

**REGULAR MEETING OF THE CITY COMMISSION
MONDAY, JULY 22, 2013 @ 5:30 P.M.**

CITY COMMISSION CHAMBERS, 214 S. LOVE STREET

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

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

Not Present: Commissioner Trujillo

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

Invocation: Commissioner Gandy gave the invocation

Pledge of Allegiance: Commissioner Gandy led the pledge

Approval of Agenda: Mayor Drummond asked for a motion to approve the agenda as submitted. Commissioner Gandy so moved with the removal of the discussion of the Assistant City Manager Report. Commissioner Granath seconded. Motion was approved.

Approval of the Regular Minutes of July 8, 2013: Mayor Drummond asked for a motion for approval of the regular minutes of July 8, 2013. Commissioner Gandy so moved. Commissioner Benge seconded. Motion was approved.

NON-ACTION ITEMS:

Discussion of Governors Executive Order 2013-006: City Manager James Williams addressed the Commissioners stating that it was recently discovered that our Capital Outlay appropriation for \$350,000 for the second phase of the radio read water meter project has been placed on hold but the funds are not lost due to an Executive Order signed by the Governor on May 2, 2013. No official notification was given by the State. No contracts were in place. This was due to individuals not turning their audits in a timely manner. This is intended to correct all audit findings and internal controls. The auditors will be here in November. The auditors will provide their advice to the City and find a solution as well. No action was taken.

Discussion of Local Grant Road Funds Grant Agreement from NMDOT: City Manager James Williams addressed the Commissioners stating that the City received a Coop Agreement from NMDOT for Local Government Road Funds. This agreement will provide funding to the City of Lovington for the "Design, Construction, Reconstruction, Pavement Rehabilitation/Improvements, Blading and Shaping, Drainage Improvements, Misc. on various City roads". These funds are not tied directly to a project yet. We do have bad roads in town. Drainage is a significant issue. Mayor Drummond would like to use the funds towards rehabilitation because drainage does not happen often. Commissioners Gandy, Granath and Benge would like to use the funds for drainage. The estimated total cost for project is \$83,745. NMDOT will provide 75% funding (\$62,809) and the City share will be \$20,936. No action was taken.

Discussion of LEACO Tower Use Agreement: City Manager James Williams addressed the Commissioners stating that Leaco is requesting to use extra space on the City water towers to install wireless internet transmitting equipment. They have acquired new technology which will upgrade their wireless internet and potentially allow for more customers to use this service. Leaco wishes to perform a 90 day customer use test utilizing the Ave R tower. If the test is successful and they decide to deploy the service, they would like to pursue leasing space on other city owned locations in Lovington. The potential increase of income would be \$600 per month in tower rent or an exchange of services. Commissioner Bengé had a concern on the size of fiber to the Public Library as they have heavy use daily. No action taken.

ACTION ITEMS:

Consideration of Approval to Advertise Water Turn-Off Policy: Mayor Drummond called for a motion to approve to advertise the water turn off policy. City Manager Williams mentioned that staff will be mailing out the policy with each water bill next week. In addition, this policy will be advertised in the newspaper, published on the website, and a copy provided to individuals when they pay their bill at the City Hall. If the policy is approved, it will go into effect September 1, 2013. The purpose is to reduce inactive and charge off accounts. Commissioner Granath so moved. Commissioner Bengé seconded. Motion was approved.

Consideration of Approval of Ordinance 511- Planning & Zoning Commission Membership: Mayor Drummond called for a motion to approve ordinance 511. City Manager Williams mentioned that this ordinance has been published in the newspaper. No public comment has been received by City Hall staff. This ordinance was modified to incorporate the language "...own real property within the City or reside within a five mile radius of the corporate boundaries of Lovington". Commissioner Bengé so moved. Commissioner Gandy seconded. Motion was approved.

Consideration of Approval of Grant Contract between City of Lovington & J. F. Maddox Foundation: Mayor Drummond called for a motion to approve the Grant Contract from J. F. Maddox. City Manager Williams stated that the City was awarded funds through J. F. Maddox Foundation for a project that will enhance the landscaping of the exterior of the Lovington Aquatic Center. The Foundation will make payment to the City of Lovington of 70% of actual expenses, not to exceed a total maximum amount of \$15,000. Once this contract is approved, the project can begin. The project will begin right after the pool closes. The pool will have a sign to direct the right directions. The required completion date is November 30, 2013. The City's portion is \$6,504. The total project cost is \$21,504. Commissioner Bengé so moved. Commissioner Gandy seconded. Motion was approved.

Consideration of Approval of Resolution 072213-01- 2013-2014 Budget Adoption: Mayor Drummond called for a motion to approve Resolution 072213-01 Budget Adoption. City Manager Williams stated that NMDFA has approved the City's interim budget. The final approval of the 2013-2014 City's budget requires adoption of resolution 072213-01. Finance Director Stephens stated that the expenditures & revenues did not change. Commissioner Gandy so moved. Commissioner Granath seconded. Motion was approved.

Consideration of Approval of Resolution 072213-02-Southeastern New Mexico Economic Development District/Council of Governments: Mayor Drummond called for a motion to approve resolution 072213-02 SNMEDD/COG. City Manager Williams stated that this resolution will authorize the City's agreement with SNMEDD and the annual dues are \$2,652. Commissioner Gandy so moved. Commissioner Granath seconded. Motion was approved.

PUBLIC COMMENT: John Graham addressed the Commissioners about a problem spot that has been an issue for 2 years between Love Street and Commercial on Washington. A ditch was covered with dirt and it's still a bad spot. Jacob Lujan addressed the Commissioners requesting permission to have a community tent revival on the Northeast corner of Ave D on August 19-24, 2013 and at the Chaparral Park in October 2013. Mayor Drummond commented to him that they cannot make a decision at the moment due to it not being an action item on the agenda. Mayor Drummond asked City Manager Williams to add his requests on the next regular meeting.

CLOSED SESSION:

At 6:00 p.m., Commissioner Granath moved to adjourn Regular Session and convene in Closed Session Pursuant to Section 10-15-1 NMSA 1978, Subsection H-7-Discussion of threatening or pending litigation. Commissioner Gandy seconded and a roll call vote was taken: Mayor Drummond, aye; Commissioner Bengé, aye; Commissioner Granath, aye; and Commissioner Gandy, aye.

At 6:15 p.m., Commissioner Granath moved to adjourn Closed Session and reconvene in Regular Session stating that matters discussed were limited only to those specified in the Motion and no action was taken. Commissioner Gandy seconded and a roll call vote was taken: Mayor Drummond, aye; Commissioner Bengé, aye; Commissioner Granath, aye; and Commissioner Gandy, aye.

WORK SESSION:

Discussion of technology Use by Commission & Staff: City Manager Williams addressed the Commissioners about the use of the new technology. Mr. Williams provided instructions on how to use the tablet computers (Ipads) to the Commissioners. These devices will be utilized to provide information to Commissioners at meetings and access to a computer as they carry out City business.

OTHER: City Manager Williams mentioned to the Commissioners that the MVD sign will be in on Thursday. Mr. Williams reminded the Commission about the NMML Conference in Taos, NM in August. Commissioner Granath will not be attending the meeting. Commissioner Bengé will try to make it to the meeting. Fire Chief Terrance Lizardo mentioned about the National Weather Meeting on Wednesday, July 24, 2013 at 7:00 p.m. at the Troy Harris Center.

ADJOURNMENT:

There being no further business the meeting adjourned at 6:55 p.m.

APPROVED: _____
DIXIE DRUMMOND, MAYOR

ATTEST: _____
CAROL ANN HOGUE, CITY CLERK

**CALLED MEETING OF THE CITY COMMISSION
MONDAY, JULY 22, 2013 @ 7:00 P.M.
CITY COMMISSION CHAMBERS, 214 S. LOVE STREET**

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

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

Not Present: Commissioner Trujillo

Call to Order: The meeting was called to order by Mayor Drummond at 7:00 p.m.

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

ACTION ITEMS:

Consideration of Approval of Restaurant Beer & Wine License for MUY Pizza, LLC dba Pizza Hut, 602 S. Main St, Lovington, NM: Mayor Drummond called for a motion to approve the Beer & Wine License for MUY Pizza, LLC dba Pizza Hut. Commissioner Bengé asked if there was anyone representing Pizza Hut but no representative was present at the meeting. Commissioner Gandy so moved. Commissioner Granath seconded. Motion was approved.

PUBLIC COMMENT: None

ADJOURNMENT:

There being no further business the meeting adjourned at 7:06 p.m.

APPROVED: _____
DIXIE DRUMMOND, MAYOR

ATTEST: _____
CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Judicial Complex Update
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: July 30, 2013

STAFF SUMMARY:

Lea County conducted a workshop with their Board of Commissioners on July 25, 2013. Staff desire to update the City Commission on what was discussed and other options to be considered.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Discussion only. Action may be required at a later date.

Department Head



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

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Discussion of Water Connection Fees
DEPARTMENT: Water Department
SUBMITTED BY: Wyatt Duncan, Water Foreman
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

In April of 2005, new water meter fees were established as listed on the attached sheet. Water department staff have brought to management attention the cost for 1" meters far exceeds what the connection fee is that we are currently charging.

Lovington Municipal Code 13.12.070 does allow for connection charges to be reviewed and updated on a quarterly basis in order to reimburse the City for the cost of providing such connections.

Water department staff have suggested increasing the water connection fee for 1" meters to \$1,000 in order to recoup the cost of the meter, staff time, and equipment use. Water department staff have also polled other surrounding communities to determine their current water connection fees (attached).

This change will only effect new connections. This will have no impact on the monthly water rates.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

Increase to water fund revenue.

ATTACHMENTS:

Current Water Connection Fees for Lovington and other communities.
Cost of materials for 1" meters

RECOMMENDATION:

Discussion only.

Department Head

City Manager

Current City of Lovington
Water Connection Fees

Meter Size	Current Connection Fee
1"	\$520.00
2"	\$2,050
3"	\$8,200
4"	\$9,975
5"	\$13,300

Other Community
1" Meter Connections

Community	Connection Fee
City of Artesia	\$509.26
City of Hobbs	\$1,200-\$1,300
City of Carlsbad	\$8,455.00

City of Lovington Meter Cost

Equipment	Cost
Tap Saddle	\$70.75
Adapters	\$105.00
Polypipe 10'	\$4.50
Curb stop	\$83.50
Meter Couplings	\$32.00
IPerl Meter	\$225.00
Meter Box with Lid	\$110.00
MXU Radio	\$185.00
TOTAL	\$815.75

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: August 12, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Select Voting Delegate and Alternate for NMML Conference
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

The NMML will be conducting its annual business meeting on Thursday, August 29 in Taos. The Commission needs to choose one voting delgate and one alternate from the Commissioners who will be attending the conference.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

RECOMMENDATION:

Motion to appoint voting delegate and alternate.

Department Head



City Manager

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Resolution 081213-01 - Budget Increases
DEPARTMENT: Finance
SUBMITTED BY: Mashell Stephens, Finance Director
DATE SUBMITTED: August 7, 2013

STAFF SUMMARY:

The Finance Department has prepared this resolution for Commission adoption for needed budget increases. The budget increases are necessary due to the increase in revenues, unanticipated expenses with cash on hand, and grant funds that were received.

FISCAL IMPACT:

REVIEWED BY: Mashell Stephens
(Finance Director)

Details are attached.

ATTACHMENTS:

Resolution 081213-01

RECOMMENDATION:

Motion to adopt Resolution 081213-01

Mashell Stephens

Department Head

[Signature]
City Manager

CITY OF LOVINGTON

RESOLUTION 081213-01

WHEREAS, the City Commission of the City of Lovington meeting in regular session on August 12, 2013 did propose to make certain transfer(s); and

WHEREAS, the City Commission does ask that authorization for the following **BUDGETARY INCREASES** be granted:

<u>FUND / AND OR LINE ITEM INVOLVED</u>	<u>TO</u>	<u>FROM</u>
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SEE ATTACHED LISTING

WHEREAS, the reason for the above transfers are:

Due to an increase in revenues and due to unanticipated expenses with cash on hand available and due to grant funds received.

NOW, THEREFORE, it is respectfully requested that authorization to make the above transfers be granted by the Local Government Division of the Department of Finance and Administration.

Done at Lovington, New Mexico this 12th day of August, 2012.

CITY OF LOVINGTON

Dixie Drummond, Mayor

ATTEST:

Carol Ann Hogue, City Clerk

For Local Government Division Use Only

CITY OF LOVINGTON

BUDGET INCREASES

CITY OF LOVINGTON

BUDGET INCREASES

TO

FROM

GENERAL FUND - 101

47300-1210	Finance: Grant-State: MAP	241,761.00	
41000-1401	Recreation: Salary & Wages	24,012.00	
44010-1401	Recreation: Rep/Maint:Building/Structure	22,071.00	
45030-1401	Recreation: Professional Services	309.00	
46010-1401	Recreation: Supplies-Office,Field,Educ,Etc	6,513.00	
46020-1401	Recreation: Non-Capital Furn/Fixture/Equip	5,042.00	
47160-1401	Recreation: Utilities	4,478.00	
41000-1430	Swimming Pool: Salary & Wages	8,152.00	
46010-1430	Swimming Pool: Supplies-Office,Field,Educ,Etc	13,790.00	
41000-1620	Library: Salary & Wages	7,295.00	
41000-1640	Cemetery: Salary & Wages	18,998.00	
44040-1953	Police - Rep/Maint:Equipment/Vehicles	6,425.00	
Cash On Hand			358,846.00
TOTAL GENERAL FUND		358,846.00	358,846.00

SPECIAL REVENUE

**MULTI PURPOSE SENIOR
CITIZENS #219**

5200	Transfer Out	10,004.00	
Cash on Hand			10,004.00
TOTAL MULTIPURPOSE		10,004.00	10,004.00

LODGER'S TAX -214

47080-2201	Printing,Publishing,Advertising	18,706.00	
Cash on Hand			18,706.00
TOTAL LODGER'S TAX		18,706.00	18,706.00

ENTERPRISE FUNDS

AMBULANCE #509

41000-2010	Salary & Wages	53,082.00	
42010-2010	Employer's FICA-Reg & Medicare	953.00	
Cash on Hand			54,035.00
TOTAL AMBULANCE		54,035.00	54,035.00

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Resolution 081213-02 - Inter Budget Transfers
DEPARTMENT: Finance Department
SUBMITTED BY: Mashell Stephens
DATE SUBMITTED: August 7, 2013

STAFF SUMMARY:

The Finance Department has prepared Resolution 081213-02 for Commission adoption so inter budget transfers can be made. These transfers are necessary due to unanticipated expenses with available budgeted funds in line items. Funds will be transferred from other line items in which budgeted funds were not completely expended.

FISCAL IMPACT:

REVIEWED BY: Mashell Stephens
(Finance Director)

Details are attached.

ATTACHMENTS:

Resolution 081213-02

RECOMMENDATION:

Motion to adopt Resolution 081213-02

Mashell Stephens

Department Head

[Signature]
City Manager

CITY OF LOVINGTON

RESOLUTION 081213-02

WHEREAS, the City Commission of the City of Lovington meeting in regular session on August 12, 2013 did propose to make certain transfer(s); and

WHEREAS, the City Commission does ask that authorization for the following **INTER BUDGETARY TRANSFERS** be granted:

<u>FUND / AND OR LINE ITEM INVOLVED</u>	<u>TO</u>	<u>FROM</u>
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SEE ATTACHED LISTING

WHEREAS, the reason for the above transfers are:

Unanticipated expenses with available budget in other line items to cover such expenses

NOW, THEREFORE, it is respectfully requested that authorization to make the above transfers be granted by the Local Government Division of the Department of Finance and Administration.

Done at Lovington, New Mexico this 12th day of August, 2012.

CITY OF LOVINGTON

Dixie Drummond, Mayor

ATTEST:

Carol Ann Hogue, City Clerk

INTER BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
41000-0200	Judicial: Salary & Wages	3.00	
42010-0200	Judicial: Employer's FICA-Reg & Medicare		180.00
43020-0200	Judicial: Per Diem		2,080.00
43030-0200	Judicial: Transportation (Gas,Oil,Etc)	59.00	
44020-0200	Judicial: Maintenance:Contracts		621.00
44040-0200	Judicial: Rep/Maint:Equipment/Vehicles	849.00	
45030-0200	Judicial: Professional Services		370.00
46010-0200	Judicial: Supplies-Office,Field,Educ,Etc	538.00	
47020-0200	Judicial: Care of Prisoners	1,802.00	
41000-1010	Legislative: Salary & Wages	476.00	
42010-1010	Legislative: Employer's FICA-Reg & Medicare		476.00
42010-1012	MVD: Employer's FICA-Reg & Medicare	484.00	
43020-1012	MVD: Per Diem		788.00
43030-1012	MVD: Transportation (Gas,Oil,Etc)		412.00
44010-1012	MVD: Rep/Maint:Building/Structure	889.00	
44040-1012	MVD: Rep/Maint:Equipment/Vehicles	261.00	
45030-1012	MVD: Professional Services		252.00
46020-1012	MVD: Non-Capital Furn/Fixture/Equip	242.00	
47040-1012	MVD: Employee Training	59.00	
47070-1012	MVD: Postage & Mail Services		100.00
47080-1012	MVD: Printing,Publishing,Advertising		199.00
47150-1012	MVD: Telephone		184.00
41000-1210	Finance: Salary & Wages	19,694.00	
42010-1210	Finance: Employer's FICA-Reg & Medicare	2,881.00	
42030-1210	Finance: Retirement Contribution	25,698.00	
42050-1210	Finance: Insurance-Health Care	9,725.00	
42080-1210	Finance: Worker's Comp Assessment	416.00	
43020-1210	Finance: Per Diem		901.00
43030-1210	Finance: Transportation (Gas,Oil,Etc)	1,197.00	
44010-1210	Finance: Rep/Maint:Building/Structure		709.00
44020-1210	Finance: Maintenance:Contracts	97.00	
44030-1210	Finance: Rep/Maint:Grounds/Roadways	81.00	
44040-1210	Finance: Rep/Maint:Equipment/Vehicles		2,102.00
44900-1210	Finance: Other Maintenance	47.00	
45010-1210	Finance: Audit Contract	2,671.00	
45020-1210	Finance: Attorney Fees		58,462.00
45030-1210	Finance: Professional Services	38,273.00	
45900-1210	Finance: Other Contractual Services		32,327.00
45920-1210	Finance: Waste Management/Collections	74.00	
46010-1210	Finance: Supplies-Office,Field,Educ,Etc		1,322.00
46020-1210	Finance: Non-Capital Furn/Fixture/Equip	9,787.00	
46030-1210	Finance: Safety Equipment	331.00	
46040-1210	Finance: Uniform/Linen Expense	2,072.00	
46902-1210	Finance: Nutritional-Food Supplies	33.00	
47040-1210	Finance: Employee Training	2,360.00	
47060-1210	Finance: Insurance/Bonds-Non-Employee		9,566.00

INTER BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
47070-1210	Finance: Postage & Mail Services		797.00
47080-1210	Finance: Printing,Publishing,Advertising	22,861.00	
47090-1210	Finance: Property Tax Admn Fee		3,015.00
47120-1210	Finance: Rent Equipment & Machinery		234.00
47130-1210	Finance:Rent of Land/Building	313.00	
47140-1210	Finance: Subscriptons & Dues		9,995.00
47150-1210	Finance: Telephone	7,729.00	
47160-1210	Finance: Utilities		393.00
47210-1210	Finance: Worker's Comp Premium		30,407.00
47355-1210	Finance: Grant:Main St. Central Plaza	3,809.00	
49010-1210	Finance: Debt Service-Principal	81.00	
41000-1400	Parks: Salary & Wages	6,712.00	
42010-1400	Parks: Employer's FICA-Reg & Medicare	606.00	
43030-1400	Parks: Transportation (Gas,Oil,Etc)		119.00
44010-1400	Parks: Rep/Maint:Building/Structure		2,332.00
44030-1400	Parks: Rep/Maint:Grounds/Roadways		4,488.00
44040-1400	Parks: Rep/Maint:Equipment/Vehicles		5,934.00
44050-1400	Parks: Rep/Maint:Meters/Pumps		3,500.00
45030-1400	Parks: Professional Services	340.00	
46020-1400	Parks: Non-Capital Furn/Fixture/Equip		2,209.00
46030-1400	Parks: Safety Equipment	316.00	
47040-1400	Parks: Employee Training	239.00	
47080-1400	Parks: Printing,Publishing,Advertising	1,253.00	
47150-1400	Parks: Telephone	186.00	
47160-1400	Parks: Utilities	5,990.00	
48950-1400	Parks: Wells & Well Equipment	2,940.00	
41000-1401	Recreation: Salary & Wages		
42010-1401	Recreation: Employer's FICA-Reg & Medicare	1,848.00	
43030-1401	Recreation: Transportation (Gas,Oil,Etc)	685.00	
44030-1401	Recreation: Rep/Maint:Grounds/Roadways	1,275.00	
44040-1401	Recreation: Rep/Maint:Equipment/Vehicles	1,250.00	
45030-1401	Recreation: Professional Services	2,196.00	
46040-1401	Recreation: Uniform/Linen Expense	67.00	
47030-1401	Recreation: Claims,Settlements,Judgments	477.00	
47040-1401	Recreation: Employee Training		341.00
47080-1401	Recreation: Printing,Publishing,Advertising	1,105.00	
47120-1401	Recreation: Rent Equipment & Machinery		500.00
47150-1401	Recreation: Telephone		62.00
48020-1401	Recreation: Equipment & Machinery		8,000.00
41000-1430	Pool: Salary & Wages	4,209.00	
42010-1430	Pool: Employer's FICA-Reg & Medicare	946.00	
44010-1430	Pool: Rep/Maint:Building/Structure		4,379.00
44040-1430	Pool: Rep/Maint:Equipment/Vehicles		4,519.00
45030-1430	Pool: Professional Services	100.00	
46040-1430	Pool: Uniform/Linen Expense		237.00
47040-1430	Pool: Employee Training	460.00	
47080-1430	Pool: Printing,Publishing,Advertising	1,691.00	

INTER BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
47140-1430	Pool: Subscriptons & Dues	150.00	
47150-1430	Pool: Telephone		112.00
47160-1430	Pool: Utilities		2,643.00
48010-1430	Pool: Building & Structures	4,334.00	
41000-1440	Museum: Salary & Wages	7.00	
42010-1440	Museum: Employer's FICA-Reg & Medicare	1.00	
44040-1440	Museum: Rep/Maint:Equipment/Vehicles		336.00
46010-1440	Museum: Supplies-Office,Field,Educ,Etc		66.00
47070-1440	Museum: Postage & Mail Services	22.00	
47150-1140	Museum: Telephone		99.00
47160-1440	Museum: Utilities	471.00	
42010-1610	Sr Citizen: Employer's FICA-Reg & Medicare		1,236.00
43020-1610	Sr Citizen: Per Diem	883.00	
43030-1610	Sr Citizen: Transportation (Gas,Oil,Etc)		661.00
44010-1610	Sr Citizen: Rep/Maint:Building/Structure	4,687.00	
44020-1610	Sr Citizen: Maintenance:Contracts	116.00	
44040-1610	Sr Citizen: Rep/Maint:Equipment/Vehicles	1,683.00	
45010-1610	Sr Citizen: Audit Contract		600.00
45030-1610	Sr Citizen: Professional Services		1,026.00
45900-1610	Sr Citizen: Other Contractual Services		400.00
46903-1610	Sr Citizen: Nutritional-N.S.I.P.-Raw Food		559.00
47030-1610	Sr Citizen: Claims,Settlements,Judgments	455.00	
47040-1610	Sr Citizen: Employee Training	59.00	
47060-1610	Sr Citizen: Insurance/Bonds-Non-Employee	70.00	
47070-1610	Sr Citizen: Postage & Mail Services		315.00
47080-1610	Sr Citizen: Printing,Publishing,Advertising		1,014.00
47150-1610	Sr Citizen: Telephone		2,179.00
49020-1610	Sr Citizen: Debt Service-Interest	37.00	
41000-1620	Library: Salary & Wages	1,847.00	
42010-1620	Library: Employer's FICA-Reg & Medicare	403.00	
43020-1620	Library: Per Diem		500.00
43030-1620	Library: Transportation (Gas,Oil,Etc)		100.00
44010-1620	Library: Rep/Maint:Building/Structure		3,225.00
44020-1620	Library: Maintenance:Contracts		1,420.00
44040-1620	Library: Rep/Maint:Equipment/Vehicles		11,813.00
44900-1620	Library: Other Maintenance		1,242.00
45030-1620	Library: Professional Services	441.00	
46010-1620	Library: Supplies-Office,Field,Educ,Etc		1,209.00
46020-1620	Library: Non-Capital Furn/Fixture/Equip		635.00
46915-1620	Library: Library Books	4,243.00	
47040-1620	Library: Employee Training	775.00	
47050-1620	Library: Grants to Sub-Recipients	6,022.00	
47070-1620	Library: Postage & Mail Services		384.00
47080-1620	Library: Printing,Publishing,Advertising	253.00	
47140-1620	Library: Subscriptons & Dues	1,467.00	
47150-1620	Library: Telephone		592.00
47160-1620	Library: Utilities	637.00	

INTER BUDGET TRANSFERS

48010-1620	Library: Building & Structures	7,850.00	
48020-1620	Library: Equipment & Machinery		2,818.00
41000-1640	Cemetery: Salary & Wages	1,725.00	
42010-1640	Cemetery: Employer's FICA-Reg & Medicare	1,072.00	
43020-1640	Cemetery: Per Diem	185.00	
43030-1640	Cemetery: Transportation (Gas,Oil,Etc)	1,643.00	
44010-1640	Cemetery: Rep/Maint:Building/Structure		107.00
44030-1640	Cemetery: Rep/Maint:Grounds/Roadways		3,000.00
44040-1640	Cemetery: Rep/Maint:Equipment/Vehicles		705.00
45030-1640	Cemetery: Professional Services	57.00	
46010-1640	Cemetery: Supplies-Office,Field,Educ,Etc	100.00	
46040-1640	Cemetery: Uniform/Linen Expense		800.00
47030-1640	Cemetery: Claims,Settlements,Judgments	676.00	
47040-1640	Cemetery: Employee Training	329.00	
47080-1640	Cemetery: Printing,Publishing,Advertising	517.00	
47150-1640	Cemetery: Telephone		166.00
47160-1640	Cemetery: Utilities		1,527.00
48020-1640	Cemetery: Equipment & Machinery	1.00	
44010-1660	Vet/Animal Control: Rep/Maint:Building/Structure		1,827.00
44020-1660	Vet/Animal Control: Maintenance:Contracts	90.00	
44040-1660	Vet/Animal Control: Rep/Maint:Equipment/Vehicles	203.00	
46010-1660	Vet/Animal Control: Supplies-Office,Field,Educ,Etc	93.00	
46020-1660	Vet/Animal Control: Non-Capital Furn/Fixture/Equip	200.00	
47160-1660	Vet/Animal Control: Utilities	1,241.00	
41000-1953	Police: Salary & Wages	20,826.00	
42010-1953	Police: Employer's FICA-Reg & Medicare		2,042.00
43020-1953	Police: Per Diem		4,243.00
43030-1953	Police: Transportation (Gas,Oil,Etc)		23,977.00
44010-1953	Police: Rep/Maint:Building/Structure	7,302.00	
44020-1953	Police: Maintenance:Contracts		3,669.00
44900-1953	Police: Other Maintenance		879.00
45030-1953	Police: Professional Services	7,889.00	
46010-1953	Police: Supplies-Office,Field,Educ,Etc		1,794.00
46030-1953	Police: Safety Equipment		3,000.00
46040-1953	Police: Uniform/Linen Expense		515.00
47010-1953	Police: Communications/Repair		4,691.00
47030-1953	Police: Claims,Settlements,Judgments	5,699.00	
47040-1953	Police: Employee Training		419.00
47050-1953	Police: Grants to Sub-Recipients	6,961.00	
47060-1953	Police: Insurance/Bonds-Non-Employee	70.00	
47070-1953	Police: Postage & Mail Services		142.00
47080-1953	Police: Printing,Publishing,Advertising		888.00
47140-1953	Police: Subscriptions & Dues		1,210.00
47150-1953	Police: Telephone		4,234.00
47160-1953	Police: Utilities	106.00	
48020-1953	Police: Equipment & Machinery		1,440.00
48070-1953	Police: Vehicles	4,290.00	
41000-2000	Fire: Salary & Wages	5,379.00	
42010-2000	Fire: Employer's FICA-Reg & Medicare		47.00

INTER BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
43020-2000	Fire: Per Diem	571.00	
43030-2000	Fire: Transportation (Gas,Oil,Etc)		710.00
44010-2000	Fire: Rep/Maint:Building/Structure		1,223.00
44020-2000	Fire: Maintenance:Contracts	1.00	
44040-2000	Fire: Rep/Maint:Equipment/Vehicles		3,089.00
44900-2000	Fire: Other Maintenance		53.00
45030-2000	Fire: Professional Services	1,290.00	
46010-2000	Fire: Supplies-Office,Field,Educ,Etc	985.00	
46020-2000	Fire: Non-Capital Furn/Fixture/Equip		92.00
46030-2000	Fire: Safety Equipment		1,942.00
46040-2000	Fire: Uniform/Linen Expense		438.00
47010-2000	fire: Communications/Repair		1,548.00
47040-2000	Fire: Employee Training	224.00	
47070-2000	Fire: Postage & Mail Services		78.00
47080-2000	Fire: Printing,Publishing,Advertising	679.00	
47150-2000	Fire: Telephone	632.00	
47160-2000	Fire: Utilities		2,734.00
48070-2000	Fire: Vehicles	2,193.00	
44010-2002	Troy Harris: Rep/Maint:Building/Structure	1,680.00	
47160-2002	Troy Harris: Utilities		1,680.00
41000-2160	Street: Salary & Wages		
42010-2160	Street: Employer's FICA-Reg & Medicare		1,844.00
43020-2160	Street: Per Diem	18.00	
43030-2160	Street: Transportation (Gas,Oil,Etc)	2,271.00	
44010-2160	Street: Rep/Maint:Building/Structure	2,528.00	
44030-2160	Street: Rep/Maint:Grounds/Roadways		215.00
45030-2160	Street: Professional Services	3,097.00	
46010-2160	Street: Supplies-Office,Field,Educ,Etc	2,652.00	
46020-2160	Street: Non-Capital Furn/Fixture/Equip		2,000.00
46040-2160	Street: Uniform/Linen Expense	400.00	
46900-2160	Street: Other Supplies		3,034.00
47040-2160	Street: Employee Training	471.00	
47060-2160	Street: Insurance/Bonds-Non-Employee		250.00
47070-2160	Street: Postage & Mail Services		25.00
47080-2160	Street: Printing,Publishing,Advertising	949.00	
47150-2160	Street: Telephone	144.00	
47160-2160	Street: Utilities		2,873.00
48020-2160	Street: Equipment & Machinery		2,289.00
45900-2300	Eco Dev: Other Contractual Services		492.00
47150-2300	Telephone	492.00	
TOTAL GENERAL FUND		315,627.00	315,627.00

INTER BUDGET TRANSFERS

SPECIAL REVENUE

ACCOUNT #	TITLE	TO	FROM
EMS GRANT #206			
43020-2205	EMS Grant: Per Diem	587.00	
46010-2205	EMS Grant: Supplies-Office,Field,Educ,Etc		583.00
46020-2205	EMS Grant: Non-Capital Furn/Fixture/Equip		4.00
TOTAL EMS GRANT		587.00	587.00
FIRE PROTECTION GRANT #209			
43030-2202	Fire Grant: Transportation (Gas,Oil,Etc)		4,583.00
44010-2202	Fire Grant: Rep/Maint:Building/Structure	780.00	
44020-2202	Fire Grant: Maintenance:Contracts		1,182.00
44040-2202	Fire Grant: Rep/Maint:Equipment/Vehicles	6,202.00	
45030-2202	Fire Grant: Professional Services		3,826.00
46010-2202	Fire Grant: Supplies-Office,Field,Educ,Etc		6,332.00
46030-2202	Fire Grant: Safety Equipment	5,893.00	
47010-2202	Fire Grant: Communications/Repair	2,643.00	
47040-2202	Fire Grant: Employee Training		265.00
47140-2202	Fire Grant: Subscriptions & Dues	35.00	
47160-2202	Fire Grant: Utilities	385.00	
48020-2202	Fire Grant: Equipment & Machinery	250.00	
TOTAL FIRE PROTECTION GRANT		16,188.00	16,188.00
SPECIAL RECREATION #217			
41000-2150	Special Rec: Salary & Wages		2,070.00
42010-2150	Special Rec: Employer's FICA-Reg & Medicare		158.00
43030-2150	Special Rec: Transportation (Gas,Oil,Etc)		169.00
44010-2150	Special Rec: Rep/Maint:Building/Structure	5,334.00	
44040-2150	Special Rec: Rep/Maint:Equipment/Vehicles		442.00
44900-2150	Special Rec: Other Maintenance	46.00	
45030-2150	Special Rec: Professional Services	70.00	
46010-2150	Special Rec: Supplies-Office,Field,Educ,Etc		661.00
46020-2150	Special Rec: Non-Capital Furn/Fixture/Equip		587.00
47040-2150	Special Rec: Employee Training	159.00	
47080-2150	Special Rec: Printing,Publishing,Advertising		200.00
47120-2150	Special Rec: Rent Equipment & Machinery		150.00
47150-2150	Special Rec: Telephone	441.00	
47160-2150	Special Rec: Utilities		1,613.00
TOTAL SPECIAL RECREATION		6,050.00	6,050.00

INTER BUDGET TRANSFERS

**DESIGNATED
FRANCHISE #233**

ACCOUNT #	TITLE	TO	FROM
41000-2200	Salary & Wages	16.00	
42010-2200	Employer's FICA-Reg & Medicare		16.00
TOTAL DESIGNATED FRANCHISE		16.00	16.00

ENTERPRISE FUNDS

ACCOUNT #	TITLE	TO	FROM
SOLID WASTE #504			
41000-2140	Solid Waste: Salary & Wages	18,049.00	
42010-2140	Solid Waste: Employer's FICA-Reg & Medicare	1,381.00	
43020-2140	Solid Waste: Per Diem		500.00
43030-2140	Solid Waste: Transportation (Gas,Oil,Etc)		500.00
44010-2140	Solid Waste: Rep/Maint:Building/Structure		12,323.00
44040-2140	Solid Waste: Rep/Maint:Equipment/Vehicles		5,000.00
45030-2140	Solid Waste: Professional Services		18,890.00
45920-2140	Solid Waste: Waste Management/Collections		
46010-2140	Solid Waste: Supplies-Office,Field,Educ,Etc		1,150.00
46040-2140	Solid Waste: Uniform/Linen Expense		299.00
47040-2140	Solid Waste: Employee Training		300.00
47080-2140	Solid Waste: Printing,Publishing,Advertising	184.00	
47150-2140	Solid Waste: Telephone		302.00
47160-2140	Solid Waste: Utilities	4,223.00	
48020-2140	Solid Waste: Equipment & Machinery	15,427.00	
TOTAL SOLID WASTE		39,264.00	39,264.00

WATER #505

ACCOUNT #	TITLE	TO	FROM
41000-2125	Water: Salary & Wages	10,564.00	
42010-2125	Water: Employer's FICA-Reg & Medicare		50.00
42030-2125	Water: Retirement Contribution	2,555.00	
42050-2125	Water: Insurance-Health Care	10,882.00	
42080-2125	Water: Worker's Comp Assessment	59.00	
43020-2125	Water: Per Diem		3,635.00
43030-2125	Water: Transportation (Gas,Oil,Etc)		43.00
44010-2125	Water: Rep/Maint:Building/Structure		18,162.00
44020-2125	Water: Maintenance:Contracts		6,420.00
44030-2125	Water: Rep/Maint:Grounds/Roadways		300.00
44040-2125	Water: Rep/Maint:Equipment/Vehicles		13,465.00
44050-2125	Water: Rep/Maint:Meters/Pumps		146.00
44900-2125	Water: Other Maintenance		304.00
45030-2125	Water: Professional Services	415.00	
45935-2125	Water: Lab Fees	118.00	
46010-2125	Water: Supplies-Office,Field,Educ,Etc	53,296.00	
46020-2125	Water: Non-Capital Furn/Fixture/Equip	500.00	
46025-2125	Water: Water Meters		4,778.00
46030-2125	Water: Safety Equipment		52.00
46040-2125	Water: Uniform/Linen Expense		800.00

INTER BUDGET TRANSFERS

46900-2125	Water: Other Supplies		5,920.00
47030-2125	Water: Claims,Settlements,Judgments	5.00	
47040-2125	Water: Employee Training		1,850.00
47060-2125	Water: Insurance/Bonds-Non-Employee	6,652.00	
47070-2125	Water: Postage & Mail Services		19,958.00
47080-2125	Water: Printing,Publishing,Advertising	1,500.00	
47120-2125	Water: Rent Equipment & Machinery		1,042.00
47140-2125	Water: Subscriptions & Dues	667.00	
47150-2125	Water: Telephone		1,804.00
47160-2125	Water: Utilities	49,508.00	
47205-2125	Water: Water Conservation Fee		22,167.00
47210-2125	Water: Worker's Comp Premium		20,703.00
47215-2125	Waste: CashShort		100.00
47370-2125	Water: Legislative Funding		
48020-2125	Water: Equipment & Machinery	3,493.00	
48950-2125	Water: Wells & Well Equipment	9,346.00	
49010-2125	Water: Debt Service-Principal		16,729.00
49020-2125	Water: Debt Service-Interest		11,132.00
TOTAL WATER		149,560.00	149,560.00

WasteWater # 505

ACCOUNT #	TITLE	TO	FROM
41000-2130	Wastewater: Salary & Wages	4,376.00	
42010-2130	Wastewater: Employer's FICA-Reg & Medicare		357.00
43020-2130	Wastewater: Per Diem		1,605.00
43030-2130	Wastewater: Transportation (Gas,Oil,Etc)	835.00	
44010-2130	Wastewater: Rep/Maint:Building/Structure		1,022.00
44030-2130	Wastewater: Rep/Maint:Grounds/Roadways	503.00	
44040-2130	Wastewater: Rep/Maint:Equipment/Vehicles	32,788.00	
44050-2130	Wastewater: Rep/Maint:Meters/Pumps		16,840.00
45030-2130	Wastewater: Professional Services	13,484.00	
46010-2130	Wastewater: Supplies-Office,Field,Educ,Etc	4,344.00	
46040-2130	Wastewater: Uniform/Linen Expense		616.00
47030-2130	Wastewater: Claims,Settlements,Judgments		1,000.00
47040-2130	Wastewater: Employee Training		731.00
47070-2130	Wastewater: Postage & Mail Services		7,600.00
47080-2130	Wastewater: Printing,Publishing,Advertising	348.00	
47120-2130	Wastewater: Rent Equipment & Machinery	8,594.00	
47140-2130	Wastewater: Subscriptions & Dues		213.00
47150-2130	Wastewater: Telephone		101.00
47160-2130	Wastewater: Utilities		16,687.00
48070-2130	Wastewater: Vehicles		3,500.00
48950-2130	Wastewater: Wells & Well Equipment		15,000.00
TOTAL WASTEWATER		65,272.00	65,272.00

INTER BUDGET TRANSFERS

AMBULANCE #509

ACCOUNT #	TITLE	TO	FROM
42010-2010	Ambulance: Employer's FICA-Reg & Medicare	2,736.00	
43020-2010	Ambulance: Per Diem	2,519.00	
43030-2010	Ambulance: Transportation (Gas,Oil,Etc)	8,649.00	
44040-2010	Ambulance: Rep/Maint:Equipment/Vehicles	5,898.00	
45030-2010	Ambulance: Professional Services		2,338.00
45900-2010	Ambulance: Other Contractual Services	5,762.00	
46010-2010	Ambulance: Supplies-Office,Field,Educ,Etc		20,585.00
46020-2010	Ambulance: Non-Capital Furn/Fixture/Equip		461.00
46040-2010	Ambulance: Uniform/Linen Expense		805.00
47010-2010	Ambulance: Communications/Repair		1,500.00
47040-2010	Ambulance: Employee Training	3,473.00	
47070-2010	Ambulance: Postage & Mail Services		2,964.00
47080-2010	Ambulance: Printing,Publishing,Advertising	2,185.00	
47140-2010	Ambulance: Subscriptions & Dues		320.00
47150-2010	Ambulance: Telephone	751.00	
48020-2010	Ambulance: Equipment & Machinery		3,000.00
Total AMBULANCE		31,973.00	31,973.00

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Resolution 081213-03 - Intra Budget Transfers
DEPARTMENT: Finance
SUBMITTED BY: Mashell Stephens, Finance Director
DATE SUBMITTED: August 7, 2013

STAFF SUMMARY:

The Finance Department has prepared Resolution 081213-02 for Commission adoption so intra budget transfers can be made. These transfers are necessary due to unanticipated expenses with available budgeted funds in line items in various budgets. Funds will be transferred from funds in which budgeted funds were not completely expended.

FISCAL IMPACT:

REVIEWED BY: Mashell Stephens
(Finance Director)

Detail is attached.

ATTACHMENTS:

Resolution 081213-03

RECOMMENDATION:

Motion to adopt Resolution 081213-03

Mashell Stephens

Department Head

[Signature]
City Manager

CITY OF LOVINGTON

RESOLUTION 081213-02

WHEREAS, the City Commission of the City of Lovington meeting in regular session on August 12, 2013 did propose to make certain transfer(s); and

WHEREAS, the City Commission does ask that authorization for the following **INTRA BUDGETARY TRANSFERS** be granted:

<u>FUND / AND OR LINE ITEM INVOLVED</u>	<u>TO</u>	<u>FROM</u>
---	-----------	-------------

SEE ATTACHED LISTING

WHEREAS, the reason for the above transfers are:

Unanticipated expenses with available budget in other line items to cover such expenses

NOW, THEREFORE, it is respectfully requested that authorization to make the above transfers be granted by the Local Government Division of the Department of Finance and Administration.

Done at Lovington, New Mexico this 12th day of August, 2012.

CITY OF LOVINGTON

Dixie Drummond, Mayor

ATTEST:

Carol Ann Hogue, City Clerk

INTRA BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
45030-0200	Judicial: Professional Services		699.00
46020-0200	Judicial: Non-Capital Furn/Fixture/Equip		1,800.00
47070-0200	Judicial: Postage & Mail Services		50.00
47080-0200	Judicial: Printing,Publishing,Advertising		100.00
47140-0200	Judicial: Subscriptions & Dues		111.00
47150-0200	Judicial: Telephone		788.00
47200-0200	Judicial: Indigent Claims		1,500.00
41000-1000	Executive: Salary & Wages		109,776.00
42010-1000	Executive: Employer's FICA-Reg & Medicare		8,556.00
41000-1010	Legislative: Salary & Wages	5,847.00	
41000-1012	MVD: Salary & Wages	11,100.00	
44010-1012	MVD: Rep/Maint:Building/Structure	1,029.00	
44900-1012	MVD: Other Maintenance	3,823.00	
46010-1012	MVD: Supplies-Office,Field,Educ,Etc	923.00	
47160-1012	MVD: Utilities	2,699.00	
41000-1209	Code Enforcement: Salary & Wages	9,052.00	
42010-1209	Code Enforcement: Employer's FICA-Reg & Medicare	693.00	
41000-1210	Finance: Salary & Wages	28,994.00	
47030-1210	Finance: Claims,Settlements,Judgments	61,165.00	
47355-1210	Finance: Grant:Main St. Central Plaza	3,000.00	
48010-1210	Finance: Building & Structures	51,809.00	
43030-1400	Parks: Transportation (Gas,Oil,Etc)		1,614.00
46010-1400	Parks: Supplies-Office,Field,Educ,Etc		4,988.00
47070-1400	Parks: Postage & Mail Services		50.00
47120-1400	Parks: Rent Equipment & Machinery		350.00
48020-1400	Parks: Equipment & Machinery		4,042.00
44010-1440	Museum: Rep/Maint:Building/Structure		1,195.00
44040-1440	Museum: Rep/Maint:Equipment/Vehicles		164.00
41000-1610	Sr Citizen Center: Salary & Wages		10,017.00
43030-1610	Sr Citizen Center: Transportation (Gas,Oil,Etc)		1,473.00
44900-1610	Sr Citizen Center: Other Maintenance		3,177.00
46010-1610	Sr Citizen Center: Supplies-Office,Field,Educ,Etc		2,216.00
46020-1610	Sr Citizen: Non-Capital Furn/Fixture/Equip		1,546.00
46900-1610	Sr Citizen Center: Other Supplies		5,995.00
46901-1610	Sr. Citizen Center: Nutritional-Supplies		5,725.00
46902-1610	Sr Citizen Center: Nutritional-Food Supplies		8,429.00
47160-1610	Sr Citizen Center: Utilities		6,213.00
44010-1660	Vet/Animal Control: Rep/Maint:Building/Structure		25,632.00
44040-1953	Police: Rep/Maint:Equipment/Vehicles	46,690.00	
47030-1953	Police: Claims,Settlements,Judgments	34,113.00	
46030-2000	Fire: Safety Equipment		5,956.00
44010-2202	Troy Harris Center: Rep/Maint:Building/Structure		
44900-2202	Troy Harris Center: Other Maintenance		1,109.00
46010-2202	Troy Harris Center: Supplies-Office,Field,Educ,Etc		1,492.00
47160-2202	Troy Harris Center: Utilities		1,423.00
41000-2160	Street: Salary & Wages		21,375.00
44040-2160	Street: Rep/Maint:Equipment/Vehicles		9,575.00
48020-2160	Street: Equipment & Machinery		3,296.00
44010-2235	Denton Bldg: Rep/Maint:Building/Structure		666.00

INTRA BUDGET TRANSFERS

ACCOUNT #	TITLE	TO	FROM
GENERAL FUND #101			
44040-2235	Denton Bldg: Rep/Maint:Equipment/Vehicles		435.00
44900-2235	Denton Bldg: Other Maintenance		1,699.00
46010-2235	Denton Bldg: Supplies-Office,Field,Educ,Etc		1,062.00
47160-2235	Denton Bldg: Utilities		635.00
45900-2300	Economic Development: Other Contractual Services		8.00
46010-2300	Economic Development: Supplies-Office,Field,Educ,Etc		500.00
46020-2300	Economic Development: Non-Capital Furn/Fixture/Equip		5,000.00
47140-2300	Economic Development: Subscriptions & Dues		500.00
TOTAL GENERAL FUND		260,937.00	260,937.00

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Grave Digging Contract
DEPARTMENT: City Clerk
SUBMITTED BY: Carol Ann Hogue
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

The City produced an RFP for grave digging services. This contract will be in place for three years, with the ability of the City to extend for one additional year. Bids were opened at 2 p.m. on July 31, 2013. The City only received one bid for these services. This bid was received from D & T Backhoe, Inc.

FISCAL IMPACT:

REVIEWED BY: Mashed Stephens
(Finance Director)

Baby Interment: \$150.00
Regular Interment: \$400.00
Cremation Interment: \$150.00
Indigent Interment: \$400.00
Holiday: \$400.00 additional

ATTACHMENTS:

Bid Summary
D&T Backhoe Bid Form

RECOMMENDATION:

Motion to award contract to D&T Backhoe, Inc.

Department Head

Mashed Stephens
City Manager

BID / PROPOSAL OPENING

Date: July 31, 2013

Time: 2:00 p.m.

Bid Name: Grave Digging Services

Bidder: D&T Backhoe

Amount: Attached

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

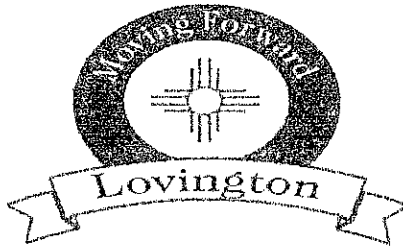
Present for Bid Opening:

Marshell Stephens

Shannon Lester

Johnny Decker

Imelda Gutierrez



BID FORM
GRAVE DIGGING CONTRACT

Name of Bidder W&T Backhoe
Name of Company (if applicable) _____
Date: 1-23-13

1. Prices for the following, including vault:

Baby Interment \$ 150⁰⁰ Holiday \$ 500⁰⁰ extra
Regular Interment \$ 400⁰⁰ Holiday \$ _____
Cremation Interment \$ 150⁰⁰ Holiday \$ _____
Indigent Interment \$ 400⁰⁰

2. List pertinent equipment

580 Case Backhoe, Ford Dumptruck

Who will actually perform work?

Name Wale Deylop, Homero Martinez
Jimmy Deylop

3. Have you or your employee(s) excavated earth for human grave digging purposes? Yes No _____ If yes, list years or months of experience 26 years If no, what similar excavation experience have you had? _____

- 4. Attach Copy of CDL
- 5. Attach Copy of Excavator's License
- 6. Attach Copy of City of Lovington Business License

Signature of authorized bidder representative Jimmy Deylop



CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Uniform Cleaning Bid
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

The City produced an RFP for a two year contract for Fire and Police Uniform Cleaning. The bid opening was held on July 31, 2013 at 2 p.m. There were only two

Bids received:

Parkway Cleaners \$2.50/pant, \$2.50/shirt

Hobbs Cleaners \$4.25/pant, \$4.10/shirt

FISCAL IMPACT:

REVIEWED BY: *Marshall Stephens*
(Finance Director)

Based on approximate number of shirts and pants per month:

Parkway Cleaners: \$10,500 annually

Hobbs Cleaners: \$17,580 annually

Each department has funding budgeted for this service.

ATTACHMENTS:

Bid Summary Sheet

RECOMMENDATION:

Motion to approve awarding contract to Parkway Cleaners

Department Head

[Signature]

City Manager

BID / PROPOSAL OPENING

Date: July 31, 2013

Time: 2:00 p.m.

Bid Name: Uniform Cleaning-Police & Fire Departments

Bidder: Hobbs Cleaners

Amount: \$ 4.25^{ea}/pants
\$ 4.10^{ea}/shirts

Bidder: Parkway Cleaners

Amount: \$ 2.50^{ea}/pants
2.50^{ea}/shirts

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Bidder: _____

Amount: _____

Present for Bid Opening:

Shannon Lutz

Mashed Stephens

Emelda Gutierrez

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM



MEETING DATE: August 12, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of City and Lea County Agreement
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

The Lea County Commission approved the Housing Production Services Incentive Agreement between the City of Lovington and Lea County at their July 25, 2013 regular meeting.

Key Points:

- This agreement provides an additional \$450,000 in funding for the LEDA housing incentives.
- The County will reimburse the the City 50% of the payment to a developer, up to a maximum of \$3,000 per completed housing unit.

FISCAL IMPACT:

REVIEWED BY: Mashed Stephens
(Finance Director)

Additional \$450,000 to support housing development incentive program.

ATTACHMENTS:

City and County Agreement

RECOMMENDATION:

Motion to approve.

Department Head


City Manager

HOUSING PRODUCTION SERVICES INCENTIVE AGREEMENT
Between
LEA COUNTY & CITY OF LOVINGTON, NM

This agreement (“Agreement”) is made this _____ day of _____, 2013 between Board of County Commissioners of Lea County, New Mexico (“County”) and the City of Lovington (“City”), a local political subdivision of the State of New Mexico.

RECITALS

WHEREAS, the purpose of the Local Economic Development Act, NMSA 1978 Section 5-10-1 through Section 5-10-13 (2007)(“LEDA”), is to provide “public support for economic development to foster, promote and enhance local economic development efforts...”; and

WHEREAS, the City has adopted LEDA by Ordinance No. _____, which established the City of Lovington Economic Development Act Plan that promotes development within the City; and

WHEREAS, the City has a housing shortage that hinders and delays economic development in the City; and

WHEREAS, in an effort to aid economic development, additional new or renovated, rental or for sale, family homes are needed in the City; and

WHEREAS, the City and the County have determined that for the continued economic viability of the City and County the development of new housing is of primary importance; and

WHEREAS, “housing” is defined as a permanently constructed/installed, rental or for sale development in the City, in any combination of modular, manufactured, or site built; and

WHEREAS, the City has issued a Request For Proposals for Housing Production Services – Additional Housing (RFP No. 011513) (“RFP”) in an effort to increase the supply of additional family housing units for the citizens of the City; and

WHEREAS, the purpose of the RFP is to provide financial incentives through the City LEDA, to assist with financing the public infrastructure to support housing development proposals; and

WHEREAS, the County desires to contribute funds, in accordance with this Agreement to the City to increase the amount of incentives available to housing development proposals.

NOW, THEREFORE, in consideration of the agreements and covenants contained herein the parties agree as follows:

AGREEMENT

1.0 COMPENSATION

County agrees to reimburse the City 50% of the City's payment to a developer under paragraph 2.0, up to a maximum of \$3,000 per completed housing unit. The maximum total funds the County will reimburse the City in accordance with this Agreement is \$450,000.

2.0 PAYMENT

The City agrees to reimburse developers who have been awarded financial incentives through the RFP up to \$6,000 of actual public infrastructure construction, installation, or improvement costs for each completed housing unit. The reimbursement shall be paid when the housing unit is complete and certificate of occupancy is issued. If the project proposal is for the construction of more than four (4) housing units, payment will be made after the completion of every four (4) housing units. City will provide payment to a developer as set forth in the RFP.

City, upon payment to the developer, shall submit to the County a certificate that the housing unit has been completed, a copy of the developer request for reimbursement, a list of actual costs for the construction, installation, or improvement of public infrastructure, and a copy of the City payment issued to the developer.

County shall provide reimbursement to City, in an amount determined under paragraph 1.0, within fifteen (15) days of County's receipt of all documentation required under this paragraph 2.0.

City shall be strictly accountable for receipts and disbursements relating hereto and shall make all relevant financial records available to County upon request.

3.0 TERM

This agreement is effective _____, 2013 and shall terminate on the earlier of; (i) December 31, 2015, or (ii) when budgeted funds for housing incentives are no longer available.

4.0. NOTICES; REPRESENTATIVES OF THE PARTIES

Any notice required to be given to either party by this Agreement. shall be in writing and shall be delivered in person, by courier service or by U.S. Mail, either first class or certified, return receipt requested, postage prepaid, as follows. The parties hereby designate the individuals named below as their representative responsible for overall administration of this Agreement.

To City:
Lovington City Hall
214 S. Love Street
Lovington, New Mexico 88260
Attn: James Williams, City Manager

To County:
Lea County Courthouse
100 North Main Street
Lovington, NM 88260
Attn: Mike Gallagher, County
Manager

5.0 LIABILITY.

No party shall be responsible for liability incurred as a result of the other party's acts or omissions. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act. City warrants and represents to County that City is authorized to use LEDA funds for the purposes of this Agreement, City agrees to indemnify and hold County harmless from any liability of any nature whatsoever in the event City cannot use LEDA funds for the purposes of this Agreement.

6.0 AMENDMENTS

This Agreement may be amended only by a written instrument signed by all the parties, and then only to the extent of such instrument.

7.0 GOVERNING LAW

This Agreement shall be governed by the laws of the State of New Mexico.

IN WITNESS WHEREOF, we have hereunto affixed our hands and seals this _____ day of _____, 2013.

**BOARD OF COUNTY COMMISSIONERS
OF LEA COUNTY, NEW MEXICO**

CITY OF LOVINGTON, NEW MEXICO

By: _____
Gregory H. Fulfer, Chairman

By: _____
Dixie Drummond, Mayor

ATTEST: Lea County Clerk

ATTEST: Lovington City Clerk

By: _____

By: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Lea County Attorney

By: _____
Lovington City Attorney

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: August 12, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Annual Report and Approval of Lovington EDC Funding
DEPARTMENT: Lovington EDC
SUBMITTED BY: Evelyn Holguin, Executive Director
DATE SUBMITTED: July 31, 2013

STAFF SUMMARY:

The Lovington EDC would like to provide the Commission a report on their activities for the past 12 months.

In addition, they are requesting \$50,000 in funding through the LEDA to support their operations.

FISCAL IMPACT:

REVIEWED BY: Marshall Stephens
(Finance Director)

\$50,000 obtained from LEDA. This level of funding from this source was utilized the previous fiscal year.

ATTACHMENTS:

Lovington EDC Request

RECOMMENDATION:

Motion to approve.

Department Head

ARW
City Manager



LOVINGTON
Economic Development Corporation

July 31, 2013

City Of Lovington Commissioners
213 S. Love
Lovington, NM 88260

Re: Funding for 2013-2014 fiscal year

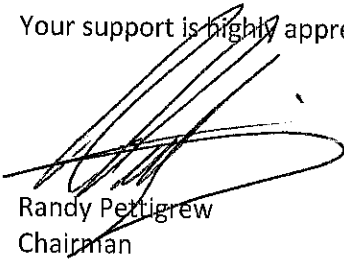
Many new and exciting things are happening in our organization and our community. The Lovington EDC would like to request funding for the fiscal year 2013-2014 in the amount of \$ 50,000.

The Lovington EDC has been working diligently to move forward with our organizations strategic planning- which is centered on Community Relationships, Specific Project Funding, Membership Development, Marketing and Planning. Currently, we are working on the following:

- Working with Developers for potential sites for Multi-Family and Affordable Residential Housing that will bring up 250+ new homes.
- Working with an Oilfield Company to locate on the Lovington Industrial Park that would create 10 new jobs.
- Working on a new website to better market Lovington and the surroundings.
- Created a Community Profile Brochure to help relocating/recruiting new business that will include all the services offered in Lovington (Hospitals, Schools, Restaurants, Lodging, Activities and Events, Shopping, and Quality of Life.)

At this time, we are currently working with a few applicants that have applied for LEDA funds that have grown up to over \$ 800 thousand dollars. Lovington is facing a unique opportunity to lay the groundwork for our future economic growth and vitality.

Your support is highly appreciated,



Randy Pettigrew
Chairman

Lovington Economic Development Corporation

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: August 12, 2013



TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Approval of Restrictive Covenants
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 1, 2013

STAFF SUMMARY:

Staff have completed the preparation of the restrictive covenants for the property at Jefferson and Main Street. The Commission approved this property to be sold through a competitive sealed bid process. Prior to advertising, these covenants will be filed.

Key Points:

- City will have right to repurchase if development has not begun within twelve months or development is not complete within 18 months.
- Development is limited to retail or restaurant operations.
- The land cannot be used for any type of residence, permanent, temporary or itinerant.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Restrictive and Protective Covenants
Notice of Sale advertisement

RECOMMENDATION:

Motion to approve.

Department Head



City Manager

Restrictive and Protective Covenants

KNOW ALL MEN BY THESE PRESENTS:

That the City of Lovington, a municipality of the State of New Mexico, being the owners in fee simple of the surface and surface rights of Lots 5 and 6 of Block 2 of the Original Lovington subdivision do hereby place the following restrictive and protective covenants upon all of said lots, which are covenants to run with the land and shall be binding upon all parties and persons claiming under them for a period of twenty-five (25) years, at which time said covenants shall be automatically extended for successive periods of ten (10) years, unless by a vote of the majority of the then owners of the lots, it is agreed to change said covenants in whole or in part.

- A. Right of Repurchase If Development (Permit and Construction) Has Not Started Within Twelve Month Period Following Closing Date.

Subject to the rights of any mortgagees under any mortgages on the Property, the City retains the right to repurchase the property, for the same price paid by the Purchaser, if purchaser has not begun development within twelve (12) months of the date of purchase, or if Purchaser defaults prior to completing development within eighteen (18) months following the closing date. Development is hereby defined as the Purchaser's completion of construction of the complete main building suitable to Purchaser's needs including on-site improvements of paved access street and parking areas, utility service lines, landscaping, and foundations. Upon compliance with the development responsibility of Purchaser and at Purchaser's request, the City shall provide a written, recordable release or certificate of compliance with this paragraph, and a waiver of its rights to re-purchase. In the event that the City does not exercise any right to repurchase the Property within three years of the date of such right arises, then that right to repurchase shall lapse and expire.

- B. Commercial development of this land is limited to the construction and operation of a retail business or restaurant.
- C. The tract(s) in the lot shall be known and described as commercial lots. No structure shall be erected, altered, placed, or permitted to remain on any commercial building plot to be used for single- or multi-family dwelling.
- D. No temporary or mobile living units, mobile homes, or recreational vehicles shall be placed on the property.
- E. No noxious or offensive trade or activity shall be carried on upon any lot nor shall anything be done thereon which may be, or may become, an annoyance to

the neighborhood, and none of the premises shall be used for residential or temporary living purposes of any kind.

- F. No trailer, basement, tent, shack, garage, barn, or other outbuilding erected in the tract shall at any time be used as a residence temporarily, or permanently, nor shall any structure of a temporary character be used as a residence.

If the parties hereto, or any of them, or their heirs of assigns, shall violate or attempt to violate any of the covenants herein, it shall be lawful for any person or persons owning any lot in the tract to prosecute any proceedings at law or in equity against the person or persons violating or attempting to violate any such covenant and either to prevent him or them from doing or to recover damages or other dues for such violation.

Invalidation of any one of these covenants by judgment of Court Order shall in no wise effect any of the other provisions which shall remain in full force and effect.

DATED this _____ day of _____, 2013.

CITY OF LOVINGTON
NEW MEXICO

ATTEST:

Carol Ann Hogue, City Clerk

Dixie Drummond, Mayor

STATE OF NEW MEXICO)

: SS

COUNTY OF LEA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013 by Dixie Drummond, Mayor of the City of Lovington, a municipality of the State of New Mexico, on behalf of the City of Lovington.

My commission expires:

Notary Public