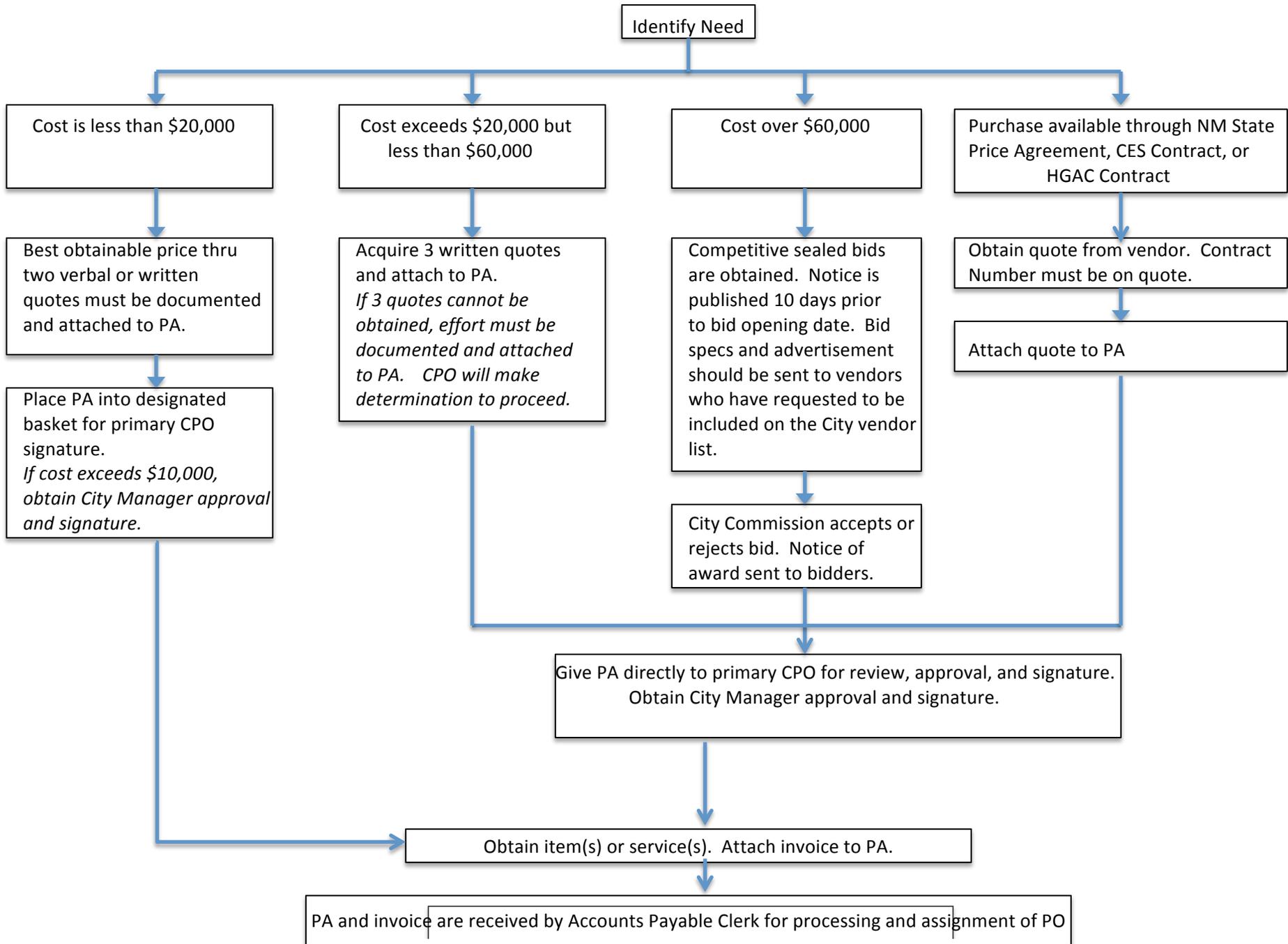
19. PETTY CASH PURCHASES POLICY

Introduction

Petty Cash Funds are formally established through the Finance Office to enable purchase of incidental goods and services by authorized personnel. Petty Cash is intended to support city services in a manner consistent with the procurement code.

3. Petty cash advances are requested through the custodian using a Petty Cash Voucher.
 - i. If an emergency situation arises and an item must be purchased without a petty cash advance, it is up to the discretion of the custodian to approve reimbursement of the cash spent and the purchase is subject to all reimbursement requirements.
 - ii. All reimbursements of Petty Cash Funds are requested through the petty cash custodian using a Petty Cash Voucher.
 - iii. All replenishments of Petty Cash Funds are requested through the Finance Office using a Purchase Requisition.

Purchasing Process



CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Setback Variance - 405 N. Commercial
DEPARTMENT: Planning and Zoning Commission
SUBMITTED BY:
DATE SUBMITTED: January 7, 2014

STAFF SUMMARY:

Jaime Perales Mungaray (property owner) has requested a variance in the College Addition, Block A, Lot 12, Block 15 - 405 N. Commercial in regards to setbacks. They are requesting on the streetside (Jefferson) to allow a setback of 7', and the side yard abutting another property to be 5'.

The Planning and Zoning Commission recommended approval of this variance at their August 14, 2013 meeting. This issue has been tabled at the August 26, 2013 City Commission meeting due to clear title issues. All title issues have been resolved at this time.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Survey of lot.

RECOMMENDATION:

Motion to approve variance.

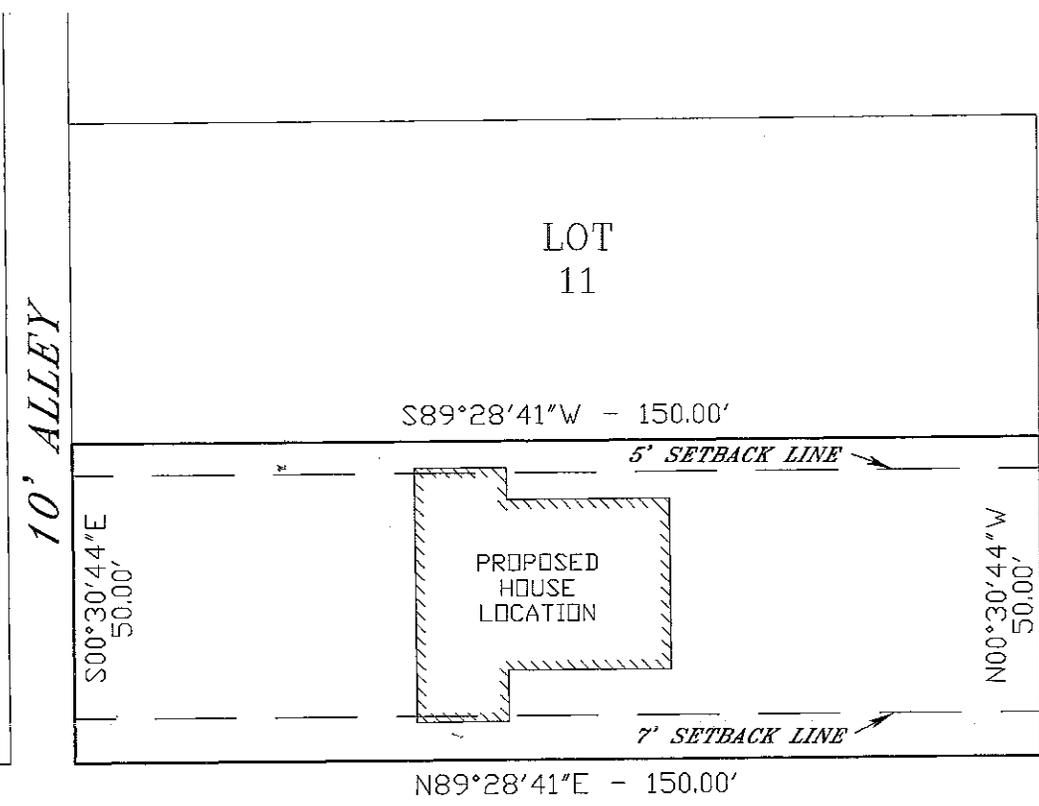
Department Head

James R. Williams

City Manager

*SURVEY OF LOT 12 OF BLOCK 15 OF THE ASSESSORS
PLAT OF COLLEGE ADDITION TO THE CITY OF LOVINGTON,
LEA COUNTY, NEW MEXICO*

NORTH
 Basis of Bearings - GPS Coordinates Measurements
 NW Corner Zone (43) North American Datum of 1983
 Distances are U.S. feet surface values.



JEFFERSON AVE. (80')

LEGAL DESCRIPTION

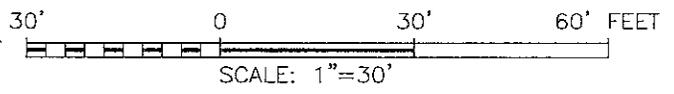
LOT 12 OF BLOCK 15 OF THE ASSESSORS PLAT OF COLLEGE ADDITION TO THE CITY OF LOVINGTON, LEA COUNTY, NEW MEXICO.



SURVEYORS CERTIFICATE

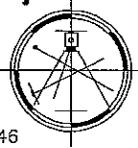
I, TERRY J. ASEL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 15079, DO HEREBY CERTIFY THAT I CONDUCTED AND AM RESPONSIBLE FOR THIS SURVEY, THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND MEETS THE "MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO" AS ADOPTED BY THE NEW MEXICO STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS.

Terry J. Asel 6/10/2013
 Terry J. Asel N.M. R.P.L.S. No. 15079



MAYRA PERALES			
SURVEY OF LOT 12 OF BLOCK 15 OF THE ASSESSORS PLAT OF COLLEGE ADDITION TO THE CITY OF LOVINGTON, LEA COUNTY, NEW MEXICO			
Survey Date: 04/10/13	Sheet 1	of 1	Sheets
W.O. Number: 130605PS	Drawn By: KA		
Date: 06/05/13	130605PS.DWG	Scale: 1"=30'	

Asel Surveying
 P.O. BOX 393 - 310 W. TAYLOR
 HOBBS, NEW MEXICO - 575-393-9146



CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Carport Variance - 1302 W. Jackson
DEPARTMENT: Planning and Zoning Commission
SUBMITTED BY:
DATE SUBMITTED: January 7, 2014

STAFF SUMMARY:

Jose Perez has requested a variance for the size of the carport he wishes to complete. Mr. Perez had started construction of this carport but did comply with the order to halt until a decision for the variance was given.

The current municipal code provides for a maximum carport size of 480 square feet. The variance being requested is for a carport that has an area of 625 square feet.

The Planning and Zoning Commission provided a recommendation to approve this variance at the January 6, 2014 meeting.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Motion to approve variance as requested.

Department Head

James R. Williams

City Manager

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Alley Vacation Request - 1502 S. Main
DEPARTMENT: Planning and Zoning Commission
SUBMITTED BY:
DATE SUBMITTED: January 7, 2014

STAFF SUMMARY:

Mike Taylor is requesting that the City vacate a 20' alley easement between lots 107 and 110 at 1502 S. Main Street. This particular alley runs east to west. Allsup's is purchasing this land and desires that the easement be vacated so they can expand their store to include a diesel fueling station.

No utilities are located in the alley. The Planning and Zoning Commission recommended approval of this vacating request at the January 6, 2014 meeting.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Map of area
Proposal letter from Mr. Taylor
Support letter from Allsup's

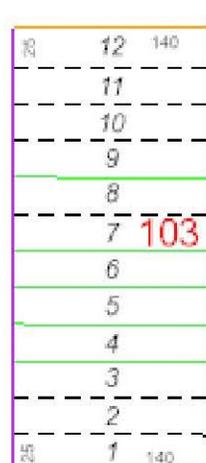
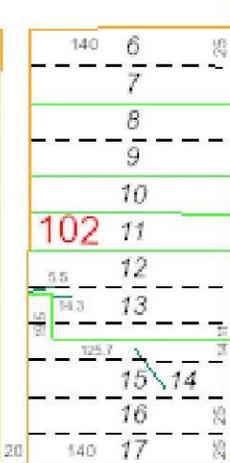
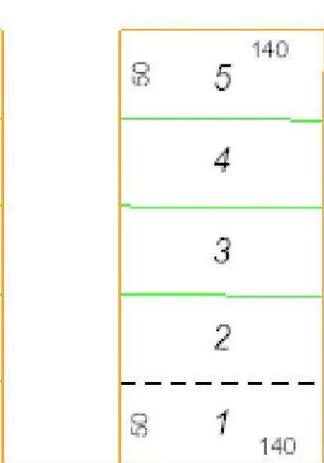
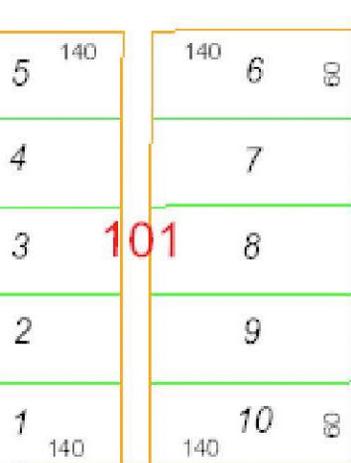
RECOMMENDATION:

Motion to approve alley vacation.

Department Head

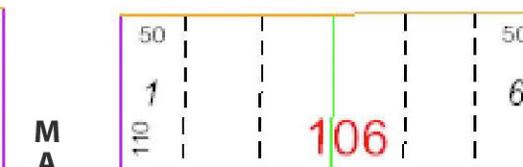
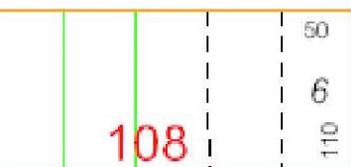
James R. Williams

City Manager

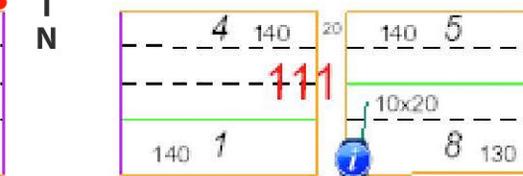
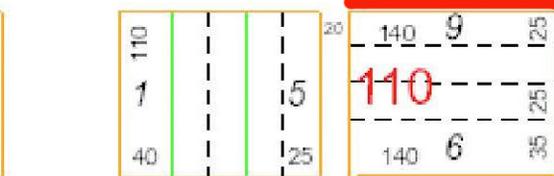
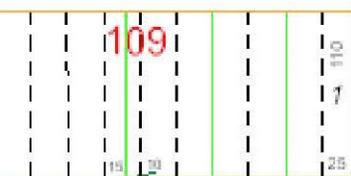


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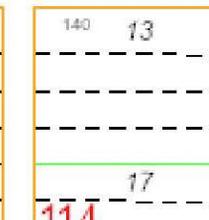
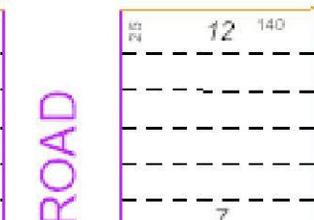
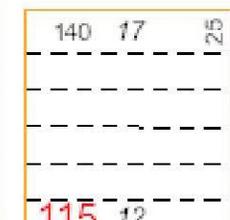
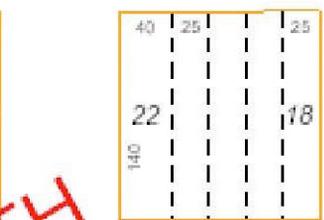
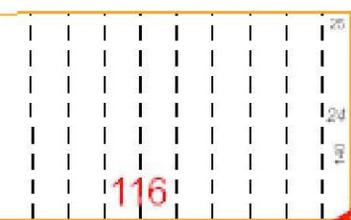
AVENUE "N"



MAIN



AVENUE "O"



SOUTH

STATE ROAD

December 5, 2013

City of Lovington
City Mayor and Commissioners
214 S. Love Street
Lovington, NM 88260

Mike & Carolyn J. Taylor
7411 Valdez Street
Hobbs, NM 88242

Ref: Proposal Letter
Alley Easement between Block 107 and Block 110

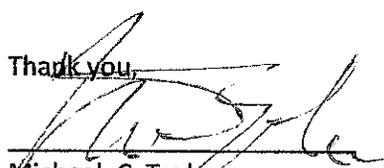
Honorable Mayor and City Commissioners:

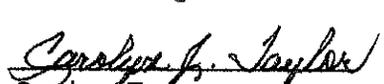
At this time, we own Block 107, Lot 4,5,6 and Block 10, Lot 6,7,8,9 which are located at 1502 Main Street, Lovington NM. The City of Lovington owns a 20 ft. ally way easement that separates these two blocks of property.

We would like to request that the City of Lovington relinquish the ally way easement that separates these two blocks of property. The combination of these two blocks of land would be in the best interest of both the City of Lovington as well as ourselves. We have been approached by Allsup's with a proposal that shows their interest in the possible purchase of both blocks of land to expand and develop their commercial business in Lovington, if the two blocks of land can be combined.

Your consideration in this matter will be greatly appreciated.

Thank you,


Michael C. Taylor


Carolyn J Taylor



LONNIE D. ALLSUP
PRESIDENT

2112 THORNTON P.O. BOX 1907
CLOVIS, NEW MEXICO 88102-1907

PHONE
(505) 769-2311

December 18, 2013

City of Lovington
Attn: Lovington Mayor and Commissioners
214 S. Love Street
Lovington, NM 88260

RE: Allsup's Convenience Stores, Inc. ("Allsup's") – Letter In Support of Michael C. and Carolyn J. Taylor Proposal Letter For Relinquishment of Ownership of a Certain Unusual Tract of Land Owned By City of Lovington and Running Between the Length of Lots 4, 5, and 6 of Block 107 of the Llano Addition and Lot 9 of Block 110 of the South Llano Addition to the City of Lovington, Lea County, New Mexico (the "Unused Alley Way Tract of Land").

Dear Mayor Drummond and City Commissioners:

This letter is written in support of the Proposal Letter of Michael C. Taylor and Carolyn J. Taylor requesting the City of Lovington to relinquish all of its rights in the above-captioned Unused Alley Way Tract of Land owned by the City of Lovington which we have reflected in the Cross-Hatched area in the document attached to this letter. This confirms that Allsup's Convenience Stores, Inc. is currently under contract with Mr. and Mrs. Taylor to purchase certain real property adjoining the Unused Alley Way Tract of Land for the purpose of constructing a new and modern diesel fuel facility to be built near the existing Allsup's Store No. 117 property located at 1608 S. Main Street in Lovington on the real property to be purchased from Mr. and Mrs. Taylor, but only if this Unused Alley Way Tract of Land owned by the City can be acquired by Allsup's. We feel the new diesel fuel sale facility with additional truck parking will greatly complement our already newly remodeled Store No. 117, resulting in additional business, customer traffic and income for Allsup's and tax revenue for the City of Lovington. We are pleased to have this opportunity to increase our commercial presence in Lovington.

We appreciate your consideration of the requested relinquishment of the Unused Alley Way Tract of Land and we wholeheartedly support the Taylor Proposal letter.

Sincerely,

Lonnie D. Allsup
President

cc: Mike and Carolyn Taylor

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Lodgers Tax Funding Recommendations
DEPARTMENT: Lodgers Tax Board
SUBMITTED BY:
DATE SUBMITTED: December 20, 2013

STAFF SUMMARY:

The Lodgers Tax Board has made the following recommended amounts of funding to the specified entities for the quarter.

Lovington Chamber of Commerce: \$3,000.00
Wildbunch Softball Tournament: \$1,740.00
Lea County Museum: \$5,528.00
Lovington Main Street: \$5,076.00

TOTAL FUNDING: \$15,344.00

FISCAL IMPACT:

REVIEWED BY: Mashed Stephens
(Finance Director)

\$15,344.00 to Lodgers Tax Revenue

ATTACHMENTS:

Projected Revenue Report
Summary of Requests

RECOMMENDATION:

Motion to approve Lodgers Tax Board recommendation.

Department Head

James R. Williams
City Manager

Lodger's Tax Report

Beginning Cash Balance
as of November 2013

\$12,862.13

Expenses on the books
for December 2013

1,000.00 Lovington Chamber for Lodger's Tax Upkeep Dec. 2013

269.53 Clovis Media for Advertising Explore Magazine

Total Expenses

1,269.53

Available Balance

\$11,592.60

Projected Revenues

December - February 2013:

\$1,850.94 Western Inn

\$2,046.60 Mack's Motel

12,197.67 Lovington Inn

\$1,062.00 Budget 7 Motel

\$106.55 Pyburn House

Total Projected Revenues

\$17,263.76

Estimated Total Available

Monies for December - February 2013

\$28,856.36

Lovington Chamber of Commerce

The Lovington Chamber of Commerce has submitted a request for \$3,000 for Visitor Center Upkeep only. This is the same level of funding for this activity that has been requested and funded at this level for the past several years. An example provided as to what this funding will be used for is printing and publishing of the Relocation and Visitor's Packets.

Requested Funding: \$3,000.00

Total Recommended Funding: \$3,000.00

Wildbunch Softball Tournament

Alfredo Gomez has requested funding from the Lodgers Tax for a softball tournament March 15 and 16, 2014. They are estimating 20 to 28 teams with 15 to 16 players per team. The funds requested are being utilized to purchase 140 t-shirts, which will promote the tournament. It is unclear if these t-shirts will be given away or if they will be sold as the request did not specify this. The total funding requested is \$3,480. This is based on the average price per t-shirt of \$25 (Per Mr. Gomez).

Requested Funding Amount: \$3,480.00

Total Recommended Funding: \$1,740.00

Lea County Museum

The Lea County Museum has requested a total of \$15,000 in funding for the next quarter. This funding request includes 4 concerts, and open mike talent night, several art shows, new exhibits, and the NM-TX Challenge Marathon. Newspaper advertising is limited to the Lovington and Hobbs newspapers. Radio ads (with no cost provided) list a broader audience. The Marathon does advertise in a national magazine and a triathlete periodical, as well as flyers being distributed at four listed marathons outside the area.

Requested Funding Amount: \$15,000.00

Total Recommended Funding: \$5,528.00

Lovington Main Street

Lovington MainStreet has requested a total of \$8,981 in funding for the next quarter. This includes a request to advertise for Beautification Day, Theater Promotion, and the Summer Concert Series. The recommendation of the Lodgers Tax Board is to provide funding for Beautification Day and the Summer Concert Series.

Requested Funding Amount: \$8,891.00

Total Recommended Funding: \$5,076.00

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 13, 2014



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Accounts Payable
DEPARTMENT: Finance
SUBMITTED BY: Mashell Stephens, Finance Director
DATE SUBMITTED: January 7, 2014

STAFF SUMMARY:

Staff have prepared the accounts payable for your review and approval.

FISCAL IMPACT:

REVIEWED BY: Mashell Stephens

(Finance Director)

See payables detail.

ATTACHMENTS:

Accounts payable detail.

RECOMMENDATION:

Motion to approve accounts payable.

Mashell Stephens

Department Head

James R. Williams

City Manager

Vendor Name

ALCO Stores, Inc	301.04
AlSCO	709.78
American Library Sales	228.06
American Medical Group, Inc	560.77
ASCO	885.24
B- Line Filter & Supply, Inc	548.11
BeGeo Investment LLC	10.00
Benchmark	66.84
Best Books INC	1,117.50
Blaine Industrial Supply	1,410.11
Bob's Thriftway	306.29
Bound Tree Medical, LLC	2,280.58
Brothers Auto Glass	229.65
C & S Motor Parts Co.	509.90
Capers	28,500.00
Cisco Equipment	36.89
Community Drug Coalition	500.00
Comp-Ray, Inc	69.55
Copies, Inc.	547.82
Cowboys Corner	310.85
Dailey-Wells Communications	100.00
E.N.M.U.R.	741.00
Evans Standard Products CO	314.36
Farmer Brothers Company	188.91
FBINAA-NM	80.00
Federal Express Services	31.20
Forrest Tire Co.	217.53
Forrest Tire Co.	0.83
Gebo Credit Corporation	15.99
General Welding Supply	638.00
Good Earth Products, Inc	2,610.76
H & K Pest Control Co.	58.66

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 1/1/2014 Through 1/31/2014

H & K Pest Control Co.	117.32
Higginbotham-Bartlett Co.	3,122.14
Jensen Beach Marketing, Inc.	87.73
Johnnie's Floral & Gifts	5.00
Kaufman's West LLC	850.00
Klein Automation & Electric	416.05
Knowbuddy	832.38
Lea County Electric	0.00
Lea County Fair Office	0.00
Lea County Roadside	189.90
Lea County Septic Tank Service	422.00
Lovington Auto Supply	297.35
Lovington Leader	1,406.73
Lovington Lion's Club	25.00
Lovington Main Street	8,750.00
Lovington Veterinary	233.00
M & R Tire Service, LLC	453.15
Master Printers	618.65
Med-Vet International	226.85
Michael's Prescription Corner	613.84
MicroMarketing LLC	390.28
Neopost USA Inc	50.00
Neve's Uniforms	251.70
New Mexico Jr. College	1,010.00
Noble Industrial Supply Corp	524.70
OCLC, Inc.	208.19
One Way Graphics & Design	40.00
OverDrive	3,000.00
P & D Petroleum, Inc	9,291.23
Permian Ford-Lincoln	294.63
Permian GMC	422.60
Petsense 207	35.00
Premier Electric	549.97
Public Safety Center, Inc.	381.66

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 1/1/2014 Through 1/31/2014

Reid Insurance Group, Inc.	70.00
Roberts Oil & Lube	283.00
Sirchie Finger Print Lab, Inc.	249.70
Solar Traffic Systems	3,170.00
Southwest Polygraph	367.03
Squeaky Clean	480.90
Squeaky Clean	502.32
Squeaky Clean	1,902.38
Squeaky Clean	406.13
Squeaky Clean	534.38
Squeaky Clean	320.63
Squeaky Clean	400.79
Staples Advantage	1,319.30
Subway	40.00
SWAT, LLC	859.86
Symbol Arts	260.00
The Gale Group	194.91
Tlo LLC	3.00
Tom's Sharp Shop	317.38
Travelers	4,084.90
U S Food Service	4,490.68
Userful Corporation	2,820.96
Valentine Auto Service	1,687.73
Video Stop	14.35
Western Fire Extinguisher	24.47
WTG Fuels, Inc	8,921.52
Wylie Manufacturing Co.	24.39
Zia Consulting, Inc.	480.00
Zia Towing & Recovery	<u>229.99</u>
Total Page One	<u>113,703.97</u>

Subtotal from Page One		113,703.97
ABF Freight System	Monument sign for Aquatic Facility	477.68
Admn. Office of the Courts	DWI Lab & Court Automation Fees for Nov, 2013	1,490.00
AT&T Mobility	Gen-Cell Phone Bills for Nov 2013	2,218.11
Clovis Media Inc	Lodgers Tax-Advertising Explore Magazine 11/28/13	269.53
Daniel Elizando	Swimming Pool-Spread Gravel for Landscaping	801.57
David Miranda	Undercover Money from LPD Forfeiture Fund	100.00
David Miranda	money for drug task force LPD	100.00
David Rodriguez	Police Donations	1,500.00
David Rodriguez	Reimburse David Rodriguez for meal for graduating cadets	104.84
Desert Rock Company	Rock for Pool Landscaping	13,227.12
FBINAA-NM	Police-FBI Natl Acad Assoc Annual Dinner	60.00
Gold Creek Homes	Finance-Carpet Got Flooded reinstall	2,532.32
Gold Creek Homes	Finance-Re-Clean Leak	170.00
Gold Creek Homes	Finance-Reinstall Base Trim Leak	1,375.00
Good Earth Products, Inc	Police-Supplies	862.62
Good Earth Products, Inc	Police-Orange Supreme	501.19
James Williams	Vet/Animal Control-Reimb for Refrigerator	455.70
Jami Bailey	Youth Center-Reimb Christmas	115.54
Jeff Hayes	Ambulance-Reimb Fuel trip to Los Cruces	136.45
Jim Trujillo	Judicial-Alternate Judge Dec 12 & 19 2013	128.25
Lea County Electric	Gen-Electric Bill Nov 2013	22,445.72
Lea County Museum	2nd Quarter allotment for 2013-2014	5,000.00
Lea County Museum	Museum-reimb for lodgers tax 12.26.13	2,644.21
Lea County Treasurer	Judicial-Inmate housing Nov 2013	1,637.50
LightHouse BIS, LLC	Finance-SYS System Engineer	234.06
Lovington Chamber of Commerce	Lodgers Tax-Visitor Upkeep Dec 2013	1,000.00

City of Lovington (New)
 Summary A/P Ledger - A/P Summary CCMeeting - General
 From 1/1/2014 Through 1/31/2014

Lovington Chamber of Commerce	Finance-Reimb for Christmas Lights 2013	2,755.02
Lovington Economic Development M & L Development	Finance--2nd/3rd qtr Funding Reimb-Sunrise Addition Housing 605,606,602,613 W Aspen	25,000.00 24,000.00
Melinda Medellin	Library-Reimb for Supplies at Sams	62.91
New Mexico Gas Company	Gen-Gas Utiliy Bill Nov 2013	674.78
New Mexico Municipal League	Police-Policing 21st Century D Bryant, C Rider	280.00
NM Board of Pharmacy	Clinic Renewal for 2014	62.50
NM Judicial Education Center	Judicial Education Fees for Nov., 2013	620.00
Patrick J. Homer	Checks written for Dec., 2013	2,250.00
Phillips 66 Co.	Gen-Fuel Credit Card	171.81
Pro Vision Video Systems	Police-Body Camera Kit	604.07
PSI	Streets-Contract Bond/Permit for C Weaver Asbestos	150.00
Staples	Police-Office Supplies	163.90
SWAT, LLC	Finance-Sage Software Problems	907.91
SWAT, LLC	Finance-Upgraded Shannon's Workstation	90.79
U.S. Postal Service	Library-Roll of Stamps	138.00
U.S. Postal Service	Finanace-Annual Post Office Box Rental 2014	100.00
Visa	Police-Meals Travel	50.81
Visa	Fire-Supplies	
	Finance-Gas for Buick	45.11
Visa	Swimming Pool - Landscaping materials	1,704.36
Visa	Fire-Uniforms	638.55
Visa	Fire-Supplies Haunted House	446.18
Visa	Animal Control - Meals Class NMJC	13.42
Visa	Police-Lodging for training	93.79
Visa Card Service	Finance - Travel Expenses Election School Carol Ann Hogue	358.77
Windstream	Chamber of Commerce-Phone Bill Nov 2013	234.57
Windstream	EDC Phone Bill Nov 13	174.90
Windstream	Finance-Main Street Phone Bill Nov 2013	131.13
Windstream	Gen-Phone Bills Nov 2013	4,383.23
TOTAL		<u><u>239,597.89</u></u>

Vendor Name

A & L Plains Agricultural Lab	1,026.00
ALCO Stores, Inc	49.98
ASCO	1,000.65
B.I.C.I., LLC.	10,514.75
BlueTrap Financial, Inc.	4,703.76
Bob's Thriftway	67.35
Brandon & Clark, Inc	2,201.44
C & S Motor Parts Co.	250.57
California Cont. Supplies, Inc	3,675.84
Cardinal Laboratories	112.15
Certified Laboratories	249.57
Dana Kepner Co.	9,159.34
Detroit Industrial Tool	205.53
DPC Industries Inc.	1,520.95
Farmer Brothers Company	15.48
Ferguson Waterworks #3083	65.00
Gebo Credit Corporation	126.69
General Welding Supply	85.00
Haarmeyer Electric	17,734.28
Hach Co.	1,190.85
Higginbotham-Bartlett Co.	791.07
J & L Equipment	7,438.80
K & K Products, Inc	152.15
Lovington Auto Supply	441.67
M & M Services	2,349.88
M & R Tire Service, LLC	1,635.02
Master Printers	1,110.50
McJunkin Red Man Corporation	921.07
Odessa Pumps & Equipment	5,673.00
P & D Petroleum, Inc	1,897.59
Patriot Pipe & Supply LTD	125.75
Polydyne Inc.	504.00

City of Lovington (New)
Summary A/P Ledger - A/P Summary CMeeting - Water
From 1/1/2014 Through 1/31/2014

Solid Waste Authority	4,318.98
Triple H Engine Service	26.37
Vermeer Equipment of Texas	132.59
Video Stop	99.95
Total Page One	<u>81,573.57</u>

Subtotal from Page One		81,573.57
AT&T Mobility	Water-Cell Phones Bills Nov 2013	597.49
Darren Click	Reimburse Darren for Auto Scanning and CD Burning Equip.	38.98
Kandy Kane Water Well Service	Water-install pump Well #11	8,919.25
Lea County Electric	Water-Electric Bill Nov 2013	22,638.68
New Mexico Gas	Water-Utility Gas Nov 2013	527.05
New Mexico One Call, Inc	Water-Quarterly Basic Memebership 2014	471.74
NM Water & Wastewater Assoc.	Water-Registration for 2014 Annual School	750.00
Utility Operator Certification	Water-Water Sampling Tech	85.00
Utility Operator Certification	Water-Water Sampling Tech	60.00
Visa	Solid Waste - Travel Expenses - Kenneth Chisum	865.80
Visa Card Service	Wastewater - Travel Expenses Miguel DeLaCruz	292.12
Waste Management of New Mexico	Solid Waste-Polycarts Nov 2013	6,910.98
Windstream	Water-Phone Bill Oct 2013	460.79
Windstream	WasteWater-Internet Dec 2013	<u>123.59</u>
TOTAL		<u><u>124,315.04</u></u>