

**REGULAR MEETING OF THE CITY COMMISSION  
MONDAY, OCTOBER 26, 2015 @ 5:30 P.M.  
CITY COMMISSION CHAMBERS, 214 S. LOVE STREET**

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

**Present and answering roll call:** Commissioner Bengé, Commissioner Trujillo, Commissioner Butcher, Commissioner Campos, and Mayor Gandy

**Also Present:** City Manager James Williams, City Attorney Patrick McMahon, Police Chief David Rodriguez, City Clerk Carol Ann Hogue, Finance Director Gary Chapman and Administrative Assistant Anna Juarez

**Invocation:** Commissioner Bengé gave the invocation.

**Pledge of Allegiance:** Commissioner Bengé led the pledge.

**Approval of Agenda:** Mayor Gandy called for a motion. Commissioner Campos so moved to approve the agenda as submitted. Commissioner Butcher seconded and a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Campos - Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes.

**Approval of the Regular Meeting Minutes of September 28, 2015:** Mayor Gandy called for a motion. Commissioner Trujillo so moved to approve the regular meeting minutes of September 28, 2015; Commissioner Campos seconded. Roll call was taken: Commissioner Butcher – Yes, Commissioner Bengé – Yes, Commissioner Trujillo – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes.

**COMMISSIONER AND STAFF REPORTS:**

- Mayor Gandy asked for prayers for City Clerk Carol Ann; she will have surgery on Thursday.
- Commissioner Butcher asked if Code Enforcement has addressed 4<sup>th</sup> and Avenue A; Code Enforcement Laura Brock stated three letters have been mailed, to address weed concern.
- Mayor Gandy asked Commissioners to be available to attend a census meeting pending on the 27 or 29 of October. Mayor Gandy asked for an update on 9<sup>th</sup> and Avenue D stop light; City Manager Williams stated it is up to State DOT; light could possibly be repaired by Tuesday.
- Commissioner Trujillo had concerns about corner of Commercial and Madison pothole due to recent rain; City Manager Williams stated Commercial Street is part of reconstruction project, but will get pothole patched.
- Commissioner Bengé mentioned demolition of the old jail house is underway.

- City Manager Williams informed Commissioners of vacant position to the personnel board with recent departure of Diane Kinney from the water department, leaving a vacancy; Tracy Rodriguez was appointed to fill term to the personnel board. Commissioners had no disagreement to appointment.

**NON-ACTION ITEMS:**

**Discussion of Ordinance No. 539: Uniform Traffic Ordinance Amendments:** City Manager Williams informed Commissioners of Legislator changes to the Uniform Traffic Code which the City adopts by reference. The amendment to the UTO is to include the definition of “Autocycles” and two changes to their operation. The Ordinance No. 539 will be presented to Commission for adoption at the October 26, 2015 regular meeting; Ordinance has been advertised. Discussion only, no action was taken.

**ACTION ITEMS:**

**Consider Approval of Resolution 2015-93: Temporary Street Closure – Central Plaza October 31, 2015:** Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider Resolution 2015-93: Temporary Street Closure; Commissioner Butcher seconded. City Manager Williams addressed Commissioners of closure of Love Street and Central Avenue for the annual Halloween on the Plaza event, to be held on October 31, 2015 from 4 – 6 p.m. Mara Salcido informed Commissioners the Halloween Carnival at the Fairground has fallen through due to lack of volunteers, but group is welcomed to join Halloween on the Plaza events, games, and safe stops. There being no further discussion, a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Butcher – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Approval of Resolution 2015-94: Temporary Street Closure – Fall Fest October 22, 2015:** Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider Resolution 2015-94: Temporary Street Closure – Fall Fest October 22, 2015; Commissioner Campos seconded. City Manager Williams addressed Commissioners of closure for Lea County Museum Fall Family Fun Fest to be held on October 22, 2015. There being no further discussion, a roll call was taken: Commissioner Campos – Yes, Commissioner Butcher – Yes, Commissioner Bengé – Yes, Commissioner Trujillo – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Approval of Resolution 2015-95: Approval of Agreement to Provide ATM at Lovington MVD:** Mayor Gandy called for a motion. Commissioner Bengé so moved to consider approving Resolution 2015-95: Approval of Agreement to Provide ATM at Lovington MVD; Commissioner Trujillo seconded. Finance Director Chapman addressed Commissioners of a request for an ATM at the Motor Vehicle Department inside the building, in an effort to provide better service to our customers. Universal Cash Systems Inc. (UCSI) is offering a 90 day free trial period to see if the transactions are sufficient to prevent any charges to the City. Finance Director Chapman stated 0-100 transactions will require a minimum charge of \$100 per month to be paid to UCSI from City of

Lovington and 101-150 transactions for no monthly minimum charge and UCSI keeps 100% of surcharge. Maria Hernandez, MVD Supervisor, stated ATM is a good idea, customers without enough funding for transactions have to go to Stripes or Wells Fargo for more cash to complete transaction. City Attorney McMahan stated contract needs more clarification on Duties and Indemnity as far as maintenance of site; contract is workable for the 90 day trial period, City should check on what “standards” since the City is not in the business of housing ATM’s and what about security issues. City Attorney McMahan stated this will be a test phase for the 90 day trial period, allowing the City time to review contract to see if ATM is an option to consider. City Manager stated ATM will be secured during the 90 day trial period. There being no further discussion, a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengue – Yes, Commissioner Butcher – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Approval of Lodgers Tax Board Recommendations:** Mayor Gandy called for a motion. Commissioner Campos so moved to consider approval of Lodgers Tax Board Recommendations; Commissioner Bengue seconded. City Manager Williams addressed Commissioners of approving the following 12 event funding recommendations from the Lodgers Tax Board meeting on September 29, 2015:

Lea County Museum – Pena/Eddy Art Show Opening	\$	1,171.72
Lea County Museum – Christmas at the Museum	\$	504.10
Lea County Museum – Fall Fun Fest	\$	1,114.21
Lea County Museum – Movies at the Museum	\$	534.89
Lea County Museum – Sports Hall of Fame Induction	\$	1,437.39
Alfredo Gomez – Wild Bunch Tournament	\$	1,596.97
Farmers Market – Downtown Farmers Market	\$	300.00
Foundation for Arts – Lea Theater Opening	\$	924.26
Lovington Main Street – Halloween on the Plaza	\$	1,009.36
Lovington Main Street – Holiday Shop Local Campaign	\$	1,352.70
Lovington Chamber of Commerce – Fall Arts & Crafts Festival	\$	1,229.15
Lovington Chamber of Commerce – Fall Classic Barrel Race	\$	1,070.56
<b>TOTAL:</b>	<b>\$</b>	<b><u>12,245.31</u></b>

City Manager Williams stated one issue City is working on is developing a social media and advertising presence to reach a bigger area; website will allow individuals to showcase business, advertise their business, and advertise community events. Chamber of Commerce will be responsible for webpage; funding will be out of dedication of Chamber quarterly funds. Commissioners and Staff discussed Lodgers Tax cash balance and discussed if events are recurring. There being no further discussion, a roll call was taken: Commissioner Butcher – Yes, Commissioner Trujillo – Yes, Commissioner Bengue – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Library Board Appointment:** Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider Library Board Appointment; Commissioner Campos seconded. City Manager Williams stated Susan Bogan, a librarian from the schools, submitted interest in the Library Board vacancy of Kenda Medillin, term will expire January 2016. Commissioner Trujillo so moved to amend motion to appoint Susan Bogan to the Library Board; Commissioner Butcher seconded. There being no further discussion, a roll call was taken: Commissioner Bengé – Yes, Commissioner Campos – Yes, Commissioner Trujillo – Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Youth Center Board Appointments:** Mayor Gandy called for a motion. Commissioner Butcher so moved to consider Youth Center Board Appointments; Commissioner Campos seconded. City Manager Williams stated Marla Price, Kay Hardin and Robert DeLaCruz terms have expired; all have expressed interest to serve on the board, including Mara Salcido. Youth Center Board term is 4 years and term will expire on October of 2019. Marla Price, member of the Youth Center Board, stated she, Kay Hardin and Robert DeLaCruz are consistent in attending meetings, and 2 more openings are needing to be filled. City Manager Williams stated Kelli Tayler and Hurb Smith appointments will be discussed for the following commission meeting. Commissioner Butcher so moved to amend motion to appoint Marla Price, Kay Hardin and Robert DeLaCruz to the Youth Center Board; Commissioner Campos seconded. There being no further discussion, a roll call was taken: Commissioner Bengé – Yes, Commissioner Trujillo – Yes, Commissioner Butcher – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Lea Community Foundation for the Arts Board Appointment:** Mayor Gandy called for a motion. Commissioner Bengé so moved to consider appointing Mike Farris to serve on the Lea Community Foundation for the Arts Board as the City's representative; Commissioner Trujillo seconded. Mike Farris will serve as the City's representative for the Foundation Board of Directors. There being no further discussion, a roll call was taken: Commissioner Campos – Yes, Commissioner Bengé – Yes, Commissioner Trujillo – Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes. Motion was approved.

**Consider Approval of Accounts Payable:** Mayor Gandy called for a motion. Commissioner Bengé so moved to approve the accounts payable; Commissioner Campos second. There being no further discussion, a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Butcher – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

**PUBLIC COMMENT:** None

**CLOSED SESSION:** At 6:06 p.m., Commissioner Trujillo moved to adjourn the Regular Session and convene in Closed Session Pursuant to Section 10-15-1 NMSA 1978

Subsection H-8 regarding the purchase, acquisition, or disposition of real property or water rights – Disposition of City Commercial Property. Commissioner Campos seconded, a roll call vote was taken: Commissioner Campos - Yes; Commissioner Trujillo - Yes; Commissioner Bengé – Yes; Commissioner Butcher - Yes; and Mayor Gandy - Yes.

At 6:16 p.m., Commissioner Trujillo so moved to adjourn the Closed Session and reconvene in Regular Session stating that matters discussed were limited only to those specified in the motion and no action was taken. Commissioner Butcher seconded and a roll call vote was taken: Commissioner Trujillo - Yes; Commissioner Bengé - Yes; Commissioner Campos - Yes; Commissioner Butcher - Yes; and Mayor Gandy - Yes.

**ADJOURNMENT:** There being no further business, Mayor Gandy adjourned, the meeting at 6:17 p.m.

**APPROVED:** \_\_\_\_\_  
**SCOTTY GANDY, MAYOR**

**ATTEST:** \_\_\_\_\_  
**CAROL ANN HOGUE, CITY CLERK**

CITY OF LOVINGTON  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

SUBJECT: Proclamation 201506  
DEPARTMENT: Legislative  
SUBMITTED BY: Scotty Gandy, Mayor  
DATE SUBMITTED: October 14, 2015

**STAFF SUMMARY:**

Proclamation 201506 will designate November as American Diabetes Awareness Month. This proclamation will be submitted to the American Diabetes Association upon signature.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

Proclamation 201506

**RECOMMENDATION:**

Read Proclamation 201506 and Mayor affix signature to document.

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager



## *Proclamation*

**201506**

### **American Diabetes Awareness Month**

**WHEREAS**, in the United States, nearly 30 million people – including 221,239 in New Mexico – have diabetes, a serious disease with potentially life-threatening complications such as heart disease, stroke, blindness, kidney disease and amputation; and

**WHEREAS**, an additional 86 million people in the United States are at risk for developing Type 2 diabetes; and

**WHEREAS**, recent estimates project that as many as one in three American adults will have diabetes by 2050 if current trends continue; and

**WHEREAS**, an increase in community awareness is necessary to put a stop to the diabetes epidemic.

**NOW, THEREFORE**, I, Scotty Gandy, Mayor of the City of Lovington, New Mexico, do hereby proclaim the month of November 2015 Diabetes Awareness month in Lovington New Mexico. I encourage all citizens to recognize American Diabetes Month and be part of the American Diabetes Association's Stop Diabetes movement to confront, fight and, most importantly, change the future of this deadly disease.

*Done at the City Commission meeting this 9<sup>th</sup> day of November, 2015.*

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Scotty Gandy  
Mayor

**ATTEST:**

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Carol Ann Hogue  
City Clerk

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM



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

**TYPE:**      **RESOLUTION**      **ORDINANCE**      **PROCLAMATION**      **INFORMATION**      **OTHER ACTION**

**SUBJECT:**  
**DEPARTMENT:**  
**SUBMITTED BY:**  
**DATE SUBMITTED:**

**STAFF SUMMARY:**

**FISCAL IMPACT:**

**REVIEWED BY:** \_\_\_\_\_

*(Finance Director)*

**ATTACHMENTS:**

**RECOMMENDATION:**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**City Manager**

[Print](#)

## Lovington, NM Code of Ordinances

### **2.84.020 Membership.**

A. The youth center board shall consist of not less than seven members who shall be appointed by the mayor with the approval of the city commission. Administrative officials of the municipality may be appointed as ex officio, nonvoting members of the youth center board.

B. On December 1, 1966, four members of the youth center board shall be appointed for four-year terms, and the balance of the members shall be appointed for two-year terms. Each subsequent term of a member of the board shall be for four years or less in order to retain a continuity and staggered term of the membership.

C. A vacancy in the membership of the youth center board shall be filled by the mayor for the remainder of the unexpired term. Members' terms shall begin on December 1, 1966, and thereafter on December 1st of each year. Members shall serve until their successors have been appointed and qualified. Any member who misses two consecutive meetings without just cause may be replaced by the mayor with the approval and consent of the city commission. (Prior code § 3-4-2)



**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Quarterly Financial Report  
**DEPARTMENT:** Finance  
**SUBMITTED BY:** Gary Lee Chapman, Finance Director  
**DATE SUBMITTED:** October 26, 2015

**STAFF SUMMARY:**

Staff has prepared the first quarter Financial Report of Fiscal Year 2015-16 (July - September 2015).

**FISCAL IMPACT:**

None

REVIEWED BY: Gary Lee Chapman  
(Finance Director)

**ATTACHMENTS:**

First Quarter Financial Report.

**RECOMMENDATION:**

Information Only

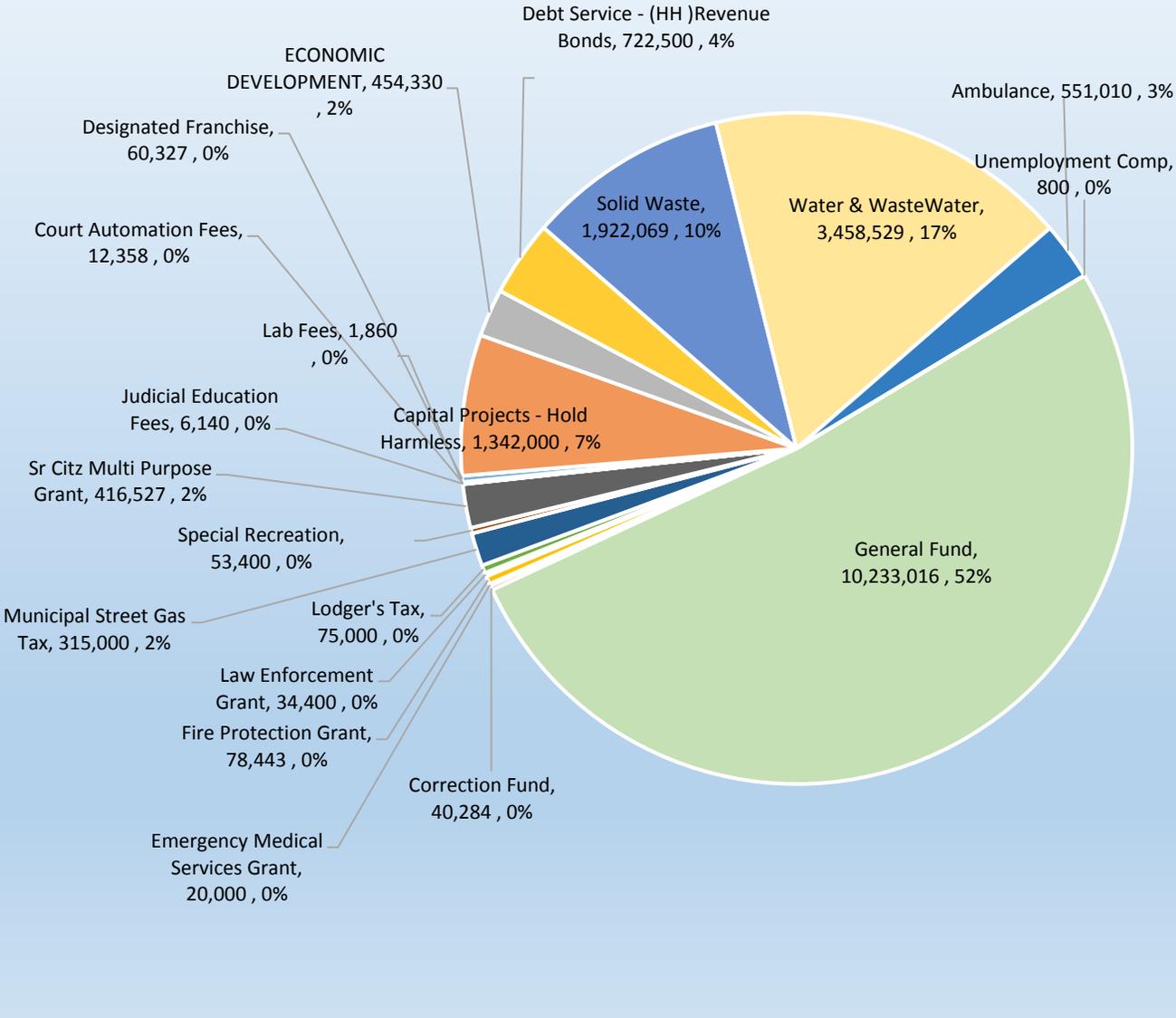
Gary Lee Chapman  
Department Head

James R. Williams  
City Manager

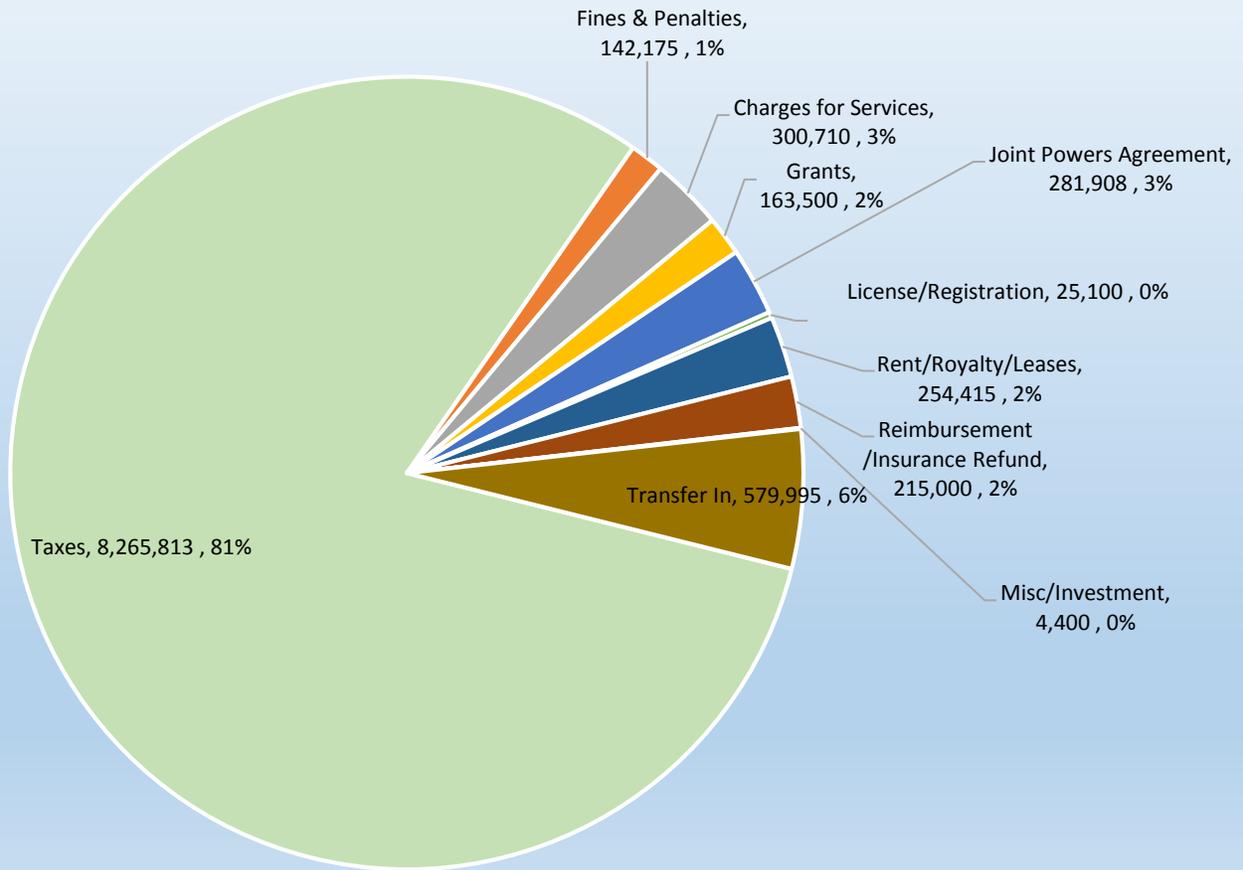
<b>Fund</b>	<b>Account Title</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Projected Revenue for Fiscal Year</b>	<b>Revenues available based on Projections</b>	<b>% Projected Revenue/ Revised</b>
101	General Fund	10,233,016	2,633,548	10,434,192	201,176	101.97%
201	Correction Fund	40,284	13,559	42,236	1,952	104.85%
206	Emergency Medical Services Grant	20,000	15,340	15,340	(4,660)	76.70%
209	Fire Protection Grant	78,443	0	78,443	0	100.00%
211	Law Enforcement Grant	34,400	34,400	34,400	0	100.00%
214	Lodger's Tax	75,000	15,394	73,576	(1,424)	98.10%
216	Municipal Street Gas Tax	315,000	52,782	291,127	(23,873)	92.42%
217	Special Recreation	53,400	15,000	53,400	0	100.00%
219	Sr Citz Multi Purpose Grant	416,527	50,950	416,527	0	100.00%
228	Lab Fees	1,860	213	1,860	0	100.00%
230	Judicial Education Fees	6,140	2,024	6,140	0	100.00%
231	Court Automation Fees	12,358	4,090	12,358	0	100.00%
233	Designated Franchise	60,327	16,805	61,220	893	101.48%
301	Capital Projects - Hold Harmless	4,842,000	3,696,546	4,699,000	(143,000)	97.05%
311	ECONOMIC DEVELOPMENT	454,330	112,633	450,531	(3,799)	99.16%
402	Debt Service - (HH )Revenue Bond	722,500	0	722,500	0	100.00%
504	Solid Waste	1,922,069	323,615	1,941,691	19,622	101.02%
505	Water & WasteWater	3,458,529	806,079	3,464,315	5,786	100.17%
509	Ambulance	551,010	204,246	546,982	(4,028)	99.27%
607	Unemployment Comp	800	0	800	0	100.00%
<b>Totals</b>		<b>23,297,993</b>	<b>7,997,224</b>	<b>23,346,639</b>	<b>48,646</b>	<b>100.21%</b>

<b>Fund</b>	<b>Title</b>	<b>Category</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>YTD Budget remaining</b>	<b>Percent Total Budget Used</b>
101	General Fund	Salary & Benefits	6,663,467	1,629,228	5,034,239	24.45%
101	General Fund	Services & Supplies	2,676,297	792,154	1,884,143	29.60%
101	General Fund	Capital Outlay	1,229,286	126,932	1,102,354	10.33%
<b>101</b>	<b>General Fund</b>	<b>Total</b>	<b>10,569,050</b>	<b>2,548,314</b>	<b>8,020,736</b>	<b>24.11%</b>
504	Solid Waste	Salary & Benefits	150,760	20,623	130,137	13.68%
504	Solid Waste	Services & Supplies	1,892,276	474,637	1,417,639	25.08%
504	Solid Waste	Capital Outlay	143,501	7,680	135,821	5.35%
<b>504</b>	<b>Solid Waste</b>	<b>Total</b>	<b>2,186,537</b>	<b>502,939</b>	<b>1,683,598</b>	<b>23.00%</b>
505	Water & WasteWater	Salary & Benefits	1,050,490	217,833	832,657	20.74%
505	Water & WasteWater	Services & Supplies	1,360,325	357,038	1,003,287	26.25%
505	Water & WasteWater	Capital Outlay	1,281,026	33,637	1,247,389	2.63%
505	Water & WasteWater	Debt Service	549,807	379,875	169,932	69.09%
<b>505</b>	<b>Water &amp; WasteWater</b>	<b>Total</b>	<b>4,241,648</b>	<b>988,383</b>	<b>3,253,265</b>	<b>23.30%</b>
509	Ambulance	Salary & Benefits	322,381	53,952	268,429	16.74%
509	Ambulance	Services & Supplies	234,718	51,690	183,028	22.02%
509	Ambulance	Capital Outlay	168,003	7,363	160,640	4.38%
<b>509</b>	<b>Ambulance</b>	<b>Total</b>	<b>725,102</b>	<b>113,005</b>	<b>612,097</b>	<b>15.58%</b>
<b>Combined Total "ALL" Funds</b>						
		Salary & Benefits	8,561,541	1,994,531	6,567,010	23.30%
		Services & Supplies	7,031,148	1,888,296	5,142,852	26.86%
		Capital Outlay	6,711,930	651,687	6,060,243	9.71%
		Debt Service	1,272,307	379,875	892,432	29.86%
		Transfer Out	1,556,781	103,558	1,453,223	6.65%
			<b>25,133,707</b>	<b>5,017,947</b>	<b>20,115,760</b>	<b>19.97%</b>

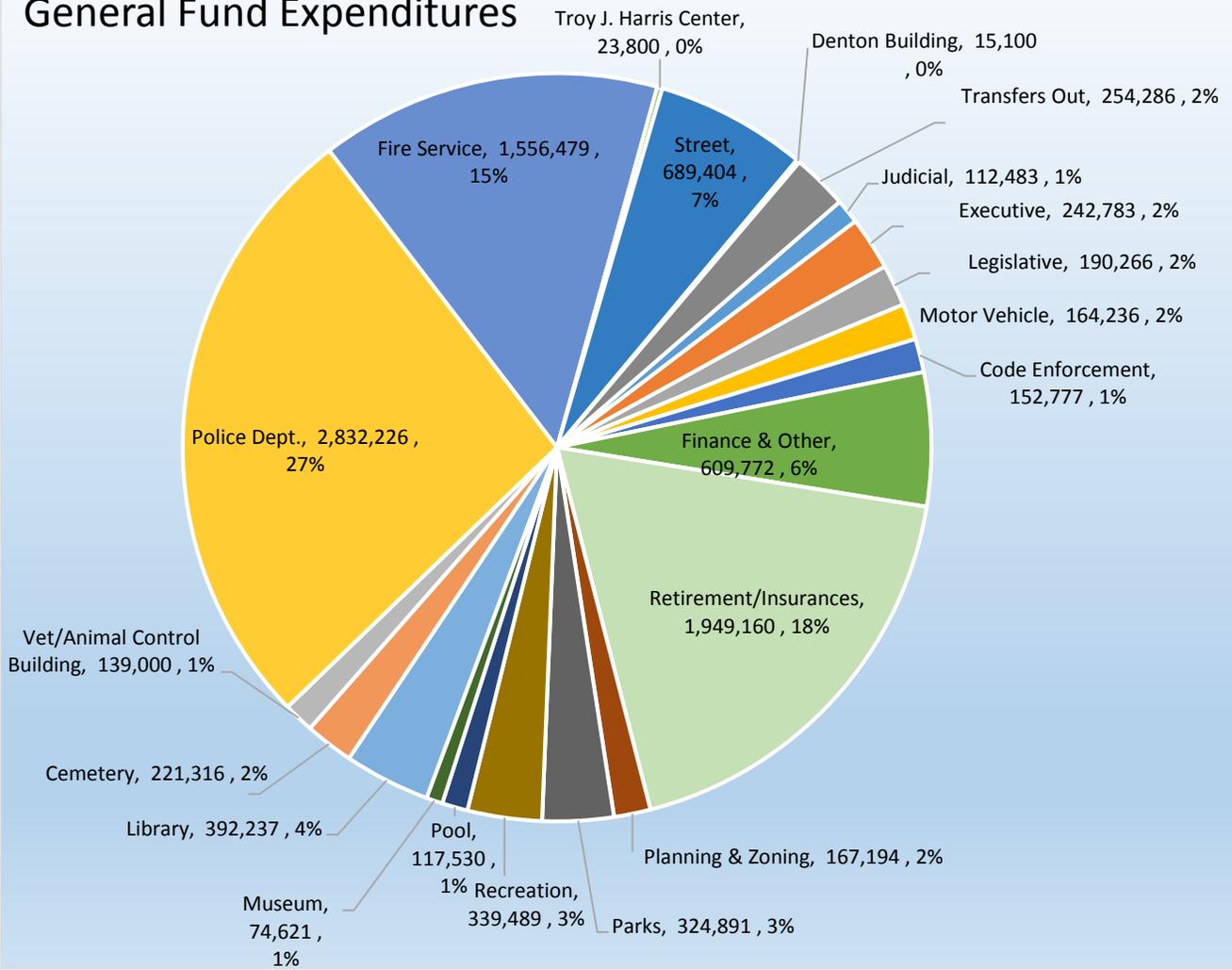
# CITY REVENUES BY FUND



# GENERAL FUND REVENUES



# General Fund Expenditures



**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: october 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Citizen Engagement Tools  
**DEPARTMENT:** Executive  
**SUBMITTED BY:** James R. Williams, City Manager  
**DATE SUBMITTED:** October 20, 2015

**STAFF SUMMARY:**

The City Manager and Public Works Director have been researching options as to increasing the amount of citizen engagement within Lovington, primarily with how issues reported. Staff will provide an overview of one option that is being researched at this time.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

**RECOMMENDATION:**

Information only.

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Splash Pad and Playground Equipment Projects  
**DEPARTMENT:** Executive  
**SUBMITTED BY:** James R. Williams, City Manager  
**DATE SUBMITTED:** October 20, 2015

**STAFF SUMMARY:**

Staff will provide an overview of the Chaparral Park Splash Pad and Playground Equipment projects, to include budget and timeline.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

**RECOMMENDATION:**

Information only.

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Ordinance No. 538 Approval  
**DEPARTMENT:** Planning and Zoning  
**SUBMITTED BY:**  
**DATE SUBMITTED:** October 14, 2015

**STAFF SUMMARY:**

Ordinance No. 538 will change the zoning of four lots to the north of the Morningside Addition from Zone A - Single Family to Zone B - Multiple Family as recommended by the Planning and Zoning Commission September 15, 2015.

The Commission gave approval to advertise this Ordinance at the September 28, 2015. The required publication period has been satisfied and the Ordinance required final approval by the City Commission.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

Aerial of area  
Ordinance No. 538

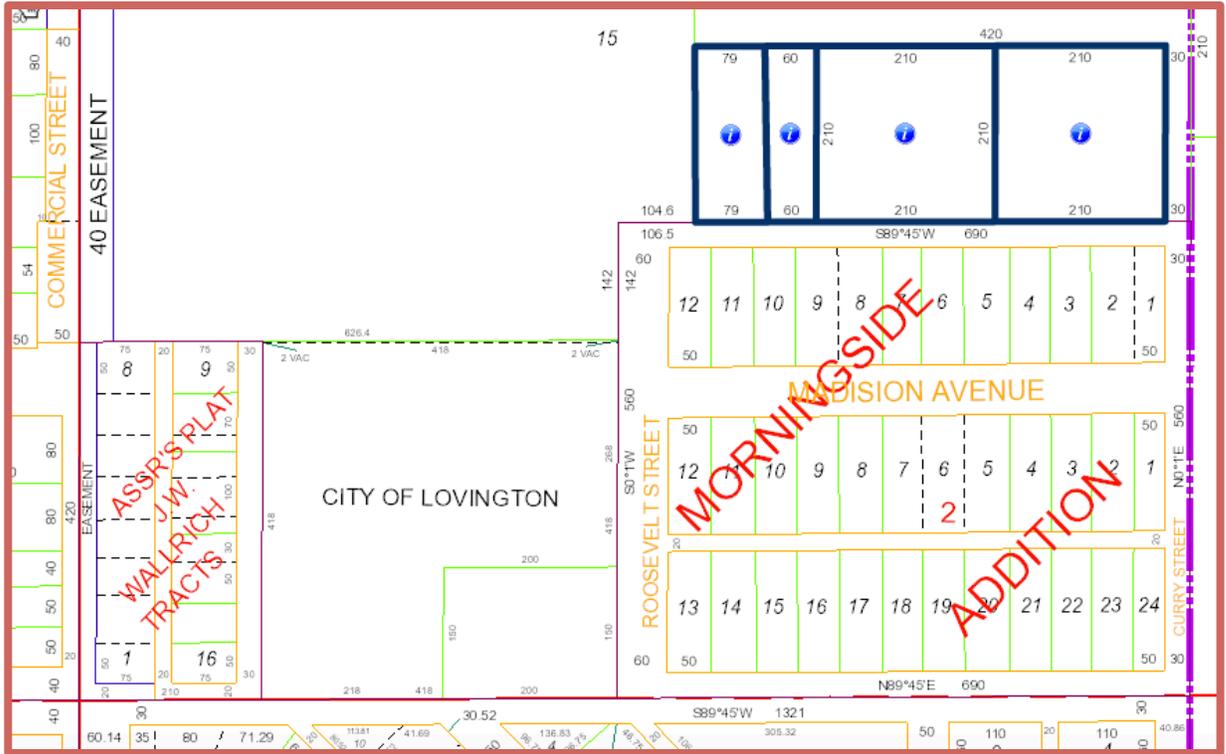
**RECOMMENDATION:**

Motion to approve Ordinance No. 538

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager

# Maps of East Monroe Area



**ORDINANCE NO. 538**

**AN ORDINANCE AMENDING AND MODIFYING CLASSIFICATION OF FOUR LOTS  
ADJACENT TO AND NORTH OF THE MORNINGSIDE ADDITION TO THE CITY OF  
LOVINGTON, LEA COUNTY, NEW MEXICO**

**BE IT ORDAINED** by the Governing Body of the City of Lovington, New Mexico that the public interest, health and safety, and general welfare is better served by changing the classification of the property from Zone A – Single Family Dwelling District to Zone B – Multiple Family District of the following described property to-wit:

A tract of land in Lot 15, Section 3, Township 16 South, Range 36 east of the Morningside Addition to the City of Lovington, described as beginning 106 ½ feet East of the Northwest corner of Morningside Addition, thence North 210 feet, thence East 559 feet, then South 210 feet, thence west 559 feet to the point of beginning.

**PASSED, ADOPTED AND APPROVED THIS 26<sup>TH</sup> DAY OF OCTOBER, 2015**

CITY OF LOVINGTON

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Scotty Gandy, Mayor

ATTEST:

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Carol Ann Hogue, City Clerk

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Ordinance 539 Approval  
**DEPARTMENT:** Executive  
**SUBMITTED BY:** James R. Williams, City Manager  
**DATE SUBMITTED:** October 14, 2015

**STAFF SUMMARY:**

Ordinance No. 539 will adopt the changes made to the New Mexico Uniform Traffic Ordinance through July 1, 2015 by reference. This ordinance has been advertised as required. Final approval for adoption is needed from the City Commission.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

Ordinance 539

**RECOMMENDATION:**

Motion to approve Ordinance No. 539

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager

**ORDINANCE NO. 539**

An ordinance of the City of Lovington, New Mexico, amending Title 10, Chapter 10.04 – Uniform Traffic Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON THAT TITLE 10, CHAPTER 10.04 BE AND HEREBY IS AMENDED AS FOLLOWS:

**10.04.010 Adoption**

The 2010 compilation of the New Mexico Uniform Traffic Ordinance and all changes through July 1, 2015, are herewith adopted by reference, pursuant to Section 3-17-6 N.M.S.A, 1978.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON ON THE 26<sup>TH</sup> DAY of OCTOBER, 2015.

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SCOTTY GANDY, Mayor

ATTEST:

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CAROL ANN HOGUE, City Clerk

CITY OF LOVINGTON  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

SUBJECT: Resolution 2015-96  
DEPARTMENT: Senior Citizens Center  
SUBMITTED BY: Norma Vejl, Director  
DATE SUBMITTED: OCTober 15, 2015

**STAFF SUMMARY:**

Resolution 2015-96 will authorize the Mayor to sign contracts with the Non-Metro Area Agency on Aging. These contracts allow the City to receive funding for Senior Citizens meals and activities. This contract is renewed annually.

**FISCAL IMPACT:**

REVIEWED BY: Gary Lee Chapman  
(Finance Director)

**ATTACHMENTS:**

Resolution 2015-96

**RECOMMENDATION:**

Motion to approve Resolution 2015-96.

\_\_\_\_\_  
Department Head

James R. Williams  
City Manager

**RESOLUTION 2015-96**

**WHEREAS**, the City of Lovington has determined that there is a need to provide services for senior citizens; and

**WHEREAS**, the citizen of Lovington were afforded an opportunity to submit suggestions and recommendations at advertised public hearings.

**NOW, THEREFORE, BE IT RESOLVED** by the Lovington City Commission that Scotty Gandy, Mayor, is authorized to sign and enter into a contract(s) and sign off on all official documents with the Non-Metro Area Agency on Aging.

DONE THIS 26<sup>TH</sup> DAY OF OCTOBER, 2015.

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SCOTTY GANDY, MAYOR

ATTEST:

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CAROL ANN HOGUE, CITY CLERK

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26th, 2015



TYPE:  RESOLUTION     ORDINANCE     PROCLAMATION     INFORMATION     OTHER ACTION

**SUBJECT:** Variance at 307 E Ave C: Driveway  
**DEPARTMENT:** Planning and Zoning Commission  
**SUBMITTED BY:**  
**DATE SUBMITTED:** October 14, 2015

**STAFF SUMMARY:**

The owner of the property located at 307 East Avenue C is requesting a variance to 17.20.050(B)(5) that requires the installation of a concrete driveway for a carport. The applicant is requesting that a 62 foot by 20 foot wide gravel driveway be allowed, on the condition that the first ten feet of the driveway be constructed of an all weather surface as defined by 12.04.080 (a compacted caliche base with asphalt surface treatment or six-inch concrete slab).

This request was received a recommendation for approval by the Planning and Zoning Commission at the October 13, 2015 meeting. Final approval/denial by the City Commission is required. In the event the request is approved, a resolution stating such has been prepared.

**FISCAL IMPACT:**

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

(Finance Director)

**ATTACHMENTS:**

Aerial map  
Resolution for approval

**RECOMMENDATION:**

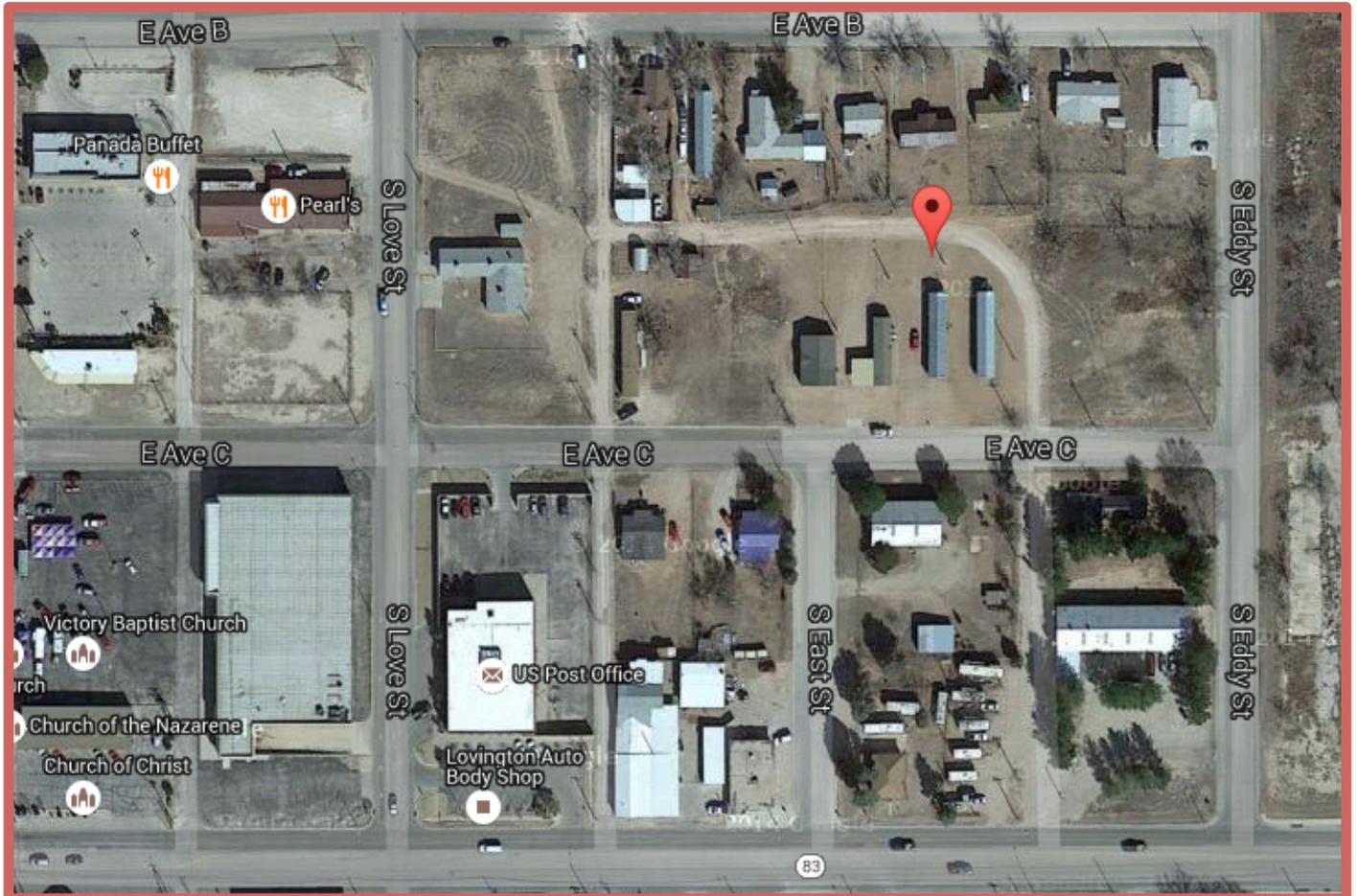
Motion to approve variance.

When making motion, please request a Resolution number from the City Clerk.

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager

# 307 East Ave C



**RESOLUTION NO. 2015-\_\_\_\_\_**

**WHEREAS**, the owner of the tract of land at 307 East Avenue C, legally described as Lot 17E, Block 1 of the Assessors Plat of Tracts in the Dean Addition to the City of Lovington has submitted a permit request for a variance to allow for a gravel driveway on the property to and beneath a carport; and

**WHEREAS**, this item was presented to the Lovington Planning and Zoning Commission at the October 13, 2015 regular meeting and did receive a recommendation for approval; and

**WHEREAS**, this item has been presented to the City Commission for their final consideration.

**NOW, THEREFORE, BE IT RESOLVED**, by the Lovington City Commission that a variance allowing for a 62 foot long by 20 foot wide gravel driveway on the property to and beneath a carport with the provision that the apron and first 10 feet of the driveway be constructed of an all weather protection surface be granted for 307 East Avenue C, legally described as Lot 17E, Block 1 of the Assessors Plat of Tracts in the Dean Addition to the City of Lovington.

DONE THIS 26<sup>TH</sup> DAY OF OCTOBER, 2015 at

City of Lovington  
New Mexico

\_\_\_\_\_  
Scotty Gandy, Mayor

ATTEST:

\_\_\_\_\_  
Carol Ann Hogue, City Clerk

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION     ORDINANCE     PROCLAMATION     INFORMATION     OTHER ACTION

**SUBJECT:** School Zone Improvement  
**DEPARTMENT:** Planning and Zoning Commission  
**SUBMITTED BY:**  
**DATE SUBMITTED:** October 14, 2015

**STAFF SUMMARY:**

Staff have prepared the attached document that outlines recommended improvements in school zones throughout the community. The document outlines changes that require improvement by both the City and the School District.

This document has been provided to the Lovington Schools for their review. In addition, the document was presented to the Planning and Zoning Commission. At the October 13, 2015 meeting, the Planning and Zoning Commission recommended approval of the City recommendations, without implementing the additional alternatives.

City staff will provide a presentation reviewing the plan and recommendations.

Should the City Commission wish to approve the changes recommended, a resolution stating such has been prepared.

**FISCAL IMPACT:**

REVIEWED BY: \_\_\_\_\_  
(Finance Director)

City changes will require minor expenditures that are within budget.

**ATTACHMENTS:**

Recommended School Zone Improvements

**RECOMMENDATION:**

Motion to approve City recommendations.

When making motion for approval, please request a Resolution number from the City Clerk.

\_\_\_\_\_  
Department Head

*James R. Williams*  
\_\_\_\_\_  
City Manager



# Recommended School Zone Improvements

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City of Lovington  
September 1, 2015

## I. Overview

Recent improvements and operational changes made by the Lovington School District have altered traffic patterns in certain areas of the City. The City and District have received numerous complaints regarding to traffic congestion and safety. Paul Campos, School Board member and City Commissioner requested that the City observe the changes in traffic patterns and congestion and provide recommendations.

The City Manager, Police Chief, and Deputy Police Chief have spent several days observing traffic patterns during the week in the morning (typically between 7:45 a.m. and 8:15 a.m.) and afternoon (typically between 2:45 p.m. and 3:20 p.m.). In addition, City staff have met with various District administrators to obtain their input on current operating procedures as well as their recommendations for improvement. After review of the current conditions at Llano, Ben Alexander, Lea, and Taylor, this document was prepared with City recommendations.

A copy of this document will be provided to the school District so they may evaluate the City recommendations for improvements on their property. City staff will also present the recommendations for City improvements to the Lovington Planning and Zoning Commission for their endorsement prior to being presented for consideration and approval by the Lovington City Commission. Although implementation of City improvements may be somewhat delayed, public notification of proposed signage, changes in traffic direction, etc. is required along with Commission approval.

## II. General Observations

- Improvements made to schools have included drop off/pick up lanes. Although these enhance student and pedestrian safety in most cases, it has changed the traditional patterns and created congestion in areas in new areas or increased congestion.
- Additional facility improvements at schools have created new drop off/pick up areas, in particular Llano Elementary. This has altered traffic patterns as well creating new congestion.
- At all of the locations evaluated, peak congestion occurs typically between 2:45 p.m. and when school is dismissed. The general cause of this is due to parents lining up and parking to pick up their child well before school is dismissed. Once pick-ups begin, the congestion eases substantially shortly after school dismissal at approximately 3:10 p.m.

- During the morning drop off period, congestion is observed at its highest at Llano and Lea. This is attributed to individual desiring to walk their children to the entrance and a limited number of on and off site parking areas. After approximately 8:15, congestion in all areas dramatically decreases.
- Although crosswalks are readily available, adults and students continue to cross at non-marked areas or from between parked cars.
- Signage, such as right turn only, is being ignored and leads to traffic congestion.
- None of the building improvements or drop-off/pick-up areas built over the last twelve months or more underwent the City permit review process. A State building permit for each project was required. During the permitting process, the City is required to review each permit to ensure that it conforms to ordinance. Had the permits been reviewed, some of the issues identified could have possibly been avoided.
- Staggering of school start and dismissal times would help to reduce speeding throughout the road system of the City. Many families have multiple children attending different schools and are often rushed to ensure their children are dropped off and picked up on time.
- In order for this proposed traffic plan to be effective, each element needs to be incorporated. Some alternative improvements have been suggested as additional options and are not necessarily deemed as objective critical. These suggestions are marked accordingly.

### III. School Recommendations

The following illustrations are recommendations that City staff have providing for District and City improvements to “School Zones”. A list describing the improvements has also been included and defines what each entity is responsible for should this plan be recommended for approval.

*Ben Alexander*

#### **District Improvements**

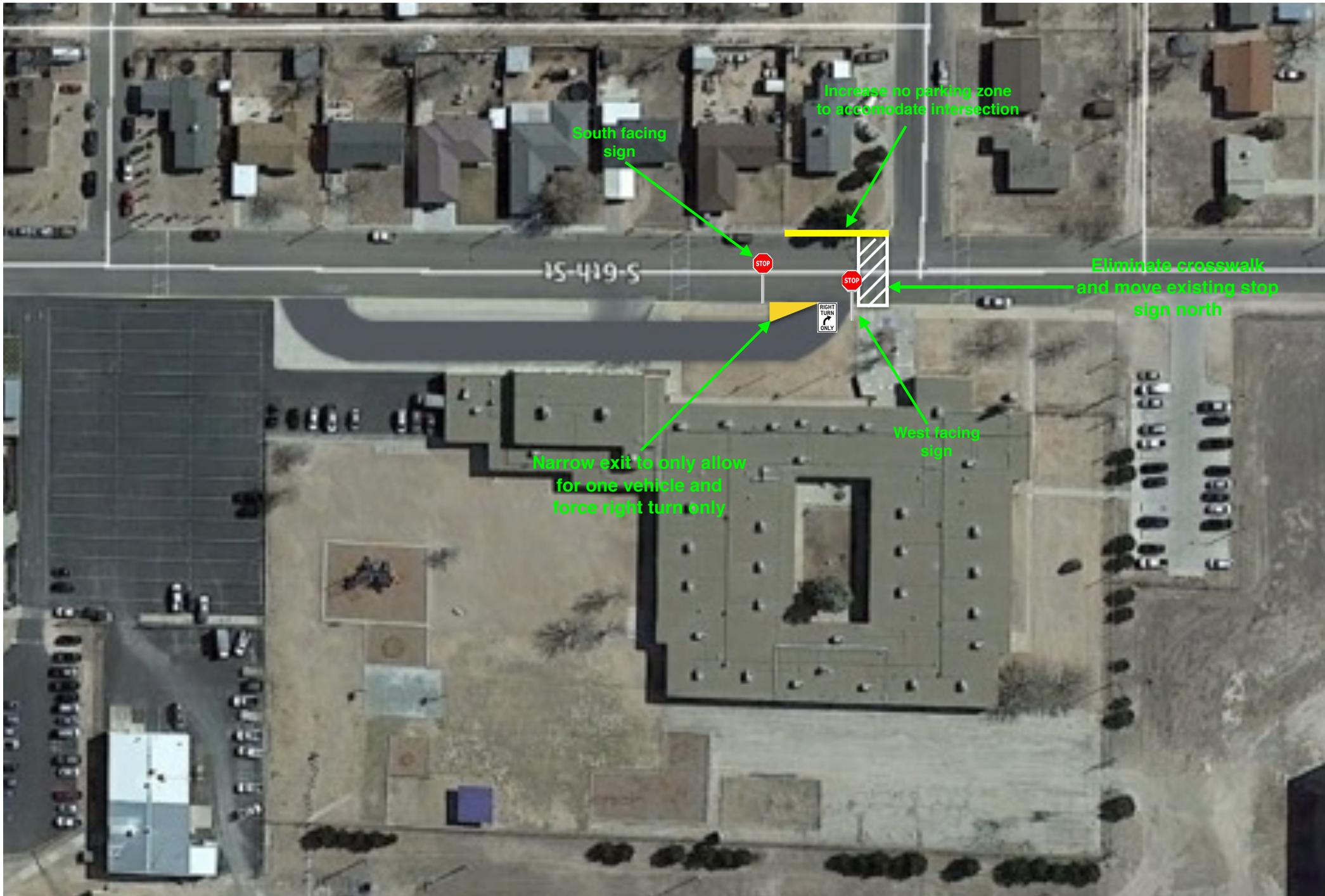
1. The exit from the drop-off/pick up area requires additional curbing that will only allow for one car to exit at a time. At present, this area allows for two lanes of travel. In addition, the curbing needs to be designed to prohibit the ability to make a left hand turn out of the area. Individuals presently attempting to exit to the left area creating congestion as they are trying turning into oncoming southbound traffic. More visible signage indicating a right turn only out of the area is also a recommended improvement.

2. In its present form, the drop-off/pick-up area exits directly into the intersection of Avenue N and 6<sup>th</sup> street. Traffic flow is heavy during school arrival and dismissal times and vehicles are only able to exit the area easily when other drivers are courteous. In order to facilitate the flow of traffic, it is recommended that the District install curbing at the outlet that forces a right turn only into traffic. In addition, install more visible signage to indicate a right turn only.
3. **Additional Alternative:** A large parking lot is located to the north of the school. During mornings of the first semester, this area is utilized by the high school for marching band practice. The practices could be moved to another location. If this option is executed, it is recommended that traffic controls be put in place within the lot (i.e. curb stops, speed bumps) to slow traffic down. This area could then be utilized for a visitor parking and pick-up/drop-off area.

### **City Improvements**

1. Relocate the southbound stop sign on 6<sup>th</sup> street approximately 20 feet to the north to the outlet of the school built pick-up/drop-off lane.
2. Establish a no parking zone on the eastern side of 6<sup>th</sup> street from Avenue N to approximately 20 feet to the north that would coincide with the expanded signed intersection. This measure would increase intersection visibility.
3. Eliminate the north east-to-west crosswalk at the intersection of Avenue N and 6<sup>th</sup> street. The south east-to-west crosswalk would remain.

# Ben Alexander



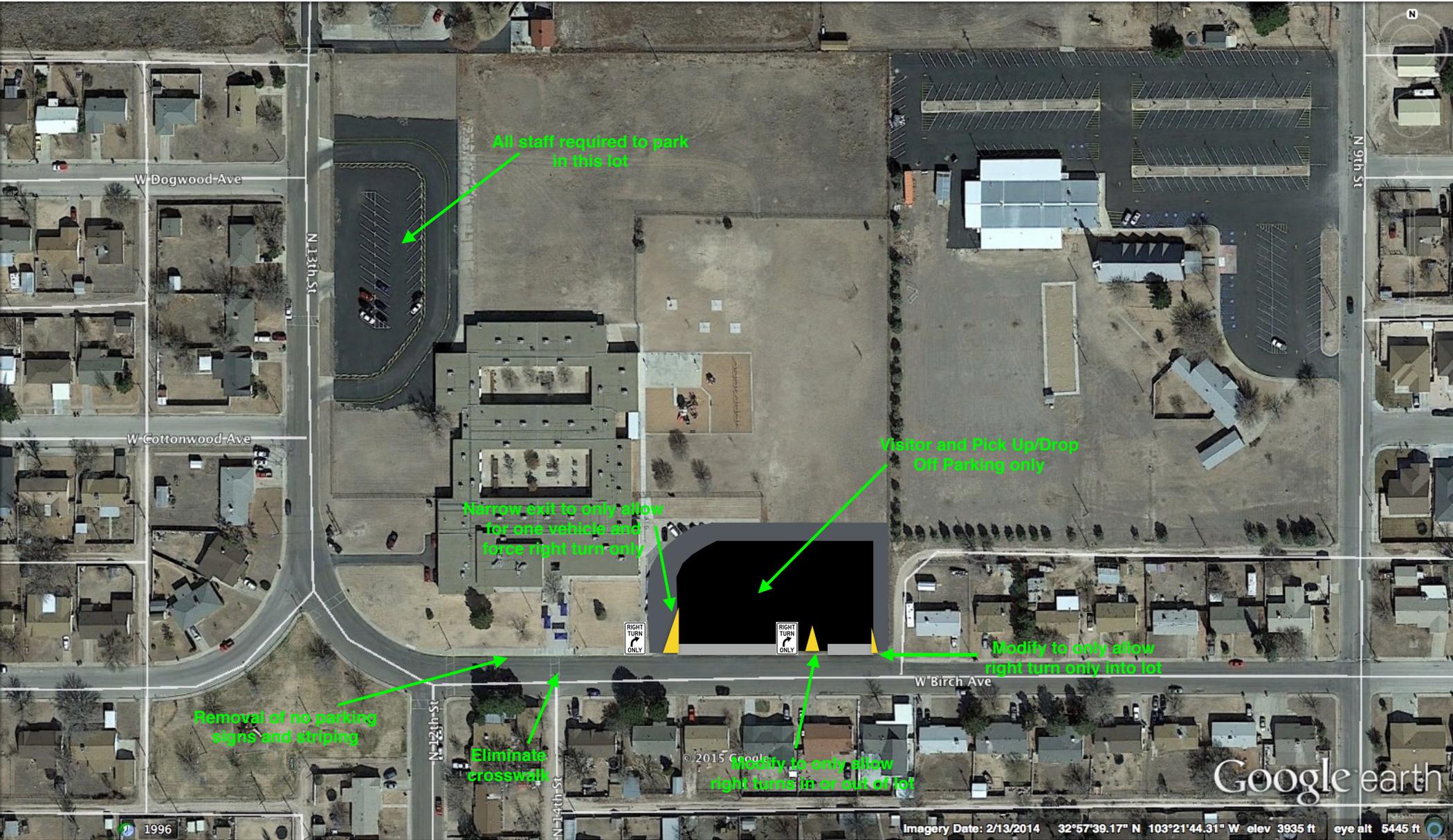
### **District Improvements**

1. The Birch Street parking lot should be designated for visitor and parent parking only. During a site visit, we were advised that 6-8 staff were utilizing the lot for parking.
2. Designate the 13<sup>th</sup> Street parking lot for all staff parking.
3. The exit path of the pick-up/drop-off lane should be narrowed with curbing and designed to force a right turn only. More visible right turn only signage should be installed.
4. Install curb stops and speed bumps to enhance pedestrian safety.
5. The entrance to the pick-up/drop off lane should have additional curbing installed that will allow for a right turn only into the lane.
6. The entrance and exit to the parent and staff parking lot should have a curb island installed and is designed to only allow for a right turn only entrance and right turn only exit. More visible signage, indicating a right turn only, should be installed at the exit outlet.

### **City Improvements**

1. Remove crosswalk on Birch that is between the south entrance and alley.
2. Remove no parking signs and curb painting for “No Parking” area on Birch Street since the area use has changed.

# Lea Elementary



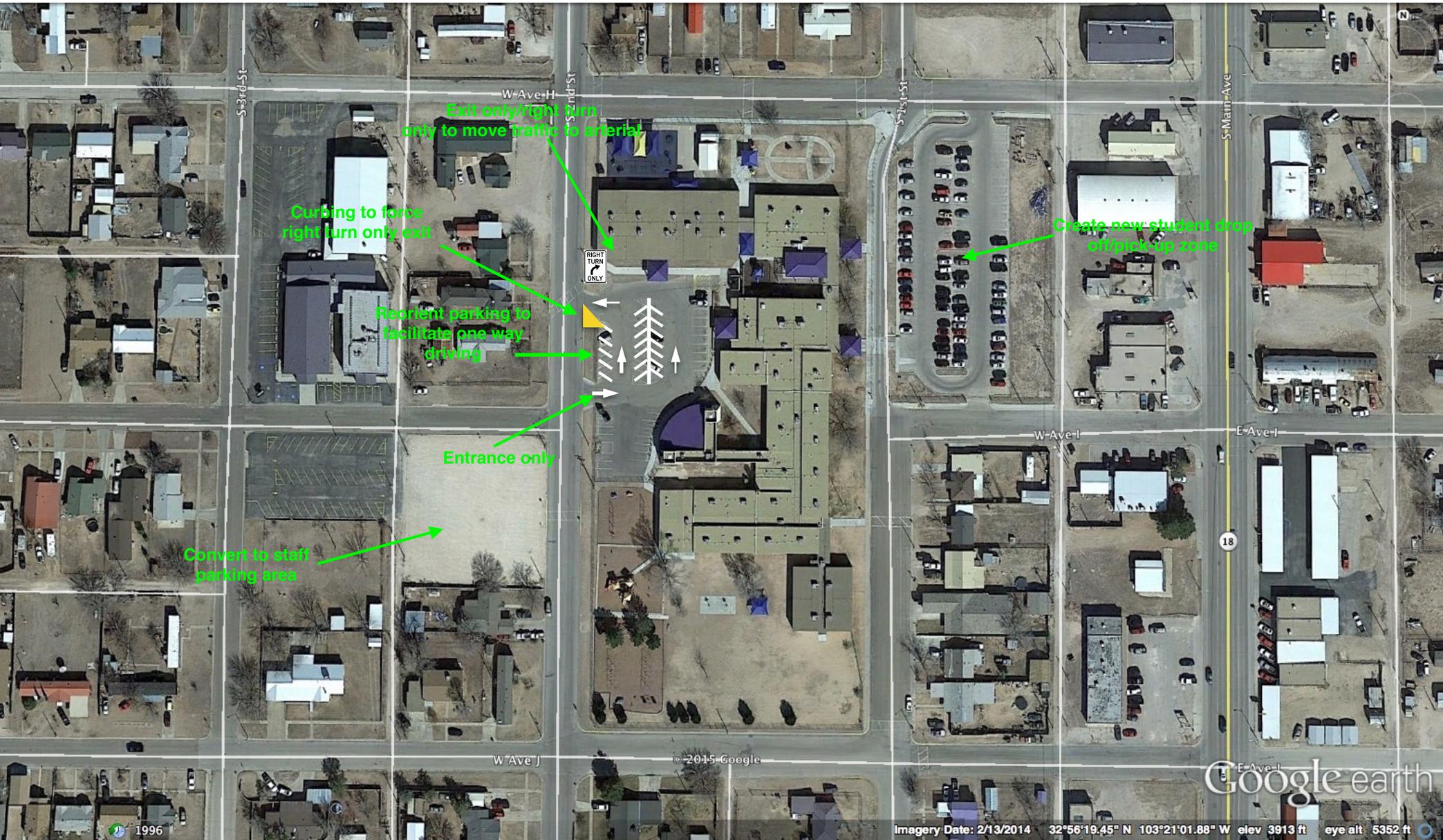
### **District Improvements**

1. Re-orient parking in the paved parking lot accessed off of 2<sup>nd</sup> Street.  
Reorientation would facilitate one-way traffic flow within the lot, with traffic entering the lot from the south and exiting to the north.
2. Narrow paved lot exit to one lane with curbing designed to force a right turn only. Install highly visible right turn only signage at the exit.
3. Install curb stops and speed bumps to enhance pedestrian safety.
4. Utilize the recently acquired unpaved parking pad at Avenue I and 2<sup>nd</sup> for employee parking.
5. Eliminate employee parking lot to create a second off street pick-up/drop-off zone and parent/visitor parking area to the east of the bus lane.
6. Shift classrooms to other pick-up/drop-off points within the school.

### **City Improvements**

1. Provide way-finding signs to crosswalks on 2<sup>nd</sup> Street.
2. Create a four-way stop intersection at 1<sup>st</sup> and Avenue J.
3. **Additional Alternative:** To facilitate traffic flow, Avenue I from Main Street to 1<sup>st</sup> Street would be changed to a one-way street, with traffic flow directed to run east to west. In addition, 1<sup>st</sup> Street between Avenue I and Avenue J would be changed to a one-way street, with traffic flow directed to run north to south. Changing the flow of traffic would allow for two lanes of travel to be created. At the intersection of Avenue J and 1<sup>st</sup>, individuals in the east lane would be required to turn east and west lane traffic would be required to turn west or proceed south onto 1<sup>st</sup> Street. This intersection could be enhanced with a traffic island to force this type of turning and traffic flow at the intersection. This measure would be very drastic and require multiple public hearings and notifications prior to it become effective. This measure would have a direct impact on two businesses (Clean Machine and Peanuts Custom Shop) and 6 private residences.

# Llano Elementary

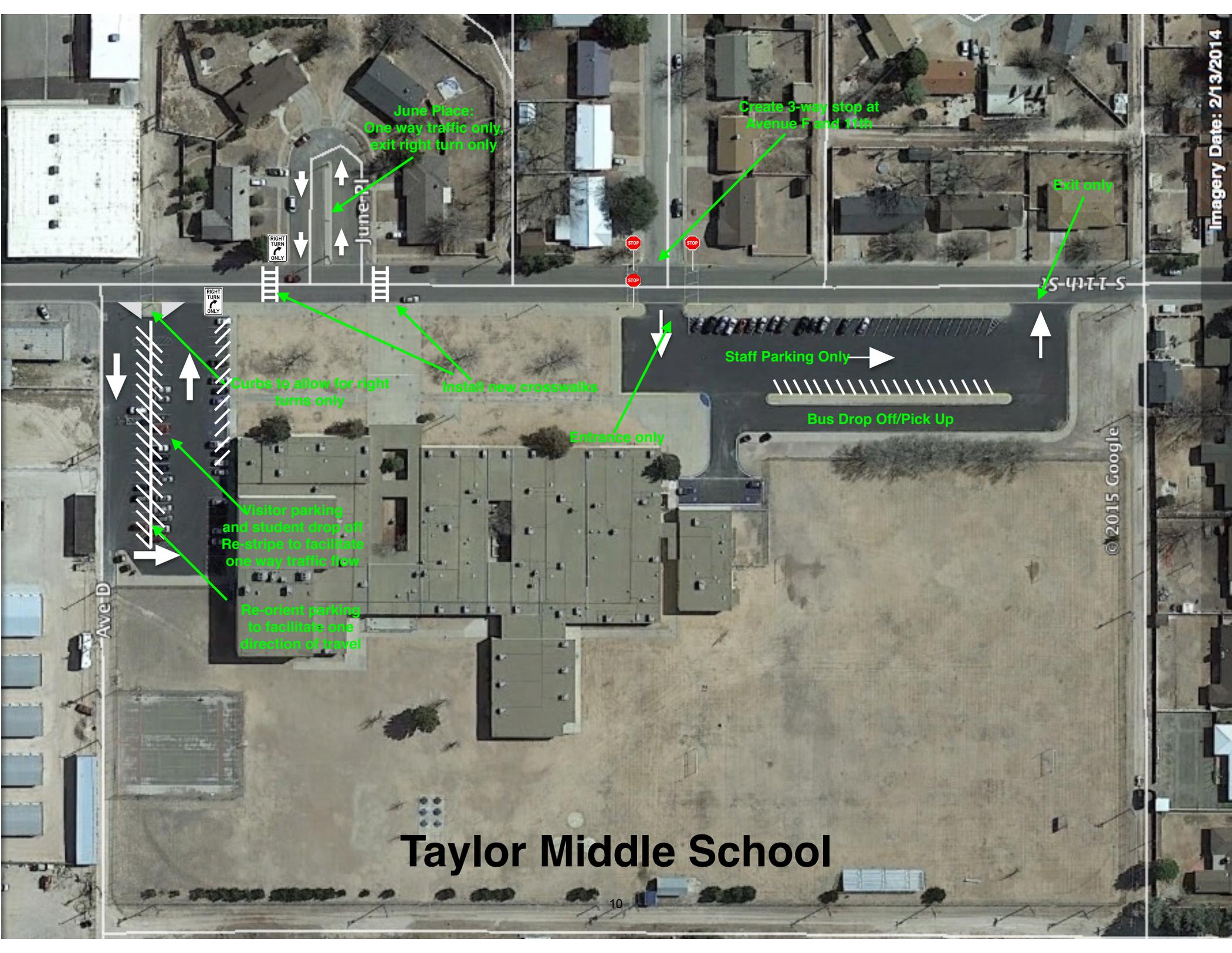


### **District Improvements**

1. Designate the north parking lot for visitor parking as well as student pick-up/drop-off only.
2. Install curbing designed to allow for right turns only on entrance to and exit from the north parking lot. Install highly visible signage to indicate right turns only.
3. Re-orient parking to facilitate one direction of travel within lot. Install curb stops and speed bumps to increase pedestrian safety.
4. Designate the south parking lot for staff parking only. Increase the number of parking slots on the east side of the concrete island as well as installing speed bumps in the employee parking zone to enhance pedestrian safety.
5. Have buses drop-off and pick-up in between the concrete island and sidewalk.
6. Install high visible signage to designate parking lot type as well as entrance and exit only signage.

### **City Improvements**

1. Create a 3-way stop intersection at Avenue F and 11<sup>th</sup> Street.
2. Install new crosswalks and signage at the inlet and outlets of June Place and 11<sup>th</sup> Street.
3. **Additional Alternative:** Convert June Place into a one-way street. Entrance to the street would occur from the south and exit from the north. The exit from the street would be limited to a right turn only, facilitated by signage and curbing. The immediate impact from this change would be to four private residences and would require public hearings and notifications.



June Place:  
One way traffic only,  
exit right turn only

Create 3-way stop at  
Avenue F and 10th

Exit only

Curbs to allow for right  
turns only

Install new crosswalks

Entrance only

Staff Parking Only

Bus Drop Off/Pick Up

Visitor parking  
and student drop off  
Re-stripe to facilitate  
one way traffic flow

Re-orient parking  
to facilitate one  
direction of travel

# Taylor Middle School

**RESOLUTION NO. 2015-\_\_\_\_\_**

**WHEREAS**, recent improvements and operational changes made by the Lovington School District and the population growth within the municipality have altered traffic patterns in certain areas of the City; and

**WHEREAS**, City staff have conducted a review of school zones and have prepared recommendations for improvement of school zones; and

**WHEREAS**, the document entitled "Recommended School Zone Improvements" provides a list of these recommendations that the City and District should implement to increase safety within school zones and throughout the City; and

**WHEREAS**, the entire plan was presented to the Lovington Planning and Zoning Commission at the October 13, 2015 regular meeting and the City listed improvements did receive a recommendation for approval of the City changes with the exception of the additional alternatives; and

**WHEREAS**, this item has been presented to the City Commission for their final consideration.

**NOW, THEREFORE, BE IT RESOLVED**, by the Lovington City Commission that:

1. The recommended City improvements listed in the document "Recommended School Zone Improvements", attached hereto for reference, be implemented; and
2. the Lovington School District is strongly encouraged to make the changes recommended in this same document.

DONE THIS 26<sup>TH</sup> DAY OF OCTOBER, 2015 at

City of Lovington  
New Mexico

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Scotty Gandy, Mayor

ATTEST:

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Carol Ann Hogue, City Clerk

**CITY OF LOVINGTON**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 26, 2015



TYPE:  RESOLUTION  ORDINANCE  PROCLAMATION  INFORMATION  OTHER ACTION

**SUBJECT:** Accounts Payable  
**DEPARTMENT:** Finance  
**SUBMITTED BY:** Gary L. Chapman, Finance Director  
**DATE SUBMITTED:** October 22, 2015

**STAFF SUMMARY:**

The Finance Department has prepared the Accounts Payable for Commission review and approval.

**FISCAL IMPACT:**

REVIEWED BY: Gary Lee Chapman  
(Finance Director)

See Accounts Payable Detail

**ATTACHMENTS:**

Accounts Payable - General Fund  
Accounts Payable - Utilities

**RECOMMENDATION:**

Motion to approve accounts payable.

Gary Lee Chapman  
Department Head

James R. Williams  
City Manager

City of Lovington (New)  
Summary A/P Ledger - A/P Summary CCMeeting - General  
From 10/1/2015 Through 10/30/2015

101 - General Fund

Vendor Name	Dept Code	Current Balance
A-Tech Air Cond. & Heating		3,957.53
America Supply, LLC		251.69
American Medical Group, Inc		96.13
Animal Care Equip. & Serv.		400.31
Arreola Chiropractic Center		70.00
Artesia Fire Equipment		2,416.00
Blaine Industrial Supply		1,121.80
Bob's Thriftway		287.92
Bound Tree Medical, LLC		377.22
BSN Sports		2,456.69
C & S Motor Parts Co.		334.59
California Cont. Supplies, Inc		603.84
Capers		10,000.00
Cowboys Corner		31.95
Crop Production Service		794.88
Danny Lamb		364.00
Farmer Brothers Company		62.87
Fernandez Lawn Care		547.16
Forrest Tire Co.		333.34
Galls/Quartermaster		185.00
Gebo Credit Corporation		649.09
General Welding Supply		786.50
Grants & Technology Veterans		28,372.39
Great Western Dining Service		185.42
Guardian Tracking, LLC		2,287.00
Haarmeyer Electric		331.78
Higginbotham-Bartlett Co.		1,024.48
High Plains Refrigeration, Inc		128.18
Hobbs News-Sun		346.21
Kaufman's West LLC		1,900.00

City of Lovington (New)  
Summary A/P Ledger - A/P Summary CCMeeeting - General  
From 10/1/2015 Through 10/30/2015

Larry Mahan's Paint & Body	794.36
Lea County State Bank	29.50
Lea County Treasurer	1,604.75
LEACO	42.00
Life-Assist, Inc.	279.60
LightHouse BIS, LLC	66.99
Lovington Auto Supply	213.75
Lovington Chamber of Commerce	1,000.00
Lovington Leader	259.18
Lovington Veterinary	20.00
Master Plumbers	152.83
Moreno Roofing	1,350.00
Neve's Uniforms	5.95
Noalmark Broadcasting Corp.	320.44
One Way Graphics & Design	90.00
Overhead Door Co.	532.13
Padge's Flower Shop	100.00
Patriot Pipe & Supply LTD	100.54
Porter Lee Corp.	58.00
Pro-Treat Power Equipment	96.40
Public Safety Psychology Group	1,071.88
Pure Force	534.30
Reid Insurance Group, Inc.	494.00
Roberts Oil & Lube	159.00
Staples Advantage	404.98
Strong Electric	2,858.32
SWAT, LLC	181.58
SYSCO West Texas, Inc.	1,263.42
U S Food Service	1,908.98
Unifirst Corp.	633.04
United Health Group	168.50
Valentine Auto Service	296.53

City of Lovington (New)  
Summary A/P Ledger - A/P Summary CCMeeting - General  
From 10/1/2015 Through 10/30/2015

Watermaster Irrigation Supply	78.00
Windstream Communications, Inc	<u>640.82</u>
Report Balance	<u><u>78,513.74</u></u>

City of Lovington (New)  
Summary A/P Ledger - A/P Summary CCMeeting - Water  
From 10/1/2015 Through 10/30/2015

505 - Water & WasteWater

Vendor Name	Current Balance
A & L Plains Agricultural Lab	702.00
Atco International	748.00
Blaine Industrial Supply	125.63
Bob's Thriftway	152.43
C & S Motor Parts Co.	767.34
California Cont. Supplies, Inc	1,838.37
Culligan Water Conditioning	24.50
Dana Kepner Co.	10,791.57
DPC Industries Inc.	1,469.12
Farmer Brothers Company	9.07
Federal Express Services	29.78
Forrest Tire Co.	568.53
Gebo Credit Corporation	116.96
General Welding Supply	121.00
Haarmeyer Electric	483.02
Higginbotham-Bartlett Co.	1,118.25
Lovington Auto Supply	136.60
NMWWA-SE Section	36.00
NXKEM Products	3,439.33
Patriot Pipe & Supply LTD	9.96
Phoenix Enterprises, Inc	398.60
Polydyne Inc.	504.00
Professional Communications	2,130.91
Rocky Mountain Office Systems	3,346.13
Staples Advantage	20.94
The City Of Hobbs	45.63
Unifirst Corp.	345.03
Report Balance	<u>29,478.70</u>