REGULAR MEETING OF THE CITY COMMISSION
MONDAY, JUNE 9, 2014 @ 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 Benge, Mayor Gandy, Commissioner Butcher and Commissioner Campos.

Also Present: City Manager James Williams, City Clerk Carol Ann Hogue, Administrative Assistant Imelda Gutierrez, City Attorney Patrick McMahon, Accounts Payable Clerk Tracy Rodriguez, and Detective David Rodriguez

Not Present: Commissioner Trujillo and Assistant City Manager Jared Cobb

Invocation: Commissioner Campos gave the invocation

Pledge of Allegiance: Commissioner Campos led the pledge

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

Approval of the Regular Minutes of May 27, 2014: Mayor Gandy called for a motion to approve the regular minutes of May 27, 2014. Commissioner Benge so moved to amend the minutes and add to the portion of the 9th Street Reconstruction that DOT required subgrade improvements that will cost the City an additional $60,000. Commissioner Butcher seconded and a roll call was taken: Commissioner Butcher – Yes, Mayor Gandy – Yes, Commissioner Benge – Yes, and Commissioner Campos – Yes.

COMMISSIONER AND STAFF REPORTS:

- Commissioner Butcher asked "Where does the City stand with the Finance Director position? City Manager Williams stated that they had 4 phone interviews but narrowed it down to 2 candidates. The City will be scheduling interviews in the next 2 weeks for 2 or 3 candidates to come in and have an interview. Mr. Williams introduced Accounts Payable Clerk Tracy Rodriguez to the Commissioners who is also acting as Chief Procurement Officer at this time.
- Mayor Gandy mentioned that there is a pothole on Main Street & Avenue A.
- Commissioner Benge mentioned that the focus groups she attended for the comprehensive plan were very well attended and had good conversations. The City wide meeting on Monday had good comments and she is looking forward to seeing some of those results.
- City Manager Williams mentioned that the 9th Street Construction has begun. The vision meeting on Monday there were 50 people who attended. The feedback was good. The next comprehensive plan meeting will be held in July. The front of the

Lea Theater was vandalized and temporary repairs have been made. The Smokin' on the Plaza is this weekend June 13 – 14, 2014. The restrooms at Avenue D Park are going up. The shade structures have not been shipped out. The weed abatement has been sent for publishing. The NMML Conference will be held August 26 – 29, 2014 in Albuquerque, NM. At the department head meeting Thursday, June 5, 014, the head supervisors were asked to do an experiment over the weekend. Each employee had to pick up 3 pieces of trash and bring back on Monday. The visual representation of trash was 1.6 cubic yards that was picked up by almost 100 people. The experiment is to encourage the community to take ownership in their town.

- Commissioner Campos asked if the City was ready for audit. City Manager Williams stated that the first audit will be in September and the final visit will be in late October.

NON-ACTION ITEMS:

Lea Theater Project Update and Discussion: City Manager Williams addressed the Commissioners stating that Mayor Gandy has requested an update on the status of the acquisition of the Lea Theater and progress of the Lea Community Foundation for the Arts. City Manager Williams mentioned that the property transaction was complete, the asbestos, lead paint, and structural inspection are now complete. The City closed on the purchase transaction on the Lea Theater about two weeks ago. It is now the City's property. The City has submitted a proposed project participation agreement draft for the Commissioners to review. Connie Sevier, President of the Lea Community Foundation for the Arts addressed the Commissioners stating that the Board of Directors will be extending to 12 board members as of now, it is only 4 members, the have a domain for the website, and they have 3 major companies who are willing to donate $150,000. This amount will cover the digital upgrade and do some repairs to the roof. No action was taken.

Discussion of Employee Retirement Benefits: City Manager Williams addressed the Commissioners to inform them on the status of the PERA refund for police dispatchers and civilian fire employees. The City has been informed by PERA as of June 2, 2014 that prior to issuing refunds, PERA is requiring a decision from the City to opt into a PERA municipal plan or retain the existing Union Central plan for non-public safety members. The municipal plan 1: Employer Contribution Percentage 7% – Employee Contribution Percentage 8.5% - Pension Maximum as a Percentage of the Final Average Salary 90%. Mr. Williams recommends adopting a resolution to opt into the municipal plan because the current employees will have an option to stay with Union Central or PERA. The municipal plan will only affect the new employees.

ACTION ITEMS:

Consider Approval of Resolution 2014 – 16: Condemnation of Property at 123 W. Ave C: Mayor Gandy called for a motion to approve resolution 2014 – 16: Condemnation of Property at 123 W. Ave C. City Manager Williams addressed the Commissioners stating that Code Enforcement have completed notification of the property owners of this location in regards to the dilapidated condition and are

recommending that the City proceed with condemnation of the property. A resolution must be adopted in order to proceed. Commissioner Benge so moved. Commissioner Campos seconded and a roll call was taken: Commissioner Benge – Yes, Mayor Gandy – Yes, Commissioner Butcher – Yes, and Commissioner Campos – Yes. Motion was approved.

Consider Approval of Senior Citizen Board Appointments: Mayor Gandy called for a motion to approve the Senior Citizens Board Appointments. City Manager Williams addressed the Commissioners stating that the Senior Citizens Board have requested two board appointments, Donna Dean for reinstatement for a term to expire January 2016 and to appoint Virginia Spears to complete Leota Brow's term which expires January 2015. Commissioner Butcher so moved. Commissioner Campos seconded and a roll call was taken: Commissioner Campos – Yes, Commissioner Butcher – Yes, Commissioner Benge – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Approval of Accounts Payable: Mayor Gandy called for a motion to approve the accounts payable. Commissioner Benge so moved. Commissioner Campos seconded and a roll call was taken: Commissioner Benge – Yes, Mayor Gandy – Yes, Commissioner Butcher – Yes, and Commissioner Campos – Yes. Motion was approved.

OTHER COMMENT: City Manager Williams stated that he spoke to the company who painted the Library and they are going to repaint it.

PUBLIC COMMENT: None

ADJOURNMENT:
There being no further business the meeting adjourned at 6:06 p.m.

APPROVED: _____
SCOTTY GANDY, MAYOR

ATTEST: _____
CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Employee Health Benefits Discussion
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: June 16, 2014

STAFF SUMMARY:

Staff have been researching options for employee health benefits. With the current health plan the City utilizes, we have been informed to expect at least a 10% increase.

Staff have been approached about the concept of a self insured health plan as an option that can be used to control increases in healthcare costs and wish to provide a brief presentation to Commission.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Discussion only.

_____
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Police Department Staffing
DEPARTMENT: Legislative
SUBMITTED BY: Scotty Gandy, Mayor
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

Mayor Gandy has requested Commission discuss Police Department staffing levels.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Discussion only.

_____
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: SERTPO
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: June 6, 2014

STAFF SUMMARY:

The Southeast Regional Transportation Planning Organization (SERTPO) has requested the City affirm or re-appoint our representative to their board committees. At present, the City Manager is the representative to the Policy and Technical Committees.

FISCAL IMPACT: *REVIEWED BY:* _____
(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Motion to re-appoint James Williams to serve on the SERTPO committees.

_____
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Resolution 2014-17: Fixed Assets Policy
DEPARTMENT: Executive/Finance
SUBMITTED BY: Jared Cobb, Assistant City Manager
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

Staff have completed the Fixed Assets Policy and Commission adoption is required. This policy follows accepted standard accounting policies and addresses one of our audit findings.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Resolution 2014-17
Fixed Assets Policy

RECOMMENDATION:

Motion to adopt Resolution 2014-17

_____
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION NO. 2014-17

A RESOLUTION ADOPTING AN FIXED ASSETS POLICY

WHEREAS, the City is authorized to adopt a written Fixed Asset Policy pursuant to NMSA 1978 amended 12-6-10.

NOW, THEREFORE, THE CITY OF LOVINGTON HEREBY RESOLVES AS FOLLOWS:

Adoption of a Fixed Assets Policy, which is attached and fully incorporated herein by this reference and shall become effective immediately upon adoption by the City Commission.

PASSED, APPROVED, AND ADOPTED THIS 23rd DAY OF JUNE, 2014.

_____

SCOTTY GANDY, MAYOR

ATTEST:

_____

CAROL ANN HOGUE, CITY CLERK

Fixed Assets Policy

I. Definition

For the purposes of this policy a fixed asset is defined as property, equipment or construction project that has an initial value to the City of more than five thousand dollars ($5,000). It is acquired for utilization in the course of the City's normal operations in producing and distributing goods or rendering services. The asset is expected to be used or held beyond the fiscal year in which it was acquired without being consumed by its use. Fixed assets include those assets constructed by City personnel.

II. Purpose

The purpose of this policy is to ensure adequate control and appropriate use of City fixed assets. The policies and procedures established herein are intended to provide guidelines for the financial reporting, procurement, recording, depreciating, disposing, reviewing, reconciling, and certification of fixed assets.

III. Objectives

The City of Lovington's fixed asset policy has two (2) objectives:

- **Accounting and Financial Reporting -** To accurately account for and report fixed assets to the City Commission, external reporting agencies, granting agencies, and the public.

- **Safeguarding -** To protect its fixed assets from loss or theft.

IV. Policy

It is the policy of the City of Lovington that fixed assets be used for appropriate City purposes and be properly accounted for. It is the responsibility of the Finance Department to ensure fixed assets will be inventoried on a periodic basis, and accounted for by fund and asset category. It is the responsibility of the department heads to ensure that proper procurement guidelines are followed and that fixed assets are adequately secured.

Capitalization Policy (Accounting and Financial Reporting)

In general, all fixed assets will be subject to accounting and reporting (capitalization). All costs associated with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition. Specific capitalization requirements are described below:

- The capitalization threshold is applied to individual units of fixed assets. For example, ten desks purchased through a single purchase order each costing $1,000 will not qualify for capitalization even though the total cost of $10,000 exceeds the threshold of $5,000.

- The capitalization threshold will generally not be applied to components of fixed assets. For example, a tractor purchased with several attachments will not be evaluated individually against the capitalization threshold. The entire equipment with components will be treated as a single fixed asset.

- Repair is an expense that keeps the property in good working condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department fund.

- Software programs with an acquisition cost exceeding $5,000 will be regarded as fixed assets subject to capitalization. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.

- Improvements to existing fixed assets will be presumed to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the $5,000 threshold.

- Construction projects will be capitalized as "construction in progress" until completed. Costs to be capitalized include direct (labor, materials, transportation), indirect (engineering, project management) and ancillary costs (construction period interest).

- Lease purchases will be capitalized if the item meets the capitalization threshold.

Control Policy (Safeguarding)
The Finance Department is responsible for establishing and maintaining internal control procedures to properly safeguard assets. However, department heads are responsible for protecting assets under their control from theft or loss. These assets are described as follows:

- The acquisition cost of the fixed asset is equal to or greater than $5,000.

- An asset required to be controlled and separately reported pursuant to grant conditions and other operational or externally imposed. For example, a grant program that has funded the acquisition of a fixed asset may impose a requirement that the fixed asset be tracked and identified as a grant funded asset.

IV. Procedures

Procurement
All personnel are required to follow the City of Lovington Procurement Policy.

Recording
New fixed assets shall be recorded monthly. Once an item subject to capitalization is procured, or a project is completed, the department head is required to complete a Fixed Asset Report. This report will identify the asset by—at minimum—name, description, funding source,

acquisition date (month and year), asset type, location (department), estimated useful life, and assigned fixed asset number. The make, model, serial or VIN number are also required; however, if unavailable the department head must enter "none". In addition, each movable asset is required to be tagged with the assigned fixed asset number. Other assets require a specific description, such as the address, intersection, or other information that may be used to properly locate and identify the asset. All new assets must be documented with proper receipts and/or invoices. Once the above requirements are met, the Finance Director or his/her designee shall record the asset in the fixed asset inventory software.

Depreciation

Depreciation shall be calculated and recorded monthly. The City has established the straight-line methodology for depreciating all fixed assets. Depreciation will begin in the month the asset is placed in service. Under the straight-line method the historical cost of the asset is written off evenly over the useful life of the asset. The amount of annual depreciation is determined by reducing the historical cost (i.e. acquisition) by its salvage value, and then dividing by its estimated life. The total amount depreciated can never exceed the asset's historical cost less salvage value. After the asset is fully depreciated, the salvage value will remain on the fixed asset inventory until the asset is disposed of.

Estimated Useful Life	
Non-Depreciable	
Land	N/A
Library Collection	N/A
Depreciable	
Infrastructure	20-30 years
Buildings & Improvements	40-50 years
Machinery & Equipment	5-10 years
Vehicles	5-10 years

Disposal

Prior to the transfer, sale or disposal of any asset, the department head is required to retrieve the Fixed Asset Report, enter the type of disposal and receive signed authorization by the city manager and finance director. The following information is required for each change in status and shall be entered and/or attached to the original Fixed Asset Report:

- **Transfer** – The new department and location of the asset, fund, and salvage value.
- **Sale** – The type of sale, price, date of sale, salvage value, receipt and/or bill of sale.
- **Disposal** – The reason for the disposal, method, and the salvage value.

Review

At the end of each fiscal quarter the Finance Director or his/her designee shall print and distribute the fixed asset inventory (from the fixed asset software) to all department heads. The department heads shall review the inventory for accuracy and note and initial any discrepancies. At the bottom of the report department heads will be required to date, sign and print their name.

Reconciliation

After the fixed asset inventory has been reviewed by the department heads, the Finance Director or his/her designee shall enter the beginning and ending fixed asset balances from the fixed assets inventory for each fund on the Fixed Assets Reconciliation spreadsheet. The transfers, additions, and disposals from the fixed assets inventory shall then be reviewed against the individual Fixed Asset Reports filed for the quarter, with a tape of the transfers, additions, and disposals attached the fixed asset inventory report. Once these are verified, the amounts may be entered on the Fixed Asset Reconciliation spreadsheet. Any discrepancy between the fixed asset inventory and fixed asset reports shall be reconciled by working with the appropriate department heads.

Certification

After the fiscal year fourth quarter report has been reconciled, the Finance Director or his/her designee shall print a final fixed asset report for the City Commission. This report shall be accompanied by a written summary of the transfers, additions and disposals, and any other relevant fixed asset activity for the fiscal year. This report shall be certified by the City Commission and signed by the Mayor.

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Resolution 2014-18: Consumable Inventory
DEPARTMENT: Executive/Finance
SUBMITTED BY: Jared Cobb, Assistant City Manager
DATE SUBMITTED: June 20, 2014

STAFF SUMMARY:

Staff have completed the Consumable Inventory Policy and Commission adoption is required. This policy follows accepted standard accounting policies and addresses one of our audit findings.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Resolution 2014-18
Consumable Inventory Policy

RECOMMENDATION:

Motion to adopt Resolution 2014-18.

_____
Department Head

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION NO. 2014-18

A RESOLUTION ADOPTING A CONSUMABLE INVENTORY POLICY

WHEREAS, the City of Lovington desires to create internal controls and financial polices that reflect standard accounting practices and procedures.

NOW, THEREFORE, THE CITY OF LOVINGTON HEREBY RESOLVES AS FOLLOWS:

Adoption of a Consumable Inventory Policy, which is attached and fully incorporated herein by this reference and shall become effective immediately upon adoption by the City Commission.

PASSED, APPROVED, AND ADOPTED THIS 23rd DAY OF JUNE, 2014.

_____

SCOTTY GANDY, MAYOR

ATTEST:

_____

CAROL ANN HOGUE, CITY CLERK

Consumable Inventory Policy

I. Definition

For the purposes of this policy consumable inventory is defined as raw materials, supplies held for consumption, and expendable medical supplies.

II. Purpose

The purpose of this policy is to ensure adequate control and appropriate use of City consumable inventory. The policy and procedures established herein are intended to provide guidelines for the procurement, tracking, and valuation of consumable inventory.

III. Objectives

The City of Lovington's Consumable Inventory Policy has two (2) objectives:

1. **Accounting and Financial Reporting -** To accurately account for and report consumable inventory to the City Commission, external reporting agencies, granting agencies, and the public.

2. **Safeguarding -** To protect its consumable inventory from loss or theft.

IV. Policy

It is the policy of the City of Lovington that consumable inventory be used for appropriate City purposes and be properly accounted for. It is the responsibility of the Finance Department to ensure proper internal controls are in place to reduce the risk from loss or theft of consumable inventory. It is the responsibility of the department heads to ensure that proper procurement is followed and that consumable inventory is adequately controlled, tracked, and valuated.

V. Procedures

Procurement

All personnel are required to follow the City of Lovington Procurement Policy. Departments that procure consumable inventory must designate a secure area to store goods and notify the Finance Department in writing. This may include a locked storage room, closet, office, fenced storage yard, vending machine or locker.

Tracking

Goods received shall be logged into a software system or manually entered on the Consumable Inventory spreadsheet. Manual entries shall be logged with a brief description of the goods, quantity, unit price, total price, account number used to purchase the goods, name of the employee recording the item and the date logged. Each spreadsheet shall also specifically identify the storage location (i.e. Finance Department Supply Room).

Goods shall be logged out using a software system or manually on the Consumable Inventory spreadsheet. Manual entries shall be logged out with a brief description of the good, quantity, expenditure account, name of the employee recording the item and the date.

On the last working day of the fiscal year the department head or his/her designee shall print an inventory from the software system or perform a physical inventory identifying the beginning and ending count of goods on the Consumable Inventory spreadsheet. To ensure accuracy, each type of good shall be counted by two different employees.

Valuation

Goods shall be valued using the first-in, first-out method. This method assumes that inventory purchased first is sold first and newer inventory remains unsold. Thus cost of older inventory is assigned to cost of goods sold and that of newer inventory is assigned to ending inventory. The value of consumable inventory shall be determined at the end of the fiscal year by comparing the Consumable Inventory spreadsheets for each storage location.

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Resolution 2014-17: Water Accounts
DEPARTMENT: Finance
SUBMITTED BY:
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

Staff have prepared the attached resolution for your approval. This resolution will allow the charge off on noncollectable or non refundable accounts that are 5 years old. In addition, the resolution will allow the charge off and removal of inactive accounts as of June 30, 2013.

FISCAL IMPACT: *REVIEWED BY:* _____ *(Finance Director)*

Charge Offs: $!5,376.39
Inactive Accounts: $23,969.78

ATTACHMENTS:

Resolution 2014-20
Charge Off Listing
Inactive Account Listing

RECOMMENDATION:

Motion to approve.

_____ **Department Head**

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION 2014-20

A RESOLUTION AUTHORIZATION THE WRITE OFF OF INACTIVE AND UNCOLLECTABLE WATER ACCOUNTS OVER FIVE YEARS OLD

WHEREAS, the City owns and operates a municipal water distribution system and charges a reasonable rate for the use of theses services; and

WHEREAS, the City has examined the water service accounts for inactive and past due accounts with balances; and

WHEREAS, all attempts at collecting past due amounts or refunding deposits have been exhausted for accounts five years old.

NOW, THEREFORE, LET IT BE RESOLVED BY THE CITY OF LOVINGTON THAT:

1. Accounts have been identified as of June 30, 2014, totaling $15,376.39, are over five years old and will be charged off. A listing of these accounts is attached and fully incorporated herein by this reference.
2. Accounts have been identified as of June 30, 2013 totaling $23,969.78 will be declared inactive. A listing of these accounts is attached and fully incorporated herein by this reference.

PASSED, APPROVED, AND ADOPTED THIS 23RD DAY OF JUNE, 2014.

_____

SCOTTY GANDY, MAYOR

ATTEST:

_____

CAROL ANN HOGUE, CITY CLERK

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 1

01-11120-00	Corinthian Lodge #15	$ 72.09
01-11160-00	CJ Lewis	64.75
01-11780-04	Juan Vasquez	33.82
01-13030-00	Rena Mae Mitchell	17.51
01-13180-01	Adam E. Sanchez	269.75
01-00490-07	Felix Marquez	- 3.70
01-00550-07	Ana L. Garcia	80.00
01-13090-02	Pedro Dominguez	250.91
	Total	$ 785.13

BOOK 2

02-02540-02	James Tull	$ 38.31
02-02860-13	Jesus Mendez	53.41
02-04740-06	Javier Natividad	1253.11
	Total	$ 1344.83

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 3

03-00390-00	Robert G. Peacock		$ 361.78
03-00700-01	Alfredo Luis Hernandez		35.07
03-01020-00	Irvin Lester		120.29
~~03-02450-11~~	~~Irma L. Perez~~		~~2.10~~ Paid
03-03500-03	Juana M. Coronado		122.99
03-04790-04	Arturo Tarin	80.05	~~160.05~~ Paid 80.00
03-04860-04	Stephanie Ramos		122.07
03-07830-01	Abel Moreno		- 30.15
03-08200-03	Bradley Henderson		53.00
03-08740-00	Juan Torres		41.21
03-08920-06	Eunice Torres		28.49
03-10110-10	Janet Gonzalez		37.00
03-00920-00	Suzy Casarez		221.14
03-02320-03	Claudette Ford		120.93
03-04580-05	Elsa Holguin		63.26
03-04680-03	Marcos C. Castro		193.63
03-04810-07	Daniel G. Galaz		- 12.69
03-08640-10	Hector Armenta		.34
03-08860-14	Clyde Garcia		11.90
03-08920-08	Alfonso De La O		45.29
03-10740-07	Francis Hernandez		95.59

Total $ ~~1793.29~~ 1711.19

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 4

04-02640-01	Jessica Goodall	$ 228.29
04-02880-02	Juan Gamez	- 24.25
04-03130-04	Lee W. Doher	612.66
04-16260-03	William T. Walker	- 34.72
04-16280-08	James Pierce	28.98
04-16280-09	Carol Purdy	80.00
04-16780-00	Imelda Gutierrez	74.49
04-16800-02	Remigio Carrasco	- 49.71
04-16960-05	Joe S. Lopez	4.02
04-17200-00	Richard Ludwick	21.36
04-17240-04	Jasmine Whittington	28.60
04-17500-03	Tracie Elston	14.50
04-16800-03	Yuri Carrasco	3.70
04-16980-06	Sherry Smith	- 45.49
04-17220-06	Malissa McGuire	247.86
04-17400-01	Ronald McFarlin	49.84
04-17520-02	Romigio Carrasco	13.43
	Total	$ 1253.36

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 5

05-04460-00	Padge's Flowers	$ 86.12
05-06240-03	Toga	-127.79
05-06800-06	Yesenia Perez	46.28
05-14740-02	Segovia Rufino	4.14
05-15140-09	Sally Olivas	37.27
05-15510-00	Rosemary Carrasco	147.53
05-16960-11	Alejandra Aguilar	66.28
05-18140-11	Juan Perez	51.61
05-04660-06	Rafaila F. Jimenez	165.47
05-06680-00	Jimmy Pena	357.16
05-07140-04	Marisol Montoya	165.00
05-12770-06	Samuel Terrazas	28.37
05-13790-00	Johnny John's Const.	125.20
05-13970-01	Miguel Jaquez	281.52
05-14220-17	Laura M. Pulliam	100.87
05-16180-08	Rafael Hernandez	234.99
05-16960-12	Kim Clarke	- 57.33

Total $ 1712.69

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 6

06-05730-04	Tayna Thomasson	$ 26.05
~~06-05860-01~~	~~Joe Phillips~~	~~50.00~~ Paid
06-06050-01	Jackie Fortner	55.45
06-07210-01	Showtime Video	143.23
06-00440-04	Linda E. Bevers	264.31
06-02340-05	D&D Welding	358.28
06-03680-12	Jeremy McCullugh	86.71
06-05330-08	Monica Moncayo	10.81
06-07210-03	TMM Investments	5.86

Total $ ~~1000.70~~ 950.70

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 7

07-00380-07	Ubaldo Vega	$ 51.69
07-01190-06	Anna Flores	47.05
07-01720-06	Sarah Galindo	140.59
07-02960-04	Olivia Gutierrez	69.02
07-03800-00	None None	14.48
07-05560-01	Nancy Carter	- 3.97
07-05640-01	Thelma Caudill	- 49.09
07-08960-03	Lou Rhonda Dohrer	3.54
07-01180-06	Lucy Casarez	20.07
07-02200-07	Danae Escarcida	- 3.61
07-02260-05	Nestor Murillo	19.07
07-03080-05	Primere Iglesia Cristiana	119.65
07-03130-02	Ofelia Rivera	226.49
07-08640-01	Lorenzo Rivero	15.42
07-00800-14	Beatriz Galvan	21.95
07-02960-05	Olivia Gutierrez	- 50.00

TOTAL $ 642.35

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 8

08-01780-08	Stephanie Cruz	$ 44.86
08-02280-00	Roman Hernandez	- .30
08-03800-07	Joel Leal	289.93
08-06040-00	Marisela Garza	109.63
08-06120-03	Kimberly Pierce	68.02
08-06180-02	Iglesia Bautista	72.76
08-06440-10	Margarito Martinez	42.73
08-11060-04	Jose Loza	67.13
08-11060-05	Aurora M. Herrera	44.61
08-11700-12	Geneua Casarez	37.40
08-11800-21	Orlando C. Lopez Jr.	108.97
08-11920-12	Juan Vasquez	259.54
08-14820-02	Martha Ivey	251.22
08-00120-00	Ted Porter	15.47
08-06280-00	Joe N. Rodriguez	55.58
08-06900-00	Manuel Guillen	142.58
08-11180-06	Rose M. Tweedy	33.90
08-11470-03	Maria C. Flores	- 47.95
08-11490-12	Maria I. Orosco	56.81
08-11560-00	Rosanna Munoz	19.58
08-11620-16	Julio C. Salcido	- 24.71
08-11770-21	Anthony Hande	- 8.44
	TOTAL	$ 1639.32

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 9

09-00410-14	Norma Ornelas	$ - 81.14
09-00430-08	Gabriela R. Quiroga	- 71.26
09-04780-00	Melva Hinojos	6.32
09-02860-01	Rocio Perez	22.18
09-03300-07	Nichol C. Cruz	52.39
09-03320-04	Martin Hernandez	- 12.41
09-05060-11	Jason Cook	89.20
	TOTAL	$ 5.28

BOOK 10

10-09260-04	Francisco Martinez	$ 33.71

BOOK 11

11-04880-02	Frank Crane	$ - 50.00
11-05680-01	Edward Cooper	11.81
11-01060-04	Apolonia Yanez	70.40
11-03560-03	Gloria Alvarado	168.04
11-04400-05	Marisela Yanez	108.37
11-12180-04	Harvey Hargrove	80.00
11-13370-00	Ryan Voorheese	15.35
11-13520-03	Elisardo Aranda Jr.	191.92
	TOTAL	$ 595.89

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 12

12-04480-00	Henry Whitman	$ 395.20
12-07040-05	Crystal Reyes	31.65
12-07180-02	Catarina Contreras	279.26
12-07400-11	Johnny Carter	77.49
12-07780-10	Gary Petty	53.95
12-09680-04	Liza Espinoza	68.83
12-10090-07	Abigail M. Velasquez	158.04
12-02540-02	Cheryl Owen	327.57
12-02730-00	Guadalupe Lujan	20.60
12-04730-00	Cleo Russell	47.26
12-05040-04	David Villar	- 1.33
12-07040-06	Maria J. Samaniego	- 23.91
12-08220-00	Ralph Rubio	200.43
12-08540-07	Felix Carrillo	42.14

TOTAL $ 1677.18

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 13

13-01020-01	Antonio V. Lopez	$ 58.62
13-01080-05	Carlos R. Quintana	22.31
13-01220-00	Simon Valdez	150.80
13-01710-02	Victoria B. Ochoa	22.03
13-03200-08	Yolanda Vargas	- 102.38
13-03320-03	Valerie Knapp	27.22
13-03870-02	Eduardo Hernandez	69.12
13-03870-03	Veronica C. Cardona	10.79
13-02260-00	Wayne Mize	- 2.54
13-02750-08	Telma Montanez	52.87
13-03200-11	Elvia Gil	26.92

TOTAL $ 335.76

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 14

14-01010-08	Elizabeth Aranda	$ 36.06
14-01420-01	Cindy Rich	5.63
14-01520-01	Iram Salcido	12.14
14-01760-09	Maria Quintana	40.81
14-02300-07	Nora L. Garcia	20.88
14-02360-11	Sally Olivas	58.15
~~14-02390-05~~	~~Quana S. Betancourt~~	~~149.29~~ Paid
14-01010-09	Alejandra Arvizu	131.22
14-01040-06	Sandra Rodriguez	- 17.66
14-02200-12	April J. Gumney	112.71
14-02390-06	Alex J. Gonzales	60.20

TOTAL $ ~~609.43~~
460.14

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 15

15-00810-03	Ochoa Trucking	$ .15
15-02540-03	Jimmy D. Hand Jr.	36.36
15-03960-01	Cheryl Homer Amundsen	- 35.00
15-07320-02	Anibel Porras	- 49.71
15-07940-03	Raymond Pipher	27.47

TOTAL $ - 20.73

BOOK 16

16-00020-02	Juan Agulira	$ 2.80
16-08990-04	Dean A. Monan	53.92
16-68700-00	Orlando Perales Jr.	42.16
16-00020-03	Laura & Rogelio Espinoza	- 113.64

TOTAL $ - 14.76

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 17

17-01240-10	Dana Moreno	$ 51.49
17-02160-06	Ronald Martin Jr.	- 17.77
17-02460-05	Tomasita Ortega	85.32
17-02870-01	Nelson Wilson	16.71
17-03040-04	Esperanza Castro	338.88
17-03160-08	Sandra Martinez	13.13
17-03300-05	Kristen Steele	27.90
17-03360-04	Jennifer Martinez	94.46
17-01100-14	Fred Terrazas	- 7.12
17-01140-05	Eduardo Hernandez	27.83
17-01360-12	Kyle A. Schnaidt	48.53
17-02360-13	Silveria Aguilar	38.26
17-02460-06	Jessica Gomez	46.12
17-03600-05	Yardra Granger	64.87
17-04280-08	Amanda Brumely	8.70

TOTAL $ 837.31

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 18

18-05980-06	Ivonne R. Ovalle	$ 45.21
18-06000-07	Ruben Rivera Jr.	80.22
18-06920-01	Kaleb Wright	- 28.50
18-07080-01	Natalie Reyes	- 40.16
18-06600-04	Cindy V. Martinez	210.15
18-07900-07	Rodney McFarlin	53.41

TOTAL $ 320.33

BOOK 19

19-10740-04	Arthur Baker	$ 133.40
19-11830-11	Juanita Guerrero	23.58
19-11950-09	Nora L. Garcia	36.95
19-12000-10	Jacob E. Rogers	- 98.92
19-12020-07	Teddy Martin	23.34
19-00620-10	Michael A. Caudillo	139.04
19-00790-00	Shelly R. Madden	211.14
19-03420-04	Travis Kunde	64.52
19-10750-10	Bernadette Zamaripa	118.05
19-10790-05	Charlotte M. Mallow	26.28
19-12000-11	Sara L. Medina	39.55

TOTAL $ 716.93

CHARGE OFFS 2014
JULY 1, 2008 THRU JUNE 30, 2009

BOOK 20

20-04490-01	Leonel Ochoa Trevizo	$ 94.87
20-19500-00	Comcast	13.52

TOTAL $ 108.39

Total Charge Offs: $ 15376.39

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 1

Account #	Name	Final Date	Balance
01-00550-09	Matthew Torrez	08-14-12	$ 379.60
01-01826-00	Golf #2	04-22-13	- 2.76
01-01910-00	FCI Constructors	01-07-12	2.40
01-02080-09	Hector Maldonado	12-14-11	58.48
01-02200-01	Lorina Williams	08-21-12	14.68
01-03240-00	Eliza Montez	12-27-11	53.26
01-08040-04	Alfredo Rodruguez	05-07-13	54.57
01-08200-09	Alicia M. Kunde	10-26-11	281.90
01-08740-07	Brandon E. Butcher	04-11-12	252.31
01-08840-00	Felix Hutchings	11-15-11	408.14
01-10600-02	Adam Hernandez	01-10-12	73.64
01-11600-08	Anita M. Rodriguez	12-11-12	57.06
01-13570-00	Alice Cotton	07-12-11	155.42
		TOTAL	$1788.70

BOOK 2

02-02040-00	David A. Lynch	05-19-05	$ 35.00
02-04550-10	Marisol Prieto Portillo	03-20-12	44.37
02-05700-00	D&T Backhoe	05-20-13	32.45
02-05750-06	Sandra Weber	10-04-12	83.18
		TOTAL	$ 195.00

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 3

Account #	Name	Final Date	Balance
03-01080-18	Maria Luisa Arellanos	08-02-12	$ 47.39
03-01240-02	Ronald M. Pruitt	10-11-11	8.47
03-01650-02	Jimmie L. McBeth	08-14-12	135.18
03-01690-14	Christopher R. Rodriguez	02-12-13	184.43
03-01970-03	Juan Gusman II	08-10-11	62.03
03-02430-11	Cynthia Nava	08-14-12	202.26
~~03-02450-14~~	~~Juan C. De Los Santos~~	~~03-18-13~~	~~17.93~~ Paid
03-02820-00	Jay Burt	02-15-13	160.60
03-03450-10	Jose Mata	02-12-13	42.39
03-04530-10	Juan Miranda	07-11-12	4.27
03-04610-05	Jose L. Marioni	05-08-12	83.67
03-04660-08	Yvette Limas	08-06-12	7.84
03-08660-01	Karime Ochoa	08-14-12	176.72
03-08810-14	Velma Villanueva	04-11-12	267.15
03-08810-15	Soledad C. Alire	10-01-12	31.15
03-08820-07	Cody C. Rye	11-09-12	185.75
03-09220-01	Arturo T. Guevare	06-29-12	20.23
03-09570-01	Joseph Guana	01-02-13	363.44
03-10040-09	Jessica Arellano	06-15-11	22.23
03-10090-12	Rebecca Ornales	01-24-12	63.19
03-10180-05	Aldo I. Ontiveros	08-19-11	32.88
03-10560-01	Jose de Jesus Casas	08-11-11	103.13
03-10720-07	Ignacio J. Sandoval Jr.	01-22-13	33.60
03-10940-06	Heidi R. Cook	10-31-12	195.21
		TOTAL	~~$ 2451.14~~
			2433.21

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 4

Account #	Name	Final Date	Balance
04-01340-06	Adam Delgado	05-28-13	$ 247.40
04-01510-03	Jacob Munoz	03-12-13	275.08
~~04-01640-02~~	~~Bedford W. Sipes~~	~~08-19-11~~	~~56.81~~ Paid
04-01860-04	Alfredo Moncayo	01-18-12	41.96
04-01926-00	Vancleive	10-18-12	158.15
04-02100-05	Jessica L. Moyers	03-25-13	182.53
04-02120-03	Martin Garcia	05-11-11	21.33
04-02130-02	Edward I. Armendarez	08-15-11	141.45
04-02640-02	Jeremy R. Wilson	10-11-12	220.94
04-02720-05	Jason R. Boydston	12-29-11	44.21
04-13700-00	Jose Silveira	10-29-12	23.39
04-16360-08	Brenda J. Walker	09-03-12	80.00
04-16400-05	Alfredo Zubia	07-29-11	-78.41
04-16680-01	Sandridge Energy	10-04-11	-20.99
04-17140-03	Leland B. Fisher	05-31-12	25.84
04-19240-05	Monty C. Sparks	08-14-12	162.54
04-19320-00	Vancleve Mobile Home V	04-12-11	10.58
04-19360-00	Vancleve Mobile Home P	06-20-11	29.52
04-19360-01	Agustin Gonzales	06-07-13	127.06
		TOTAL	~~$ 1749.39~~
			1692.58

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 5

Account #	Name	Final Date	Balance
05-00300-00	June D. Speight	09-20-12	$ 37.91
05-00820-01	Janitor Service	10-16-12	192.34
05-01720-01	Randall Humble	11-23-11	69.72
05-08650-15	Roberto Garcia	08-11-11	107.06
05-08650-16	Eduardo B. Mora	12-22-11	31.92
05-10840-02	Constance M. Drew	09-23-11	84.07
05-13340-05	Tony Garcia	04-26-12	- 19.71
05-14200-00	Vicente Hernandez	12-12-11	- 3.40
05-14840-11	Victor Ruiz	05-30-13	108.71
05-15500-06	Josie L. Acosta	01-11-13	3.50
05-16200-00	Harvey Stanbrough	10-11-12	167.55
05-18300-08	Omar E. Cuellar	11-28-11	16.17
05-18300-09	Chelsea N. Sudweeks	01-15-13	14.36
05-18560-08	Michael E. Hurt	03-13-13	25.87
		TOTAL	$ 836.07

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 6

Account #	Name	Final Date	Balance
06-00420-05	Kimberly Grass	07-18-12	$ 2.51
06-01600-03	Christopher M. Martin	04-29-13	14.75
06-01680-03	Mona Granger	06-12-12	155.29
06-03580-03	Rosalinda Rodriguez	05-01-12	47.79
06-03740-11	Kimberly Mathe	06-20-13	81.92
06-05160-01	Ocie Akemon (Deceased)	04-11-13	149.15
06-06010-02	Karen J. Atwood	11-11-11	141.37
06-06480-07	Timothy J. Newell	04-02-13	100.59
		TOTAL	$ 693.37

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 7

Account #	Name	Final Date	Balance
07-00620-02	Alicia Arreola	08-28-12	$ 522.01
07-00780-08	Jesus M. Villareal	11-19-12	4.17
07-01020-02	Amalia Navarro	09-13-11	109.64
07-01180-08	Juana Maria Perez	09-20-10	73.58
07-01190-09	Jesus B. Madrid	02-16-12	8.37
07-01190-10	Antoinette J. Trujillo	06-12-12	132.63
07-01220-00	Elizabeth Garcia	11-28-11	41.62
07-02200-09	Raul V. Miramontes	12-11-12	221.36
07-03020-09	Daniel A. Sanchez	05-14-13	12.60
07-03130-04	Angela J. Galdeano	01-22-13	73.43
07-04500-00	Rafael Soto	07-03-12	115.24
07-05200-02	Diana E. Gomez	03-29-04	45.86
07-06690-17	Melinda Dechant	08-01-12	2.02
07-06740-03	Sammy Lopez	08-14-12	207.59
07-07000-00	Juan Leal Sr.	05-29-12	110.39
07-07020-01	Lisandro J. Garza	12-16-11	3.70
07-07450-00	Joe Leyva	08-14-12	993.25
07-07800-07	Angel Gallegos	02-19-13	59.62
07-08980-16	Sadot Elguea	08-08-11	31.87
		TOTAL	$ 2768.95

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 8

Account #	Name	Final Date	Balance
08-00400-01	William T. Johnston Jr.	02-20-13	$ -19.23
08-01080-09	Leann R. Cole	08-30-12	72.18
08-01600-16	Liliana Esparza	01-15-13	73.16
08-01600-17	Diana Perez	05-22-13	86.26
08-01620-08	Dante A, Zamudio	04-08-13	55.30
08-02080-02	Mayra G. Jurado	03-05-13	14.77
08-02180-11	Anthony J. Cavazos	12-15-06	- 3.00
08-02280-04	Amber D. Shorter	11-05-12	8.77
08-02410-07	Elaine Wallace	09-29-11	107.72
08-02690-00	Lou Wilks	10-18-12	51.74
08-03100-11	Casey R. Johnson	10-11-11	154.47
08-03240-02	Claudia Agudelo	06-28-12	.11
08-03940-07	Zachary Hatcher	01-02-13	159.51
08-04120-01	Pedro C. Ponce	08-14-12	346.50
08-04280-01	Jesus R. Gastelum	01-15-13	207.41
08-05700-23	Richard A. Friedrich	09-27-11	18.58
08-05960-00	Ralph G. Dillow	04-30-12	56.12
08-06080-00	Eldean Jones	02-24-12	29.12
08-06520-01	San Juana Chihuaha	02-01-13	53.86
08-11590-17	Sabrena Smithfield	11-13-12	58.33
08-12000-01	Shannon Baskett	08-15-12	203.98
08-12640-03	Michael G. Valdez	10-08-12	217.76
08-12710-09	Christina Barboza	09-01-11	187.47
08-12980-00	Guadalupe Garcia	10-29-12	10.08
		TOTAL	$ 2150.97

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 9

Account #	Name	Final Date	Balance
09-00410-18	Michael Rodriguez	04-30-12	$ 87.00
09-00410-19	Latasha N. Arenivas	06-24-13	5.25
09-00820-11	Braden Warren Marshall	04-02-13	127.82
09-00940-01	Sandra I. Robles	01-07-13	24.98
09-01060-07	Dale L. Cunningham	03-08-12	83.61
09-03180-07	Jennifer Hatfield	02-18-11	92.76
09-03380-05	Ramona Isela Mota	01-09-13	234.34
09-03420-00	Jorge A. Reyes	10-22-12	56.46
09-05080-02	Martin Perez	06-28-13	118.87
09-05440-03	Melinda Garcia	11-23-11	365.98
		TOTAL	$ 1197.07

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 10

Account #	Name	Final Date	Balance
10-06600-04	Cara L. Rivas	10-10-11	$ 107.98
10-06960-14	Nevada Opry	02-20-12	65.69
10-07000-08	Hope M. Lopez	07-12-11	12.60
10-07360-08	Ruth N. Gonzalez	05-04-12	129.66
10-07560-01	Michael J. Nicolella	12-01-11	187.07
10-08320-04	Annette Camacho	06-09-12	136.98
10-08500-02	Jorge J. Lozoya	06-14-12	- .53
		TOTAL	$ 639.45

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 11

Account #	Name	Final Date	Balance
11-00180-03	Gary Larue	10-30-12	$ - 23.76
11-00780-07	Todd Christian	10-01-12	144.89
11-03640-07	Norma Lara	09-12-11	26.00
11-03980-10	Sally Olivas	01-30-12	133.59
11-04120-02	Socorro T. Aceves	06-18-12	177.89
11-05440-02	Elizabeth C. Vargas	09-07-12	117.66
11-07580-08	Linda F. Baze	06-28-12	- 30.39
11-12240-05	Heather D. Campbell	02-14-13	80.00
		TOTAL	$ 625.88

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 12

Account #	Name	Final Date	Balance
12-02100-02	Efrin G. Mendoza	06-18-13	$ 213.05
12-02540-05	Enedina P. Manzelli	04-04-11	52.11
12-02720-08	Charlene M. Philbert	02-15-13	75.82
12-02920-10	Danny D. Brown Jr.	03-09-12	135.03
12-04640-15	Lawanda Fern Jackson	09-13-11	117.32
12-04730-00	Cleo Russell	06-02-09	47.26
12-08560-08	Billy Granger	05-10-06	2.29
12-09140-00	Carlos Soria	02-13-12	143.79
12-09140-01	Gabriel Soria	02-12-13	90.82
12-10160-08	Cynthia E. Bencomo	10-11-11	64.29
		TOTAL	$ 941.78

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 13

Account #	Name	Final Date	Balance
13-00540-06	Juanita Barriga	09-14-12	$ 43.99
13-00540-07	Maria Barriga	03-22-13	51.65
13-01160-03	Joshua M. Dyer	07-24-12	25.51
13-01240-01	Luis R. Guerrero	05-11-11	52.35
13-02210-15	Rogelio Betancourt	02-01-12	27.63
13-02420-12	Katherine Brown	08-09-11	233.09
13-02420-13	Jasmine G. Rodriguez	11-15-11	32.26
13-02750-13	Diana Taberez	03-12-13	213.24
13-03790-09	Norma B. Montanez	01-14-13	135.88
13-03960-06	Norma Lara	04-13-11	57.39
		TOTAL	$ 872.99

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 14

Account #	Name	Final Date	Balance
14-00240-02	Bianca White	07-11-13	$ 380.50
14-00960-11	Jorge Estrada	08-04-11	74.68
14-01040-11	Rosalinda Ontiveros	06-06-11	7.04
14-01080-02	William H. Matlock	08-21-12	102.60
14-01080-03	Kenneth B. Kirkpatrick	01-22-13	- 80.00
14-01120-03	Clayton Norris	04-11-13	119.15
14-01280-04	Rudolpho Tarango	05-01-13	146.42
14-01340-13	Rafael Mendez	07-12-11	117.79
14-02040-02	Laura D. Guillen	11-04-11	523.17
14-02840-01	Michael Otto	09-11-12	44.80
14-02960-04	Aurora M. Prieto	07-13-12	3.70
14-03180-01	Rosemary Howell	03-14-11	196.13
14-04000-03	Veronica Serna	05-31-12	60.53
14-04900-01	Daniel Olivas	08-25-11	62.83
		TOTAL	$ 1759.34

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 15

Account #	Name	Final Date	Balance
15-00320-06	Lydia Leyva	01-10-11	$ 30.98
15-00340-05	Elite Oilfield Service	09-08-11	7.55
15-00380-06	Hortencia Moriel	06-23-11	41.01
15-00810-04	Turbo Trucking	07-23-12	165.19
15-02620-03	Donna Wright	07-20-11	110.19
15-03860-03	Joe Chris Thomas	05-16-11	243.32
15-05280-03	Bianca White	07-02-10	169.34
15-10330-01	Steven Acosta	10-23-12	140.08
15-10540-00	Ramon Granger	08-25-11	63.86
15-10540-01	Ramona G. Ramirez	01-09-12	4.59
		TOTAL	$ 976.11

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 16

Account #	Name	Final Date	Balance
16-00560-10	Robert Nations	08-14-12	$ 73.33
16-00600-13	Dora M. Lopez	09-27-11	13.47
16-00700-00	Deporto Construction	04-24-12	- 72.35
16-00760-06	Deborah Dickens	05-23-13	221.90
16-01080-03	Carla A. Miranda	08-17-11	69.41
16-01500-08	Raquel G. Ruiz	04-11-12	119.43
16-02800-03	Shaunna M. Cruz	01-29-13	21.48
16-02800-04	Jason J. Cruz	06-06-13	139.83
		TOTAL	$ 586.50

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 17

Account #	Name	Final Date	Balance
17-01080-10	Jena N. Townsend	01-02-13	$ 117.79
17-01090-05	Roberto Garcia	05-13-13	127.94
17-01160-04	Oscar Castro	07-17-12	25.00
17-01160-05	Silveria Aguilar	06-18-13	185.38
17-01640-04	Laurie A. Ramirez	06-29-12	31.04
17-01820-00	Paul Hennington	05-11-11	11.69
17-01900-02	Rosaria R. Salas	11-12-12	389.77
17-01920-12	Aimee N. Colvin	03-12-13	6.33
17-01980-07	Housing Authority	09-08-11	51.00
17-02000-09	Shannon Sanders	06-15-11	103.03
17-03600-09	Vanessa G. Moreno	08-21-11	10.77
17-04040-04	Marianna L. Hernandez	11-09-11	67.58
		TOTAL	$ 1127.32

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 18

Account #	Name	Final Date	Balance
18-04900-07	Wayne L. Thomas	10-08-12	$ 332.62
18-05740-06	Myrna Olivas	09-05-12	9.64
18-06060-10	Myra O. Franco	11-15-11	60.01
18-06160-00	JD Fry	08-02-11	9.00
18-06940-01	Belinda Campos	07-26-11	94.47
18-06940-02	Clarissa A. Ortega	03-18-13	51.65
18-07460-01	Jennifer E. Henderson	03-12-13	96.36
18-07920-05	Jason L. Hidalgo	11-13-12	79.80
		TOTAL	$ 733.55

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 19

Account #	Name	Final Date	Balance
19-00660-03	Jose G. Espinoza	01-20-12	$ 12.30
19-01730-01	Baola Holguin	01-15-10	65.25
19-01740-01	Baola Holguin	01-15-10	39.59
19-01830-00	Ever Salcido	12-08-11	57.07
19-01830-02	Jose Alejandro Ordaz	05-09-13	31.45
19-03650-01	Justin Welch	03-20-12	116.34
19-10790-09	Teresa S. Foster	09-27-12	9.09
19-10910-15	Carolina Cueto	11-13-12	124.29
19-11910-11	Forrest B. Crawford	08-11-11	34.33
19-11980-21	Billie J. Sipes	06-12-12	93.79
19-12000-14	Sarah L. Quintana	06-10-11	- 63.38
19-12030-19	Sally Olivas	07-19-12	25.73
19-12090-03	Douglas M. Penland	06-14-11	24.76
19-12150-15	Melissa A. Guerra	08-06-12	54.23
		TOTAL	$ 624.84

INACTIVE ACCOUNTS
JULY 1, 2012 THRU JUNE 30, 2013

BOOK 20

Account #	Name	Final Date	Balance
20-00875-00	Andrew Omara	04-11-12	$ 49.31
20-01431-00	Bibiana Chaires	05-05-11	190.04
20-03370-01	Garlin Assoc. Ministries	08-29-11	27.61
20-03470-02	Victor Escarcida	10-31-12	420.98
20-03940-00	VL Smith	01-28-13	- 28.70
20-05004-00	Rudy Coronado	07-12-11	100.81
20-05200-00	Dean Willis	06-07-13	28.70
20-07834-03	Maria Quintana	03-24-10	336.06
20-09000-00	Bobbi J. Roberts	10-11-12	201.29
		TOTAL	$ 1326.10

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 18, 2014

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

SUBJECT: Resolution 2014-21: Ambulance Charge Off's
DEPARTMENT: Fire Department
SUBMITTED BY: Aurora Wellborn, EMS Clerk
DATE SUBMITTED: June 18, 2014

STAFF SUMMARY:

The EMS Division of the Fire Department have prepared the list of five year charge off's of uncollectable accounts for your approval. All efforts to collect, as well as processing through our collection agency, have been exhausted.

FISCAL IMPACT: *REVIEWED BY:* _____ *(Finance Director)*

Charge off of $133,173.26

ATTACHMENTS:

Resolution 2014-21
List of charge off accounts

RECOMMENDATION:

Motion to approve Resolution 2014-21.

_____ **Department Head**

James R. Williams
City Manager

CITY OF LOVINGTON

RESOLUTION 2014-21

A RESOLUTION AUTHORIZATION THE WRITE OFF OF UNCOLLECTABLE AMBULANCE ACCOUNTS OVER FIVE YEARS OLD

WHEREAS, the City operates an ambulance service and charges a reasonable rate as authorized by the State of New Mexico; and

WHEREAS, all attempts at collecting past due amounts have been exhausted for accounts five years old.

NOW, THEREFORE, LET IT BE RESOLVED BY THE CITY OF LOVINGTON THAT:

1. Accounts have been identified, as of June 18, 2014 totaling $133,173.26 will be written off. A listing of these accounts is attached and fully incorporated herein by this reference.

PASSED, APPROVED, AND ADOPTED THIS 23RD DAY OF JUNE, 2014.

_____
SCOTTY GANDY, MAYOR

ATTEST:

_____
CAROL ANN HOGUE, CITY CLERK

FIVE YEAR CHARGE OFF LIST OF UNCOLLECTABLE ACCOUNTS
AS OF JUNE 18, 2014

LOVINGTON AMBULANCE SERVICE

THE TOTAL AMOUNT AS OF JUNE 18, 2014 IS $133,173.26

The entire amount reflected above is to be written off this year. All of the accounts are un-collectible. Every one of these accounts had been sent to our collection agency in an effort to recoup this money. TSI as well as Sheila and I have tried and have exhausted all our efforts to track these debtors. Of the 228 accounts 86 were for patients who were deceased. From July 2013 through June 2014 we have collected $3,625.14 through Transworld Systems Inc, minus our investment of $0 dollars.

Aurora Wellborn

Aurora Wellborn EMS Clerk
Dated: 6-18-14

See the attached itemized list of uncollectible ambulance accounts that will be written off

PA #	Amount
7477	75.03
7477	383.85
7682	455.29
2866	311.48
7994	494.28
7485	246.49
8015	547.62
8019	498.14
7841	282.56
7499	401.13
7562	1483.05
7847	97.30
3055	402.04
443416	361.99
7908	245.76
1813	357.36
6986	266.56
7395	266.56
7376	1434.49
3304	153.88
3337	1087.51
3896	298.12
4525	817.31
4533	1224.81
3444	2502.84
Sub Total	$ 14,428.89

PA #	Amount
4433	360.84
3618	371.22
4388	440.49
6163	570.22
9578	1639.96
4560	319.99
2379	526.73
4677	539.08
6340	410.56
6340	608.89
6340	474.49
6969	266.56
4733	1368.61
6791	431.85
7853	100.12
7601	464.89
7537	455.29
7704	1540.09
8004	632.22
7700	608.89
5018	533.93
8391	138.88
7819	464.89
5378	1211.80
7918	537.45
Sub Total	$ 16,262.94

PA #		Amount
5300		448.90
7912		474.49
7816		464.89
8158		2129.71
7746		1787.45
5072		526.92
5359		500.81
5449		472.25
7646		464.89
8003		536.32
7640		1372.65
1190		711.06
7867		464.88
	Sub Total	$ 10,355.22

PA #			Amount
7022			266.56
7022			313.48
7022			581.52
7334			285.76
7647			1367.65
7919			290.73
8018			248.96
3401			536.32
7279			393.45
4868			550.20
6819			1424.89
7396			1424.00
7349			474.49
6926			1,328.45
7842			503.29
7842			1453.69
7842			431.85
7641			1372.65
7942			1604.69
5261			536.32
8172			544.36
8110			1617.29
8106			313.48
7418			1094.04
8385			308.15
	Sub Total	$	19,267.16

PA #			Amount
6557			1285.58
7949			536.32
3699			120.49
7681			150.00
5226			577.30
5153			382.05
6153			1025.78
4111			383.85
4111			393.45
4111			464.89
7893			455.29
2240			76.21
8521			517.23
8521			174.79
8522			123.26
6965			464.89
7746			266.56
3987			276.16
7814			455.29
7517			537.45
7517			266.56
7738			270.69
7478			304.96
4026			440.49
5768			173.62
5768			85.63
	Sub Total	$	10,209.29

PA #			Amount
8481			30.00
8386			281.66
8464			726.35
8413			114.39
8378			1644.14
8362			537.82
8570			59.79
8454			1564.72
8592			537.82
4032			381.28
4150			423.97
8309			1593.39
8038			1677.62
8159			717.12
8204			169.47
7164			455.29
7220			599.29
7109			266.56
7109			266.56
7442			383.85
6852			474.49
4577			280.00
8508			526.73
7730			144.09
6636			1258.77
3996			490.84
	Sub Total	$	16,906.04

PA #			Amount
6505			618.49
6493			75.78
6320			85.63
6724			1148.21
6511			253.48
7272			314.56
7272			608.89
4733			382.05
6255			132.97
5902			481.61
6889			448.71
6400			75.00
3429			381.75
3429			355.74
9938			262.66
	Sub Total	$	5,625.50

PA #			Amount
8157			552.40
8157			534.63
6263			1582.09
6263			536.09
6263			1627.29
7080			313.48
4897			308.15
8510			162.71
8298			1677.62
8298			537.62
8353			548.91
8566			1531.45
8047			369.98
8542			308.15
8042			31.35
8130			474.69
8608			571.09
8349			537.82
	Sub Total	$	12,205.75

PA #			Amount
8482			385.78
7900			76.77
7652			248.68
8511			1431.19
1190			308.15
2509			526.73
4584			437.27
7273			238.35
7273			232.62
7273			90.50
5501			464.89
5672			236.77
5672			437.93
5672			341.27
8109			1711.00
8519			90.41
8520			90.41
8523			184.89
7258			266.56
7258			527.96
3705			276.16
	Sub Total	$	8,688.21

PAT	AMOUNT
8411	$483.27
8547	95.16
8593	1602.46
8092	107.26
8267	65.81
3762	474.49
4340	276.16
8537	1093.13
8184	226.57
5758	1415.29
5758	1343.85
Subtotal	$ 8,550.80

PAT	AMOUNT
7838	$237.50
7857	347.73
7588	102.36
3579	257.85
7461	420.16
7917	522.49
7509	599.29
7636	464.89
6221	276.16
7896	588.89
7609	304.96
7609	494.28
7609	526.73
7574	580.09
7612	1444.09
7776	1414.09
5163	181.99
8094	64.96
8198	313.48
8545	1531.45
TOTAL	$10,673.46
GRAND TOTAL	$133,173.26

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Temporary Street Closure - Avenue I
DEPARTMENT:
SUBMITTED BY: Lovington Good Samaritan
DATE SUBMITTED: June 12, 2014

STAFF SUMMARY:

The Lovington good Samaritan has requested the temporary closure of Avenue I in front of their facility on July 1, 2014 from 3 p.m. to 9 p.m. The residents and staff are planning on hosting an Independence Day celebration for family and friends and have requested the closure so they can have additional space.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Request and support letter.

RECOMMENDATION:

Motion to approve.

_____
Department Head

James R. Williams
City Manager

Good Samaritan Society℠
LOVINGTON

1600 West Ave I
Lovington NM 88260

Phone: 575-396-5212
Fax: 575-396-6974
www.good-sam.com

June 12, 2014

Scotty Gandy; Ava Benge; David Trujillo; Bernard Butcher; Paul Campos
Commissioners
City of Lovington
214 S. Love
Lovington, NM 88260

Dear: Scotty Gandy; Ava Benge; David Trujillo; Bernard Butcher; Paul Campos

I am writing to all the city commissioners to request permission to close Avenue I between the South entrance to the Serendipity apartments and the entrance to Hassel Family Chiropractic on July first, 2014 from 3PM to 9PM. The residents and staff of Good Samaritan Society are planning an Independence Day celebration to share with their family and friends and would like to close the street for extra space and to decrease traffic in order to improve the safety of our residents and visitors. The area we are proposing to close during this time will not prevent access to our neighbors at the Serendipity apartments or Hassel Family Chiropractic.

Thank you for your consideration and support for this opportunity to celebrate Independence Day with our residents and community. Hope to you all of you out there!

Sincerely,

Claudia Johnson

Claudia Johnson
Activities Director
1600 W. Ave. I
575-396-5212 Ext: 21421
Cjohns22@good-sam.com

Cecil Halsell, D.C.

"Lifetime Care for Everyone"

1601 West Avenue I
Lovington, NM 88260
Phone 575 396-5307
Fax 575 396-5308

June 12, 2014

To Whom It May Concern,

The Good Samaritan has informed us that they would like to block off the street from their flag pole on Avenue I to the intersection connecting Avenue I and Avenue H. This is for an event they are having on Tuesday, July 1st. We are ok with this as long as our patients have access to our parking lot and entrance. If you have any questions, you can contact us at 575-396-5307.

Halsell Family Chiropractic

Cecil Halsell DC

Dr. Cecil Halsell, D.C.

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Temporary Street Closure - 503 W. Avenue Q
DEPARTMENT:
SUBMITTED BY: Tim Boydston
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

Tim Boydston has requested that the street in front of 503 W. Avenue Q be blocked off on July 4, 2014 from 9 p.m. to 12 p.m. for a fireworks display. Mr. Boydston has obtained signatures from neighborhood residents.

City code allows fireworks to be discharged until 11 p.m.
There is a conflict with 8.20.055 - C in terms of restricted areas
If this is a public display, Mr. Boydston would be required to follow 8.20.070

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

LMC 8.20.055
LMC 8.20.070

RECOMMENDATION:

_____
Department Head

James R. Williams
City Manager

Permissible fireworks for sale to the general public shall mean common fireworks legal for sale and use in New Mexico under the provisions of the Fireworks Licensing and Safety Act in Chapter 60, Article 2C N.M.S.A., 2006 Repl.Pamph., as amended. (Ord. 478 (part), 2006: Ord. 425 § 5, 2000)

8.20.055 Times authorized for use of fireworks.

It is illegal to use fireworks within the city limits except under the following conditions:

A. Fireworks shall only be used at times and places and on those holidays authorized by this chapter or by state law; and

B. Fireworks shall be used only on days with special events in which the use of fireworks are pre-approved by the chief of the fire department, or at other authorized times, and shall be used only on the following holidays for periods allowed by stale statute between the hours of seven a.m. and eleven p.m.:

1. Independence Day, July 4;

2. Chinese New Year;

3. September 16;

4. May 5; and

5. On New Year's between the hours of seven a.m. on December 31 st and one a.m. on January 1st.

C. Fireworks shall be used only in nonrestricted areas. Restricted areas shall include areas in proximity of:

1. Churches;

2. Hospitals;

3. Nursing homes;

4. Residential areas;

5. Manufacturing or storage areas having a high risk for fire; and

6. Other areas in proximity to areas or facilities declared as fire hazardous. (Ord. 436, 2001; Ord. 432,2001)

8.20.060 Retail sales or storage of fireworks—Regulated activities.

A. No fireworks may be sold at retail without a retail permit. The permit shall be at the location where the retail sale takes place.

B. It is unlawful to offer for sale or to sell any fireworks to children under the age of sixteen years or to any intoxicated person.

C. At all places where fireworks are stored, sold or displayed, the words "NO SMOKING" shall be

posted in letters at least four inches in height. Smoking is prohibited within twenty-five feet of any fireworks stock.

D. No fireworks shall be stored, kept, sold or discharged within fifty feet of any gasoline pump or gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon, except in stores where cleaners, paints and oils are handled in sealed containers only.

E. A sales clerk who is at least sixteen years of age shall be on duty to serve consumers at the time of purchase or deliveiy. All fireworks sold and shipped to consumers within Lovington shall be sold and shipped only by an individual firm, partnership or corporation holding the proper state fireworks license or permit.

F. No fireworks shall be discharged within one hundred fifty feet of any fireworks retail sales location.

G. No person shall ignite any fireworks within a motor vehicle or throw fireworks from a motor vehicle, nor shall any person place or throw any ignited article of fireworks into or at a motor vehicle or at or near any person or group of people.

H. Any fireworks devices that are readily accessible to handling by consumers or purchasers in a retail sales location shall have their exposed fuses protected in a manner to protect against accidental ignition by a spark, cigarette ash or other ignition source. If the fuse is a thread-wrapped safety fuse which has been coated with a nonflammable coating, only the outside end of the safety fuse shall be covered. If the fuse is not a safety fuse, then the entire fuse shall be covered.

I. Fireworks may be sold at retail between June 20th and July 6th of each year and three days preceding and including New Year's Day, Chinese New Year and Cinco de Mayo of each year. (Ord. 478 (part), 2006; Ord. 425 § 6, 2000)

8.20.070 Public display of fireworks.

A. Any public display of fireworks shall require the individual, association, partnership, corporation, or organization desiring to have such a display to secure a written permit from the office of the fire chief. The fireworks for such display shall be purchased from a distributor or display distributor licensed by the state fire marshal and the Bureau of Alcohol, Tobacco and Firearms at the United Slates Department of the Treasury.

B. The fire chief may adopt reasonable rules and regulations for the use of special fireworks in public displays. (Ord. 425 § 7, 2000)

8.20.080 Penalty—Criminal.

Any individual, firm, partnership or corporation that violates any provision of the Lovington fireworks ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days, or by both such fine and imprisonment. (Ord. 425 § 8, 2000)

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Annexation and Zoning Change - S. 17th Street
DEPARTMENT: Planning and Zoning
SUBMITTED BY:
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

The owners of property (8.28 acres) located on South 17th street have requested to be annexed into the City limits and be provided a zoning classification of Zone C - Commercial. The intent of the owners is to construct a self storage facility on a portion of the land and utilize the remaining property for residential and/or multi-family housing.

This issue was considered at the June 16, 2014 Lovington Planning and Zoning Commission meeting. The Planning and Zoning Commission recommended approving the annexation and assigning a zoning classification of Zone B - Multifamily (3 - 2 vote). They also recommend that the owner submit a variance request for the self storage facility.

Staff are requesting approval of the Commissioner to begin the ordinance advertisement and notification process.

FISCAL IMPACT: *REVIEWED BY:* _____
(Finance Director)

ATTACHMENTS:

Request letter, annexation petition, site plan, proposed facility concept.

RECOMMENDATION:

Motion to proceed with annexation ordinance with zoning classification identified.

_____
Department Head

James R. Williams
City Manager

Hasbrook Living Trust / Safford Beeson Trust
PO Box 237 Durham, California 95938

May 26, 2014

City of Lovington
City Commission
City Planning & Zoning Board

To Whom It May Concern:

Per the attached plat, I would like to request Annexation of the property into the city, which legal description has been attached hereto.

I would also like to request a Zoning Change for the property from Zone A (Single Family Residential) to Zone C (Commercial). I have outlined the property in RED on the attachment. As you can see the facility will be directly south of Halsell Chiropractic, which is also a commercial building.

If the annexation and new zoning passes, my partners and I will be building a high end, upscale self-storage facility. I have included a couple pictures of comparable facilities that represent what the new facility will look like to help visualize the property. Here is a brief description of positive potential impacts the facility will have:

- Facility will have a very nice curb appeal and will be an asset to the neighborhood with its appropriate appearance. The front will be landscaped nicely with trees, shrubs and flowers, and always kept in tiptop shape.
- Self-storage facilities are a very low traffic business. There is not the constant come and go traffic that most commercial businesses have. For the most part clients only come by once every couple of months to check on their unit.
- A secured facility like ours has very low noise and disturbance. Our facility will have an onsite manager during the day and heavy surveillance at night so disturbances will be at an absolute minimum. Plus minimum traffic around or in the facility means always a very quiet atmosphere. The facility lights will be wall mounted and shine down.

Thank you for your consideration.

Sincerely,

Ryan Burkett
Managing Partner & Agent

PETITION FOR ANNEXATION

Comes now, **HASBROOK LIVING TRUST & SAFFORD BEESON TRUST**, and petitions the City Commission of the City of Lovington, New Mexico, for its consent by resolution for the annexation of that portion of property it owns lying outside the City limits to the City of Lovington more properly described by aforementioned attachments to this petition.

(See Attachments)

And Petitioner states in support of such Petition, pursuant to Section 3-7-17.1 of the New Mexico State Statutes Annotated (1978) that:

1. The property petitioner wishes to be annexed and the real property is contiguous to the present municipal boundaries of the City of Lovington.
2. An Annexation Plat is attached hereto showing the boundaries of the real property proposed for annexation and the relationship of such property to the present boundaries of the City of Lovington.

Petitioner: Hasbrook Living Trust, Safford Beeson Trust

By: **Ryan Burkett** _____.

Its: **Agent** _____.

Date: 5/27/14 _____.

Acknowledged: City of Lovington

By: _____.

Date: 5/30/14 _____.

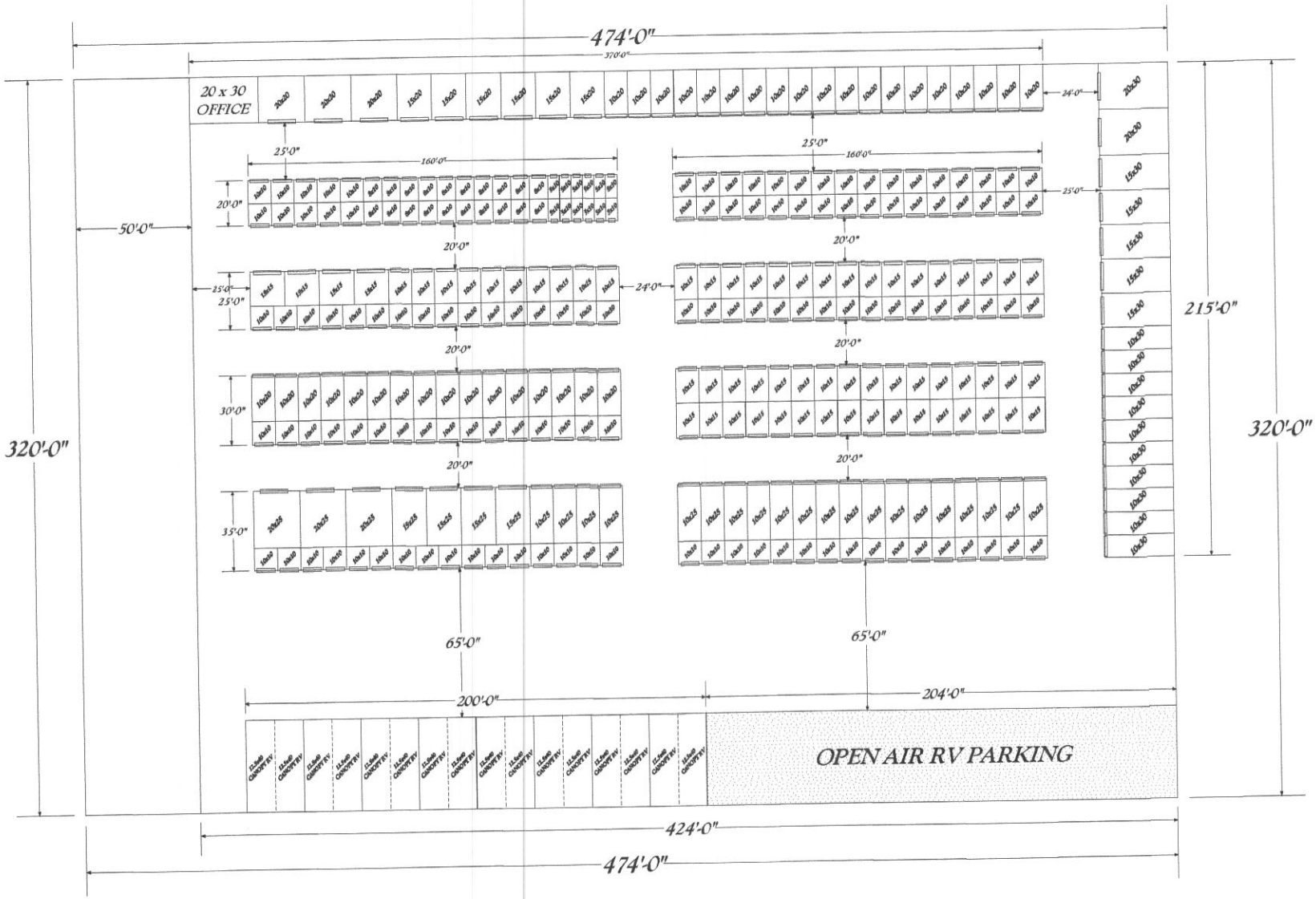
ANNEXATION EXHIBIT

PETITIONED ANNEX

(see next page for Property Description)

Proposed Annexation

Current City Property Boundary



Design for

RYAN BURKETT

DRAWING BY:

TRAPPER DIXON

GARGOYLE STEEL STRUCTURES
3110 FRANKFORD AVENUE
LUBBOCK TEXAS 79407

DESIGN

REVISIONS:

JOB NUMBER	SHEET
	1 OF 1
DATE	
4/18/2014	

CITY OF LOVINGTON

COMMISSION STAFF SUMMARY FORM

MEETING DATE: June 23, 2014

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

SUBJECT: Approval of Variance Request Application
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: June 17, 2014

STAFF SUMMARY:

As a result of the work session in which variance requests and guidelines were addressed, staff have created a variance application that will provide guidance to property owners as well as staff, boards, and the Commission.

The Planning and Zoning Commission recommended this application be put into use at the June 16, 2014 regular meeting.

FISCAL IMPACT: *REVIEWED BY:* _____
(Finance Director)

ATTACHMENTS:

Variance Request Application

RECOMMENDATION:

Motion to adopt the variance request application.

_____
Department Head

James R. Williams
City Manager

Variance Request

The first step in obtaining a variance is to complete the Planning and Zoning Application. This document provides the basic information required for all City planning, zoning and permitting applications. The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Variance Request Requirements

1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. ☐

2) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required. ☐

3) A site plan, submitted on paper or in an electronic format, showing ☐
   - North arrow
   - Location of site with respect to streets and adjacent properties
   - Property lines and dimensions
   - Location and dimensions of buildings
   - Building setback distances from property lines
   - Any proposed features of the site which are applicable to the requested variance

4) A written statement documenting the reason for the variance, including evidence that the request complies with the criteria identified on page 2 ("Criteria for Variance Approval") ☐

5) Completed Variance Support Petition

What is a Variance?

A variance is a limited exception to the usual requirements of local zoning. If approval for a variance is obtained, the property owner may make minor deviations to the property that are not in conformance with zoning ordinances. Examples of variances that may be granted can include:

- Use
- Physical requirements such as dimensions or setbacks
- Yard and space requirements
- Requirements applied to all districts
- City-wide design standards

Criteria for Variance Approval

Variance requests must comply with the following criteria as required for approval of a variance:

1. A unique physical condition exists within or adjacent to the subject tract or structure(s) located thereon which distinguishes it from other similarly situated, and which creates an exceptional hardship, difficulty, or inequity that would result from enforcement of the ordinance;
2. The condition or characteristic noted above is not caused by an action or choice of the property owner, occupant, or applicant;
3. The variance is the minimum amount necessary to allow a reasonable use of the property;
4. The sole reason for the variance is not a desire of the owner, occupant, or applicant for increased financial gain or reduced financial hardship.
5. The variance will not adversely affect public health or safety, and will not substantially or permanently interfere with the appropriate use of adjacent conforming property in the same district;
6. The variance will not alter the essential character of the zoning district within which the subject property is located, and is in harmony with the intent and purposes of the zoning ordinance; and
7. There are no other remedies.

Variance Request Procedure

a) Submit completed Planning and Zoning Application, Variance Request, and all required documentation to City Code Enforcement. Variance requests must be received no later than 21 days prior to the scheduled Lovington Planning and Zoning Commission.
b) City staff will send notification letters to each owner of property within 100 feet of the property requesting the variance.
c) The first public hearing in which this matter will be considered is conducted during the Lovington Planning and Zoning Commission meeting. You or an authorized representative are required to attend this hearing.
d) The recommendation from the Lovington Planning and Zoning Commission will be presented to the Lovington City Commission during a regular meeting. This will serve as the second public hearing. You or an authorized representative are required to attend this meeting.

PROPERTY

Address or General Location: _____

Legal Description (if platted): _____

Zoning Classification: ☐ A ☐ B ☐ C ☐ D

Existing use of land and/or buildings:

REQUESTED ZONING VARIANCE

Variance to Lovington Municipal Code Zoning Ordinance Section(s):

Current Ordinance Requirements:

Requested Variance(s)

City of Lovington
Variance Support

I have been informed of the variance request(s) "as stated below" and I have NO objection.
(DO NOT SIGN PETITION IF SECTION IS BLANK)

Neighbors Name	Neighbors Signature	Address

To the best of my knowledge, this application and associated documents are complete and correct, and it is understood that I or another representative must be present at all public hearings concerning this application.

Applicant Name:_____ **Date:** _____

Applicant Signature: _____

CITY USE ONLY
Code Enforcement Officer Name:_____ **Received:**_____
Code Enforcement Officer Signature: _____