



Clovis City Commission

Regular Meeting

~ Minutes ~

321 North Connelly St
Clovis, NM 88101
www.cityofclovis.org

Vicki Reyes

Thursday, January 18, 2018

5:15 PM

North Annex, Clovis-Carver Library

I – There was an Executive Session at 4:45 p.m., Thursday, January 18, 2018. The only topic of discussion was the acquisition or disposal of real property pursuant to NMSA 10-15-1 H(8).

II – PLEDGE OF ALLEGIANCE

Mayor Lansford called the meeting to order. Commissioner Clayton offered the prayer, which was followed by the Pledge of Allegiance and the Salute to the New Mexico flag.

III – OFFICIAL SALUTE TO THE NEW MEXICO FLAG: "I salute the flag of the State of New Mexico, the Zia symbol of perfect friendship among united cultures."

IV – ROLL CALL

Attendee Name	Title	Status	Arrived
Chris Bryant	Commissioner - District 4	Present	4:43 PM
Juan Garza	Mayor Pro Tempore	Present	4:37 PM
Fidel Madrid	Commissioner - District 3	Present	4:39 PM
David Lansford	Mayor	Present	4:41 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Absent	
Gary Elliott	Commissioner - District 2	Present	4:50 PM
Tom Martin	Commissioner - District 4	Present	4:41 PM
Ladona Clayton	Commissioner - District 1	Present	4:50 PM
Helen Casaus	Commissioner, District 3	Present	4:35 PM

V. APPROVAL OF AGENDA

RESULT: ADOPTED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Juan Garza, Mayor Pro Tempore

AYES: Bryant, Garza, Madrid, Elliott, Martin, Clayton, Casaus

ABSENT: Sandra Taylor-Sawyer

VI – APPROVAL OF MINUTES

1. Thursday, January 04, 2018

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Ladona Clayton, Commissioner - District 1

SECONDER: Helen Casaus, Commissioner, District 3

AYES: Bryant, Garza, Madrid, Elliott, Martin, Clayton, Casaus

ABSENT: Sandra Taylor-Sawyer

VII – RECOGNITION OF VISITORS

Mayor Lansford welcomed everyone to the meeting.

VIII – PROCLAMATIONS, AWARDS AND PRESENTATIONS

1. Presentation of Certificate of Recognition to JROTC Cadet Technical Sergeant Isaiah Hatfield

Mr. Heerding stated they are honoring cadet Isaiah Hatfield for his life saving actions on December 25th. Former fire Lt. Bill Baca stated he was extremely proud of ROTC/CERT Cadet Hatfield. Mayor Lansford presented Cadet Hatfield with a certificate of recognition.

IX – RECEIPTS OF PETITIONS AND COMMUNICATIONS

Ms. Melancon introduced Bryan Jones the new Purchasing Agent for the City of Clovis. He was previously Purchasing Agent for Clovis Municipal Schools. Mayor Lansford welcomed Mr. Jones.

X. CONSENT AGENDA

This item is placed on the agenda so that the Commission, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any proposal does not meet with the approval of all Commission members, or if a citizen so requests, that item will be heard when reached under the regular agenda.

1. Motion to place indicated items on the consent agenda by unanimous vote

Commissioner Madrid made a motion to place indicated items on the consent agenda by unanimous vote; Mayor Pro Tem Garza seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion passed unanimously.

2. Request for Approval of Resolution Number 2902-2018 DFA Budget Changes

These are the 2nd quarterly budget changes for the 2019 fiscal year from various departments that require City Commission approval and DFA (Department of Finance and Administration) approval.

These budget changes lower the cash reserve in the following funds:

Park Improvements (61) \$30,985; Designated Cash (63) \$30,000; Lodger's Tax Promotional Fund (78) \$82,341; Drainage (88) \$578,388

This item was approved under the consent agenda.

3. Request for Approval of Adoption of Resolution Number 2903-2018 Non DFA Budget Changes

These are budget changes from various departments that require City Commission approval.

There are no changes to cash reserve. Any increase in an expense category is offset by a decrease in an expense category in the same department. This item was approved under the consent agenda.

4. Request for Approval of Polling Places and Election Workers for the 2018 Municipal Election

Section 3-18-19C and 3-8-22 of the Municipal Election Code require the governing body to appoint a precinct board for each polling place by January 30, 2018 for the regular municipal election to be held March 6, 2018. This item was approved under the consent agenda.

5. Request for Approval of Budget Adjustment for Additional Items (Wish List) Not Listed in the Final Budget

Following the approval of the Final Budget and the implementation of the Compensation Study requests from departments were submitted for additional one time expenditures to be funded from Cash Reserves in excess of the required 1/12th.

General Fund expenditures include a new roof/HVAC system and completion of the remodel of City Hall will allow for more efficient heating and cooling, elimination of leaks and additional safety upgrades for the Finance department. Improvements to the parking areas at Building Safety and a new A/C unit in the building. The move of the Information Technology department to Friendship Center has allowed the Police Department the ability to expand their evidence area. Budgeting is requested for necessary remodel and addition of digital storage. The addition of an Office Specialist at the Animal Shelter will allow for officers to focus on other duties and allow for the ability to change the hours citizens can

visit the shelter. The Shop services the majority of the City owned vehicles and is in need of a new tire changer. Funding to hire a contractor to complete the trimming of trees in Hillcrest Park will allow Parks employees the ability to continue with necessary maintenance. Civil Defense is requesting funds for the repair and stucco resurfacing of the Emergency Operations Center building. Additional funding to complete the improvements to the Lyceum Theater and open the building to citizens.

Friendship Center is in need of remodeling of the bathrooms and the repair of an expansion joint in the dining area.

Waiver of the 1st year loan payment for the Aerial truck will allow the Fire Department to purchase other necessary equipment to reach the minimum required for ISO rating Class 2. The Class 2 rating would lower homeowner insurance premiums on a \$200,000.00 home by approximately \$200.00 each year.

Funding for a self-serve island/underground tanks/monitoring and fencing at the Airport. The new system will be FAA compliant and the new location will allow future expansion.

Replacement of a work truck for Ned Houk Park and a 72" mower for the Parks.

Funding for Library projects to include exterior lighting, security gates in the circulation area, restroom upgrades, new lobby flooring and new paint for the interior and exterior of the building.

Streets department is requesting the replacement of the Oil Distributor, Chip Spreader, Aerial Bucket Truck (the current one will be transferred to Parks), a metal storage building for the Traffic department. Sanitation is requesting 252 replacement side load containers for garbage service. Landfill is requesting the replacement of the "Beast" at the Landfill. Wastewater is requesting a replacement for a 2007 truck, upgrade to the Prince/Wilhite lift station, upgrades for the sample/flow meter and computer upgrades for the FOG and PLC.

Undesignated Cash	1,412,888.00	
Unbudgeted Forfeiture (to 12/31/17) no further funds	1,805,297.00	
Total available	3,218,185.00	
Budget change - salaries	(437,384.00)	
Discussed options		
Shooting Range	(400,000.00)	
Dredging of Colonial lakes	(250,000.00)	
Balance available for department needs	2,130,801.00	
CITY HALL - GENERAL FUND		
Roof and HVAC system	(500,000.00)	
Finance and Lobby Remodel	(54,873.00)	
POLICE DEPARTMENT - GENERAL FUND		
SOU - Evidence Room remodel	(35,218.50)	Share 50/50 See Fund 63 for balance
DIMS (storage of digital evidence)	(16,000.00)	Share 50/50 See Fund 63 for balance
FIRE DEPARTMENT - GENERAL FUND		
1st year loan payment - to allow for purchase of other needed equipment	(150,000.00)	

SHOP - GENERAL FUND

Auto Tire Changer (replacement) (8,500.00)

OLDER ADULTS DIVISION - FUND 05

Site improvements - Mealsite/bathrooms (60,000.00)

NED HOUK PARK - FUND 13

Work Truck w/6' Box (14,700.00) Share 50/50 See Fund 63 for balance

LIBRARY - FUND 14

Painting - Exterior/Interior (65,358.00)

BALANCE CASH RESERVE/FORFEITURE 1,226,151.50

Reverted funds 2017

BUILDING SAFETY - GENERAL FUND Department 201

Mitchell St - employee parking lot/ADA front parking area 65,000.00 \$271,000

A/C unit - south side of building 6,000.00

Subtotal **71,000.00**

PARKS - GENERAL FUND Department 801

Gravelly Z Turn Mower - 72" 16,500.00 \$440,000

EMERGENCY PREP - GENERAL FUND Department 1001

Stucco Building 4,601.00 \$50,000

LIBRARY - FUND 14 Department 1901

Exterior Lighting 4,850.00 \$65,547

Circulation desk security gates 1,500.00

Public Restrooms - upgrades 10,000.00

Lobby flooring 7,256.00

Subtotal **23,606.00**

Other Revenue Sources

POLICE DEPARTMENT

SOU - Evidence Room remodel 35,218.50 Fund 63 - Traffic Safety & Warrant

DIMS (storage of digital evidence) 16,000.00 Total available \$150,000.00

ANIMAL CONTROL

Office specialist 44,407.00 Fund 49 - Vet fund Total \$75,000.00

PARKS DEPARTMENT

Hillcrest Park tree trimming 90,000.00 Fund 61 cash reserve 404K

AIRPORT

Self serve island/underground tanks/
monitoring/fencing 200,000.00 Fund 65 cash reserve 1.1 mil

NED HOUK PARK - FUND 13 50/50 share Fund 63

Work Truck w/6' Box 14,700.00 Balance available \$23,000.00

SPECIAL STREETS - FUND 75

MAINTENANCE

Oil Distributor 165,000.00 Fund 60 cash reserve 873K

Chip Spreader 150,000.00

TRAFFIC

41' Aerial Bucket Truck - replacement (trsf old to Parks) 145,000.00 Fund 60 cash reserve 873K

Metal Building - storage 60,000.00

Total Fund 60 expenditures 520,000.00

LODGING TAX FUND 77

Lyceum operating funds - meet LEDA requirements 350,000.00 Fund 77 cash reserve 1.1 mil

SANITATION - FUND 2

Cash Reserves 1,828,697.00

Budget changes - salaries (76,145.00)

Available for Department requests 1,752,552.00

COLLECTIONS

Side Load Containers (252) 125,000.00

LANDFILL

Beast - Replacement 375,500.00

Cash Reserve Balance 1,252,052.00

WASTEWATER

Cash Reserves 3,389,927.00

Budget changes - salaries (22,925.00)

Available for Department requests 3,367,002.00

WASTEWATER

Pickup - replacement 2007 35,000.00

Lift station upgrade - Prince/Wilhite 30,000.00

Sample/flow meter upgrades 30,000.00

Computer upgrades (FOG & PLC) 35,000.00

Cash Reserve Balance 3,237,002.00

Fiscal Impact: General Fund (1) Cash Reserve and ICMA Forfeiture revenue \$904,650.00; Sanitation (Fund 2) Cash Reserve \$500,500.00; Wastewater (Fund 10) Cash Reserve \$130,000.00; Vet Fund (49) 44,407.00; Infrastructure Improvements (Fund 60) \$520,000.00; Park Improvements (Fund 61) \$90,000.00; Designated Cash (Fund 63) \$65,919.00; Capital Outlay (Fund 65) \$200,000.00; and Lodger's Tax (Fund 77) \$350,000.00

This item was approved under the consent agenda.

6. Request for Approval of Quarterly Lodger's Tax Disbursements, Don David

The Lodger's Tax Advisory Board met on January 5th, 2016 and made the following recommendations:

	Request	Recommended
Chamber of Commerce		
2017 Clovis Music Festival	\$26,200	\$21,000
Promotion of 2018 Pioneer Days	\$5,000	\$ 4,200
2018 Clovis Home & Garden Show	\$8,000	\$ 5,000
Force of One	\$15,500	\$ 8,000
CSA	\$15,000	\$15,000
Bobcat Boxing	\$4,000	\$ 3,000
Hillcrest Park Zoo website	\$2,200	table until next meeting
Gun Show	\$3,000	\$ 3,000
Curry County Mounted Patrol	\$20,000	\$15,000
Ultimate Calf Roping	\$12,000	\$12,000
TOTAL	\$110,900	\$ 86,200

This item was approved under the consent agenda.

7. Request for Approval of Fare-Free Rides for CATS Passengers for the 2018 Election Cycle

At the November 5, 2015 and the December 17, 2015 the Commission approved providing free transportation by CATS for voters residing within the city limits during the 2016 election cycle.

The city is asking for the same approval for early and election day voters for the 2018 Election cycle. Voters wishing to vote during the early voting period will be required to contact C.A.T.S. 24 hours in advance to schedule their transportation. Transportation on election day will not require 24 hours advance notice but would be appreciated by the department.

The service provided in 2016 allowed 12 people to vote during the three elections with the majority taking advantage of the service for the Primary. A breakdown of riders for each election is attached.

Regular Municipal Election dates:

Early voting at City Hall February 14, 2018 through March 2, 2018

Election day at 5 various polling sites on March 6, 2018

Primary Election dates:

Absentee In-Person at Curry County Administrative Annex May 8, 2018 through June 2, 2018

Early In-Person at Police Substation at North Plains Mall May 19, 2018 through June 2, 2018

Primary Election at 4 various polling sites on June 5, 2018

General Election dates:

Absentee In-Person at Curry County Administrative Annex October 9, 2018 through November 3, 2018

Early In-Person at Police Substation at North Plains Mall October 20, 2018 through November 3, 2018

Primary Election at 4 various polling sites on November 6, 2018

This item was approved under the consent agenda.

8. Request for Approval to Allow Pregnancy Resource Center to Hold a 5K/10K Run at Ned Houk Park on Saturday, March 17, 2018

The Pregnancy Resource Center is seeking permission to hold their annual 5K/10K Fun Run at Ned Houk Park on Saturday, March 17th, 2018. This will be their 7th annual run that helps them raise funds for the operation of their non-profit organization. There will be no road closures needed for this event and Parks have received a copy of their liability insurance certificate. They always do a great job cleaning all the areas of the park they utilize for the event. This item was approved under the consent agenda.

9. Motion to approve or acknowledge all items on the consent agenda

Mayor Pro Tem Garza made a motion to approve or acknowledge all items on the consent agenda; Commissioner Casaus seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

XI – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

None.

XII – UNFINISHED BUSINESS

None.

XIII – NEW BUSINESS

1. Request for Approval of 2013 Ambulance Billing Write-Off

The Clovis Fire Department can actively pursue collection of medical accounts for a period of four years. During the year of 2013, the Clovis Fire Department processed 4,951 claims for ambulance service totaling \$3,427,107.77. After all efforts to collect these accounts have been exhausted, there remain outstanding balances of \$625,287.03 (1126 accounts). The amount they are requesting to write off is 18.24% of the total amount billed during 2013. This amount may change slightly if they receive any additional payments. The Clovis Fire Department respectfully requests permission to write off these outstanding balances.

The total write-off amount for 2013 is \$625,287.03 (18.24% of the total amount billed).

Chief Nolan stated the request is for \$625,287.03 of 1,126 uncollected accounts from FY 2013. This is a yearly situation. Mayor Lansford asked if 18.24% was a typical percentage. Chief Nolan stated this was for 2013 and in 2012 it was 16.87%. This includes 6 commercial accounts, 2 medicare accounts, 3 medicaid accounts and the outstanding majority are private accounts. This was after it had gone to collections. Mayor Pro Tem Garza moved for approval. Commissioner Bryant asked if they have done everything they could to collect on these accounts. Chief Nolan stated they do try to collect internally and then it is done through collections. These are the accounts that were not collected after that point. Commissioner Bryant seconded the motion.

Commissioner Martin asked how this compared to other communities. Chief Nolan stated this collection ration is higher in the state than most places. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

RESULT: APPROVED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Chris Bryant, Commissioner - District 4

AYES: Bryant, Garza, Madrid, Elliott, Martin, Clayton, Casaus

ABSENT: Sandra Taylor-Sawyer

XIV – REPORTS OF BOARDS, OFFICERS AND COMMITTEES

1. Monthly Investment Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$8,394,130.99
Solid Waste Fund 2 - \$2,316,818.68
Environmental Tax Fund 6 - \$6,207,500.80
Wastewater Fund 10 - \$4,346,981.31
Worker's Comp P&L Fund 48 - \$2,000,872.09
Economic Development Fund 64 - \$2,809,086.38
Capital Outlay 14% GRT Fund 65 - \$1,198,653.57
Water 1/4% GRT Fund 66 - \$3,141, 350.46
Lodging Tax Fund 77 - 1,138,106.69
Capital Projects Fund 87 - \$1,186,477.42
Drainage Improv Fund 88 - \$1,426,489.26

Beginning cash and investments was \$43,220,668.93 and ending cash and investments was \$43,709,182.28. The breakdown is \$20,811,723.14 Cash in Bank, \$6,006,435.54 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$16,948.41 and for the year to date \$93,564.17. The state pool for December was 1.0587%.

XV – FUTURE AGENDA ITEMS

XVI – ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS

A – Parks, Recreation & Beautification Committee, 5:30 p.m., Monday, January 22, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

B – Public Works Committee, 8:30 a.m., Wednesday, January 24, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

C – City Commission meeting, 5:15 p.m., Thursday, February 1, 2018, North Annex, Clovis-Carver Library, 701 N. Main

XVII – ADJOURNMENT

There being no further business to come before the commission the meeting adjourned at 5:44 p.m.

XVIII – STUDY SESSION

A – Discussion regarding implementation of City of Clovis Water Assurance Plan