



Clovis City Commission

Regular Meeting

~ Minutes ~

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

Vicki Reyes

Thursday, July 19, 2018

5:15 PM

North Annex, Clovis-Carver Library

I – PLEDGE OF ALLEGIANCE

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

II – 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."

III – ROLL CALL

Attendee Name	Title	Status	Arrived
Chris Bryant	Commissioner - District 4	Present	4:59 PM
Juan Garza	Mayor Pro Tempore	Present	5:04 PM
Fidel Madrid	Commissioner - District 3	Absent	
David Lansford	Mayor	Present	5:07 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Present	5:12 PM
Gary Elliott	Commissioner - District 2	Present	5:04 PM
Ladona Clayton	Commissioner - District 1	Present	5:02 PM
Helen Casaus	Commissioner, District 3	Present	4:46 PM
Rube Render	Commissioner - District 4	Present	4:47 PM

IV. APPROVAL OF AGENDA

Mr. Howalt stated regarding Item Number 1 under New Business, Ariana Terns has withdrawn her name for consideration under the Revenue Review Committee so that leaves them with just Derek Cockrell. He asked to have that item considered under the consent agenda.

Commissioner Casaus stated she would like to remove Number 3 under the consent agenda, lodger's tax disbursements, from the consent agenda.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Juan Garza, Mayor Pro Tempore

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

V – APPROVAL OF MINUTES

1. Thursday, July 05, 2018

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Sandra Taylor-Sawyer, Commissioner - District 2

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

VI – RECOGNITION OF VISITORS

Mayor Lansford welcomed everyone to the meeting.

VII – PROCLAMATIONS, AWARDS AND PRESENTATIONS

1. Presentation of Proclamation Proclaiming July 21, 2018 as the "Twenty-Seventh Annual Ethnic Fair Celebration", Commissioner Clayton

Ms. Mary Collins stated she has been a member of the Ethnic Fair for 27 years. She invited everyone to attend on Saturday, July 21st at Hillcrest Park. Commissioner Clayton thanked Ms. Collins for all of her work for the Ethnic Fair. She read the proclamation, which she presented to Ms. Collins.

VIII – RECEIPTS OF PETITIONS AND COMMUNICATIONS

None.

IX. 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 Taylor-Sawyer 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 carried unanimously.

2. Request for Approval of Adoption of Resolution Number 2929-2018 NonDFA Budget Changes

These are fiscal year end 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.

3. Request for Approval of Revenue Review Committee Representative for District 1, Justin Howalt

There is one vacancy for the district 1 representative for the Revenue Review Committee. Ariana Terns and Derek Cockrell have both applied.

Ms. Terns subsequently withdrew her application. Mr. Cockrell will serve. This item was approved under the consent agenda.

4. Request for Approval of Four Citizen Members and One Student Member to Serve on the Clovis-Carver Library Board

Kelly Corn, Diana Huey, Ann Schuckman, and Dianna Thompson's terms on the Clovis-Carver Library Board expired June 30th. Ms. Huey, Ms. Shuckman and Ms. Thompson have all reapplied. Ms. Anita Potthoff has also applied to serve. Ms. Corn will be moving out of the State, and has therefore not applied to serve.

There is also one student vacancy. James Burroughes has applied to serve for that position. This item was approved under the consent agenda.

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

Commissioner Clayton 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.

X – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. Request for Approval of Adoption of Resolution 2830-2018 Final Budget Fiscal Year End June 30, 2019

The budget for the period July 1, 2018 to June 30, 2019 must be approved by the City Commission and submitted to the Department of Finance & Administration (DFA) by the end of July 2018.

Adjustments from the preliminary budget include:

1. Cash balances have been updated to reflect actual balances at June 30, 2018.
2. Gross Receipts revenue received was 5% above budgeted.
3. Budgets for utilities, general and liability insurance, fuel and uniform rental have been lowered to reflect more accurate expenditures.
4. Reverted funds from all departments are reflected in cash balances.

5. Transfers from General Fund (01) have been adjusted based on reverted funds/actual cash balances.
6. Civic Center (62), Economic Development (64) and Lodger's Promotional (78) expenditures and updated revenues are included in the final budget.
7. State and Federal grant revenue and expenditures are included in the final budget.
8. Carryovers from 2018 Wish List and 2017/2018 Non-recurring expenditures are included in the final budget.
9. Carryovers from 2018 Budget changes and end of year purchases in process are included in the final budget.

A summary of changes by fund is included with your packet.

Personnel services represent 62% of the expenditures for the Funds that have employees

Taxes (GRT, Gas, Lodging, MVD) represent 57% of total revenue.

Salary adjustments are not included in the final budget.

General Fund ending cash is budgeted at \$5,129,709. DFA requires a minimum of reserve of 1/12th of General Fund expenditures which is \$2,110,779. Undesignated funds are estimated at \$3,018,930.

Ms. Melancon stated this was the final budget that will be used for FY 2019. Changes from the preliminary budget have all been entered. They took all of the unspent funds, reverted them back to the general fund, and readjusted all the transfers that were necessary. It also shows the changes that were made to adjust fuel, insurance, utilities and uniform rentals down to budgets that are more realistic to what departments are actually spending. They have added all the grants, any carryovers, and any budget changes that were approved by the commission during the month of June. The expenditures and revenue for the civic center have also been added as well as other funds. They are looking at an ending cash balance of a little over \$5 million. The budget does not include any changes in salaries for the employees, which will be discussed at a later time.

Mayor Lansford asked if the 1/8th that the commission implemented a year ago impacted the gross receipts tax any. Mr. Howalt stated they had not looked at that to see what the overall impact was, but can get back with the commission when they do. Mayor Lansford stated implementing the one 1/8th was a good idea. Ms. Melancon stated having the 1/8th does influence the undesignated cash balance.

RESULT: APPROVED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Chris Bryant, Commissioner - District 4

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

2. Request for Approval of Adoption of Resolution Number 2931-2018 Regarding a Request for a Waiver of Minimum Distance Requirements Between a Church and a Proposed Liquor License Location

Allsup's Convenience Stores, Inc. is considering moving an existing package liquor license to its convenience store at 301 N. Prince Street. The property is within 300 feet of the Church of God, 307 N. Lea Street. Allsup's has asked the City to consider the waiver of the 300 foot distance restriction prior to Allsup's applying for an official transfer of the liquor license to 301 N. Prince Street. The church has indicated in writing that it does not object to the transfer of the package liquor license to 301 N. Prince Street. Notice of the proposed waiver has been published and a public hearing will be conducted before considering the adoption of a resolution waiving the 300 foot distance restriction. The waiver will only apply to Allsup's Convenience Stores, Inc., would only allow the sale of alcohol by package, would only apply to 301 N. Prince Street, and will require that Allsup's obtain the necessary transfer approval within one (1) year.

Mr. Richards stated the Allsup's Convenience stores are contemplating transferring one of their existing licenses to another location, 301 N. Prince. That location is within 300 feet of an existing church. Allsup's has asked that the commission consider granting a waiver of the 300 foot minimum distance requirement in advance of getting the actual transfer of itself. If granted they would still have to apply to alcohol and gaming. Since this deals with alcohol they have used the same procedure that normal alcohol items would occur. The resolution has been reviewed and approved by the attorney for Allsup's and would grant the waiver for 301 N. Prince. It would only be applicable to that Allsup's store. If any of those conditions are not met than the waiver would expire. Allsup's has obtained a letter from the church indicating no objection to the granting of the waiver. Mayor Lansford opened the hearing.

Kevin Byurke, with Allsup's, approached the podium. Dr. Yancy asked which church that was. Mayor Lansford stated it was the Church of God at 307 N. Lea St. Commissioner Elliott asked where the license was currently held. Mr. Byurke stated it was at the Allsup's on Mabry and Prince. Mayor Pro Tem Garza asked if they knew the exact distance between the church and Allsup's. Mr. Byurke stated it was 220 feet. He stated he met with the director who discussed with the parishioners and they had no objection. Dr. Yancy asked if they had that in writing.

Commissioner Taylor-Sawyer stated it was not noted on the letter who Donald Hay was, which is the name listed on the letter they had. Mr. Byurke stated he was the director of the church. Commissioner Taylor-Sawyer asked if they knew what his position was and who had authority to speak on behalf of the church. Mr. Richards stated he did not make those kinds of inquiries, and leaves it up to the applicant to provide the information. Commissioner Taylor-Sawyer asked when it goes through the normal process will the state send an inspector. Mr. Richards stated if the waiver was granted it would come back to the city commission through the normal process. If the waiver is granted they still have to go

through the process. Commissioner Taylor-Sawyer asked if the city has contacted the state. Mr. Richards stated he spoke with Alcohol and Gaming and received numerous resolutions from other communities in the state that have done this.

Dr. Yancy asked who Mr. Hay was and if he was a legitimate representative. Mayor Lansford stated if they determine that he was not a legitimate spokesperson for the church between now and the time this comes back to the commission then the commission will have different thoughts about that.

Commissioner Taylor-Sawyer asked if they would be bound by the waiver when this comes back to the commission. Mr. Richards stated it was required by statute and the issues on a license are health, safety and general welfare. There may be those other than there being 300 feet from a church. The only consideration and the only reason a waiver is being requested is because of that very limited specific issue of the distance from a church.

RESULT: ADOPTED [6 TO 1]

MOVER: Helen Casaus, Commissioner, District 3

SECONDER: Chris Bryant, Commissioner - District 4

AYES: Bryant, Garza, Elliott, Clayton, Casaus, Render

NAYS: Sandra Taylor-Sawyer

ABSENT: Fidel Madrid

3. Request for Approval of Adoption of Ordinance Number 2107-2018 Relating to Dogs and Cats Running at Large, and Amending Existing Code Sections, David Richards

This item was introduced at the June 21st commission meeting, has been advertised in the Eastern New Mexico News and is now before the commission for final action.

Mr. Richards stated this ordinance is on the agenda for final action. Page 46 has some minor changes. Mayor Lansford asked if someone could point out the changes. Mr. Richards stated in section 6.04.140 they added "property of the owner, custodian or possessor", added "not in an enclosed area on the property of the owner, custodian or possess". In subsection C of that same section they inserted an approved training program. In section 16.04.120 they changed "service dogs" to "service animals" and also accepted police canine units while acting in a law enforcement capacity.

Commissioner Clayton asked why dogs were singled out in section 16.04.120. She suggested staying with the word "animals" throughout to make it more equalized. Mayor Lansford stated they would include that as one of the changes that had already been noted.

Commissioner Taylor-Sawyer stated after visiting with several dog owners it was a surprise to them that this was not already a requirement.

Commissioner Render asked if they could put up signage instead of doing an ordinance. The ordinance marks the dog parks as being outside the ordinance. Mr. Richards stated the city is the owner of the parks and golf course and has the ability to adopt rules of behavior. The issue becomes one of enforcement. If this was not in an ordinance there cannot be any enforcement, which means there will be no direct enforceability.

Commissioner Bryant asked if they chose to put up signage, and it was not successful, could they bring this back. Mr. Richards stated they could. Commissioner Bryant asked how out of control this was. Chief Ford stated they had 222 citations in the last year. Commissioner Bryant asked if he thought signage would omit some of those citations. Chief Ford stated it would help with advising people in the park area. Commissioner Bryant asked if the calls were for vicious dogs or dogs running loose. Chief Ford stated most of the time they are dogs that are not under control or in yards. Commissioner Bryant asked if he thought they should try the signs before changing the ordinance. Chief Ford stated both would help.

Commissioner Clayton asked how many calls do they get to pick up cats. Chief Ford stated he did not know.

Commissioner Clayton stated they will continue to accept that cats do not have to be on a leash. No one has the same challenge with cats as they do with dogs. She stated the ordinance with the leash is singling out dogs. She stated she was not in support of adding a leash law. The responsibility resides with the owner. She stated this still would not fix things. She stated she was not opposed to posting signage.

Mr. Richards stated the city has had a leash law since 1977 and the original version said cat or dog. That was part of the desire to better define what the prohibited conduct was. The existing leash law says "A dog or cat shall not be considered to be running at large if it is on a leash or under the control of a person physically able to control it". The issue that the judge has had is what is "under control". If no action is taken on this ordinance then the existing ordinance is still on the books.

Commissioner Bryant stated he would like to have signage put up, and if they see it cannot control things they can bring the ordinance back.

Commissioner Bryant made a motion to deny the approval of the ordinance; Commissioner Casaus seconded the motion. Mayor Lansford stated if an officer issues a citation to someone not controlling their animal then the officer should show up in municipal court. Chief Ford stated anytime someone is cited the officer does show up to testify as to why the subject was cited.

Commissioner Bryant amended his motion to include signage in city parks. Mr. Howalt stated they need to establish a policy on what the signage should say and how they want to administer this policy. He suggested this go back to the Parks Committee for consideration. They can bring that to the commission for final approval.

Commissioner Clayton stated some of the language change that was made was warranted. She asked if they could hold on to some of that language. Mayor Lansford asked if this could come back for introduction a second time with minor changes after the Parks & Recreation Committee approves the signage language. Mr. Richards stated some of that language may not be necessary because there is a definition of owner. Commissioner Clayton stated she would withdraw that recommendation.

RESULT: DENIED [6 TO 1]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Helen Casaus, Commissioner, District 3

AYES: Bryant, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

NAYS: Juan Garza

ABSENT: Fidel Madrid

XI – UNFINISHED BUSINESS

None.

XII – NEW BUSINESS

1. Request for Approval of Quarterly Lodger's Tax Disbursements, Thomas Martin

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

Event	Requested	Recommended
2018-2019 Cultural Arts Series	\$7,500	\$7,500
Desert Cruzers	\$11,000	\$7,500
Lions Club	\$3,000	\$3,000
Original Team Roping	\$10,000	\$5,000
Events Center Concert	\$6,000	\$4,000
Chamber of Commerce		
2019 Community Profile	\$10,000	\$4,000 w/out map \$5,000 w/map
Rock and Roll Museum	\$5,000	\$4,000
Postage for Tourism Packets	\$4,000	\$4,000 (for the year)
Tourism Folders	\$4,000	\$2,000
City Map	\$8,000	\$0
TOTAL	\$68,500	\$42,000

Commissioner Casaus stated there was nothing authorized under city maps. A lot of people moving to the city will receive a packet with a city map and a phone book. She stated she did not care if the city or the chamber ordered them but they need to order a map. Mr. Martin stated they did not approve a revamped city map. They felt they were looking at funding for a five year print that with immediately upon printing they would be outdated. Part of the funding was for an artist to do a large map and it wasn't a wise investment. Commissioner Clayton stated the maps they had were 10 years old and they

still gave them out. Mr. Martin stated they didn't deny the need for a city map, but they denied the map with restaurants and businesses.

Mr. Howalt stated the City of Clovis does have a city map. There is a company that collects funds to advertise on the map and they can contact that company. Mr. Richards stated he had some concern about a city map being acquired with lodger's tax funds. It must relate to a tourist related attraction, event or facility. There may be a community need and benefit, but if it doesn't relate to any of those, then it is not within the mandate of the statute.

Mr. Chase Gentry stated they sent Ms. Tipton to get maps and the city only had five. That map is one that the chamber gets calls for every year. The company that produces them charge businesses a lot of money to put them out and they are low quality maps. All of the money goes out of town and the Chamber has stayed away from acquiring those maps. They have sent emails to the Chamber members warning them that they will not be distributed at the Chamber. The map project had been approved for lodger's tax at least twice before. They were potentially going to use the person that designed the t-shirts for Draggin Main to design one side of the map. They asked for \$8,000 but with \$4,000 they could print what they had in the past. The last time they printed them they lasted 4-5 years. This is a very useful tool and there are people going without them.

Mayor Lansford asked if a map produced could include city landmarks, public buildings. Select restaurants or businesses did not need to be on there. If they are going to have businesses that are going to benefit then the chamber should solicit funds to pay for those maps. Commissioner Casaus stated it highlighted the library, hospital, zoo, etc.

Commissioner Bryant asked who designed the map in the past. Mr. Gentry stated they bought the graphic layout and worked with the city's GPS. Commissioner Bryant asked what the cost was and how many were produced. Mr. Gentry stated they were about 20 cases and they were tear off maps but he didn't know the total. Mayor Lansford stated tax dollars should not be used to pay for a map that includes businesses. If the chamber wants to produce a map then they need to solicit advertisements from those businesses.

Commissioner Render asked if the city made a map. Mr. Howalt stated they have a GIS mapping system that is available online. Commissioner Render asked if it was possible to get everyone together that produces a map and have one map made. Mr. Howalt stated the city does not produce hard copies of maps. Mr. Gentry stated the chamber does not want to produce a map with any advertisements.

Mr. Howalt stated what was originally applied for and denied by the Lodger's Tax Board are potentially different materials that they are proposing to produce. Commissioner Bryant made a motion to approve the lodger's tax disbursements minus the maps and sending the map request back to the Lodger's Tax Board; Commissioner Render seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

RESULT: APPROVED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Rube Render, Commissioner - District 4

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

2. Request for Approval of Lodgers Tax Funds to Force of One, Jessica Bannister, LeighAnn Melancon

Below are the minutes from the July 10th Lodger's Tax Advisory Board meeting:

Agenda Item No. 6 - Discussion and recommendation regarding funds allocated to Force of One

Ms. Jessica Bannister stated they are trying to get the funding for the Force of One event that they were initially awarded that was supposed to happen in April and is now happening in July. All of the belts, prize gloves, etc. will be used for the July event. She stated the posters and flyers have the city logo but they did have to change the dates. Mr. Martin asked if they had started advertising. Ms. Bannister stated she started advertising for the new event a month ago, which will be on July 21st at the Clovis Civic Center. Mr. Martin stated the board is looking to reimburse anything that can be used in the next event, but anything like radio cannot be reimbursed. Ms. Bannister asked how the radio spots for the new fight would work. Ms. Melancon stated advertising for the new fight could be reimbursed. She stated because the fight was not cancelled, but postponed the original \$8,000 is still available for eligible expenses.

Mr. Bargman made a motion to reimburse for anything new and anything from the past that can be moved forward; Mr. Pandya seconded the motion, which passed by acclamation.

Mr. Martin stated Force of One had a fight that was postponed and the Lodger's Tax Board approved funds for the original event. Ms. Bannister re-applied for the funds and the board agreed to fund one event. She asked if there was anything from the previous event that could be moved forward. Radio advertising would be covered for the new fight.

Commissioner Casaus asked how many fighters would there be and where are they were coming from. Ms. Bannister stated there would be six fights and they would be coming from El Paso and Albuquerque but was not sure where else they were coming from.

Commissioner Bryant asked how many people attend. Ms. Bannister stated between 800-900. Commissioner Bryant asked how many would spend the night. Ms. Bannister stated normally they have 12-15 fights. When they have that many fights they probably have 300. Mayor Pro Tem Garza stated that was one of the things they tried to gather in the lodger's tax meeting.

Commissioner Taylor-Sawyer asked if the entire \$8,000 was approved. Mr. Martin stated they did approve it, but they were not going to approve funding for both events. Commissioner Taylor-Sawyer asked what costs would occur at this event. Ms. Bannister stated there were a few things that they could carry over. They had to reprint posters and fliers as well as more radio time and the hours she put in for creating more art. They had to

pay for new tickets and bracelets. She stated they've spent probably around \$5,000 to \$6,000. Commissioner Taylor-Sawyer made a motion to approve \$6,000 for Force of One in lodger's tax funds; Commissioner Elliott seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

RESULT: APPROVED [UNANIMOUS]

MOVER: Sandra Taylor-Sawyer, Commissioner - District 2

SECONDER: Gary Elliott, Commissioner - District 2

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

3. Request for Approval of Revised Lodger's Tax Application, Policies & Procedures, Thomas Martin

The Lodger's Tax Advisory Board met July 10th, 2018 and made recommendations regarding revisions to the lodger's tax application, and policies and procedures. Please see draft minutes from that meeting relating to the matter below.

Agenda Item No. 7 - Discussion and recommendation regarding revised Lodger's Tax application and policies and procedures

Ms. Melancon stated they took all of the separate policies and procedures and combined them in the application that the board has. Mr. Bargman asked about the expenditures not covered. He stated digital advertising is approved and if someone has an existing facebook but wants to boost an event would that fall under the proper advertising. Ms. Melancon stated if they are using facebook for advertising they are receiving an invoice for a number of hits. They are not paying for someone to come in and create a facebook page for an event. Mr. Bargman stated everyone that presented said they were going to use digital advertising. Ms. Melancon stated the difference is actual advertising and the construction of a website. Mr. Gentry stated there was a website developed for Draggin Main and the Music Festival. He stated he contacted Carlsbad and they have funded three different websites. He stated legally there isn't an exemption that they can't do it. Mayor Pro Tem Garza asked how much it cost to build the site for Draggin Main. Mr. Gentry stated around \$400. Mayor Pro Tem Garza stated in the past \$3,000-\$4,000 was requested for website design. Mr. Gentry stated the website they built for the chamber a few years ago it promotes the whole community. Every year they pay for licensing and updates to the website and they are not asking for funds for that.

Mr. Martin stated by listing it on items not covered they can never cover it. Ms. Melancon stated if it's there then it saves the board from deciding who to fund. Mayor Pro Tem Garza asked if it was okay to give that amount of money for a website. Mr. Martin asked if they want to have that discussion or do they just eliminate it. If they are having a one time event then they do need a website. Ms. Melancon stated if they keep it then it needs to say "web design event specific". Mr. Pandya asked if they could limit the amount. Mayor Pro Tem Garza stated they couldn't since they don't put a limit on anything else.

Mr. Gentry stated they do goodie bags for various things. He asked if they could add that under tote bags and duffle bags. He asked about adding saddles as well. Ms.

Melancon stated they could add "and awards" after trophies. Mr. Gentry asked if food of any kind was going to limit them as far as using peanut patties as a promotional item with a Clovis label. Ms. Melancon stated as soon as someone eats the peanut patties the wrapper gets thrown away. Mr. Gentry stated the money they have been spending on the peanut patties will now go towards t-shirts and Leslie's Candy will now not be included. Mayor Pro Tem Garza stated along those lines shirts will carry more than a bottle of water. He stated that could still be given just not reimbursed.

Ms. Melancon stated they would add websites with specific to event being requested, add "awards" with trophies and under not covered will be website maintenance. Mr. Bargman moved for approval with the changes; Mr. Bryant seconded the motion, which passed by acclamation.

Ms. Melancon stated several months ago Mr. Howalt tasked her with looking at other communities policies and procedures for lodger's tax. The board does not see the application until they are seated at the meeting. They felt if they added that the application had to be in at least a week prior that would give the board time to review. They put in policies and procedures on how quickly the receipts had to come back to the Finance Department and specified what is and is not allowed. There are also specifics on how the applicants request reimbursement and what is required. Mr. Martin stated the form meets the needs of the finance department and Lodger's Tax Advisory Board. It simplifies the process and is laid out in a way that is understood by everyone. To see the applications a week early would help streamline the meetings as well.

Commissioner Taylor-Sawyer asked on page 2 of the application it speaks about one application per event and project. She asked for a definition of that. Mayor Pro Tem Garza stated the chamber comes in, for example, for Pioneer Days funding and then another group comes in for the same event and they felt one or the other should be able to promote the event. Commissioner Taylor-Sawyer stated it was better to have multiple things going on. She stated it would be better for the community if some things were listed as one event, but they have different organizations that work within the same event. Mayor Lansford stated the Pioneer Days has six events within that one event. Mayor Pro Tem Garza stated they have people there that are very conscientious about what they do with the requests. When they have this many projects and want money for the same things then they are going to look at them "double dipping". He stated that item does need to be there.

Commissioner Taylor-Sawyer asked if they would be held to what they put on the budget summary. Ms. Melancon stated lodger's tax was based on reimbursements and the amount they were allocated up to that amount. Mr. Howalt stated one thing they were trying to accomplish was to make the applicants really think about what they were asking for. Commissioner Taylor-Sawyer stated she did not see any reference to how many hotels were potentially or actually used. Ms. Melancon stated it was not always easy to tell how many hotel stays the events had. Mr. Howalt stated that was discussed as part of the application. Ms. Melancon stated most of the returning requestors will provide that information.

Commissioner Taylor-Sawyer asked if number 1B, video production, would have a form for consent that the city would create. Mr. Howalt stated the city could create a form or the requester could provide the city a letter.

RESULT: APPROVED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Rube Render, Commissioner - District 4

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

4. Request for Approval of Contract with Bohannon Huston Inc. to Develop Bid Plans and Bidding and Construction Phase Services for Phase 1 of the Effluent Reuse Project

Mr. Howalt advised the City of Clovis received \$1.9 million of WTB funding for Phase 1C of the Effluent Reuse Project. Phase 1C will extend from Yucca Middle School to Greene Acres Park. The phase will add an additional 12 end users. Bohannon Huston Inc. has provided a scope and fee to provide bid plans and contract documents and bidding and construction phase services for this phase. The scope and fee has been reviewed and revised to satisfy Administration. The fee associated with the contract will count towards the required match of \$900k. The fee for the project is \$272,488 which includes NMGR. The match and fee will come from Fund 10 - Wastewater.

RESULT: APPROVED [UNANIMOUS]

MOVER: Sandra Taylor-Sawyer, Commissioner - District 2

SECONDER: Ladona Clayton, Commissioner - District 1

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

5. Request for Approval of the Master Drainage Plan

The City of Clovis contracted with Molzen Corbin to update the Master Drainage Plan. The City of Clovis performed a Master Drainage Study in 1986 and followed with a Master Storm Drainage Plan and Schedule of Improvements in 1989. The updated plan will be the guiding document for major drainage improvements over the next several years. Some of the components of the plan include: review of the past plan and determination if the improvements recommended were completed and are still relevant, proposed capital improvements, how the improvements impact the floodplain, drainage funding, and stormwater management policy strategies. The plan was presented to the Public Works Committee. Upon approval by the Commission the Public Works Committee will prioritize the projects for recommendation to the Commission. The Public Works Committee will also review and make recommendations to the Commission on the stormwater Management Strategies.

Mr. Howalt stated the City of Clovis last completed a Master Drainage Plan in 1986 and it was further revised in 1989 but has not been updated since that time. The city has contracted with Molzen Corbin to perform those services. They proposed new improvements and how those would affect the FEMA flood plain and make recommendations on how the current storm water management could be revised if chosen.

Mr. Freier introduced Ken Easterling. He showed a map of the drainage area for the City of Clovis. The drainage ordinance is a 25 year 1 hour storm and they are recommending a 100 year, 24 hour storm which is consistent with FEMA flood plain

mapping. The drainage policies they looked at were downstream capacity, 100% on-site ponding and free discharge.

The drainage utility is how they fund the storm drainage. The trouble with storm drains is that there is not a good mechanism to get good income because there is no metered water. There have been some things done in the past to help in this effort. The city already has the ad valorem tax. One consideration would be raising that tax. Mayor Lansford stated that was passed in 1997 and would be utilized for the landfill, parks and recreation and the civic center. Mr. Freier stated another option is the Curry County flood commissioner's office. If that is set up that would allow for a 1.5 mil levy which was \$817,000 a year. The next option would be a flood controlled district that is established by the District Court and ratified by voters. That has the ability to impose mil levies and revenue bonds to help pay for projects. A Special Assessment District is usually combined with paving, water, sewer and storm drainage. One other is a Drainage Utility that can be established too. The legislature has to pass something to enable this. This would treat the drainage system like the other utilities. He showed a list of proposed "soft" and "hard" projects.

Commissioner Bryant asked how difficult it would be to get FEMA to redo the flood areas. Mr. Frier stated they have a good chance and it shouldn't take too terribly long. Mr. Howalt stated they would have to have a reason why. Commissioner Bryant asked when the last time was that FEMA looked at the city's maps. Mr. Howalt stated in 2010.

Commissioner Taylor-Sawyer asked if they could get the letter together for FEMA and then in 2 years submit another letter. Mr. Howalt stated they would have to have all of the technical data but they could try to move forward. Commissioner Taylor-Sawyer asked how long would it take to do a letter of map revisions. Mr. Howalt stated he didn't have good numbers right now and there is an application fee that goes along with that. Commissioner Taylor-Sawyer asked when the first time they thought they could do a letter. Mr. Howalt stated he wants to take this back to the Public Works Committee and let them rank the capital improvements then come back to the commission. They would also look at the policy side and determine if they want to change the policies they have in place. He stated they could get something submitted to FEMA in a couple of months. Commissioner Taylor-Sawyer stated there are neighborhoods that have not flooded in decades. If they could relieve some of the burden to residents they should do that.

Commissioner Render asked if the map being reviewed guarantees the flood plain would decrease. Mr. Howalt stated if they remodel it they would take their findings, and present it to FEMA. If they accept them then the floodplain would be reduced.

RESULT: APPROVED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Ladona Clayton, Commissioner - District 1

AYES: Bryant, Garza, Taylor-Sawyer, Elliott, Clayton, Casaus, Render

ABSENT: Fidel Madrid

XIII – REPORTS OF BOARDS, OFFICERS AND COMMITTEES

1. Report Regarding Online Mosquito Treatment Mapping

Mr. Howalt stated the City of Clovis under the cityofclovis.org has a link to several maps that they have produced. The most recent one was tracking where vector control has sprayed. People can now go online to see when the city sprayed, what time they sprayed, and where they sprayed.

2. Update Regarding Status of Master Water Assurance Plan Request for Information, Commissioner Clayton

Commissioner Clayton stated the city was looking for submissions to be made to a Request for Information that went out a couple of months ago. They hoped to receive at least 5-6 and actually received 19 responses. Their goal was to determine if given the criteria that was in the Master Drainage Plan to bank ground water and playa restoration. The next step will be to develop an RFQ that will ask pointed questions that will have point value attached to them. They are still completing those criteria and when they are ready they will go to the next step. They want to have an in-depth RFQ on conservation easements and tax credits. They are delighted to have Attorney Peter Nichols who specializes in water. A letter has gone out to invite those that submitted an application for the RFI to attend the meeting at 6:00 p.m., Tuesday, July 24. They also did a press release that went out today. After that meeting they will send out letters to encourage land owners to look for the RFQ. Commissioner Render asked what an RFQ was. Commissioner Clayton stated it identifies who can meet the actual criteria that will be essential to the groundwater banking and playa restoration initiative because there are specific criteria.

Mayor Lansford stated the effort that is being undertaken is to find methods to incentivize water right owners to ground water bank that don't necessarily come out of the city's budget.

3. Monthly Investment Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$7,495,889.03

Solid Waste Fund 2 - \$1,773,876.10

Environmental Tax Fund 6 - \$6,492,003.62

Wastewater Fund 10 - \$3,998,238.71

Worker's Comp Fund 48 - \$1,930,853.99

Airport Fund 12 - \$322,214.59

Economic Development Fund 64 - \$3,081,389.53

Water 1/4% GRT Fund 66 - \$4,161,756.45

Capital Projects Fund 87 - \$1,075,233.01

Drainage Improvement Fund 88 - \$1,126,711.00

Beginning cash and investments was \$44,688,097.42 and ending cash and investments was \$42,265,346.65. The breakdown is \$19,330,056.74 Cash in Bank, \$6,044,284.31 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$26,982.53 and for the year to date \$230,999.10. The state pool for June was 1.8119%.

XIV – FUTURE AGENDA ITEMS

Mr. Howalt stated there would be a civic center update and Allsup's will be transferring liquor licenses by name only.

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

Mr. Howalt stated the Public Works Committee meeting has been cancelled. The first Revenue Review Committee meeting will be July 31st at 5:30 at City Hall. There will be the educational outreach for conservation easements July 24th at 6:00 p.m. at City Hall and a Ute Water Commission meeting on July 31st at 2:00 p.m. in Grady.

A – Parks, Recreation & Beautification Committee, 5:30 p.m., Monday, July 23, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

B – Water Policy Advisory Board, 9:30 a.m., Tuesday, July 24, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

C – Public Works Committee, 8:30 a.m., Wednesday, July 25, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

D – Clovis-Carver Library Board, 5:30 p.m, Monday, July 30, 2018. 701 N. Main

E – City Commission meeting, 5:15 p.m., Thursday, August 2, 2018, North Annex, Clovis-Carver Library, 701 N. Main

XVI – ADJOURNMENT

There being no further business to come before the commission the meeting adjourned at 8:01 p.m.