

**REGULAR MEETING OF THE CITY COMMISSION
MONDAY, JUNE 22, 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, Assistant City Manager Jared Cobb, City Attorney Patrick McMahon, Police Chief David Rodriguez, City Finance Director Gary Chapman, City Clerk Carol Ann Hogue, City Planner Merideth Hildreth and Administrative Assistant Anna Juarez

Invocation: Commissioner Campos gave the invocation

Pledge of Allegiance: Commissioner Campos led the pledge

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

Approval of the Regular Meeting Minutes of June 8, 2015: Mayor Gandy called for a motion. Commissioner Campos so moved to approve the regular minutes of June 8, 2015; Commissioner Trujillo seconded. Roll call was taken: Commissioner Campos – Yes, Commissioner Trujillo – Yes, Commissioner Butcher – Yes, Commissioner Bengé – Yes, and Mayor Gandy – Yes.

COMMISSIONER AND STAFF REPORTS:

- Finance Director Chapman informed Commissioners of pre-audit on Monday; auditors will be arriving at 11 a.m.
- Mayor Gandy thanked MainStreet for great turn out for the Smokin' on the Plaza. Mayor Gandy recommended to discuss process of nominees to the boards in next Commission Meeting
- Commissioner Trujillo asked about fireworks; City Manager Williams stated City did pay for fireworks; also, there is an ordinance which states dates and hours of discharge of fireworks
- Commissioner Bengé stated Smokin' on the Plaza had 35 contestants and concert was amazing.
- City Manager Williams informed Commissioners of NMML conference is in Albuquerque and is scheduled for September 2 – 4; City Manager Williams asked

Commissioners to decide by July 27, so accommodations are made in a timely manner

ACTION ITEMS:

Consider Approval of Ordinance No. 537: An Ordinance Repealing Ordinance 535 and Replacing it with an Ordinance to Authorize the Sale of 5.0 Acres of Real Property on Highway 18: Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider approval of Ordinance No. 537: an ordinance repealing ordinance 535 and replacing it with an ordinance to authorize the sale of 5.0 acres of real property on highway 18; Commissioner Butcher seconded. City Manager Williams addressed Commissioners of approving Ordinance 537 which will repeal Ordinance 535 and will replace it to authorize the sale of the 5.0 acre tract of land; this is necessary so that the property legal description is described correctly and meets the title company's requirements. 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 2015-55: Naming Individuals Authorized to Sign Closing Documents for Sale of 5.0 Acres of Real Property on Highway 18: Mayor Gandy called for a motion. Commissioner Butcher so moved to consider resolution 2015-55: naming individuals authorized to sign closing documents for sale of 5.0 acres of real property on highway 18; Commissioner Campos seconded. City Manager Williams addressed Commissioners of approval of resolution which is another document required by title company; which restates the content of Ordinance 537 in regards to who is authorized to sign on behalf of the City. 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 Approval of Resolution 2015-56: Establish Keep Lovington Beautiful Committee: Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider approval of Resolution 2015-56: establish keep Lovington beautiful committee; Commissioner Butcher seconded. City Manager Williams addressed Commissioners of approval of resolution 2015-56 which will endorse and support the Lovington affiliate application in addition to naming the initial core committee members. Elaine Vigil thanked the Commissioners and is anxious to get program started. Mrs. Vigil named selected core committee members are Jackie Ruggs, Debi Feltman, Frederick Vaughn, Linda Pritchett and Ava Bengé. Monday a meeting will be held to create a slogan and mascot to help get the schools and community involved in Keeping Lovington Beautiful. There being no further discussion, a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Campos – Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Approval of Resolution 2015-57: Street Closure/Block Party Policy: Mayor Gandy called for a motion. Commissioner Campos so moved to consider approval of

Resolution 2015-57: street closure/block party policy; Commissioner Butcher seconded. City Manager Williams addressed Commissioners of request to approve resolution which allows for residents to request to temporarily close streets for private events and block parties. Items that were amended include: removal of the holiday restriction and inclusion of the City providing waste containers for these events along with traffic barricades. City Manager Williams stated the limitations on the number of closures and block parties on the same day and contiguous neighborhoods will be left to the discretion of City staff. There being no further discussion, a roll call was taken: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Campos – Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Approval of Resolution 2015-58: Certification of Fixed Asset Inventory:

Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider approval of resolution 2015-58: certification of fixed asset inventory; Commissioner Campos seconded. Finance Director Chapman addressed Commissioners of recommendation for approval resolution declaring that the City has completed an inventory of its Capital Assets for all its funds and the results are an accurate reflection of the City's assets as of the 16th of June; a requirement by the Office of the State Auditor. Commissioner Bengé asked about requirements to be listed as inventory, Finance Director Chapman stated items needs to be an excess of \$5,000.00 to be added to fixed asset; fixed asset cost includes all associated funds used to make it operable. Finance Director Chapman stated the fixed items are treated as long term assets and will increase equity position for the City. There being no further discussion, a roll call was taken: Commissioner Butcher – Yes, Commissioner Campos – Yes, Commissioner Trujillo - Yes, Commissioner Bengé – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Approval of Resolution 2015-59: Support of the Lovington and NMEDD MainStreet Program:

Mayor Gandy called for a motion. Commissioner Campos so moved to consider approval of resolution 2015-59: support of the Lovington and NMEDD MainStreet Program; Commissioner Trujillo seconded. City Manager Williams addressed Commissioners of recommendation for approval of resolution which renews the City of Lovington's commitment of support for the MainStreet Program; resolution authorizes the Mayor and City Manager to execute the MOU between the City and NMMS for the Lovington program; budgeted expense of \$35,000 each year for the next two years. 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 Approval of Resolution 2015-60: Approval to Publish Draft of ADA Transition Plan and Obtain Public Input:

Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider approval of resolution 2015-60: approval to publish draft of ADA transition plan and obtain public input; Commissioner Bengé seconded. City Manager Williams addressed Commissioners of recommendation for approval to adopt ADA transition plan; required in order to remain eligible for state and federal funding. City

Manager Williams discussed the plan which will identify areas in the road and highway system of Lovington that are both compliant and non-compliant with ADA standards. City Manager Williams stated plan will prioritize the improvements, classify facilities, and create the overall strategy of the City to achieve ADA compliance. City Manager Williams discussed public hearings will be held, summarized ADA plan, inventory, transition plan, targeted barrier removal projects, strategy, funding, and construction projects schedule. Commissioner Bengé asked how it affects a utility pole in the middle of a sidewalk on Main Street will the State be responsible; City Manager Williams stated yes; it would have to be factored into the planning process with any utility or infrastructure work. 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 Approval of Resolution 2015-61: Participation in LGRF for North 17th Street Project: Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider approval of resolution 2015-61: participation in LGRF for North 17th street project; Commissioner Campos seconded. Assistant City Manager Cobbs addressed Commissioners of recommendation to approve resolution in order to approve the cooperative agreement with NMDOT for the Local Government Road Fund Grant; City received for the North 17th project – Phase 1, grant will provide \$45,000 to be allocated to design phase. Assistant City Manager Cobb stated an amendment will need to be made to resolution on total project cost is \$83,745.00, should be corrected to \$60,000.00. There being no further discussion, a roll call was taken: Commissioner Campos – Yes, Commissioner Trujillo – Yes, Commissioner Butcher – Yes, Commissioner Bengé – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Resolution to Approve Side Yard Setback Variance for Porch and House at 902 West Jackson Avenue: Mayor Gandy called for a motion. Commissioner Trujillo so moved to consider resolution to approve side yard setback variance for porch and house at 902 West Jackson Avenue; Commissioner Bengé seconded. City Planner Hildreth addressed Commissioners of recommendation for approval of resolution of request of a variance on 902 West Jackson for the side yard setback requirement on the western side of their property. Property is a single family residential property; owners are replacing and enlarging porch. The house was built in 1955 and was built close to western side of property line. City Planner Hildreth recommended allowing the owners to continue with re-roof, up keep maintenance on the house; resolution will allow owners to continue with their project to allow the porch in the five-foot setback. Commissioner Bengé stated she did not have a problem as long as neighbors do not have a problem; making improvements and adding value to the neighborhood, go for it. There being no further discussion, a roll call was taken for resolution 2015-62: Commissioner Trujillo – Yes, Commissioner Bengé – Yes, Commissioner Butcher – Yes, Commissioner Campos – Yes, and Mayor Gandy – Yes. Motion was approved.

Consider Resolution to Approve Side Yard Setback Variance for Proposed Carport and House at 1416 West Dogwood Avenue: Mayor Gandy called for a motion. Commissioner Butcher so moved to consider resolution 2015-63 to approve side yard setback variance for proposed carport and house at 1416 West Dogwood Avenue; Commissioner Campos seconded. City Planner Hildreth addressed Commissioners of recommendation for approval of variance in zoning that will allow the irregular shape of property for property owner to build on site an attached carport; to be allowed to be partially built within the required five-foot setback. Commissioner Bengé asked if any neighbors have protested; City Planner Hildreth stated no; property owner will gutter carport so water will be retained on owner's property. 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 Approval of Accounts Payable: Mayor Gandy called for a motion. Commissioner Bengé so moved to approve the accounts payable; Commissioner Butcher second. There being no further discussion, a roll call was taken: Commissioner Bengé – Yes, Commissioner Trujillo – Yes, Commissioner Campos – Yes, Commissioner Butcher – Yes, and Mayor Gandy – Yes. Motion was approved.

PUBLIC COMMENT: NONE

ADJOURNMENT:

There being no further business the meeting adjourned at 6:12 p.m.

APPROVED: _____
SCOTTY GANDY, MAYOR

ATTEST: _____
CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 13, 2015



TYPE: ☐ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☒ INFORMATION ☐ OTHER ACTION

SUBJECT: Lea County Museum Annual Report
DEPARTMENT: Lea County Museum
SUBMITTED BY: Jim Harris, Director
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

Jim Harris will be presenting the Commission a report on activities conducted at and by the Lea County Museum during the previous fiscal year.

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: July 13, 2015



TYPE: ☐ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☒ INFORMATION ☐ OTHER ACTION

SUBJECT: City Entry Signs
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

Staff desire to begin the process of repairing, updating, or replacing the City entry signs ("Welcome to Lovington"). The signs are beginning to show their age as well as sustaining various types of damage.

Prior to work beginning, staff are requesting input and direction for new designs or any other changes.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Discussion only at this time.

Department Head

James R. Williams

City Manager

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

Dear Candidate,

You are being considered for appointment to a board or commission by Governor Martinez.

The Governor values honesty. It's important to be truthful and complete when answering these questions. Honest answers are not necessarily disqualifying. Failure to disclose information that could undermine the confidence of the people of New Mexico in their government is disqualifying and could be cause for termination if the information you provide here is later found to be false, misleading, or incomplete.

In order to properly control and protect this confidential information, please provide the answers to the attached questions and any additional background material related to these questions to:

Julia Ruetten
Julia.Ruetten@state.nm.us
Phone: 505-476-2206
Fax: 505-476-2226

This information must be provided and a review completed before you are offered a position on a board or commission by Governor Martinez.

CONFIDENTIAL CANDIDATE QUESTIONNAIRE

PERSONAL INFORMATION

1. Please provide your full name, county of residence, birthplace, social security number, marital status, and list all places of residence by street address and community for the last 5 years. If you were born outside the United States, please provide the basis for your citizenship or permanent residency in the United States. If you are married, please list your spouse's full name and occupation.

Answer 1:

2. Please list all of the schools you have attended, beginning with high school(s), and include the approximate dates of attendance and degrees earned.

Answer 2:

3. Are you a veteran of the armed services and, if so, were you honorably discharged? If not, please explain. Were you ever subject to a court-martial?

Answer 3:

4. Have you ever been a candidate for any local, state or federal political office? If so, please list positions and, if elected, dates of service.

Answer 4:

5. Have you ever been appointed to any paid or unpaid local, state or federal position? If so, please list the position, dates of service and who appointed you.

Answer 5:

6. Please provide the names, addresses and telephone numbers of three personal references:

Answer 6a:

And three professional references:

Answer 6b:

LEGAL INFORMATION

7. Have you ever been charged with a DWI or DUI or any other criminal offense, other than a minor traffic violation for which the fine was less than \$300 dollars? If so, when? Please describe the outcome.

Answer 7:

8. Have you ever been charged, pled guilty to, or convicted of any misdemeanor or felony offense? If so, when? Please describe the outcome.

Answer 8:

9. Please list any claims of sexual harassment or other workplace misconduct made against you or any employee directly supervised by you, including the resolution of the matter.

Answer 9:

10. Have any civil judgments or liens been rendered against you? If so, please provide details.

Answer 10:

TAX INFORMATION

11. Have you filed all federal and state tax returns that are now due or overdue, and are all tax payments, fines, penalties and interest been paid in full and/or otherwise finally resolved with the taxing authority? If no, please explain.

Answer 11:

12. Have you or any entity in which you held an interest ever filed a petition in bankruptcy, or has a petition in bankruptcy been filed against you? If yes, please explain.

Answer 12:

EMPLOYMENT INFORMATION

13. Have you ever been discharged, suspended or asked to resign from your place of employment? If yes, please explain.

Answer 13:

14. In the last ten years, have you ever registered as a lobbyist or other legislative agent to influence legislation or administrative acts in any state or for the federal government? Have you ever received payment for acting as a lobbyist or legislative agent? If so, please supply details.

Answer 14:

15. Have you ever testified (on your own behalf or on behalf of others) before the New Mexico legislature, or any administrative, investigative or regulatory body of the State of New Mexico? Describe the time period and subject matter of your testimony.

Answer 15:

MISCELLANEOUS

16. Are there any other matters you believe the Governor should be aware of?

Answer 16:

Items to be submitted in Separate Document(s):

1. Please include an updated copy of your resume.
2. Please attach any readily available copies articles, columns or publications you have authored, individually or with others that are likely to be controversial.
3. Please include a list of all professional memberships you hold or are a part of.
4. Please include a (clear) copy of your driver's license or photo ID.

I hereby declare under the penalty of perjury the foregoing is true and correct to the best of my ability.

Print Name: _____

Signature: _____ Date: _____

Please keep a copy for your records.

QUESTIONNAIRE - PROSPECTIVE LIBRARY BOARD MEMBER
LOVINGTON PUBLIC LIBRARY (4/02)

The Library Board is an administrative agency of the City of Lovington that plans the development of Lovington Public Library. The Library Board makes recommendations for the rules and regulations governing the library and carries out all policies of the City Commission concerning the library. The Library Board advises the City Commission in matters relating to the library. The Mayor, with the approval of the City Commission, appoints members.

Meetings of the Library Board are held six times a year, every other month. Currently, meetings are held on the third Thursday of odd months, at 1:00 P.M., in the meeting room of Lovington Public Library. Meetings are usually less than one hour in duration.

Name:

Address:

Home Phone:

Work Phone:

Email:

Please complete the following questions. Use back or additional page(s) as needed.

Family Information:

Education Background:

Employment Background:

Volunteer/Community Work:

Hobbies and Interests:

Reason for Wanting to Serve on Library Board:

Thank you for your interest in serving on the Lovington Public Library Board of Trustees.



APPLICATION FORM MARQUETTE CITY BOARDS AND COMMITTEES

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit <http://www.mqtcty.org/community-network.php>, call 225-8104 or e-mail jlepage@mqtcty.org. Please note that applications are kept on file for six months. The Marquette City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the *Michigan Freedom of Information Act*.

Eligibility Requirements:

Are you a registered voter in the City of Marquette? *	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been a City resident for at least 12 months?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently in default to the City of Marquette?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any elected City Commissioner (including by marriage)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*According to the City Charter, each member appointed by the City Commission shall have been a resident of the city for at least one year immediately prior to the day of appointment and shall also be a qualified and registered elector of the city on such day and throughout the member's tenure of office.

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) _____
- 2) _____
- 3) _____

Applicant Name as it Appears on License: _____

Driver's License Number: _____

Home Address: _____ Phone: _____

Occupation: _____ Business: _____

Business Address: _____ Phone: _____

E-Mail Address: _____

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.

(over)

Education/Credentials: _____

Professional activities that relate to this board/committee: _____

Community activities that relate to this board/committee: _____

Why are you interested in serving on this board/committee? _____

What talents or experience would you bring to the board/committee? _____

Any other comments or information you wish to provide to the Mayor and City Commissioners?

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes ☐ No ☐

Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair. Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes ☐ No ☐

Signature

Date

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:

jlepage@mqtcty.org; fax to: 906-228-0429; or mail to: City Manager's Office,
Marquette City Hall, 300 W. Baraga Avenue, Marquette, MI 49855.

Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.

Sec. 2-69. - Rules for appointments to municipal boards and public corporations.

- (a) Where not otherwise regulated or restricted by legislative act, all municipal boards and public corporations shall be composed of increments of seven (7) members.
- (b) Whenever appointments need to be made to the membership of a municipal board or public corporation which has seven (7) members, the following procedure will be followed by the city council: The city clerk will place seven (7) tags in a container for a drawing, and on each tag shall be written the name of any board member presently serving, and the word "nominee" on the number of tags equal to the vacancy or vacancies existing in the board or corporation, and the rest of the tags shall be left blank. Each councilmember shall select one (1) tag, and any councilmember that receives a tag with a current board member's name shall assign that board member his district number, and when that board member's term ends, the assigned councilmember shall make the nomination. The councilmember(s) that receives a tag labeled "nominee" shall make the nomination to the open position and likewise assign that board member his district number.
- (c) When an appointment needs to be made to a municipal board or public corporation that does not have seven (7) members and cannot be changed to seven (7) members due to legislative act or some other reason, the following procedure shall govern appointments to such board, boards or corporation: The city clerk shall place seven (7) tags in a container with the word "nominee" on such number of tags as shall be equal to the appointments required to be made, with the balance of the tags left blank. Each councilmember shall draw one (1) tag and the councilmember that draws a tag labeled "nominee" shall make the nomination to fill such vacancy.
- (d) All nominations shall be placed on the agenda. The nominees shall require a minimum of five (5) votes in order to be confirmed appointees.
- (e) When an appointment to a municipal board or public corporation is needed, and such position was assigned a district number by the proper procedure, the city clerk shall inform all councilmembers of the needed nomination the first week of the month in which the appointee's term expires. The responsible councilmember shall make the nomination during the same month the council is notified, and if such nomination is not made in said month, then the same shall be made by conducting a drawing at the last pre-council conference meeting of that month.
- (f) The terms of all appointees to municipal boards or public corporations shall be limited to four (4) years, unless otherwise fixed or determined by a legislative act or the articles of incorporation of any public corporation.

(Ord. No. 02-058, § 19, 8-13-91; Ord. No. 02-069, § 19, 10-4-93; Ord. No. 02-028, § 19, 6-20-95; Ord. No. 02-072, § 19, 10-6-97; Ord. No. 02-050, § 19, 10-1-01; Ord. No. 02-064-2005, § 19, 10-3-05)

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 13, 2015



TYPE: ☐ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☒ INFORMATION ☐ OTHER ACTION

SUBJECT: Public Hearing for City ADA Transition Plan
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

City staff request the City Commission conduct a Public Hearing during this meeting to solicit public comment regarding the draft version of the City of Lovington ADA Transition Plan.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Staff will record public comments and incorporate them into the plan.

Department Head

James R. Williams

City Manager

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 13, 2015



TYPE: ☒ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☐ INFORMATION ☐ OTHER ACTION

SUBJECT: Resolution 2015-65
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

Resolution 2015-65 will authorize the temporary closure of Love Street and Central Avenue for the Live on Love Street Summer Concert Series being organized by Lovington Main Street. The dates of the closures will be on July 18 and August 22.

Commission action is required for this street closure per recently adopted policy as Love Street is categorized as a major collector street.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Resolution 2015-65

RECOMMENDATION:

Motion to adopt Resolution 2015-65.

Department Head

James R. Williams

City Manager

**RESOLUTION OF THE CITY OF LOVINGTON
LEA COUNTY, NEW MEXICO**

RESOLUTION 2015-65

**A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF LOVE STREET FOR THE
LIVE ON LOVE STREET SUMMER CONCERT SERIES**

WHEREAS, City staff have received a Street Event/Block Party Permit Application from Lovington MainStreet for the Live on Love Street Summer Concert Series; and

WHEREAS, the application requests the temporary closure of Love Street between Washington Avenue and East Avenue A as well as Central Avenue From Main Street to Eddy Street; and

WHEREAS, the requested dates of closure are on July 18, 2015 and August 22, 2015; and

WHEREAS, the streets identified for closure require Commission approval as required in the recently adopted Street Event/Block Party Permit Application.

NOW, THEREFORE, BE IT RESOLVED that the City Commission approves the temporary closure of the identified City streets on July 18 and August 22, 2015 for the Live on Love Street Summer Concert Series.

DONE THIS 13TH DAY OF JULY, 2015.

Scotty Gandy, Mayor

ATTEST:

Carol Ann Hogue, City Clerk

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 13, 2015



TYPE: ☐ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☐ INFORMATION ☒ OTHER ACTION

SUBJECT: LCCA Advisory Board Appointment
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

During the June 25, 2015 County Commission Meeting, Geoffrey Herweg of the Lovington Police Department was submitted as the City's representative for the Lea County Communications Authority Advisory Board being created. Mr. Herweg's appointment was not approved as the County Commission has requested either the Mayor or City Manager from each community be appointed.

Staff are requesting the Commission appoint either the Mayor or City Manager to serve on this new Committee. The purpose of this Committee is to ensure that municipalities in Lea County are able to have any of their questions answered regarding MOU's, JPA's, and potential joining the LCCA.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Motion to appoint

Department Head

James R. Williams

City Manager

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 13, 2015



TYPE: ☐ RESOLUTION ☐ ORDINANCE ☐ PROCLAMATION ☐ INFORMATION ☒ OTHER ACTION

SUBJECT: Lodgers Tax Board Funding
DEPARTMENT: Lodgers Tax Board
SUBMITTED BY:
DATE SUBMITTED: July 6, 2015

STAFF SUMMARY:

The Lodgers Tax Board convened on June 29, 2015 and have submitted the attached funding recommendations. At the advice of City staff, the reserve funding was increased \$1,000 to a total of \$5,000. This was suggested due to the low beginning balance of the fund.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

\$13,190.67 (funding details are attached)

ATTACHMENTS:

Funding Recommendations
Lodgers Tax Financial Report

RECOMMENDATION:

Motion to approve Lodgers Tax Funding Requests

Department Head

James R. Williams
City Manager

**Lodgers Tax Recommendations
September 30, 2014**

Funding Quarter:	July 1, 2015 - September 30, 2015
Estimated Funding Available:	\$ 18,402.33
Dedicated Chamber Funding	\$ 3,000.00
Adjusted Estimated Funding:	\$ 15,402.33
Funding Cap:	\$ 10,402.33
Individual Funding Cap:	\$ 2,600.58
Estimated Remaining:	\$ 5,000.00

		Funding	Evaluation	Percentage	Potential	Recommended	Maximum	LTB
Project		Request	Average	Weight	Funding	Funding	Recommended	Recommended
1	18th Annual Classic Softball Tournament	Wildbunch Softball	\$ 3,900.00	47.20	67.43%	2,629.71	1,975.20	1,975.20
2	Live on Love Concert Series	Lovington MainStreet	\$ 7,240.00	36.20	51.71%	3,744.11	2,812.24	2,600.58
3	Bumpass and Moseley Art Show	Lea County Museum	\$ 3,610.96	21.40	30.57%	1,103.92	829.17	829.17
4	Lucky Tubbs Concert	Lea County Museum	\$ 3,610.96	27.00	38.57%	1,392.80	1,046.14	1,046.14
5	Two Poets Presentation	Lea County Musuem	\$ 2,333.48	23.00	32.86%	766.71	575.89	575.89
6	Movie Screening with Max Evans	Lea County Museum	\$ 1,599.32	28.00	40.00%	639.73	480.51	480.51
7	Nasario Garcia Presentation	Lea County Museum	\$ 1,659.32	17.40	24.86%	412.46	309.80	309.80
8	Movies at the Museum	Lea County Museum	\$ 1,659.32	18.00	25.71%	426.68	320.49	320.49
9	LCFA Brand Launch	Lea Community Foundation for the Arts	\$ 3,703.66	27.80	39.71%	1,470.88	1,104.79	1,104.79
10	Farmers Market	Lovington Downtown Farmers Market	\$ 1,020.00	27.60	39.43%	402.17	302.07	302.07
11	Tax Free Weekend	Lovington MainStreet	\$ 2,867.00	21.00	30.00%	860.10	646.03	646.03
		\$ 33,204.02			\$ 13,849.29	10,402.33	\$ 10,190.67	10,190.67

Lodgers Tax Financial Report

Beginning Cash Balance \$ 4,344.99
as of June 29, 2015

Pending Expenses

Lovington Downtown Farmers Market	\$ 87.99
Lovington Chamber of Commerce - Party in the Park	\$ 899.49
LMS - Smokin on the Plaza	\$ 1,284.32
LMS - Summer Concert Series	\$ 1,197.33

Total Pending Expenses \$ 3,469.13

Pending Credits

Reimbursement from EDC for Overpayment	\$ 62.32
Macks Motel - Lodgers Tax for May	\$ 949.85
Pyburn House - Lodgers Tax for Apr, May	\$ 65.00

Total Pending Credits \$ 1,077.17

Available Balance \$ 1,953.03

Projected Revenues

July 1, 2015 - September 30, 2015

Western Inn:	\$ 1,451.95
Mack's Motel:	\$ 2,849.55
Lovington Inn:	\$ 10,992.45
Budget 7 Motel:	\$ 955.35
Pyburn House:	\$ 200.00

Total Projected Revenues \$ 16,449.30

Estimated Total Available \$ 18,402.33
Monies for July - September 2015

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

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeeting - General
From 6/1/2015 Through 6/30/2015

101 - General Fund

Vendor Name	Dept Code	Current Balance
Accent Landscape Constructors		183,910.00
Alsco		413.48
Amazon		487.29
America Supply, LLC		342.71
American Legal Publishing Corp		1,893.92
American Library Sales		811.04
American Medical Group, Inc		633.40
Animal Care Equip. & Serv.		2,770.00
Atco International		135.00
B- Line Filter & Supply, Inc		274.10
BeGeo Investment LLC		95.00
Benchmark		348.84
Blaine Industrial Supply		1,183.08
Bob's Thriftway		667.99
Bound Tree Medical, LLC		1,367.04
Breen Glass Service		316.50
Brodart-McNaughton Inc.		966.00
C & S Motor Parts Co.		184.63
C E S		767.31
Caprock Air Cond/Heating		6,595.38
Center Point Large Print		40.14
Copies, Inc.		111.23
Cowboys Corner		123.90
Diamond Lake Book Co.		186.45
Division of Auld Sign Co		753.47
EDC Educational Services		676.86
Farmer Brothers Company		117.89
Forrest Tire Co.		76.13
Gale/Cengage Learning		494.91
Galls/Quartermaster		1,990.93

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

Gary Chapman	85.24
Gebo Credit Corporation	511.22
General Welding Supply	85.00
Great Western Dining Service	1,985.70
Grey House Publishing	227.95
H & K Pest Control Co.	117.98
Higginbotham-Bartlett Co.	1,381.08
Hobbs News-Sun	72.33
Lea County Septic Tank Service	6,627.50
Life-Assist, Inc.	827.30
Lovington Auto Supply	324.68
Lovington Leader	705.79
Lovington Main Street	14,981.65
Lovington Tire Service	16.98
Lovington Veterinary	75.00
Lyle Signs	2,259.65
Master Plumbers	1,839.06
Master Printers	757.50
MCT Industries, Inc.	560.18
Michael Raburn	150.00
MicroMarketing LLC	443.99
NewsBank	2,935.00
NM Board of Pharmacy	60.00
NM City Management Association	530.69
NM EMS Bureau	65.00
OCLC, Inc.	214.44
P & D Petroleum, Inc	14,514.13
Porter Lee Corp.	767.00
Pro Vision Video Systems	4,651.77
Pro-Treat Power Equipment	1,738.35
R & M Sign Design	85.00
Richardson Ford Sales, Inc.	30,336.00

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

Roberts Oil & Lube	847.14
Rogers All Electric Service	1,766.07
Sebco Books	894.65
Sherwin-Williams	151.89
Sirchie Finger Print Lab, Inc.	1,143.83
Staples Advantage	1,325.39
Strong Electric	3,608.77
Sunbird Home Resort Products	615.78
SWAT, LLC	181.58
Synergy Software Technologies	710.00
SYSCO West Texas, Inc.	695.65
Taos HR Ganics	4,766.02
The Radar Shop Inc	1,500.00
Thyssenkrupp Elevator Co.	554.33
Triple H Engine Service	510.42
U S Food Service	1,449.02
Unifirst Corp.	263.92
Valentine Auto Service	4,430.00
Worldwide Canine, Inc.	250.00

Report Balance	<u>324,335.62</u>
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A-Tech Air Cond. & Heating	Police-Repairs to Ac	523.81
Accent Landscape Constructors	Chaparral Park Irrigation System (65%)	117,975.00
AT&T Mobility	Gen-Cellular Phone Bills for 6/15	1,923.46
Carl Christensen	Ambulance-Reimb for ENMU Tuition	166.00
Chevron USA, Inc.	Gen-Fuel Card	46.33

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

High Plains Junior Rodeo Assoc	Lodgers Tax- High Plains Jr Rodeo 2015	1,095.00
Hobbs News-Sun	Lodgers Tax- Adverting Gala Foundation for Arts	234.00
James Hay	Police-Reimb Brush and Bath/Remoistru zing for Dar	40.00
KLEA Radio	Lodgers Tax- Advertising Lea theater fundraiser	316.39
KLEA Radio	Lodgers Tax Advertising for Farmer Market 6.18.15	400.00
Lea County Electric	Gen-Electric Bill for 5/15	22,321.09
Lea County Museum	Museum-Reimb of Blaine/Cardinals Sports/Chasing 3	783.67
Lovington Economic Development	Finance-4th quarter Funding 2015	12,500.00

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeeting - General
From 6/1/2015 Through 6/30/2015

Lovington Economic Development	Reimb LEDC-E Holguin ICSC Convention per Lea Co Agreement	5,000.00
New Mexico Gas Company	Gen-Utility Gas Bill 5/15	665.14
Noalmark Broadcasting Corp.	Lodgers Tax- EDC Adversting 5/9/15	614.17
Noalmark Broadcasting Corp.	Lodgers Tax- EDC Advertising 4/15- 5/15	384.53
Noalmark Broadcasting Corp.	Lodgers Tax- Lea Theater Advertisin for Foundation of arts	267.03
Noalmark Broadcasting Corp.	Lodgers Tax- Theater advertising for Foundation for the Arts	277.71
Phillips 66 Co.	Gen-Fuel Card for Travel 6/15	233.42
Shell Oil Co.	Gen-Fuel Card for Travel	20.63

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeeting - General
From 6/1/2015 Through 6/30/2015

Sonice Equipment Co.	Lea Theatre-Digital Conversion (50%)	59,715.04
Staples	Finance-Office Supplies	41.97
Staples	Recreation-Sandisk	111.96
Staples	Senior Center-Office Supplies	1,269.20
Staples	Senior Center-Office Supplis	58.33
Staples	Swimming Pool-Office Supplies	211.86
Staples Advantage	Judicial-HP 85A Toner	133.98
The Striping Company	Streets-50% Payment for Ave C Emergency Repairs	15,115.00
The Striping Company	Streets-50% payment for Ave J Emergency Repairs	5,950.00

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

The Striping Company	Streets-50% Payment for Madison & Commercial Emerg. Repairs	5,461.25
Tom's Sharp Shop	Recreation- Gravley O Turn	1,305.77
Visa	VISA JC 7334 5/15-Senior Center-Adobe Export PDF	25.10
Visa	Visa JW 9972- Fuel for Tahoe	10.00
Visa	Visa JW 9942- Monitor for Security System/Water Filter	304.39
Visa	Visa JW 9942- Lodging for Williams/Sierra Blanca 5 Nights/Fuel Lodging Fairfield Inn/Meals	965.20
VISA	VISA JW 9942 5/15-YC-Crafts for Summer Programs/TV Mount	791.33

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

Visa	VISA CAH 9934 5/15-amb towed/Gene Messer/Park Clip for phone/Vet KFC for Inmates/Police Meals for Training Los Lunas/J Lopez	478.07
Visa	Visa 8621 Org Trv 2 5/15- MVD Motel for Training	421.08
Visa	Visa 8621 org Trv 2-Ambl- Meals/Airport Parking fee	79.00
Visa	VISA 8621 ORG TRV 2 5/15-MVD Fuel/Meals for Training	309.82
Visa	Visa 7326 new travel- Meals/Gas/Lodg ing for Brock/Meredith for Training in Albuq	521.03

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

Visa	visa 7326 New Trav 5/15 gen- Gas and meals for Municipal Court Nellie/Monica for demonstration of the caselle software program.	95.39
Visa	VISA 8621- Library Meals, Lodging and Fuel-M Medellin	212.32
Visa	VISA 7334 JC 6/15-Harrah's Hotel/Las Vegas	84.00
Visa	Visa JW 9942- Spiderphone call for Planning	15.24
Visa	Visa JW 9942- Hyatt Albu/Commissi oners/Staff/Meal s for 6	1,525.22
Visa	Visa JW 9942- Finance-Fuel	82.17
visa	Visa JW 9942- Meridth-Adobe Acrobat Pro	472.01

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

VISA	Visa JW 9942 6/15 Parks Basketball backboards/Goal Mounts	599.96
Visa 9280 G Chapman	Visa 9280 G Chapman-Amb hotel/Food/Rem mt EMT Renewal	1,090.03
Visa 9280 G Chapman	Visa 9280 G Chapman-Youth Center Pizza board meeting/Vet Animal Control- Food/drinks for Inmate	166.09
Visa 9280 G Chapman	Visa 9280 G Chapman-Parks Battery/Pool Pampas/5 gal Texas sage	441.28
Visa	Visa 9280 G Chapman- Finance Elected official's Guide: internal Control	255.00
Visa 9280 G Chapman	VISA 9280 Gary Chapman 5/15-Meals/Gas M Medelin/Lib/trai ning Artesia	50.12

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeeting - General
From 6/1/2015 Through 6/30/2015

Visa 9280 G Chapman	Visa 9280 G Chapman- Passport to Payroll excellence meeting	169.00
Visa 9280 G Chapman	Visa 9280 G Chapman-Vet Supplies for Animals	56.52
Visa 9280 G Chapman	VISA 9280 G CHAPMAN 6/15-Youth Center Supplies for Summer Programs	422.19
Visa 9306 D Rodriguez	Water for Training	9.98
Visa 9306 D Rodriguez	VISA 9306 5/15- POLICE-Days Inn J Lopez To Los Luna	337.80
Visa/9306 Police	Visa 9306-Post Office/Binder/P aypal	168.27
Visa 9306/Police	Visa 9306- Amazon CID	64.97
Visa 9306 D Rodriguez	Visa 9306 Police 6/15 Meals/Sanchez/ Martinez to Albu	112.73

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - General
From 6/1/2015 Through 6/30/2015

Visa/Fire	Visa/Fire 9298- Priority Mail Expres/Santa Fe	19.99
Visa/Fire	Visa/Fire-9298- Tester Hose Pressure Washer	2,284.95
Visa/Fire	Visa/Fire 9298- Repair Charge for EMS2	471.87
Visa/Fire	Visa/FIRE 9298 EMS Region III	120.00
Visa/Fire	VISA/FIRE 9298 5/15-Amb- ELS instructor Essentials	178.00
Visa/Fire	VISA 9298 6/15- Wrecker Service	384.50
Windstream	Gen-Phone Bill 5/15	4,627.10
Windstream	Chamber of Commerce- Phone Bill 5/15	241.49
Windstream	Main-Phone Bill 5/15	134.93
Windstream	EDC-Phone Bill 6/15	<u>178.35</u>
GRAND TOTAL		<u><u>602,759.92</u></u>

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeeting - Water
From 6/1/2015 Through 6/30/2015

505 - Water & WasteWater

Vendor Name	Current Balance
A & L Plains Agricultural	1,805.00
Atco International	917.00
Blaine Industrial Supply	66.61
BMN Meter	1,057.45
Bob's Thriftway	160.77
C & S Motor Parts Co.	8.62
California Cont.	238.40
Cardinal Laboratories	112.15
Certified Laboratories	802.23
Control Design, Inc.	212.48
Copies, Inc.	487.71
Culligan Water	24.50
Dana Kepner Co.	36,223.60
DPC Industries Inc.	528.43
Forrest Tire Co.	13.41
Gebo Credit Corporation	149.99
Gempler's, Inc	925.90
General Welding Supply	85.00
Haarmeyer Electric	3,194.76
HD Supply Waterworks	649.45
Higginbotham-Bartlett	352.91
Industrial Muncipal	1,478.42
J & L Equipment	47,300.00
Johnnie's Floral & Gifts	101.89
Lovington Auto Supply	232.25
Master Printers	495.00
NXKEM Products	252.75
NXKEM USA, LLC	951.50

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - Water
From 6/1/2015 Through 6/30/2015

NXTEC Sales Group Inc.		279.71
Odessa Pumps &		1,246.45
P & D Petroleum, Inc		2,449.07
Phoenix Enterprises, Inc		2,048.76
Polydyne Inc.		1,008.00
Pro-Treat Power		263.70
Solid Waste Authority		7,720.49
Staples Advantage		213.47
Steel Depot-Hobbs		156.65
Taos HR Ganics		675.86
The Bee Man		427.26
Triple H Engine Service		84.40
Unifirst Corp.		273.09
Report Balance		<u>115,675.09</u>
AT&T Mobility	Water-Cellular Phone Bills 6/15	565.72
Lea County Electric	Water-Electric Bill 5/15	22,559.14
Miguel De La Cruz	WasteWater-Reimb Lunch/De La Cruz/Salmon/Lubboc k/Take Sample	23.49
New Mexico Gas Company	Water-Ulility Bill 5/15	228.54
Staples	WasteWater-Office Supplies	319.97

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - Water
From 6/1/2015 Through 6/30/2015

Visa	Visa 7326 New travl Water/Hotel/Meals for Ron/Ryan for Training	520.54
Visa	Visa 7326 new travl 5/15 WasteWater Compost Training Barry/Meals	122.84
Visa	Visa 7326 6/15 Wastewater-New Trvl Card Training in Espanola NM	350.92
Visa	Water-Public Works Director Job Ad APWA	395.00
Visa 9280 G Chapman	Visa GC 9280 5/15 WasteWater- Document Frame/Phone System	101.34
Visa 9280 G Chapman	VISA GC 9280 5/15 WasteWater-Gas	92.89
Waste Management of New Mexico	Solid Waste-Rolloffs for May 2015	9,619.27
Waste Management of New Mexico	Solid Waste-Polycart pickup 5/15 res \$66650.39 com \$59753.28	126,403.67

City of Lovington (New)
Summary A/P Ledger - A/P Summary CCMeting - Water
From 6/1/2015 Through 6/30/2015

Windstream	Water-Phone Bill	459.10
	5/15	

Windstream	WasteWater-Phone	<u>58.52</u>
	line fo Scada 6/15	

GRAND TOTAL	<u>277,496.04</u>
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