



# Clovis City Commission

Regular Meeting

~ Minutes ~

321 North Connelly St  
Clovis, NM 88101  
[www.cityofclovis.org](http://www.cityofclovis.org)

Vicki Reyes

Thursday, September 21, 2017

5:15 PM

North Annex, Clovis-Carver Library

## **I – PLEDGE OF ALLEGIANCE**

Mayor Lansford brought the meeting to order and established the presence of a quorum. Commissioner Taylor-Sawyer offered the prayer which was followed by the Pledge of Allegiance and 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	Absent	
Fidel Madrid	Commissioner - District 3	Present	4:59 PM
David Lansford	Mayor	Present	5:06 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Present	4:49 PM
Gary Elliott	Commissioner - District 2	Present	4:54 PM
Tom Martin	Commissioner - District 4	Present	5:09 PM
Ladona Clayton	Commissioner - District 1	Present	4:59 PM
Helen Casaus	Commissioner, District 3	Present	4:59 PM

## **IV – APPROVAL OF MINUTES**

1. Thursday, September 07, 2017

**RESULT:** ACCEPTED [6 TO 0]

**MOVER:** Fidel Madrid, Commissioner - District 3

**SECONDER:** Gary Elliott, Commissioner - District 2

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

**ABSTAIN:** Sandra Taylor-Sawyer

**ABSENT:** Juan Garza

## **V – RECOGNITION OF VISITORS**

Mayor Lansford welcomed everyone to the meeting.

1. APPROVAL OF AGENDA

Mr. Phelps asked that Item 2 under New Business be removed from the agenda. Ms. Burroughes asked for a change to Consent Agenda item 3, changing the Boy Scouts request from September 22<sup>nd</sup> and 23<sup>rd</sup> to October 13<sup>th</sup> and 14<sup>th</sup>.

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Helen Casaus, Commissioner, District 3

**SECONDER:** Ladona Clayton, Commissioner - District 1

**AYES:** Bryant, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

**ABSENT:** Juan Garza

## **VI – PROCLAMATIONS, AWARDS AND PRESENTATIONS**

1. Presentation of Clocks to Distinguished Supervisor the Quarter, Chad Healer (Fire Department) and Distinguished Line Employee of the Quarter, David Barela (Public Works), Mike Nolen, Clint Bunch, Mayor Lansford

Chief Nolen advised Chad Healer, Supervisor of the Quarter, had been with the department for fifteen years. He was the lead paramedic at a call in April when he delivered a baby. Mayor Lansford presented Lt. Healer with a clock.

Clint Bunch advised regarding David Barela, Line Employee of the Quarter, who is in the street department with the City of Clovis. Mr. Barela has been with the Street Department as a Heavy Equipment Operator for 17 years. He is the one behind the scenes when it's snowing, flooding or there are city events happening. Mayor Lansford presented Mr. Barela with a clock.

2. Certificate of Recognition to Altrusa International, Inc., Debbie Smith, Sherry Turner

Ms. Smith with Altrusa stated their birthday celebration will be October 9<sup>th</sup> from 2:00 p.m.-4:00 p.m. at 212 Georgia. Mayor Lansford presented the certificate of appreciation to Altrusa. He advised Altrusa have done tremendous work for the community over the years.

3. Presentation of Proclamation Proclaiming October 31, 2017 as the "Five Hundredth Anniversary of Reformation", Scott Blazek

Reverend John Forrest, president of Ministerial Alliance, stated the Reformation had an important impact on America in relation to the work of Martin Luther 500 years ago. Clovis is home to 90 churches and there are a large number of different bodies and all owe their culture to that. They have planned a march for October 29<sup>th</sup> beginning at 4:00 p.m. at 1<sup>st</sup> Presbyterian on Pile. Commissioner Clayton read the proclamation. Mayor Lansford presented the proclamation to Rev. Forrest.

Tom Phelps

Mayor Lansford thanked Mr. Phelps for his leadership over the last few months. His ability to manage the issue has been remarkable. He thanked Mr. Phelps for his willingness to step in and perform over the last few months. He presented Mr. Phelps with an eagle. Mr. Phelps stated he had a lot of great support from the commission. The one thing he truly enjoyed was working with the city employees. They do an outstanding job and don't get a lot of recognition.

## **VII – RECEIPTS OF PETITIONS AND COMMUNICATIONS**

Mr. Jose Griego, 118 Lydia, approached the podium. He said there were many Slovak Jews in New Mexico. 600,000 of the 900,000 of the Dreamers are from Mexico or Latin America.

## **VIII. 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; Commissioner Bryant seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

2. Request for Approval of Purchase of Camera and Video System for the Library North Annex Commission Room

The current video system to broadcast City Commission Meetings in the Library

North Annex is approximately 16 years old and has stopped functioning. IT has met with three (3) vendors and received quotes from each to replace the system. After a review from the Finance Department, it is recommended that the award be given to Digital Video Networks from Albuquerque, NM.

**Fiscal Impact:** \$33,639.55 plus GRT from General Fund Cash Reserve. This item was approved under the consent agenda.

3. Request for Approval for the Cub Scouts and Boy Scouts to Hold Their Annual Camp Out at Ned Houk Park on September 22 and 23, 2017 and Waiver of Fees, Cheryle Csakan

The Cub Scouts and Boy Scouts are requesting having their annual camp out at Ned Houk Park. The Cub Scouts will hold theirs on Friday, September 22<sup>nd</sup>, 2017 and the Boy Scouts will hold theirs on Saturday, September 23<sup>rd</sup>. They will have a structured agenda for both groups and their camp is well supervised.

The boy scouts recently constructed a nice fire ring in the park and they will clean up the park after their event. They have the necessary insurance required by the City in place.

**Fiscal Impact:** Normal rental fees are \$100.00 a day. This item was approved under the consent agenda.

4. Request for Approval of Task Order from CDM Smith Inc to Perform Clovis Waste Water Treatment Plant Phosphorus Evaluation Phase I

As part of the City's efforts to begin a pilot program to receive Effluent Water from Southwest Cheese the City has asked CDM Smith engineers to evaluate ideas for phosphorus removal.

CDM Smith Inc. conduct an evaluation of treatment requirements for removing phosphorus from partially treated effluent from the Southwest Cheese Plant at the City's Wastewater Treatment Plant.

**Fiscal Impact:** \$11,000.00 plus NMGRT of \$804.38 from existing Professional Dues, Fees and Services budget in Wastewater. This item was approved under the consent agenda.

5. Request for Approval of Professional Services Agreement Number 5 for the Seventh Street Project with Souder Miller & Associates

As part of the 7<sup>th</sup> Street Reconstruction Project from Norris to Marlene Boulevard, Public Works has asked engineering firm Souder Miller & Associates to perform the Construction Management Services required by NMDOT Standards.

Souder Miller & Associates are the Engineering firm that performed the design of the project.

Fees: Construction Observation: \$ 91,370.00; Construction Testing: \$ 11,225.00; Construction Administration: \$ 27,264.00. This item was approved under the consent agenda.

6. Request for Approval of Emergency Budget Transfer for Records Management System / Computer Aided Dispatch Program. From: 63-0000-10040-000005; Traffic Safety Fund, \$15,000.00 and 63-0000-10040-000010; Warrant Fund, \$15,000.00 for a Total of \$30,000.00 to 01-0301-67390-201803 Maintenance-Machinery and Equipment.

The police departments records management system (RMS) / computer aided dispatch (CAD), system appliance server has a hardware malfunction. This is causing the system to not function properly and we need to replace this item, so we will continue to function properly and efficiently. CAPERS has been attempting to fix this issue and originally thought it was a programming or software problem, but have found it to be a hardware issue, causing the need for this server to be replaced. The company Chief Executive Officer (CEO), is assisting us by placing two of these servers in and their company paying for one of the servers, which is saving us \$25,000. I need to transfer funds from: **63-0000-10040-000005; Traffic Safety Fund** in the amount of \$15,000.00 and **63-0000-10040-000010; Warrant Fund** in the amount of \$15,000.00, for a total of \$30,000.00 to **01-0301-67390-201803; Maintenance-Machinery and Equipment**. This will replace the current server and add a second for redundancy so if one has problems, the other will take over and keep the system functioning appropriately with no failures. This item was

approved under the consent agenda.

7. Request for Approval of Adoption of Resolution Number 2896-2017 Authorizing the Submission of a Grant Application to the New Mexico Department of Transportation for Financial Assistance for Fiscal Year 2019 Under 49 U.S.C. § 5311 of the Federal Transit Act; and Authorizing the Mayor to Act as the City of Clovis Chief Executive Officer and Authorized Representative in All Matters Pertaining to This Grant Program and Authorizing a Letter of Support

It is time to apply for continued funding for the CATS program for FY2019. This is an annual grant application process submitted to NMDOT for funding through the Federal Transit Administration. This grant funds operating (50/50), administrative (80/20) and capital (80/20).

Fiscal Impact:

	<u>Federal</u>	<u>Local</u>
Operating	\$325,000	\$325,000
Administrative	\$224,000	\$ 56,000
Capital	<u>\$ 20,000</u>	<u>\$ 5,000</u>
TOTAL	\$569,000	\$386,000

This grant application seeks funding to purchase 2 office laptops and funding to get needed preventive maintenance to the grounds and facility (block fence, painting, and repair to wash bay area). This item was approved under the consent agenda.

8. Approval of Amendment to Airport Ground Lease Agreement

4-S Aviation, LLC. (Dan Lindsey) has constructed an aircraft hangar at the Municipal Airport pursuant to an Airport Ground Lease Agreement dated September 22, 2016. 4-S Aviation, LLC., has requested that it receive a concession from the City to authorize the commercial storage of aircraft in the aircraft hangar. The Civil Aviation Board, at its September 6, 2017 meeting unanimously recommended that the amendment be granted to 4-S Aviation, LLC. This item was approved under the consent agenda.

9. Request for Approval of a Resolution Adopting Rules and Regulations for T-Hangar Rental and Use at Clovis Municipal Airport

The City Administration proposed revisions to the Rules and Regulations for T-Hangar Rental and Use at Clovis Municipal Airport. The Civil Aviation Board met in a public study session to review the proposed rules and to obtain comments from the public. Thereafter, a subcommittee of the Civil Aviation Board met to further review and revise the proposed rule changes. At its regular meeting on September 6, 2017, the Civil Aviation Board unanimously (6-0) recommended adoption of the revised Rules and Regulations for T-Hangar Rental and Use at Clovis Municipal Airport. This item was approved under the consent agenda.

10. 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.

**IX – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**

None.

**X – UNFINISHED BUSINESS**

None.

**XI – NEW BUSINESS**

1. Request for Approval of Discussion and Action Regarding the Position Classification Review, Employee Benefits & Compensation Plan Study

At the request of the Clovis City Commission, in June 2016 the City of Clovis began conducting a position classification review, employee benefits and compensation plan study. S Resource, Incorporated, was hired to complete the work. This work has now been completed and Mr. Phelps would like to present his recommendations for consideration by the Clovis City Commission.

Mr. Phelps stated in June 2016 the Commission commissioned an HR consulting company to do a classification review, to look at benefits and develop a plan for the city. The commission has met twice with the consultant and has received the document. Mr. Phelps provided copies of what he wanted to talk about.

The reason they have a compensation plan is to be internally equitable salary ranges for all positions, externally competitive, personally motivating, effectively administered and a continuing program. His few months with the city he realized that because of our current pay plan, they are not able to attract quality folks or retain them because of what they are paying in comparison to other governmental entities in the surrounding area. Since being here, both chief Nolen and Chief Ford will come in and say they have hired folk, and later say they just lost two because they are going somewhere else for more money. It is not efficient for the City. It costs \$150,000 to take a basic fireman and train them. They then turn and go somewhere else. It will cost additional funds to get them back to where they need to be. An effective plan needs to be in place in this City.

If the commission decides to approve his recommendation and then do not effectively administer it going forward they have wasted time, effort and ensuring it has been administered correctly. It needs to be a continuing program. There are minimum, mid-point and maximum for each of the 130 classifications. It needs to be reevaluated every 2-4 years and compared with the area competition.

Engaged S Resources who has 45 years in resource management at the governmental level and has done a lot of work. He met with city officials and the commission. He developed position descriptions for each of the jobs and identified pay rates in other municipalities to come up with an average mid-point which he recommended. He went to Alamogordo, Amarillo, Deming, Las Vegas, Lubbock, Portales, CMS, Curry County, Roosevelt, State of New Mexico. The methodology is sound and the resulting product will serve the City of Clovis well.

He developed a permanent salary range table with grades 1-100. Each grade is increased by 2.5 % and the range of specific salary range is 50%. If approved by the commission, the commission will not only be able to use it in today's environment, but as jobs change, they can use the document to make necessary changes where it makes sense. He developed for each of the 130 jobs a minimum, midpoint and maximum range. He did two other calculations at 95% and 90% midpoint.

He looked at the job titles and made modifications so the resulting titles are consistent with the surrounding areas. He merged or deleted 8 classes, there were no changes to 82 job titles, he modified 40 and established 8 new classifications.

Plan 1 is 100% of midpoint and the initial key step is 70 jobs that are being paid less than the minimum of the salary grade. Those that are not at minimum need to be brought to minimum. Those from 80-100% fall in terms of percentage to midpoint - if midpoint is between 80 and 89% then option 1 would recommend those individual for a 4% pay increase. If those individuals between 90 and 99.9% then in Option A they would be eligible for a 3%. If between 100-109.9% 2% and 110-120% they would be a 1% increase. There are several individuals based on the new salary schedule that exceed the max and they would be frozen until the salary levels catch up to their salary. There are different options.

His recommendation, based on several things is for the commission to approve the salary levels at 95% of midpoint. The second piece of the recommendation is to bring all employees currently below 78% of the new midpoint to the minimum pay of their particular salary grade. The third piece of the recommendation is to bring all employees between 78 and 88.999 of new salary range, as long as six months or greater employment time would be eligible for a 4% increase. Employees that are between 90\$ and 99.999% of midpoint with six months or greater employment time would be eligible for a 3% increase, employees between 100% and 109.999% would be eligible for a 2% increase with six months service and employees between 110% and 120% of midpoint are eligible for 1% increase. He proposes that those 13 employees that exceed 120% receive a 1% payment to those folks over the course of the year. It will not be applied to their salary rate which will be frozen until they get within the salary range.

The effective date would be Sunday October 1<sup>st</sup>, 2017 the start of the next pay period. The 2017/2018 budgetary impact of this recommendation would be \$560,000 this year, which is \$742,000 annually but there is nine months in this budget year. The variance is covered by not filling 5 budgeted positions that have been vacant for more than a year. There will be a delay in filling several budgeted positions until later in the budget

year. Some of the 1/16<sup>th</sup> GRT that was moved from sanitation in 2016 will be used to pick up the remainder of the budget variance.

He thought it was a very fair pay plan. It gets the folks below minimum up to minimum and it establishes competitive pay ranges in the surrounding area. There will be incentive to move to new pay ranges. It is not the end all to the challenges they have. People will leave because the grass is greener on the other side. Some come back because the grass isn't as green as they thought. If effectively administered and looked at long term it will go a long way to assisting Clovis meet its objectives.

Mayor Lansford said there had been an incredible amount of time studying this. There has been a lot of thoughtfulness that has gone into it and a methodical approach based on real numbers. He appreciated Mr. Phelps effort. It is the most difficult thing he did from the financial part. He appreciated his expertise in the matter.

Ms. Melancon asked for it to be effective October 8<sup>th</sup> and not October 1<sup>st</sup> which is the start of the pay period.

Mr. Phelps said this is for the non-bargaining employees. The PD will be a separate exercise as it is a bargaining unit.

Commissioner Casaus moved to accept the position classification review, employee benefits and compensation plan study, adopt the recommended wage and salary plan submitted by the interim city manager Tom Phelps for all City of Clovis employees except the Police Department, which is subject to collective bargaining and to approve the requested budget change to implement the plan effective October 8<sup>th</sup>; Commissioner Bryant seconded the motion.

Commissioner Taylor-Sawyer asked if it was correct that the salaries did not include the law enforcement series because page 41 has them listed. Mr. Phelps stated these numbers do include everything and they will be breaking it down. For purposes of total impact he wanted to include all of the numbers. Commissioner Taylor-Sawyer asked if the 17.8 includes law enforcement. Mr. Phelps stated it did.

Mr. Phelps asked if could address the employees about the roll out. They will meet with the Department Heads on Monday morning and lay out the information. Information will be provided that will tell exactly what the pay range is and everything covered. They will sit down with the department heads and brief them as well.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Helen Casaus, Commissioner, District 3

**SECONDER:** Chris Bryant, Commissioner - District 4

**AYES:** Bryant, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

**ABSENT:** Juan Garza

2. Request for Approval of Intergovernmental Services Agreement Between Curry County and the City of Clovis

Services provided by Curry County:

- A. County agrees to accept prisoners arrested for City Ordinance violations and those persons ordered to be incarcerated by the Clovis Municipal Court for incarceration in the County Detention Center.
- B. The County agrees to provide medical care and treatment of incarcerated prisoners described in A above, in accordance with appropriate jail standards and as determined necessary by County Detention Center staff. The City shall be responsible for transporting individuals arrested for criminal offenses for booking of that prisoner at the County Detention Center. The City shall be responsible for transporting prisoners prior to booking if a blood draw is required under the Implied Consent Act, or the prisoner is determined to have a medical condition that requires medical assessment in advance of booking. The City shall provide ambulance service for prisoners that require ambulance transportation to a Clovis medical facility, based solely on medical necessity.

Services provided by City of Clovis:

- A. The City shall provide pest control to the unincorporated parts of the County.

- B. Emergency Management services to provide a defense organization in the event of emergencies that endanger lives and property of the residents of the City and the County, shall be provided as set forth in City Ordinance 1706-2002 and County Ordinance 01-01.
- C. The City shall provide E-911 PSAP services, and dispatch services after 5:00 p.m. and on holidays, weekends and at times that County personnel are not available.
- D. The City shall maintain and operate its existing library and provide related services to County residents on the same terms and conditions imposed upon City residents.
- E. The City shall provide Adequate facilities, equipment, and staff to respond to fire calls in the unincorporated areas of the County with reasonable diligence so long as there is no interference with fire calls within the City.
- F. The City Fire Department shall provide emergency medical and ambulance services in the unincorporated service area of the County, and shall also participate in medical aid in other County areas when availability allows, including all ambulance services.

This item was removed from the agenda.

## **XII – REPORTS OF BOARDS, OFFICERS AND COMMITTEES**

### 1. Report Trek for Trash 2017, Mark Dayhoff

Mr. Dayhoff gave the presentation for the Trek for Trash 2017. There were 195 participants and last year there were 250. The group they had were energetic and productive and had a lot of fun. There were a lot of school age kids which was great to see. He thanked the city employees who took time out on a Saturday morning to help. He thanked Tabettha Leignberger, Claire Burroughes and Vicki Reyes for organizing, preparing it and execute it. They were happy to have Commissioner Madrid and Commissioner Bryant and thanked them. There were 226 bags of trash collected during the cleanup, 378 tons of trash and 92 tires delivered to the landfill. In third place was Teen Court with 28 bags, second place was the Freshman Academy Spanish Club with 48 bags and first place was CCC.

Mayor Lansford remembered one of the best events was when the commissioners competed against each other. This is a big deal and it ebbs and flows and it not only clears up the community and helps invigorate the civic spirit. He said he will challenge the commission next year. Commissioner Madrid said he would like to see more commissioners out there, especially the mayor and mayor pro tem.

### 2. Monthly Investment Report

Ms. Melancon gave the Monthly Investment Report as follows:

General Fund 1 - \$7,132,146.23  
 Solid Waste Fund 2 - \$2,251,406.69  
 Environmental Tax Fund 6 - \$6,039,720.06  
 Wastewater Fund 10 - \$4,025,156.23  
 Airport Fund 12 - \$157,477.38  
 Colonial Golf Course Fund 19 - \$78,988.76  
 Worker's Comp P&L Fund 48 - \$2,050,859.03  
 Infrastructure Imp Fund 60 - \$686,997.18  
 Special Parks Imp Fund 61 - \$185,396.65  
 Civic Center Fund 62 - \$414,369.65  
 Designated Cash Fund 63 - \$1,439,603.69  
 Economic Development Fund 64 - \$2,825,638.43  
 Special Street Fund 75 - \$1,400,394.35  
 Capital Projects Fund 87 - \$1,359,185.96  
 Drainage Improv Fund 88 - \$699,795.08

Beginning cash and investments was \$42,350,644.73 and ending cash and investments was \$41,032,615.36. The breakdown is \$18,134,856.22 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 \$14,847.89 and for the year to date \$28,642.85. The state pool for August was .9554%.

### **XIII – FUTURE AGENDA ITEMS**

Ms. Burroughes stated the chicken ordinance would be on the next agenda. They are also seeking two representatives to serve on the Water Policy Advisory Committee and two on the Cultural and Ethnic Affairs Committee. There is a zone change for 2904 La Fonda. They are also seeking a representative to serve on the EIB.

### **XIV – ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS**

Ms. Burroughes stated there would be a Commission on Older Adults meeting at 5:30 p.m., Tuesday, September 26th at City Hall.

A – Parks, Recreation & Beautification Committee, 5:30 p.m., Monday, September 25, 2017, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

B – Public Works Committee, 8:30 a.m., Wednesday, September 27, 2017, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

C – Lodger's Tax Advisory Board, 5:30 p.m., Tuesday, October 3, 2017, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

D – Civil Aviation Board, 5:30 p.m., Tuesday, October 3, 2017, Airport

E – City Commission meeting, 5:15 p.m., Thursday, October 5, 2017, North Annex, Clovis-Carver Library, 701 N. Main

### **XV – ADJOURNMENT**

There being no further business to come before the commission the meeting adjourned at 6:31 p.m.