AGENDA
City Commission Regular Meeting
North Annex
Clovis-Carver Library
5:15 PM , Thursday, July 9, 2026

There will be an Executive Session at 4:45 p.m., Thursday, July 9th, 2026. The only topic of discussion will be the acquisition or disposal of real property pursuant to NMSA 10-15-1 H(8).

I. PLEDGE OF ALLEGIANCE AND OFFICIAL SALUTE TO THE NEW MEXICO FLAG

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

1. Approval of June 18, 2026 City Commission Minutes
2. Approval of June 26, 2026 Special City Commission Minutes

V. RECOGNITION OF VISITORS

VI. PROCLAMATIONS, AWARDS AND PRESENTATIONS

1. Presentation of clock to Larry Hall, Distinguished Supervisor of the Quarter, Clint Bunch, Public Works Director, Mayor Morris.
2. Presentation of Proclamation Proclaiming July 19-25, 2026 as "National Zookeeper Week", Stephanie Chavez, Zoo Director.
3. Presentation Regarding 2026 Draggin Main Event to the City of Clovis, Bryan Boone.

VII. RECEIPTS OF PETITIONS AND COMMUNICATIONS

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. Request for Approval of Adoption of Resolution Number 3386-2026 DFA Budget Changes, LeighAnn Melancon, Finance Director.
2. Request for Approval to Appoint Bryan Ellis to Serve as a Representative of Curry County on the Economic Incentive Board, Vicki Reyes, Assistant City Clerk.
3. Request for Approval to Apply for and Accept if Awarded the FY26 Emergency Management Preparedness Grant (EMPG), Ruthann Kelly, Emergency Management Director.

4. Request for Approval of Noise Variance from 9:00 p.m. - 11:00 p.m, Friday, July 17, 2026 at 320 Pile for a Family Night at Ancla Church, Pastor Richard Rodriguez.

IX. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

1. Request for Approval to Appoint One Citizen Member to Serve on the Civil Aviation Board, Vicki Reyes, Assistant City Clerk.
2. Request for Approval of Event/Group Pricing for Hillcrest Park Zoo, Russell Hooper, Parks and Recreation Director.
3. Request for Approval to Apply for and Accept, if Awarded, Grant Funding in an Amount not to Exceed $150,000 from the New Mexico Economic Development Department's Creative Industries Public Development Project, Alexis Hobbs, Grant Writer & Coordinator.

XII. REPORTS OF BOARDS, OFFICERS AND COMMITTEES

- Parks, Recreation & Beautification Committee, Monday, June 22.
- Public Works Committee, Wednesday, June 24.
- Special City Commission meeting, Friday, June 26.
- Civic Center Policy Committee, Tuesday, July 7.
- Civil Aviation Board, Tuesday, July 7.
- Senior Services Committee, Thursday, July 9.

XIII. FUTURE AGENDA ITEMS

XIV. ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS

A. New Mexico Military Base Planning Commission, 10:00 a.m., Tuesday, July 14, 2026, North Annex, Clovis-Carver Library, 701 N. Main.
B. Lodger's Tax Advisory Board, 5:30 p.m., Tuesday, July 14, 2026, North Annex, Clovis-Carver Library, 701 N. Main.
C. Investment Committee, 2:00 p.m., Wednesday, July 15, 2026, Small Conference Room, Bert Cabiness City Government Center, 321 N. Connelly.
D. Parks, Recreation & Beautification Committee, 5:30 p.m., Monday, July 20, 2026, North Annex, Clovis-Carver Library, 701 N. Main.
E. Public Works Committee, 8:30 a.m., Wednesday, July 22, 2026, North Annex, Clovis-Carver Library, 701 N. Main.
F. City Commission meeting, 5:15 p.m., Thursday, Jully 23, 2026, North Annex, Clovis-Carver Library, 701 N. Main.

XV. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 321 Connelly at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 321 Connelly if a summary or other type of accessible format is needed. Items placed under the Consent Agenda are recommended by the City Manager as Consent Items.

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor:
Department: Administration
Date: 07/09/2026

IV.1

Approval of June 18, 2026 City Commission Minutes

Background/Summary: Approval of June 18th commission minutes

Fiscal Impact:

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s):

Clovis City Commission

City Commission
~ Minutes ~

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

June 18, 2026	**5:15 p.m.**	**North Annex, Clovis-Carver Library**

Mayor Morris called the meeting to order.

I) PLEDGE OF ALLEGIANCE AND OFFICIAL SALUTE TO THE NEW MEXICO FLAG

Mayor Morris offered the prayer. He then invited children from throughout the community to come forward and lead the audience in the Pledge of Allegiance. He spoke about the significance of the nation's upcoming 250th anniversary and emphasized the importance of the future entrusted to the children, as well as the responsibility of adults to leave them a better world. The Pledge of Allegiance was recited, followed by the Salute to the Flag of New Mexico. Ms. Stephanie Chavez then sang the National Anthem.

II) ROLL CALL

Present:	Commissioner Chris Bryant Commissioner Helen Casaus Commissioner George Jones Commissioner Gene Porter Commissioner Debbie Zamora Commissioner Gail Tarson Commissioner Megan Palla Mayor Pro Tem Juan Garza Mayor Michael Morris
Absent:	None
Others Present:	Justin Howalt, City Manager LeighAnn Melancon, Finance Director Jared Morris, City Attorney Jamie Foster, City Clerk Members of the public

III) APPROVAL OF AGENDA

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Chris Bryant
SECONDER: Gene Porter
AYES: Chris Bryant, Gene Porter, George Jones, Helen Casaus, Juan Garza, Megan Palla, Debbie Zamora, Gail Tarson
NAYS: None
ABSENT: None

IV) APPROVAL OF MINUTES

IV.1 Approval of Minutes from June 4, 2026.

Cover Page
4June2026 City Commission Minutes.docx

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Chris Bryant
SECONDER: Gene Porter
AYES: Chris Bryant, Gene Porter, George Jones, Helen Casaus, Juan Garza, Megan Palla, Debbie Zamora, Gail Tarson
NAYS: None
ABSENT: None

V) RECOGNITION OF VISITORS

Mayor Morris welcomed everyone to the meeting.

VI) PROCLAMATIONS, AWARDS AND PRESENTATIONS

VI.1 Presentation of Proclamation Celebrating the 250th Anniversary of the United States of America, Mayor Morris.

Mayor Morris, Mayor Pro Tem Garza, and each of the commissioners read a section of the proclamation.

VI.2 Presentation of Eagle to Fire Chief Mike Nolen, Mayor Morris.

Cover Page

Mr. Howalt and retired Fire Chief Nolen came forward. Mr. Howalt stated that he typically announced retirements; however, because Chief Nolen had already retired, he wanted to personally thank him for his many years of service to the community. He expressed his admiration for Chief Nolen's leadership and for preparing his successors to assume their roles with confidence in an ever-changing and modern environment. Mr. Howalt thanked Chief Nolen for his dedication and offered his congratulations on his retirement.

Mayor Morris referenced a photograph displayed on the screen showing the presentation of the Key to the City to Chief Nolen during a retirement luncheon. He thanked Chief Nolen for his service to the community and stated that he was a deserving recipient of the honor.

Chief Nolen thanked the Commission for the work they performed on behalf of the community and stated that they deserved greater recognition for their efforts. He commented on the progress that had been made throughout the city and praised city management and department heads for their leadership. He stated that the city's accomplishments were the result of a team effort and noted that both the Fire Department and EMS were in good hands under the leadership of Chief Lizardo and their respective personnel. Chief Nolen also thanked the Commission for recognizing the young people earlier in the meeting. He remarked that he had taken his career as far as he could and that advances in technology had surpassed his expertise, which he viewed as a positive development in the broader scheme of things.

Mayor Morris read the inscription on a plaque attached to an eagle statue being presented to Chief Nolen and then formally presented the award to him. Members of the Commission also expressed their appreciation and thanked Chief Nolen for his service.

VI.3 Presentation of Clock to Distinguished Supervisor of the Quarter, Larry Hall, Public Works Streets, and Distinguished Line Employee of the Quarter, Joy Chavez, Clovis Municipal Airport, Clint Bunch, Public Works Director, Chris Marshall, Airport Director.

Cover Page

Mr. Larry Hall, recipient of the Distinguished Supervisor of the Quarter award, was not in attendance.

For the Distinguished Line Employee of the Quarter award, Mr. Christopher Marshall, Airport Director, came forward to recognize Ms. Joy Chavez. Mr. Marshall stated that Ms. Chavez had been employed with the City for two years and was the longest-serving employee at the airport. He described her as the operational backbone of the fifth-largest airport in New Mexico and highlighted several of her accomplishments. He noted that, as the lead airport auditor, she recovered approximately $190,000 in unpaid billing charges and saved the City more than $20,000 by preserving two 20,000-gallon fuel tanks. He also recognized her efforts in developing partnerships and transforming a waste-management issue into a sustainability success. Mr. Marshall stated that Ms. Chavez had helped ensure zero bird strikes by eliminating bird-attracting conditions around the airport. He described her as a vital morale booster and team unifier, noting that her loyalty and dedication helped keep airport operations moving forward during periods of equipment outages and operational challenges.

Mr. Marshall further recognized Ms. Chavez for her volunteer efforts with Meals on Wheels and other community service activities. He praised her character and commitment, describing her as a shining example of what it means to go above and beyond in service to both the City and the community. He also credited her contributions as a key factor in the Clovis Regional Airport receiving New Mexico's Airport of the Year award.

Mayor Morris thanked Ms. Chavez for her service and dedication. He read the inscription on the commemorative clock and presented the award to her.

VI.4 Presentation of Proclamation Proclaiming June 27-28, 2026 as "Amateur Radio Field Day", Charles Roller, Eastern NM Amateur Radio Club President.

Cover Page
0595_001.pdf

A representative of the Amateur Radio Club, Mr. "Smitty" K5UOT, came forward regarding the Amateur Radio Field Day Proclamation. He stated that amateur radio operators serve the community and described amateur radio as not only a hobby but also a way of life. He explained that amateur radio provides a reliable means of communication when other systems, such as the internet, are unavailable and noted that operators are even capable of communicating through the International Space Station. He remarked that amateur radio has declined in popularity over the years but that a dedicated community remains committed to preserving and promoting the activity.

Mr. Smitty explained that Amateur Radio Field Day, which serves as an emergency communications exercise, would be held at Hillcrest Park in two weeks beginning at noon. He noted that the event would be open to the public and that participants would attempt to contact as many stations as possible using their antennas and radio equipment. He also referenced the amateur radio exhibit currently on display at the library, explaining that it had been assembled to educate the public about amateur radio and its role in emergency communications.

Mayor Morris thanked Mr. Smitty for the information and support provided by the amateur radio community. He then read the Amateur Radio Field Day Proclamation.

VI.5 Presentation of Proclamation Proclaiming June 20, 2026 as "Juneteenth Freedom Day", Pastor Delmus Gillis, Khiara Loera.

Cover Page
1730_001.pdf

Mayor Morris stated that Dr. Gillis would provide information regarding the upcoming event scheduled for Saturday. Dr. Gillis thanked the Commission for the opportunity to speak and discussed the Juneteenth celebration to be held at Potter Park. He explained that the event commemorates the end of slavery in the United States, marking the day when Union soldiers arrived in Galveston, Texas, to announce the end of enslavement more than two years after the issuance of the Emancipation Proclamation. Dr. Gillis stated that the observance recognizes the importance of freedom for all Americans and the progress made toward that goal.

Dr. Gillis thanked the Commission, the City, and Mr. Russell Hooper for their support and for providing the opportunity to host the celebration at Potter Park. He noted that the event would include food, refreshments, and entertainment for the community.

Commissioners Tarson and Bryant commented that it was a wonderful event and expressed their anticipation for the upcoming celebration.

Mayor Morris then read the Juneteenth Proclamation.

VII) RECEIPTS OF PETITIONS AND COMMUNICATIONS

During public comment, Mayor Pro Tem Garza spoke about the soccer tournament held over the weekend, which attracted participants of all ages from throughout the region. He thanked Mr. Russell Hooper for his assistance in helping organize and facilitate the event. Mayor Pro Tem Garza stated that many attendees complimented the quality of the City's soccer fields and noted that representatives from other municipalities expressed envy that Clovis had been selected to host the tournament. He also thanked Mr. Valladares for his efforts in organizing the event.

Mayor Pro Tem Garza then read the inscription on a plaque attached to a trophy that was being presented to Mayor Morris. He noted that he had received a similar trophy in recognition of his own involvement with the tournament.

Mayor Morris stated that he was humbled by the recognition and accepted the trophy on behalf of the entire community. He remarked that Mayor Pro Tem Garza deserved much of the credit for his continued support of youth sports tournaments and also recognized Commissioner Palla for her efforts and support of the City's parks and recreational facilities.

VIII) CONSENT AGENDA

VIII.1) Request for Approval of Adoption of Resolution Number 3382-2026 Adopting the Senior Center Infrastructure Capital Improvement Plan (ICIP) for 2028-2032, Barbara Riggan, Senior Services Director.

Cover Page
Meal Delivery Trucks.pdf
HSLC Parking Lot.pdf
Phase II.pdf
Covered Patio.pdf

Each year, the City of Clovis participates in the Department of Finance and Administration's Infrastructure and Capital Improvements planning process. The city develops a five-year plan for infrastructure and capital improvements, inputs the data into a database provided by DFA, and submits this database to DFA for publication into their master Infrastructure and Capital Improvements Plan. This document is then distributed to state agencies and legislators and used for state agency budget planning as well as the allocation of legislative funding and some grant requests. This program requires that the governing body pass a resolution to adopt this plan. The state is attempting to gain a full assessment of the infrastructure needs for each senior citizen facility; therefore, all senior citizen facilities are encouraged to submit an ICIP separately from their municipalities.

The ICIP is a planning tool and there is no fiscal impact.

This item was approved under the Consent Agenda.

VIII.2) Request for Approval of Adoption of Resolution Number 3383-2026, Granting Approval of the Re-Plat of Overland Park, Unit 1, Block 6, Lot 1 Address 301 W Llano Estacado Blvd, Clovis, New Mexico, Michael Perkins, Zoning Administrator.

Cover Page
Map & Zoning - 301 W Llano Estacado Blvd.docx
NOTICE OF HEARING FOR THE REPLAT OF OVERLAND PARK, UNIT 1, BLOCK 6, LOT 1.doc
REPLAT OVERLAND PARK UNIT 1 BLOCK 6 LOT 1.pdf

Overland Unit 1 Replat Resolution.docx

Request for Approval of Adoption of Resolution Number 3383-2026 Granting Approval of the Re-Plat of Overland Park, Unit 1, Block 6, Lot 1; Address 301 W Llano Estacado Blvd, Clovis, New Mexico. This request will split the lot into 2 lots. Lots are zoned as Commercial General (CG). This request meets the standards of Chapter 17.65, Section 17.65.070 and Appendix A of the City's Unified Development Ordinance and is consistent with the City's Comprehensive Plan. All adjoining property owners within 100 feet of the affected area were notified with zero responding in protest. There is no compelling evidence that there would be a threat to the public health, safety and welfare, which is unique to the proposed request.

The Planning & Zoning Commission approved the request at their June 10, 2026. All requested changes have been accomplished.

This item was approved under the Consent Agenda.

VIII.3) Request for Approval of Adoption of Resolution Number 3384-2026 Granting Approval of the Re-Plat of Overland Park Unit 5, Block 4, Lot 5 Address 3300 North Main Street, Clovis, New Mexico, Michael Perkins, Zoning Administrator.

Cover Page
Overland_Unit_5_Replat_Resolution.docx
Map & Zoning - OVERLAND PARK UNIT 5 BLOCK 4 LOT 5 - 3300 N Main St.docx
NOTICE OF HEARING FOR THE REPLAT OF OVERLAND PARK, UNIT 5, BLOCK 4, LOT 5.doc
REPLAT OVERLAND PARK UNIT 5 BLOCK 4 LOT 5.pdf

Request for Approval of Adoption of Resolution Number 3384-2026 Granting Approval of replat of Overland Park, Unit 5, Block 4, Lot 5; Address 3300 N Main Street, Clovis, New Mexico. This request will split the lot into 19 mixed-zoned lots (3-CG, 16-RM). The lot is currently zoned as Commercial General (CG). This request meets the standards of Chapter 17.65, Section 17.65.070 and Appendix A of the City's Unified Development Ordinance and is consistent with the City's Comprehensive Plan. All adjoining property owners within 100 feet of the affected area were notified with zero responding in protest. There is no compelling evidence that there would be a threat to the public health, safety and welfare, which is unique to the proposed request.

The Planning & Zoning Commission approved the request at their June 10, 2026 meeting. All requested changes have been accomplished.

This item was approved under the Consent Agenda.

VIII.4) Request for Approval of Letter of Support for Nomination of Mayor Morris to Serve as President Elect of the New Mexico Municipal League, Mayor Morris.

Cover Page
NMML President Elect - Letter of support.docx
NMML President Elect Candidacy.docx

The New Mexico Municipal League is seeking nominations from its membership for various positions on the NMML Board of Directors. Mayor Morris currently serves as the Vice President and would like the City of Clovis to submit a nomination for him to serve in the position of President Elect.

This item was approved under the Consent Agenda.

VIII.5) Request for Approval of Noise Variance at 321 Calhoun on July 4, 2026 for an 80th Birthday Celebration, Debbie Lopez.

Cover Page
80th birthday.pdf

Ms. Lopez has requested a noise variance from 9:00 p.m. - 12:00 a.m. for an 80th Birthday Party. The surrounding neighbors have been notified and have agreed to the requested street closure and noise variance.

This item was approved under the Consent Agenda.

VIII.6) Request for Approval to contract with K. Barnett for the completion of the Ned Houk Parking Lot Improvements, Russell Hooper, Parks and Recreation Director.

Cover Page
PROPOSAL - ALT #5.pdf

In 2022, the City of Clovis received an $80,000.00 New Mexico Trails+ grant with the City of Clovis providing $40,000.00 in match funding which was used to fund a Ned Houk Master Plan and the construction of a bathroom at Ned Houk.

The Parks and Recreation Department applied for, and received, the 2024-2025 New Mexico Trails+ Grant in the amount of $500,000.00 to begin implementation of the master plan. The project will consist of grading, drainage improvements and installation of 140 parking spaces and 16 ADA spaces. The project has a high priority because it will be an excellent foundation from which to begin other projects such as expanding the fishing lake and trailhead improvements.

There is a 2:1 match for this grant which would total the approximately $750,000.00 needed for the project. The Parks, Recreation & Beautification Committee ranked these improvements as a high priority at their last meeting.

The Parks and Recreation Department contracted with Consensus Planning to create a site layout, grading and drainage plan. That phase of the project has been completed. The Parks and Recreation Department would now like to contract with K. Barnett to complete the project.

New Mexico Trails+ Grant Funding and matching funds will come from Fund 65 in the amount of $250,000.

This item was approved under the Consent Agenda.

VIII.7) Request for Approval of Adoption Number 2260-2026 Relating to Massage Business Licenses Amending City Code Section 5.04.050 and Creating New Code Section 5.04.070, Jared Morris, Attorney.

Cover Page
Ord Massage Licenses FD(1) (1).docx

This ordinance was introduced at the May 21st Commission meeting and is before the Commission for final action.

This item was approved under the Consent Agenda.

VIII.8) Request for Approval of Change Order with K. Barnett and Sons on the Purdue and Echols Drainage Project, Justin Howalt, City Manager.

Cover Page
Pay Estimate.FINAL - PURDUE.r1.pdf

K. Barnett and Sons has finished the Purdue and Echols Drainage Project and submitted the final pay request. The project is paid on actual quantities used and the unit bid prices established. The final quantities were higher than the bid quantities therefore a change order will be necessary. The amount of the change order is $25,000.00, excluding NMGRT, and will be funded from cash reserves in Fund 88 Drainage.

The cost is $26,984.38, including NMGRT, from Fund 88 Drainage.

This item was approved under the Consent Agenda.

VIII.9) Request for Approval to Apply and Accept if Awarded an RCE Grant to the FRA, Justin Howalt, City Manager

Cover Page

The City of Clovis in partnership with BNSF applied for and received a CRISI Grant from the FRA for preliminary engineering at the Norris St. and MLK Blvd. railway crossings. The work on this has started and we are now seeking staff for final engineering and construction. The total request for the project is $81.5M which includes final design and construction of signal improvements at Norris St. and the construction of a bridge at MLK Blvd. BNSF has agreed to contribute $11.3M towards the project. The City would contribute $100k towards the project which would be funded from Fund 65 - Capital Outlay.

The cost is $100,000 from Fund 65 Capital Outlay Cash Reserve

This item was approved under the Consent Agenda.

Motion to place all items on the Consent Agenda by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	George Jones
SECONDER:	Juan Garza
AYES:	Megan Palla, Juan Garza, Helen Casaus, George Jones, Gene Porter, Debbie Zamora, Chris Bryant, Gail Tarson
NAYS:	None
ABSENT:	None

Motion to approve or acknowledge all items on the Consent Agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Gene Porter

SECONDER: George Jones
AYES: George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS: None
ABSENT: None

IX) INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

IX.1 Request for Approval of Adoption of Resolution Number 3373-2026 Approving Participation in the Programs of the Eastern Plains Council of Governments for Fiscal Year 2026-2027 and appointing a designee and alternate to serve on the EPCOG Board of Directors, Sandy Chancey, Executive Director, EPCOG.

Cover Page
3373-2026 RES EPCOG 2026-2027.pdf
EPCOG highlights.pdf

Ms. Sandy Chancey, Executive Director of the Eastern Plains Council of Governments (EPCOG), presented the organization's annual report. She explained that EPCOG serves as the regional planning and development organization for District 4 in eastern New Mexico and provides services to 22 municipalities and seven counties. Ms. Chancey reported that EPCOG staff had attended numerous professional trainings and continued to participate with the councils of governments throughout the state. She noted that she serves on the board of a national development organization, allowing EPCOG to remain connected with similar organizations across the country.

Ms. Chancey reviewed several EPCOG programs and initiatives. She explained that the Community Development Assistance Program provides support for Community Development Block Grant (CDBG) applications and administration. She discussed the Government Results and Opportunities (GRO) Fund, noting that funds had historically been directed through EPCOG to ensure timely expenditure. She also highlighted partnerships with the United Way through the HRSA-UWENM program to provide mental health services in schools and detention facilities, as well as collaboration with the National Guard on anti-vaping programs in schools. She stated that funding for counseling services was secured through December, after which additional funding sources would need to be identified.

Ms. Chancey discussed the School Pulse application, which allows students to communicate directly with mental health professionals. She noted that EPCOG's Behavioral Health Director had recently presented in Washington, D.C., on the program's behalf and that a crisis coordinator had been hired in Roosevelt County. She also reported that EPCOG had secured grant funding for mental health services at Union County General Hospital and that a project director had been hired to oversee the program.

Ms. Chancey provided an update on Senate Bill 3 initiatives, explaining that Judicial Region 10 would provide mental health services for individuals who are incarcerated or transitioning from incarceration. She stated that EPCOG was currently engaged in the request for proposals process for early access funding and also serves as the responsible entity for Senate Bill 3 programs in Judicial Region 4.

She reviewed EPCOG's Capacity Building Grant, which supports staff development, member training, grant writing and research, and cost estimating services. She noted that the grant had previously provided $428,571 but would be reduced to approximately $160,000 in the coming year. Ms. Chancey also reported that EPCOG is designated as an Economic Development District and is required to update its Comprehensive Economic Development Strategy every five years. She stated that EPCOG had recently hosted a housing meeting at Cannon Air Force Base and that several staff members attended the National Association of Development Organizations (NADO) Washington Policy Conference to strengthen relationships with federal agencies.

Ms. Chancey further explained that EPCOG assists smaller communities with policy development, transportation planning, comprehensive planning, and technical support. She noted that transportation planning applications for the region are managed through EPCOG and that staff are currently working with smaller communities to develop comprehensive plans, contracts, and project milestones.

Mayor Morris thanked Ms. Chancey for her presentation and asked how the City of Clovis currently utilizes EPCOG services. He referenced a behavioral health grant that EPCOG had assisted with and invited her to elaborate. Ms. Chancey stated that EPCOG provides grant writing and grant administration services. Mr. Howalt clarified that the City generally completes its own grant applications and submits them through EPCOG, after which EPCOG facilitates the review and administration process.

Commissioner Casaus stated that she had served on the EPCOG committee for several years and moved to continue serving as the City's representative. Commissioner Bryant noted that Commissioner Zamora wished to continue serving as the alternate representative.

Ms. Chancey thanked the Commission for the opportunity to partner with the City of Clovis and stated that Clovis serves as a model for many of the smaller communities within the region.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Helen Casaus
SECONDER:	Gail Tarson
AYES:	George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS:	None
ABSENT:	None

X) UNFINISHED BUSINESS

None.

XI) NEW BUSINESS

XI.1 Request for Approval of Winegrower Liquor License with on Premises Consumption and Package Sales Located at 120 Maple St., Clovis, NM, Jared Morris, City Attorney.

Cover Page
liquor license.pdf

letters.pdf

Mr. Jared Morris reported that the City had received a letter from the State Licensing Division dated May 12 granting preliminary approval of the applicant's license. He explained that the license would allow the business to manufacture, bottle, and label its own wine, as well as sell and serve wine on the premises. Mr. Morris stated that there were no zoning issues associated with the request and confirmed that all required public notices had been properly published within the applicable timeframes.

Motion to move to a public hearing.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	George Jones
SECONDER:	Juan Garza
AYES:	George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS:	None
ABSENT:	None

Motion to adjourn the public hearing.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Juan Garza
SECONDER:	Chris Bryant
AYES:	George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS:	None
ABSENT:	None

Motion to approve or acknowledge the item.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Juan Garza
SECONDER:	George Jones
AYES:	George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS:	None
ABSENT:	None

XI.2 Request for Approval of Governmental Liquor License with on Premises Consumption Only Located at 459 CR 11.5, Texico, NM, Jared Morris, City Attorney.

Mr. Jared Morris explained that the application related to the proposed restaurant space within the new airport terminal. He reported that the City had received preliminary approval from the State Licensing Division on May 11. The license would allow the sale and service of beer, wine, and spirits and would not include a food-service requirement. Mr. Morris noted that the application included two licensed areas within the terminal, one located on the unsecured side of the facility and another on the secured side, should a restaurant operator choose to utilize both locations. He stated that there were no issues with the application and confirmed that all required public notices had been properly published within the applicable timeframes.

Motion to move to a public hearing.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: George Jones
SECONDER: Chris Bryant
AYES: George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS: None
ABSENT: None

Motion to adjourn the public hearing.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Megan Palla
SECONDER: Helen Casaus
AYES: George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS: None
ABSENT: None

Motion to approve or acknowledge the item.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Juan Garza
SECONDER: George Jones
AYES: George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus
NAYS: None
ABSENT: None

Cover Page
liquor license.pdf

XI.3 Request for Approval of Voting Member and Alternate for the New Mexico Municipal League Annual Conference, Claire Burroughes, Assistant City Manager.

Cover Page

Mr. Howalt reported that the New Mexico Municipal League Conference would be held in Las Cruces later in the year. He explained that the City was required to designate both a voting delegate and a non-voting delegate to represent the City at the conference and participate in Municipal League business. He requested that the Commission nominate and appoint commissioners to serve in those roles.

Mayor Morris was nominated as the voting delegate and Mayor Pro Tem Garza was nominated as the non-voting delegate.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Chris Bryant
SECONDER: George Jones
AYES: George Jones, Debbie Zamora, Juan Garza, Gail Tarson, Gene Porter, Chris Bryant, Megan Palla, Helen Casaus

NAYS: None
ABSENT: None

XII) REPORTS OF BOARDS, OFFICERS AND COMMITTEES

XII.1) Monthly Investment Report

Cover Page
May 2026 financials.pdf

Ms. Leighann Melancon, Finance Director, gave the Investment Report:

General Fund 1 - $17,725,326.40
Solid Waste Fund 2 - $2,636,045.53
Environmental Tax Fund 6 - $10,666,788.92
Wastewater Fund 10 - $4,908,474.59
Colonial Golf Course Fund 19 - $1,011,446.08
Economic Development Fund 64 - $8,852,395.35
Capital Outlay ¼% GRT Fund 65 - $5,240,469.28
Water ¼% Fund 66 - $8,448,299.28
Special Street Fund 75 - $1,414,350.70
Drainage Improvement Fund 88 - $2,536,554.49
American Rescue Plan Fund 94 - $1,354,406.08

The breakdown was $81,346,667.91. Total Funds Available, $18,948,835.98 Cash in Bank, 10,000,000 in CDs, and $52,397,831.93 in the State Investment Pool. Interest earned for the month was $210.924.59, Year to Date Interest Earned for eleven months was $2,321,066.05 and Fiscal Year 2025 Interest Earned for eleven months was $2,820,049.28. The state pool was 3.66%.

Gross receipts were a little over 2% above last year, 22% above budget, with 623 new reporters.

Economic Incentive Board

Mr. Howalt reported that he had provided a financial update to the EIB. He stated that Raymond Mondragon had been elected as Chair of the Board and Alan Kinlund as Vice Chair. Ms. Dziuk also provided updates related to Community and Economic Development (CED) activities.

Planning and Zoning Commission

Mayor Pro Tem Garza provided an update on the Planning and Zoning Commission, stating that there were no issues with the replat requests and that they were approved as presented.

Healthcare Initiatives

Commissioner Bryant provided an update on healthcare initiatives, reporting that ten new healthcare providers would be joining the system at PRMC. He stated that the walk-in clinic would be converted to an urgent care model, with expanded hours of operation: Monday through Friday from 8:00 a.m. to 7:00 p.m., Saturdays from 8:00 a.m. to 12:00 p.m., and Sundays from 1:00 p.m. to 5:00 p.m. He noted that the clinic would be staffed by four advanced practice providers. Commissioner Bryant also reported that PRMC was beginning to implement robotic surgery. He added that the healthcare system continued its program with 12 schools, providing approximately 150 students with one day of hands-on healthcare experience.

Mayor Morris reported that he had attended the Cardiac Rodeo fundraiser and noted that there are approximately 500 cardiac patients in the community. He praised the continued improvements in local healthcare services. Commissioner Bryant added that the event raised approximately $80,000.

ENMWUA

Mayor Morris provided an update on the Eastern New Mexico Water Utility Authority (ENMWUA). He reported that the FY27 budget had been approved. He stated that approximately $378 million was allocated for project development and construction. Mayor Morris noted that the Texico Lateral project continued to move forward. He also reported that Raw Water Phase 1A was nearing completion of the award process. He explained that the bid packages for Phase 1B and the remaining raw water components represent the final phases of the large-diameter pipeline project and are expected to be awarded in November. He added that construction on the large-diameter pipeline portion could begin by the end of the year.

XIII) FUTURE AGENDA ITEMS

1. Presentation of Proclamation Proclaiming July 19-25, 2026 as "National Zookeeper Week", Stephanie Chavez, Zoo Director.
2. Civil Aviation Board Vacancy Appointment.
3. ICIP

XIV) ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS

1. Parks, Recreation, and Beautification Committee, 5:30pm, Monday, June 22, 2026, North Annex, Clovis-Carver Library, 701 N. Main St., Clovis, NM 88101

2. Public Works Committee, 8:30am, Wednesday, June 24, 2026, North Annex, Clovis-Carver Library, 701 N. Main St., Clovis, NM 88101.

3. City Commission Meeting, 5:15pm, Thursday, July 9, 2026, North Annex, Clovis-Carver Library, 701 N. Main St., Clovis, NM 88101.

XV) ADJOURNMENT

There being no further business to come before the Commission the meeting adjourned at 6:50pm.

(ATTEST)

____
Mayor

City Clerk

City of Clovis, New Mexico
<u>Request for Commission Approval</u>

Type of Action: Action
Date Action Required:

Requestor:
Department: Administration
Date: 07/09/2026

IV.2

Approval of June 26, 2026 Special City Commission Minutes

Background/Summary: Approval of June 26th special city commission minutes.

Fiscal Impact:

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s):

Clovis City Commission

Special City Commission
~ Minutes ~

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

June 26, 2026	**8:00 a.m.**	**North Annex, Clovis-Carver Library**

Mayor Pro Tem Garza called the meeting to order.

I) PLEDGE OF ALLEGIANCE AND OFFICIAL SALUTE TO THE NEW MEXICO FLAG

II) ROLL CALL

Present:	Commissioner Chris Bryant Commissioner Helen Casaus Commissioner George Jones Commissioner Gene Porter Commissioner Debbie Zamora Commissioner Gail Tarson Commissioner Megan Palla (virtual) Mayor Pro Tem Juan Garza
Absent:	Mayor Michael Morris
Others Present:	Justin Howalt, City Manager Claire Burroughes, Assistant City Manager Jamie Foster, City Clerk

III) APPROVAL OF AGENDA

RESULT: ADOPTED [UNANIMOUS]
MOVER: Helen Casaus
SECONDER:
AYES: Chris Bryant, Gene Porter, George Jones, Helen Casaus, Juan Garza, Megan Palla, Debbie Zamora, Gail Tarson
NAYS: None
ABSENT: None

IV) INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

IV.1) Request for Approval of Adoption of Resolution Number 3385-2026 Adopting an Infrastructure Capital Improvement Plan (ICIP), Alexis Hobbs, Grants Coordinator.

Cover Page
3385-2026 ICIP Resolution(1).doc
2027-2031.pdf
2028-2032.pdf

This is the annual Infrastructure Capital Improvement Plan (ICIP) for consideration by the Clovis City Commission. The ICIP is a planning tool which establishes priorities for anticipated infrastructure projects. The program is administered through the Department of Finance and Administration, Infrastructure Planning and Development Division. It establishes planning priorities for anticipated capital projects. The process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities. The ICIP planning tool encourages entities to develop and update their five-year plan annually which is then submitted to the State.

Administration has been provided with updates to the ICIP by the directors. It has also been provided with information from other non-profits seeking the City of Clovis to serve as fiscal agent for capital projects they would like to apply for.

The Commission is being asked to rank its top priorities this year.

Ms. Hobbs advised the commission was given a list of the top 7 priorities;

NE Fire Station, $800,000 in 2028 for plan and design and $4 million in 2029 for construction
Llano Estacado Roadway Improvements, $7 million in 2028 for construction. ($547,000 has been funded)

Hillcrest Park Zoo Improvements, $2 million for completion of improvements as stated in the Zoo Master Plan

Police Department Secure Parking and Storage, $400,000

Airport Fixed Base Operator Expansion, $350,000

Continued Park Improvements, $300,000

Residential Street Lighting $200,000 for 2028 and 2029

Ms. Burroughes advised the legislative priorities can be visited at a later date when the Mayor is present. Mayor Pro Tem Garza advised they could move forward with the suggestions for the ICIP if the Commission is okay with that decision. Commissioner Jones moved for approval as presented; Commissioner Tarson seconded the motion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Jones
SECONDER: Gail Tarson
AYES: Chris Bryant, Gene Porter, George Jones, Helen Casaus, Juan Garza, Megan Palla, Debbie Zamora, Gail Tarson
NAYS: None
ABSENT: None

V) ADJOURNMENT

There being no further business to discuss the meeting adjourned at 8:15 a.m.

____
Mayor

SEAL
(ATTEST)

____
City Clerk

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Proclamation, Award or Presentation
Date Action Required:

Requestor: Vicki Reyes
Department: Administration
Date: 07/09/2026

VI.1

Presentation of clock to Larry Hall, Distinguished Supervisor of the Quarter, Clint Bunch, Public Works Director, Mayor Morris.

Background/Summary: Larry Hall, Distinguished Supervisor of the Quarter.
March 2026 - May 2026

Fiscal Impact:

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s):

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Proclamation, Award or Presentation
Date Action Required:

Requestor: Stephanie Chavez
Department: Administration
Date: 07/09/2026

VI.2

Presentation of Proclamation Proclaiming July 19-25, 2026 as "National Zookeeper Week", Stephanie Chavez, Zoo Director.

Background/Summary: This annual proclamation, established by Congress, celebrates animal care professionals for their vital roles in conservation, education, and animal welfare.

Fiscal Impact: N/A

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): N/A

Michael Morris
Mayor

Juan Garza
Mayor Pro Tem

PROCLAMATION

WHEREAS; The City of Clovis is proud of the Hillcrest Park Zoo, the second largest zoo in the State of New Mexico and the outstanding staff that work there; and

WHEREAS; The facility has seven Zookeepers that care for the 70 mammals, 20 birds and 17 reptiles on a daily basis; and

WHEREAS; The third week of July was made National Zookeeper Week by the U.S. Congress in 2007 and National Zookeeper Week is celebrated every July to bring attention to the hard work, dedication and loyalty of Zookeepers around the world; and

WHEREAS; Zookeepers are vital advocates for conservation, participating in the fight for species survival and preservation of the natural habitats of the animals they care for through public awareness, education and exhibition; and

WHEREAS; Zookeepers are extremely passionate about their work in inspiring people to care for animals and make a place for them in their hearts. Zookeepers have committed their lives to ongoing professional development and training in becoming animal specialists, educators, facilitators of animal behaviors through enrichment, behavior managers through operator conditioning, and reproductive specialists through improved observations and animal husbandry; and

WHEREAS; Each keeper oversees 10-15 animals, which means they have a significant responsibility for the care and well-being of these animals and their habitats.

NOW, THEREFORE, I, Michael Morris, Mayor of the City of Clovis, and on behalf of the Clovis City Commission, do hereby proclamation July 19-25, 2026 as:

"NATIONAL ZOOKEEPER WEEK"

in the City of Clovis and encourage individuals to engage in programs and volunteer activities at the Hillcrest Park Zoo.

In witness whereof, I hereunto set my hand and cause the seal of the City of Clovis to be affixed this 9th day of July in the year of our lord Two Thousand and Twenty-Six.

____
MAYOR

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Proclamation, Award or Presentation
Date Action Required:

Requestor: Vicki Reyes
Department: Administration
Date: 07/09/2026

VI.3

Presentation Regarding 2026 Draggin Main Event to the City of Clovis, Bryan Boone.

Background/Summary: Draggin Main has asked to make a presentation to the City of Clovis thanking them for all of their help during the event this year.

Fiscal Impact: N/A

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): N/A

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Resolution
Date Action Required:

Requestor: LeighAnn Melancon
Department: Finance
Date: 07/09/2026

VIII.1

Request for Approval of Adoption of Resolution Number 3386-2026 DFA Budget Changes, LeighAnn Melancon, Finance Director.

Background/Summary: These are the final set of budget changes for the 2026 fiscal year from various departments that require City Commission approval and DFA (Department of Finance and Administration) approval.

Fiscal Impact:

These budget changes increase/decrease the cash reserve in the following funds:

General Fund (1) $409,737 decrease; Fire Marshall Fund (7) $97,521 decrease; NMFA Bonds Fund (45) $3,471 decrease; Infrastructure Improvements Fund (60) $221,615 decrease; Special Parks Improvements GRT Fund (61) $9,352 decrease; Civic Center Fund (62) $9,352 decrease; Capital Outlay Fund (65) $288,003 decrease; Capital Projects Fund (87) $470,718 decrease; Drainage Fund (88) $36,337 decrease

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): Approve and submit to DFA for final approval

Approve as requested

CITY OF CLOVIS, NM
DFA Budget Change
RESOLUTION NO. 3386 -2026

WHEREAS, the City Commission of the City of Clovis, meeting in regular session on the 9th day of July, 2026, did propose to make certain permanent budget adjustments and increases for the 2025-26 fiscal year;

DATE	FUND	DEPARTMENT	DESCRIPTION	ACCOUNT CODE	DEBIT	CREDIT	REASON FOR CHANGE
	GENERAL FUND 01						
6/30		**Legal**	Professional Dues, Fees & Services	010102 62430	22,528		Colletive Bargaining
		Legislative	Professional Dues, Fees & Services	010101 62480		22,528	
6/30		**Administration**	Printing & Office Supplies	010103 64140	696		Laptop - marketing position
		Legislative	Clothing & Personal Supplies	010101 64285		696	
6/23		**Police**	Capital Outlay - Vehicles	010301 67410	13,412		Proceeds - vehicle totaled
			Revenue - Insurance Recovery	01 55598		13,412	
6/30			Clothing & Personal Supplies	010301 64230	14,010		NMSIF - body cam program
			Revenue - Miscellaneous	01 55590		14,010	
6/2		**Parks**	Maintenance - Vehicle & Equip	010801 62730	3,569		Loss on property damage
			Revenue - Insurance Recovery	01 55598		3,569	
6/30		**Parks**	Maintenance - Bldgs, Grnd, Imp	010801 62730	80,470		Insurance claims - roofs
			Revenue - Insurance Recovery	01 55598		80,470	
6/30		**Zoo**	Maintenance - Bldgs, Grnd, Imp	010804 62730	114,423		NMSIF Claim
			Insurance Recovery	01 55598		114,423	
6/30		**Transfers**	Transfer to Senior Meals Fund 91	01 30071	65,194		Summit char
			Cash Reserve - Decrease	01 50000		65,194	
			Transfer to Econ Develop LEEDA Fund	01 30071	344,543		LEEDA for retail
			Cash Reserve - Decrease	01 50000		344,543	
	FIRE MARSHALL GRANT FUND 07						
6/30		**Fire**	Loan Payments	071501 69301	97,521		Add'l Loan pmts
			Cash Reserve - Decrease	07 50000		97,521	
6/30		**Administration Bldg**	Loan Payments	071502 69302	100,547		Convert balance to loan pmt
			Safety Supplies	071502 69301		50,547	
			Maintenance - Bldgs, Grn, Imp	071502 62730		50,000	
6/30			Mainenance - Bldgs, Grnd, Imp	071502 62730	19,911		Add'l bldg imp
			Revenue - CIB Interest	07 59000		406	
			Revenue - Inv Interest	07 59001		19,505	
6/30			Maintenance - Bldgs, Grnd, Imp	071502 62730	22,586		Budget overruns
			Safety Supplies	071501 65120		22,586	
	AIRPORT FUND 12						
6/30		**Airport**	Maintenance - Bldgs, Grnd, Imp	121701 62730	3,193		Scrap metal - roof repairs
			Revenue - Miscellaneous	12 55590		3,193	
6/30			Maintenance - Bldgs, Grnd, Imp	121701 62730	197,000		Residual - Ins May 23
			Insurance - Recovery	12 55598		197,000	
			Professional Dues, Fees & Services	121701 62440	9,830		Task Order 1 - T/W B Imp
			Transfer from Infrastrucure Fund 60	12 30070		9,830	
	NED HOUK PARK FUND 13						
6/30		**Ned Houk Park**	Maintenance - Bldgs, Grnd, Imp	131801 62710	250,000		Parking lot - Addtl funds above g
			Transfer from Fund 65 -	13 30070		250,000	
	NMFA BONDS FUND 45						
6/30		**24 Debt Service**	Principal Payments - Revenue Bonds	454502 69102	4,584		True up debt payments
			Interest Payments - Revenue Bonds	454502 69202		1,113	
			Cash Reserve - Decrease	45 50000		3,471	
	HUMAN RESOURCES/SAFETY FUND 48						
6/30		**Workmen's Comp**	Professional Dues, Fees & Services	484801 62480	24,633		Increase in rates
			Revenue - Premiums	48 55597		24,633	

DATE	FUND	DEPARTMENT	DESCRIPTION	ACCOUNT CODE	DEBIT	CREDIT	REASON FOR CHANGE
	INFRASTRUCTURE FUND 60						
6/30		**Transfers**	Transfer to Econ Develop LEEDA Fund	60 30071	9,352		
			Cash Reserve - Decrease	60 50000		9,352	
5/21			Transfer to Special Streets Fund 75	60 30071	202,433		Paving Purdue/Cameo/Dartmou
			Cash Reserve - Decrease	60 50000		202,433	
4/23			Transfer to Fund 12	60 30071	9,830		Task Order 1 - T/W B Imp
			Cash Reserve - Decrease	60 50000		9,830	
6/30			Professional Dues, Fees & Services	606000 62482	460		Admin fees - increased GRT
			Revenue - Gross Receipts Tax	60 50050		460	
	PARKS IMPROVEMENTS FUND 61						
6/30		**Transfers**	Transfer to Econ Develop LEEDA Fund	61 30071	9,352		LEEDA payments
			Cash Reserve - Decrease	61 50000		9,352	
	CIVIC CENTER FUND 62						
6/30		**Civic Center**	Transfer to Econ Develop LEEDA Fund	62 30071	9,352		LEEDA payments
			Cash Reserve - Decrease	62 50000		9,352	
	ECON DEVELOPMENT GRT FUND 64						
		LEEDA for Retail	Professional Dues, Fees & Services	646401 62480	419,359		LEEDA for retail FY 26
			Transfer from Fund 60	64 30070		9,352	
			Transfer from Fund 61	64 30070		9,352	
			Transfer from Fund 62	64 30070		9,352	
			Transfer from Fund 75	64 30070		37,408	
			Transfer from Fund 88	64 30070		9,352	
			Transfer from Fund 01	64 30070		344,543	
	CAPITAL OUTLAY FUND 65						
6/4		**Transfers**	Transfer to Fund 87	65 30071	38,003		7th & Thornton Signal design
			Cash Reserve - Decrease	65 50000		38,003	
6/30			Professional Dues, Fees & Services	656500 62482	1,090		Admin fees - increased GRT
			Revenue - Gross Receipts Tax	65 50050		1,090	
6/30			Transfer to Fund 13 - Ned Houk Park	65 30071	250,000		Parking lot - Addtl funds above (
			Cash Reserve - Decrease	65 50000		250,000	
	SPECIAL STREETS FUND 75						
5/21		**St Maintenance**	Maintenance - Bldgs, Grnd, Imp	750601 62710	202,433		Paving Purdue/Cameo/Dartmou
			Transfer from Infrastructure Fund 60	75 30070		202,433	
6/30		**Transfers**	Transfer to Econ Develop LEEDA Fund	75 30071	37,408		LEEDA for Retail
			Revenue - Gross Receipts Tax	75 50050		37,408	
	CAPITAL PROJECTS FUND 87						
6/18		**Road Projects**	Capital Outlay - Infrastructure	878716 67240	26,985		Purdue & Echols Drainage Proj
			Transfer from Drainage Fund 88	87 30070		26,985	
6/4			Capital Outlay - Infrastructure	878716 67660	38,003		7th & Thornton Signal design
			Transfer from Fund 65	87 30070		38,003	
			Transfer to ARPA	87 30071	470,718		
			Cash Reserve - Decrease	87 50000		470,718	
	DRAINAGE FUND 88						
6/30		**Drainage**	Transfer to Econ Develop LEEDA Fund	88 30071	9,352		LEEDA Paymens
			Cash Reserve - Decrease	88 50000		9,352	
6/18			Transfer to Capital Projects Fund 87	88 30071	26,985		Purdue & Echols Drainage Proj
			Cash Reserve - Decrease	88 50000		26,985	
	LAW ENFORCEMENT PROTECTION FUND 90						
6/30		**LEPF**	Transportation & Education	909000 62240	323		No reversion of funds
			Revenue - Interest	90 59000		323	
6/3		**Recruit outfitting**	Clothing & Personal Supplies	909003 64220	1,585		DPS outfitting recruites
			Revenue - State Grant	90 51085		1,585	

DATE	FUND	DEPARTMENT	DESCRIPTION	ACCOUNT CODE	DEBIT	CREDIT	REASON FOR CHANGE
	SENIOR MEALS FUND 91						
5/21		**Meal Site**	Personnel Services	919100 60110	52,115		Amendment to complete year
			Professional Dues, Fees & Services	919100 62480	47,594		
			Revenue - State Grant	91 51085		91,248	
			Revenue - Federal Grant	91 51090		8,461	
6/30			Professional Dues, Fees & Services	919100 62480	65,194		Summit charges
			Transfer from General Fund 01	91 30070		65,194	
	AMERICAN RESCUE PLAN FUND 94						
		ARPA	Capital Outlay - Infrastructure	949400 67660	470,718		MLK
			Transfer from Capital Projects	94 30071		470,718	
	DRUG CONTROL FUND						
6/30		**Metro Task Force**	Professional Dues, Fees & Services	989804 62480	115		T-Mobile - GPS Locate
			Revenue - Miscellaneous	98 55590		115	

PASSED, APPROVED, AND ADOPTED this 9th day of July, 2026.

THE CITY OF CLOVIS, NEW MEXICO

Mayor

ATTEST:

City Clerk

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Vicki Reyes
Department: Administration
Date: 07/09/2026

VIII.2

Request for Approval to Appoint Bryan Ellis to Serve as a Representative of Curry County on the Economic Incentive Board, Vicki Reyes, Assistant City Clerk.

Background/Summary: Brett Johnson has resigned from the Economic Incentive Board. The position has been advertised and Bryan Ellis has applied to serve.

Fiscal Impact: N/A

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): Appoint Mr. Ellis to serve on the Economic Incentive Board.

CITY OF CLOVIS

Committee/Board/ Task Force Application

Name Bryan Ellis

Home Address 482 SR 523, Clovis, NM 88101

Home Telephone n/a Cell Number 575-825-0413

Business or Occupation Respiratory Therapist, HC Consultant

Employer self-employed, semi-retired

Business Number ____________________ Fax Number ____________________

Business Address ____

Email Address bwellis@me.com

Committee, Board or Task Force applied for Economic Incentive Board

Please tell us why you are interested in this appointment and what special skills or knowledge you offer.

I am a resident of the county & reside outside of the city limits and understand there is a need for a county respresentative.

I was a small business owner for 23 years of a local healthcare business.

I have been a chamber member since 2003 and have served on the board since 2021.

I have an interest in continuing to participate in local government activities

that could grow our local economy. I currently Chair the MAC Committee which focuses

on medical provider specialty care for our community and CAFB.

Date: 06/21/2026

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Ruthann Kelly
Department: Emergency Management
Date: 07/09/2026

VIII.3

Request for Approval to Apply for and Accept if Awarded the FY26 Emergency Management Preparedness Grant (EMPG), Ruthann Kelly, Emergency Management Director.

Background/Summary: The Emergency Management Performance Grant (EMPG) is used to supplement Emergency Management salary and benefit costs. The EMPG plays an important role in the implementation of the National Preparedness System by supporting the budilding, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation.

Fiscal Impact: This grant requires a 50/50 match. The total grant will be $120,763.38 with a 50% match from the City of Clovis' Emergency Management budget of $60,381.69 from Fund 011001-60110 wages.

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): Approve as Requested

DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

2026 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBAWARD APPLICATION AND WORK PLAN

SUBAWARD APPLICANT INFORMATION

Jurisdiction (County, City):	City
Agency Name (Department):	City of Clovis
Agency Address:	P.O. Box 760
Agency County, City, State Zip:	Curry, Clovis, NM 88101
Agency Contact Name, Title:	Ruthann Kelly, Emergency Management Director
Agency Contact Email & Phone Number:	rkelly@cityofclovis.org 575-763-9487
EMPG Program Point of Contact (POC), Title, if different from above:	
POC Address, if different from above:	
POC County, City, State Zip, if different from above:	
POC Contact Name, Title, if different from above:	
POC Contact Email & Phone Number, if different from above:	

Tax Identification Number (TIN):	SAM Unique Entity Identifier (UEI) & Expiration Date:*	CAGE Number, if applicable:	NM SHARE Vendor Number:**
85-60000117	F1LRG5KKJGD7 11/6/2026	1PED1	54320

*Per the **U.S. DHS Fiscal Year 2026 Emergency Management Performance Grant Program Notice of Funding Opportunity**:
“Applicants that fail to register and maintain an active profile in SAM.gov, or those without a UEI, are not eligible for funding.”
**Expenditures cannot be reimbursed without an NM SHARE Vendor Number.

Date of Agency’s National Incident Management (NIMS) Certification:	9/2025	Date of Agency’s Emergency Operations Plan (EOP):	2019, currently in rewrite
Date of Agency’s Treat & Hazard Identification & Risk Assessment (THIRA):	2022, under review	Date of Agency’s Integrated Preparedness Plan (IPP):	05/2026
Date of Agency’s Stakeholder Preparedness Review (SPR):	2022, under review	Date of Agency’s Risk Assessment and Risk Level (High, Moderate or Low)	Low

FUNDING REQUEST

Federal Share Requested:	Non-Federal Share Requested:	Total Funding Requested:
$60,381.69	$60,381.69	$120,763.38

NOTE: The funding request must match the amounts identified in the attached 2026 EMPG - LOCAL AGENCY REQUEST FOR SALARY & BENEFITS FUNDING WORKSHEET.

AUTHORIZED SIGNATURES

Printed Name of Authorized Official:	Printed Title of Authorized Official:
Mike Morris	Mayor
Signature of Authorized Official:	Date of Signature: 06/30/2026

NOTE: Per the **U.S. DHS Fiscal Year 2026 Emergency Management Performance Grant Program Notice of Funding Opportunity**: “Applications submitted by individuals who are not 1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application (e.g. consultants or contractors acting on behalf of an organization) will be deemed ineligible.”

2026 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBAWARD WORK PLAN

All EMPG subaward applicants must develop and submit a Work Plan which outlines the agency's emergency management program sustainment and enhancement efforts, including new and ongoing activities proposed for the 2026 EMPG Subaward period of performance.

Emergency Management Program Funded Positions: (click the box to identify the appropriate response(s): ☒ No changes to current funded positions ☐ Yes. Changes to current funded position responsibilities ☐ Funding request for new position. Provide an explanation for any changes to current funded position responsibilities or requests for new positions. Resumes **must be attached** for each position funding request including those with no changes.	There are no changes to the Emergency Management Director's position but we are **not** seeking funding for the Emergency Management Specialist.

Description of the Agency's emergency management priorities and activities that EMPG funded staff will be addressing during the 2026 EMPG Subaward period of performance.	
1. Provide an overview of the risk profile resulting from the Agency's current THIRA:	Risks that were identified include: drought/extreme heat, wildfire, severe thunderstorms (hail, high wind, & tornadoes), flooding, winter storms, pandemic/public health event, terrorism, hazardous material incident, cyber-attack, and active shooter.
2. What emergency management priorities based on capability gaps, identified through assessment processes such as your Agency's SPR, THIRA, Hazard Identification Risk Assessment (HIRA), Tactical Interoperable Communications Plan (TICP), IPP and/or After Action Reports / Improvement Plan(s) (AAR/IP), will this funding request address?	This funding will support public outreach initiatives, public alerting capabilities, training requirements, and the development and maintenance of planning documents. As additional funding opportunities become available, the Emergency Management Director will pursue resources to acquire critical equipment for first responders, helping to address identified equipment gaps and enhance overall response capabilities.
3. Provide a detailed description of the activities that will be undertaken to address the priorities identified in #2 above and how they will support the building or sustaining of the core capability gaps identified in your assessment processes. At least one activity must address the National Priorities of 1) Extreme Weather Resilience; and 2) Readiness. Visit the FEMA website: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities for information on Core Capabilities.	On September 26, 2026, the Clovis/Curry County LEPC and OEM will be hosting a community preparedness event for National Preparedness Month. There will be booths and demonstrations regarding how to be prepared at home. Additional public outreach is planned for the Curry County Fair, where an information and education booth will be set up. Additional public presentations will be scheduled as requested. The Emergency Management Director is currently working on producing a Curry County Awareness and Preparedness Guide. A document that can be handed out to the community to inform and educate them on the hazards in the county and how to prepare for them. This guide will also be given to the Chamber of Commerce to give to newcomers to the area. The Director will promote the local notification system, Hyper-Reach, and encourage everyone in the county to sign up for alerts. The Director will continue to create and maintain plans and policies for the EOC and daily operations. The Director will continue to collaborate with local agencies to complete exercises and identify gaps and deficiencies in response.

	The Director will search for funding opportunities to obtain equipment and supplies for first responders.
4. Provide a detailed Budget Narrative justifying the requested funding for the identified activities.	The requested budget will fund half of the Emergency Management Director's salary and benefits for one year and ensure the continuation of the Emergency Management Program in Clovis and Curry County.

See the New Mexico Department of Homeland Security and Emergency Management 2026 Emergency Management Performance Grant (EMPG) Notice of Funding Opportunity (NOFO) and the U.S. DHS Fiscal Year 2026 Emergency Management Performance Grant Program Notice of Funding Opportunity for more information.

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Vicki Reyes
Department: Administration
Date: 07/09/2026

VIII.4

Request for Approval of Noise Variance from 9:00 p.m. - 11:00 p.m, Friday, July 17, 2026 at 320 Pile for a Family Night at Ancla Church, Pastor Richard Rodriguez.

Background/Summary: Pastor Rodriguez has requested a noise vairance from 9:00 p.m. - 11:00 p.m. for a Family Night at Ancla Church located at 320 Pile.

Fiscal Impact: None.

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s):

EVENT ON CITY PROPERTY REQUEST

CITY OF CLOVIS NEW MEXICO

PLEASE COMPLETE ALL SECTIONS THAT ARE APPLICABLE TO YOUR EVENT

NAME OF EVENT: Family Night

LOCATION(S) OF EVENT: 320 Pile St.

DATE(S)/TIME(S) OF EVENT: July 17, 2026

ORGANIZING AGENCY: Ancia Church

CONTACT NAME: Richard R. Rodriguez
CONTACT NUMBER: 575 693 3576
CONTACT E-MAIL: jacobsalright@gmail.com

Type of Event (Please Circle All That Apply)

Parade | March | Protest | Event in City Park | Fun Run | Street Closure

Federal Observation | Other:

If Street Closure, please advise of location(s) of Street Closure(s) together with dates and times:
between 4th + Grand on Pile St. (Ancia Church) 6pm - 11pm

Will this event require a noise variance (for events using loud speakers after 9:00 pm) (please circle one) YES NO
If yes, please advise what date(s)/times requested: 7/17/26 9:00 - 11:00 p.m.

If event is in a City of Clovis park, will vendor(s) be selling food/merchandise? (please circle one) YES NO
If yes, vendor(s) are required to provide proof of a City of Clovis business license, pay a $50 fee if the event is 4 hours or less or $100 fee if the event is more than 4 hours, payable to the City of Clovis no later than one week prior to the event. Vendor(s) shall contact City Administration at (575) 763-9654.

Will this event require a picnic license for alcohol? (please circle one) YES NO
If yes, please attach proposed map of area where alcohol is to be served, together with a letter stating how you intend to secure the area, and a copy of the completed picnic license application. Please Note - Alcohol cannot be located within 300 feet of a school or church without a waiver from the Clovis City Commission.

Will this event have a bounce house on City of Clovis property? (please circle one) YES NO
If yes, please provide a copy of the event insurance and a copy of the certificate of operation from the State of New Mexico Carnival Ride Insurance Program from the bounce house rental company.

Are rental of City items requested? (please circle one) YES NO
If yes, please check items requested below:

- Bleachers ($75.00 per bleacher, per day) (insert number of bleachers)
- Stage Rental ($250.00 during normal working hours. Additional $15/hr per employee per hour outside of working hours)
- Trash Cans ($3 each)

Will police or ambulance standby be requested for event? (please circle one) YES NO
If yes, please check standby requirements below:

- Police standby/escort times needed ($50.00 per hour per officer) From: To:
- Ambulance standby needed (fee set by state) From: To:

Certificate of Liability Insurance for community events is required, naming the City of Clovis as an additional insured in the amount of $1,000,000.00 per occurrence, with a copy provided to the City of Clovis prior to the event.

SIGNED: [signature] Title: Senior Pastor

PRINT NAME: Ricardo Rodriguez Date: 6-27-26

Updated 01/2026

PLEASE RETURN TO THE CITY MANAGER'S OFFICE AT 321 N. CONNELLY OR EMAIL VMREYES@CITYOFCLOVIS.ORG

This Section for Completion by City of Clovis Staff

CITY OF CLOVIS NEW MEXICO

Fire Department Comments:____
Cost of event per hour/number of personnel:____________________ Total cost:____________
Approved/disapproved (please circle one)
Signature:________________________ Print Name:________________________
Title:___________________________ Date:____________________________

Parks Department Comments:____
Cost of event per hour/number of personnel:___________________ Total cost:______________
Approved/disapproved (please circle one)
Signature:__________________________ Print Name:____________________
Title:_____________________________ Date:_________________________

Police Department Comments:____
Cost of event per hour/number of personnel:____________________ Total cost:_____________
Approved/disapproved (please circle one)
Signature:___________________________ Print Name:____________________
Title:______________________________ Date:_________________________

Public Works Department Comments:_______________________________________
Cost of event per hour/number of personnel:____________________ Total cost:____________
Approved/disapproved (please circle one)
Signature:____________________________ Print Name:___________________
Title:_______________________________ Date:________________________

Additional Department Comments:____
Cost of event per hour/number of personnel:____________________ Total cost:____________
Approved/disapproved (please circle one)
Signature:____________________________ Print Name:___________________
Title:_______________________________ Date:________________________

For Completion by City Administration

Total cost of event: ____________________________
Date fees paid:________________________________ Cash/Check (please circle one)

Date proof of insurance provided:____

Administration recommendation:____

Reviewed By City of Clovis (please circle one) Approved Disapproved
City Manager Signature:_______________________ Date:___________________________

Updated 01/2026 PLEASE RETURN TO THE CITY MANAGER'S OFFICE AT 321 N. CONNELLY OR EMAIL VMREYES@CITYOFCLOVIS.ORG

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/25/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WESTERN STATES INSURANCE GROUP INC 1001 E. Llano Estacado Blvd Clovis NM 88101	CONTACT NAME: Rosangela Viscaino PHONE (A/C, No, Ext): (575) 762-7731 FAX (A/C, No): (575) 762-6701 E-MAIL ADDRESS: rosa@wsigroup.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Twin City Fire Insurance Compa	29459
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Ancla
320 Pile St
Clovis NM 88101

COVERAGES **CERTIFICATE NUMBER:** CL2662536145 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		34SBMIK1002	07/14/2026	07/14/2027	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
							Policy Fee	$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

July 17th event
Street Closure around church

CERTIFICATE HOLDER	CANCELLATION
City of Clovis New Mexico 321 N. Connelly Street Clovis NM 88101	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Vicki Reyes
Department: Administration
Date: 07/09/2026

XI.1

Request for Approval to Appoint One Citizen Member to Serve on the Civil Aviation Board, Vicki Reyes, Assistant City Clerk.

Background/Summary: Nic Williams has relocated and resigned from the Civil Aviation Board. The position has been advertised and Kelly Crombie and Matthew Lansford have applied to serve.

Fiscal Impact: N/A

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): Appoint one citizen to serve on the Civil Aviation Board.

CITY OF CLOVIS

Committee/Board/ Task Force Application

Name Kelly Crombie

Home Address 1801 Morse Ave

Home Telephone 630-577-7412 Cell Number

Business or Occupation Pilot

Employer Air Force

Business Number Fax Number

Business Address Cannon AFB

Email Address Kcrombie20@gmail.com

Committee, Board or Task Force applied for Civil Aviation Advisor

Please tell us why you are interested in this appointment and what special skills or knowledge you offer.

I am interested in this position to help the with aviation related matters. I Have been flying for about 5 years both military and civilian. I also graduated with a bachelors of aerospace engineer and believe my knowledge base would be a great asset to the city

Date: 6/11/2026

CITY OF CLOVIS

Committee/Board/ Task Force Application

Name Matthew Lansford

Home Address 2017 Raintree Blvd, Clovis

Home Telephone ____________ Cell Number 575-799-3619

Business or Occupation Owner

Employer Lansford, Inc. (cattle, farming, aggregate products, trucking)

Business Number 575-799-3619 Fax Number ____________

Business Address 2017 Raintree Blvd, Clovis

Email Address matthew@lansfordinc.com

Committee, Board or Task Force applied for Civil Aviation Board

Please tell us why you are interested in this appointment and what special skills or knowledge you offer.

I am a local pilot with a vested interest in the success of our local airport. I recognize the importance of air travel to our community, whether flying private or through Denver Air. I desire to see KCVN thrive and am glad to see the improvements that are already in the works. For many people coming to Clovis, KCVN is their first impression. My experience and understanding of the private aviation world, along with my strong business background, gives me a unique perspective and the ability to help KCVN thrive.

Date: 06/26/26

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Russell Hooper
Department: Parks and Recreation
Date: 07/09/2026

XI.2

Request for Approval of Event/Group Pricing for Hillcrest Park Zoo, Russell Hooper, Parks and Recreation Director.

Background/Summary: This item was originally brought before the Parks and Recreation Committee at their June 22, 2026 meeting.

The Hillcrest Park Zoo puts on 2 events every year that the Parks and Recreation Department would like to adjust the entry fee for. Zoo Nights and Haunting at Hillcrest. Currently, Zoo Nights is a free event that takes place in December. Last year we had over 3,200 people for the event. Haunting at Hillcrest is an event that is sponsored by Global One Media. Last year we had over 3,700 visitors. The current charge for Haunting at Hillcrest is $1 per person. The Hillcrest Park Zoo has spoken with Global One Media and they supported this request.

The Hillcrest Park Zoo is requesting to set the Entrance fee for Christmas Lights at $3 per person, which is the Kids pricing.

The Hillcrest Park Zoo is requesting that we raise the Entrance Fee for Haunting at Hillcrest to $2 per person, which is double the current rate.

After discussion, a motion was made and approved unanimously to charge regular Zoo pricing for Christmas Lights. The motion also included setting an Event/Group rate at $3 per person. This would include groups of 10 or more, Field Trips, Senior Trips, ENMRSH, etc. This would also include any events that have been historically free, such as, Easter Event, County DUI Event, Car Shows, etc. All groups/events must be scheduled in advance.

The Parks and Recreation Department would like to request that Group/Event prices for Hillcrest Park Zoo be set at $3.00 per person.

Fiscal Impact: None.

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s):

Parks, Recreation & Beautification Committee

~ Minutes ~

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

June 22, 2026	**5:30 p.m.**	**North Annex, Clovis-Carver Library**

I) ROLL CALL

Present:	Commissioner Megan Palla, Chairperson, District 4 Commissioner Helen Casaus, Vice Chairperson, District 3 Bryan Davis, District 3 Representative Kim Tipton, Representative from an organization utilizing parks Michael Perkins, District 1 Representative
Absent:	Commissioner Gene Porter, District 2 Philip Frazee, Curry County Resident Representative Commissioner George Jones, District 1 Julie Surina, District 4 Representative
Others Present:	Justin Howalt, City Manager Claire Burroughes, Assistant City Manager Russell Hooper, Parks Director Jared Morris, City Attorney Amy Wyatt, Recreation Administrator Stephanie Chavez, Zoo Director Vicki Reyes, Assistant City Clerk

II) APPROVAL OF MINUTES

II.1) Approval of Minutes from May 18, 2026.

Cover Page
18May2026 Parks Recreation and Beautification Minutes.docx

RESULT: ADOPTED [UNANIMOUS]
MOVER: Helen Casaus
SECONDER: Kim Tipton
AYES: Megan Palla, Helen Casaus, Kim Tipton, Hunter McLemore, Michael Perkins

NAYS: None
ABSENT: Julie Surina, Gene Porter, George Jones, Phillip Frazee

III) NEW BUSINESS

III.1) Request for Approval to Implement New Mural Waiver and Release Form, Russell Hooper, Parks and Recreation Director.

Cover Page

The Parks and Recreation Department has been putting Murals up for the past several years. These have been done for various reasons, from beautification to graffiti prevention. These murals have been done at the Zoo, Splash Pad, Potter Pool, Dean Field Restrooms, Greene Acres Restrooms, Greene Acres Acres Concession and Hillcrest Restrooms. There are plans to do more going forward.

The Parks and Recreation Department recently found out that there are certain artists rights that remain with the artist. These rights state that every artists' artwork is protected under VARA (The Visual Artist Rights Act of 1990). Unless the artist that was contracted with actively waived their VARA rights, they have the right to pursue legal action against anyone that destroys or alters their artwork without permission/notification during the artist's lifetime.

Where an issue comes up is that over time these murals fade, weather, get vandalized, etc. The murals that are going in may need to be touched up, repaired and in some cases replaced. This waiver gives the City the right to take these actions. The original artist will get the first opportunity to update or repair their own work. If the original artist declines or fails to respond, the City can still move along with the project.

This item was discussed in the May Parks, Recreation & Beautification Committee meeting. The questions raised had to do with the term "reasonable" in regards to time and pricing in the proposed waiver. Below is the answer received from Jared Morris.

Courts generally define it as the amount of time that an ordinarily prudent person would consider fair and appropriate under the specific circumstances. What is "reasonable" depends heavily on the facts, industry standards, the nature of the obligation, urgency, the parties' expectations, and sometimes local custom or statutory context.

Mr. Hooper advised the problem they are having is that if a mural ages and needs touchups they aren't currently allowed to do that. Mr. Howalt advised he has received no response from the artist on the proposed draft.

Attorney Morris advised he drafted a form that states the artist would waive all rights which seems to be the way most cities handle this. Albuquerque has given the artist the option to do the repairs or give feedback.

Commissioner Palla asked if they would have a difficult time with a basic waiver. Attorney

Morris advised he wasn't sure why they couldn't provide both options to the artists.

Mr. Perkins asked how the city currently acquires the murals. Mr. Howalt advised the city will pay the artist and the payment has no factor in this.

Mr. Davis made a motion to approve the second version of the waiver which allows a reasonable timeline; Commissioner Palla seconded the motion, which passed by acclamation.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bryan Davis
SECONDER: Megan Palla
AYES: Megan Palla, Helen Casaus, Kim Tipton, Hunter McLemore, Michael Perkins
NAYS: None
ABSENT: Julie Surina, Gene Porter, George Jones, Phillip Frazee

III.2) Request for Approval to Set Zoo Pricing for Christmas Lights and Haunting at Hillcrest, Russell Hooper, Parks and Recreation Director.

Cover Page

Mr. Hooper advised the Hillcrest Park Zoo puts on 2 events every year that the Parks and Recreation Department would like to adjust the entry fee for. Zoo Nights and Haunting at Hillcrest. Currently, Zoo Nights is a free event that takes place in December. Last year they had over 3,200 people for the event. Haunting at Hillcrest is an event that is sponsored by Global One Media. Last year they had over 3,700 visitors. The current charge for Haunting at Hillcrest is $1 per person. The Hillcrest Park Zoo has spoken with Global One Media and they supported this request.

The Hillcrest Park Zoo is requesting to set the entrance fee for Christmas Lights at $3 per person, which is children's pricing. They are also requesting to raise the entrance fee for Haunting at Hillcrest to $2 per person, which is double the current rate.

Commissioner Palla advised they have a lot of requests from organizations that want to use the zoo for various events and it's time consuming for the commission and staff. She asked if they could tie this to the group pricing. Mr. Hooper advised tours for schools and youth groups are $2 per child, but they don't have a rate for adults. Commissioner Palla advised 80% of the responses from the survey that was sent out for the Zoo Master Plan stated there should be a price increase.

Mr. Hooper advised some of their concerns are that they have groups that come to the commission meeting and are approved for a free zoo day but staff doesn't know about it until the fact. Ms. Chavez advised organizations don't go to her to request free admission and instead go straight to the commission. Field trips are $2 for everyone.

Mr. Davis asked why there was a difference in price for the two events. Mr. Hooper advised they didn't want to jump from $1 to $3, but for the Christmas nights they have never charged so they wanted to be reasonable. Mr. Davis advised if they were able to have one number for all events and groups it would be easier to understand. Ms. Chavez advised it would be harder for Haunting at Hillcrest because they don't host that event. Commissioner Palla advised she wanted to simplify things for everyone.

Mr. Hooper advised they could continue to charge regular rates for Christmas Nights instead of giving any type of discounts. Ms. Chavez advised they charge regular rates for Christmas in July.

Mr. Howalt advised agreed that they need to set an event rate. Commissioner Palla advised for groups of 10 or more there will be a fee of $3 per person; Commissioner Casaus seconded the motion. Christmas nights will be charged regular rates and Haunting at Hillcrest will go up to $3.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Helen Casaus
SECONDER: Kim Tipton
AYES: Megan Palla, Helen Casaus, Kim Tipton, Hunter McLemore, Michael Perkins
NAYS: None
ABSENT: Julie Surina, Gene Porter, George Jones, Phillip Frazee

III.3) Request for Approval of Recommendation Regarding Sunset Park Playground Replacement, Russell Hooper, Director Parks and Recreation.

Cover Page

Mr. Hooper advised the Parks and Recreation Department anticipates receiving $500,000.00 from the State in year 2026/2027. The Parks and Recreation Department met with several manufacturers to give quotes for a new playground. The Parks and Recreation Department will remove the old playground equipment and give the installer a "blank slate" to work with.

The budget for Sunset Park Playground was set at $120,000.00. This would give the Parks and Recreation Department a few thousand dollars for amenities, such as new benches and trash cans.

Commissioner Palla asked if they were to go with one company for multiple discounts would they get some type of discount. Mr. Hooper advised most of the companies did agree to a discount if they were chosen for multiple playgrounds.

Ms. Tipton advised she noticed there weren't any handicap accessible equipment. Commissioner Palla advised all of the playgrounds have harness swings which she has seen handicapped children use. Mr. Hooper advised they all state they have some form of ADA compliance to them.

SUNSET PARK 107250-01_Proposal - Altitude PICTURES ONLY.pdf

III.4) Request for Approval of Recommendation Regarding Pat Sandoval Park Playground Replacement, Russell Hooper, Director Parks and Recreation.

Cover Page

Mr. Hooper advised the Parks and Recreation Department anticipates receiving $500,000.00 from the State in year 2026/2027. The Parks and Recreation Department met with several manufacturers to give quotes for a new playground. The Parks and Recreation Department will remove the old playground equipment and give the installer a "blank slate" to work with.

The budget for Pat Sandoval Park Playground was set at $120,000.00. This would give the Parks and Recreation Department a few thousand dollars for amenities, such as new benches and trash cans.

SANDOVAL PARK 107248-01_Proposal - Altitude PICTURES ONLY.pdf

III.5) Request for Approval of Recommendation Regarding Potter Park Playground Replacement, Russell Hooper, Director Parks and Recreation.

Cover Page
City of Clovis Presentation - Potters Park PICTURES ONLY.pptx
POTTER PARK 107249-01_Proposal - Altitude PICTURES ONLY.pdf
Potter Park Playground Proposal - 42 Construction PICTURES ONLY.pdf

Mr. Hooper advised the Parks and Recreation Department anticipates receiving $500,000.00 from the State in year 2026/2027. The Parks and Recreation Department met with several manufacturers to give quotes for a new playground. The Parks and Recreation Department will remove the old playground equipment and give the installer a "blank slate" to work with.

The budget for Potter Park Playground was set at $250,000.00. This would give the Parks and Recreation Department a few thousand dollars for amenities, such as new benches and trash cans.

III.6) **Request for Approval of Recommendation Regarding Pow Wow Pass Playground Replacement, Russell Hooper, Director Parks and Recreation.**

Cover Page
AK Sales Pow Wow (1).jpg
AK Sales Pow Wow1.jpg
AK Sales Pow Wow2.jpg
Clovis - Pow Wow Park - Presentation - Creative Recreational Design Kyle.pdf
Exerplay Anthony City of Clovis Presentation - Pow Wow Park.pptx
Ned Houk North Playground Proposal - 42 Construction Pictures Only.pdf
NED HOUK PARK- POW WOW 107247-01_Proposal - Altitude PICTURES ONLY.pdf

Mr. Hooper advised the Parks and Recreation Department anticipates receiving over $1,000,000.00 from the State in year 2026/2027. This funding was originally given to Curry County for the design of a new Recreation Center. Curry County agreed to repurpose this money to the City of Clovis to install playground equipment and associated amenities at Ned Houk

Park. The consolidation and location of this playground is based on the Ned Houk Master Plan.

The Parks and Recreation Department met with several manufacturers to give quotes for a new playground. The Parks and Recreation Department will remove the old playground equipment and give the installer a "blank slate" to work with.

The budget for Pow Wow Pass Playground was set at $375,000.00 without the associated sidewalks, or $450,000.00 with the sidewalks. This would allow the Parks and Recreation Department the remaining funds to be used for amenities, such as small pavilions, picnic tables, new benches and trash cans.

III.7) Request for Approval of Recommendation Regarding Patchwork Place Playground Replacement, Russell Hooper, Director Parks and Recreation.

Cover Page
Creative Recreational Clovis - Patch Park - Presentation.pdf
NED HOUK PARK- PATCHWORK 107246-01_Proposal - Altitude PICTURES ONLY.pdf
Ned Houk South Playground Proposal - 42 Construction PICTURES ONLY.pdf

The Parks and Recreation Department anticipates receiving $1,000,000.00 from the State in year 2026/2027. This funding was originally given to Curry County for the design of a new Recreation Center. Curry County agreed to repurpose this money to the City of Clovis to install playground equipment and associated amenities at Ned Houk Park. The consolidation and location of this playground is based on the Ned Houk Master Plan.

The Parks and Recreation Department met with several manufacturers to give quotes for a new playground. The Parks and Recreation Department will remove the old playground equipment and give the installer a "blank slate" to work with.

The budget for Patch Work Place Playground was set at $500,000.00. This would allow the Parks and Recreation Department any remaining funds to be used for amenities, such as small pavilions, picnic tables, new benches and trash cans.

The board were given score sheets and Commissioner Palla advised Altitude seemed to be the favorite. Mr. Hooper advised he would go through the score sheets and contact the designer the board has agreed upon to see if there will be any discounts offered for purchasing multiple items.

IV) REPORTS

Zoo Update

Ms. Chavez advised she attended a conference in Albuquerque and learned how to properly dart an animal if needed. They have reorganized how the zoo will look in 20 years. As of two days ago they have three new babies, warthogs.

Recreation Update

Ms. Wyatt showed pictures of the updates at Roy Walker. The pickleball group is trying to utilize the court at Hillcrest more often. They have decided to discontinue karate since they had no participation. They will start yoga classes on Wednesdays and Saturdays with Maylssa Jackson. The north gym floor was completed on June 9th at Roy Walker.

Parks Update

Mr. Hooper advised the lights have all been installed at the baseball fields. The fountain for Greene Acres Park has been delivered. They had 91 teams at the New Mexico Cup. Custom Classic is this weekend. They were contacted by the NMSU Health Services Center regarding testing mosquitos for west nile.

V) FOR THE GOOD OF THE ORDER

Summer Yard of the Month

Ms. Burroughes advised Yard of the Month will start within the next couple of weeks. Citizens can contact the City Manager's office or the city's facebook for more information.

Commissioner Palla asked when they were going to repair the netting at the driving range. Mr. Howalt advised they haven't ordered netting yet but are working on it.

Commissioner Palla advised the next meeting would be Monday, July 20.

VI) ADJOURNMENT

There being no further business to discuss the meeting adjourned at 7:00 p.m.

____
Chairperson

SEAL
(ATTEST)

____
City Clerk

City of Clovis, New Mexico
Request for Commission Approval

Type of Action: Action
Date Action Required:

Requestor: Alexis Hobbs
Department: Administration
Date: 07/09/2026

XI.3

Request for Approval to Apply for and Accept, if Awarded, Grant Funding in an Amount not to Exceed $150,000 from the New Mexico Economic Development Department's Creative Industries Public Development Project, Alexis Hobbs, Grant Writer & Coordinator.

Background/Summary: The Creative Industries Division (CID) is inviting county, municipal, Tribal governments, and state agencies to submit public development project concepts that support creative industries in New Mexico. The City of Clovis, in partnership with Clovis Economic Development and Clovis Mainstreet, proposes the Crossroads of Sound, Art, & Film Festival: a signature annual event that transforms downtown Clovis into an immersive regional destination for music, visual arts, film, theater, and dance. Anchored by the newly renovated Clovis Sound Studios and activated through the City's historic downtown theaters, the festival celebrates Clovis' rich cultural heritage while positioning the city as a dynamic hub for creative industries in eastern New Mexico.

Fiscal Impact: Total cost is $250,000 including a $25,000 Cash Match from the City of Clovis- Lodger's Tax Fund 77 (Non-Promotional). CED and Clovis MainStreet will provide in-kind or cash. There is currently a proposed 40% match.

Requestor's Suggested Alternative(s):

Requestor's Recommendation(s): Approve as Presented.