

**CITY OF CLOVIS**

**2024 MUNICIPAL OFFICER ELECTION  
CANDIDATE'S PACKET  
MAYOR  
AND  
COMMISSIONER**

**ELECTION DAY  
TUESDAY MARCH 5, 2024**

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OFFICE OF THE NEW MEXICO SECRETARY OF STATE

# Proclamation

I, Maggie Toulouse Oliver, New Mexico Secretary of State, by virtue of the authority vested in me, do hereby issue the following proclamation:

That a Municipal Officer Election is called to be held in applicable municipalities throughout the State of New Mexico and precincts thereof on March 5, 2024; and

That a Municipal Officer Election shall be a nonpartisan election, and the names of all candidates shall be listed on the ballot with no party or slate designation; and

That all municipalities, where applicable, shall conduct the runoff election pursuant to Section 1-22-16 NMSA 1978; and

That the City of Rio Rancho shall conduct a top-two runoff election following the Municipal Officer Election, should one be necessary. If a top-two runoff election is necessary, it will be held on April 9, 2024; and

That a Municipal Officer Election shall be held to elect municipal officers for the following offices:

## MUNICIPALITIES

### CITY OF ARTESIA – FOUR COUNCILORS AND ONE MUNICIPAL JUDGE

District 1 One Councilor	FOUR-YEAR TERM
District 2 One Councilor	FOUR-YEAR TERM
District 3 One Councilor	FOUR-YEAR TERM
District 4 One Councilor	FOUR-YEAR TERM
One Municipal Judge	FOUR-YEAR TERM

### CITY OF CLOVIS – ONE MAYOR AND FIVE COMMISSIONERS

One Mayor	FOUR-YEAR TERM
District 1 One Commissioner	FOUR-YEAR TERM
District 2 One Commissioner	FOUR-YEAR TERM
District 3 One Commissioner	TWO-YEAR TERM
District 3 One Commissioner	FOUR-YEAR TERM
District 4 One Commissioner	FOUR-YEAR TERM

### CITY OF ESPAÑOLA – FOUR COUNCILORS

District 1 One Councilor	FOUR-YEAR TERM
District 2 One Councilor	FOUR-YEAR TERM
District 3 One Councilor	FOUR-YEAR TERM
District 4 One Councilor	FOUR-YEAR TERM

### CITY OF RIO RANCHO – THREE COUNCILORS

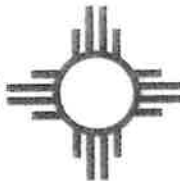
District 1 One City Councilor	FOUR-YEAR TERM
District 4 One City Councilor	FOUR-YEAR TERM
District 6 One City Councilor	FOUR-YEAR TERM

### CITY OF SANTA ROSA – TWO CITY COUNCILORS

Two City Councilors At-Large	FOUR-YEAR TERM
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### TOWN OF BERNALILLO – ONE MUNICIPAL JUDGE TWO COUNCILORS

One Councilor	FOUR-YEAR TERM
One Councilor	FOUR-YEAR TERM
One Municipal Judge	FOUR-YEAR TERM



**VILLAGE OF CUBA – 3 VILLAGE COUNCILORS**

Village Councilor  
Village Councilor  
Village Councilor

FOUR-YEAR TERM  
FOUR-YEAR TERM  
TO FILL THE REMAINING  
TWO-YEARS OF A  
FOUR-YEAR TERM

**VILLAGE OF JEMEZ SPRINGS – ONE MAYOR AND THREE TRUSTEES**

One Mayor  
Trustee  
Trustee  
Trustee

FOUR-YEAR TERM  
FOUR-YEAR TERM  
FOUR-YEAR TERM  
TWO-YEAR TERM

**VILLAGE OF RUIDOSO – ONE MUNICIPAL JUDGE FOUR COUNCILORS**

One Councilor At-Large  
One Councilor At-Large  
One Councilor At-Large  
One Councilor At-Large  
One Municipal Judge At-Large

FOUR-YEAR TERM  
FOUR-YEAR TERM  
FOUR-YEAR TERM  
TWO-YEAR TERM  
FOUR-YEAR TERM

Declarations of Candidacy for the Municipal Officer Election shall be filed between 9:00 a.m. and 5:00 p.m. on Tuesday, January 9, 2024.

Declarations of Intent to be a Write-in Candidate for the Municipal Officers Election shall be filed between 9:00 a.m. and 5:00 p.m. on Tuesday, January 16, 2024.

Last day to file a Statement of Withdrawal from the Municipal Officer Election shall be filed between 9:00 a.m. and 5:00 p.m. on Tuesday, January 16, 2024; or write-in candidates shall withdrawal by Tuesday, January 23, 2024.

**DONE AT THE OFFICE OF THE NEW MEXICO SECRETARY OF STATE THIS 6<sup>th</sup> DAY OF  
DECEMBER 2023**

**WITNESS MY HAND AND THE GREAT SEAL  
OF THE STATE OF NEW MEXICO**

**ATTEST:**

**MAGGIE TOULOUSE OLIVER  
SECRETARY OF STATE**

**SHARON L. PINO  
DEPUTY SECRETARY OF STATE**





## OFICINA DE LA SECRETARIA DE ESTADO DE NUEVO MÉXICO

# Proclamación

Yo, Maggie Toulouse Oliver, Secretaria de Estado de Nuevo México, en virtud de la autoridad que me ha sido otorgada, por la presente emito la siguiente proclamación:

Que se convoca una Elección de Oficial Municipal a efectuarse en las municipalidades aplicables en todo el Estado de Nuevo México y los precintos del mismo el 5 de marzo, 2024: y

Que una Elección de Oficial Municipal deberá ser una elección no partidista, y los nombres de todos los candidatos deberán ser listados en la boleta sin designación de partido o lista: y

Que todas las municipalidades, donde sea aplicable, deberán llevar a cabo la elección de desempate de conformidad con la Sección 1-22-16 NMSA 1978; y

Que la Ciudad de Río Rancho deberá llevar a cabo una elección de desempate de los dos primeros después de la Elección de Oficial Municipal, en caso de que sea necesaria. Si es necesaria una elección de desempate entre los dos primeros, se efectuará el 9 de abril, 2024: y

Que una Elección de Oficial Municipal se llevará a cabo para elegir oficiales municipales para los siguientes puestos:

### MUNICIPALIDADES

#### CIUDAD DE ARTESIA – CUATRO CONCEJALES Y UN JUEZ MUNICIPAL

Distrito 1 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 2 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 3 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 4 Un Concejal	TÉRMINO DE CUATRO AÑOS
Un Juez Municipal	TÉRMINO DE CUATRO AÑOS

#### CIUDAD DE CLOVIS – UN ALCALDE Y CINCO COMISIONADOS

Un Alcalde	TÉRMINO DE CUATRO AÑOS
Distrito 1 Un Comisionado	TÉRMINO DE CUATRO AÑOS
Distrito 2 Un Comisionado	TÉRMINO DE CUATRO AÑOS
Distrito 3 Un Comisionado	TÉRMINO DE DOS AÑOS
Distrito 3 Un Comisionado	TÉRMINO DE CUATRO AÑOS
Distrito 4 Un Comisionado	TÉRMINO DE CUATRO AÑOS

#### CIUDAD DE ESPAÑOLA – CUATRO CONCEJALES

Distrito 1 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 2 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 3 Un Concejal	TÉRMINO DE CUATRO AÑOS
Distrito 4 Un Concejal	TÉRMINO DE CUATRO AÑOS

#### CIUDAD DE RÍO RANCHO – TRES CONCEJALES

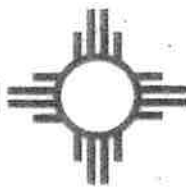
Distrito 1 Un Concejal de la Ciudad	TÉRMINO DE CUATRO AÑOS
Distrito 4 Un Concejal de la Ciudad	TÉRMINO DE CUATRO AÑOS
Distrito 6 Un Concejal de la Ciudad	TÉRMINO DE CUATRO AÑOS

#### CIUDAD DE SANTA ROSA – DOS CONCEJALES DE LA CIUDAD

Dos Concejales de la Ciudad En-General	TÉRMINO DE CUATRO AÑOS
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#### PUEBLO DE BERNALILLO – UN JUEZ MUNICIPAL Y DOS CONCEJALES

Un Concejal	TÉRMINO DE CUATRO AÑOS
Un Concejal	TÉRMINO DE CUATRO AÑOS
Un Juez Municipal	TÉRMINO DE CUATRO AÑOS



**VILLA DE CUBA – 3 CONCEJALES DE LA VILLA**

Concejal de la Villa  
Concejal de la Villa  
Concejal de la Villa

TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE CUATRO AÑOS  
PARA CUBRIR DOS AÑOS  
RENTANTES DE UN  
TÉRMINO DE CUATRO AÑOS

**VILLA DE JEMEZ SPRINGS – UN ALCALDE Y TRES FIDUCIARIOS**

Un Alcalde  
Fiduciario  
Fiduciario  
Fiduciario

TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE DOS AÑOS

**VILLA DE RUIDOSO – UN JUEZ MUNICIPAL Y CUATRO CONCEJALES**

Un Concejal En-General  
Un Concejal En-General  
Un Concejal En-General  
Un Concejal En-General  
Un Juez Municipal En-General

TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE CUATRO AÑOS  
TÉRMINO DE DOS AÑOS  
TÉRMINO DE CUATRO AÑOS

Declaraciones de Candidatura para la Elección de Oficial Municipal deberán ser archivadas entre las 9:00 a.m. y 5:00 p.m. el martes, 9 de enero, 2024.

Declaraciones de la Intención de ser un Candidato Por-Escrito para la Elección de Oficiales Municipales deberán ser archivadas entre las 9:00 a.m. y 5:00 p.m. el martes, 16 de enero, 2024.

El último día para archivar una Declaración de Retirada de la Elección de Oficial Municipal deberá ser entre las 9:00 a.m. y 5:00 p.m. el martes, 16 de enero, 2024. Los candidatos por escrito deberán archivar una Declaración de Retirada de la Elección de Oficial Municipal antes del martes, 23 de enero, 2024.

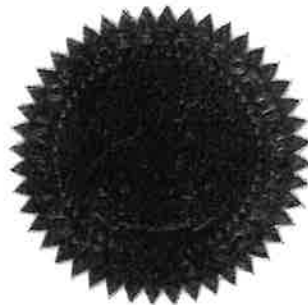
**HECHO EN LA OFICINA DE LA SECRETARIA DE ESTADO ESTE DÍA 6 DE DICIEMBRE, 2023**

**TESTIGO MI MANO Y EL GRAN SELLO  
DEL ESTADO DE NUEVO MÉXICO**

**MAGGIE TOULOUSE OLIVER  
SECRETARIA DE ESTADO**

**ATESTIGUA:**

**SHARON L. PINO  
SECRETARIA DIPUTADA DE  
ESTADO**



# STATE OF NEW MEXICO

## CERTIFICATE

I, MAGGIE TOULOUSE OLIVER, SECRETARY OF STATE FOR NEW MEXICO, DO  
HEREBY CERTIFY

that

the attached is a true and correct reproduction of The Office of the New Mexico Secretary of State's 2024 Municipal Officer Election Proclamation in English and Spanish, as filed in the Office of the Secretary of State, on December 6, 2023.

GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE  
OF NEW MEXICO, IN THE CITY OF SANTA FE, THE CAPITAL,  
ON THIS 6<sup>th</sup> DAY OF December, 2023 A.D.



*Maggie Toulouse Oliver*

SECRETARY OF STATE



**RESOLUTION 3221-2023  
CITY OF CLOVIS, NEW MEXICO**

**ELECTION RESOLUTION**

**FOR THE PROCLAMATION CALLING THE REGULAR MUNICIPAL OFFICER ELECTION TO BE HELD ON TUESDAY, MARCH 5th, 2024; PURSUANT TO NMSA 1978 §1-22-4(C).**

**Be it resolved by the governing body of the City of Clovis that:**

1. The Regular Municipal Officer Election will be held on March 5, 2024;
2. The following local governing body positions; and judicial position shall be included in the Secretary of State's Proclamation to fill the elective offices:
  - A. ONE Mayor, elected at large, for a four (4) year term
  - B. District # 1 – ONE Commissioner for a four (4) year term
  - District #2 – ONE Commissioner for a four (4) year term
  - District #3 – ONE Commissioner for a two (2) year term
  - District #3 – ONE Commissioner for a four (4) year term
  - District #4 – ONE Commissioner for a four (4) year term
4. Declarations of Candidacy are to be filed on January 9<sup>th</sup>, 2024 from 9:00 a.m. to 5:00 p.m. in the office of the Municipal Clerk.
5. Declarations of Candidacy for Write-In Candidates are to be filed on January 16<sup>th</sup>, 2024 from 9:00 a.m. to 5:00 p.m. in the office of the Municipal Clerk.
6. Term of office shall begin April 1, 2024.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLOVIS, NEW MEXICO:**

- A. Precincts 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 32, 33, 35 and 37 are consolidated for the Municipal Officer Election.

B. The following locations are designated as polling places/voting convenience centers for the conduct of the Municipal Officer Election:

1. Voters in Consolidated Precincts 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 32, 33, 35 and 37 shall vote at  
Colonial Golf Course, 1300 Colonial Parkway  
Youth Recreation Building, 1504 E 7th  
Roy Walker Community Center, 316 W 2nd  
Trinity United Methodist Church, 1320 W 21st Street  
City of Clovis Fire Substation #5, 220 W Brady
2. Early and Absentee Voters will vote in the office of the Municipal Clerk at 321 Connelly, Clovis, New Mexico between February 6, 2024 and March 1, 2024 from 8:00 am to 6:00 pm and on March 2, 2024 from 10:00 am to 6:00 pm.
3. Early Voting will also be available at the North Plains Mall, Police Substation, 2908 N. Prince, Clovis, New Mexico from 10:00 am to 6:00 pm, Tuesday through Saturday, from February 17, 2024 to March 2, 2024.

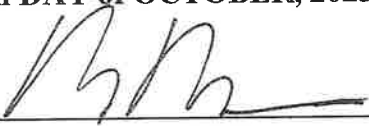
C. February 6, 2024 is the last day to register to vote.

C. The Municipal Clerk shall conduct the Municipal Officer Election for the City of Clovis, New Mexico utilizing the appropriate statutes and Election Code.  
*Pursuant to §1-22-3.1(D.2) for a municipal officer election, when the Local Election Act or the Election Code references a process or procedure to be conducted by the county clerk in the administration of a regular local election, the process or procedure shall instead be fulfilled and administered by the municipal*


*clerk.*

**PASSED, APPROVED and ADOPTED THIS 19th DAY of OCTOBER, 2023.**



  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Municipal Clerk

## INTRODUCTION

Thank you for your interest in serving as an elected official for the City of Clovis. This packet serves to answer questions and guide you through the process of declaring your candidacy and running your campaign. **Please note, this guide is intended merely as reference, not as a legal authority.** This packet does not supersede federal or state laws of rules, and it does not have the force of law. Please always consult the City of Clovis' specific governing statute, charter or ordinance for the specific requirements to hold elected office.

Municipal Officer Elections are administered through the Office of the Municipal Clerk and our staff is available to answer any questions not covered by this packet. The Municipal Clerk's office is located in the Bert Cabiness building at 321 Connelly, Clovis, NM. Contact for the Municipal Clerk's office: Phone 575-763-9632 or email [lamelancon@cityofclovis.org](mailto:lamelancon@cityofclovis.org) You may also contact the Secretary of State's Bureau of Elections at 1-800-477-3632 or 1-505-827-3600, or email [sos.elections@state.nm.us](mailto:sos.elections@state.nm.us) for information regarding elections in general.

The City of Clovis is a home-rule municipality, which is governed by a Charter adopted by the voters. The City operates under the Commission-Manager form of government. There are three classifications of elected officials including: Mayor (elected at large), Commissioners (8 members elected by district for staggered terms), and a Municipal Judge (elected at large).

Please review all pages of this packet, paying particular attention to the requirements for declaring your candidacy and running your campaign.

## WHAT IS A COMMISSION-MANAGER FORM OF GOVERNMENT?

Commission-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager. All power and authority to set policy rests with the elected governing body. The governing body in turns hires a nonpartisan manager who has a very broad authority to run the municipality.

## WHAT ARE THE POWERS AND DUTIES OF THE MAYOR?

### **Section 2.08.040 of the Clovis City Charter states:**

The presiding officer of the city commission shall be the mayor. At the same time, the commission shall also select a mayor pro tem, who shall act as mayor and presiding officer in the event the mayor is unable to attend any regular or special meeting of the commission. The mayor shall preserve strict order and decorum at all regular and special meetings of the commission. He shall state every question coming before the commission, announce the decision of the commission on all subjects and decide all questions of order; subject, however, to an appeal to the commission, in which event a majority vote of the commission shall govern and conclusively determine such questions of order. If there is a tie vote of the members of the commission who are present and voting on a matter, the mayor shall cast a vote. He shall sign all ordinances and resolutions adopted by the council during his presence. In the event of the absence of the mayor, the mayor pro tem shall sign ordinances or resolutions as then adopted.

## WHAT ARE THE POWERS AND DUTIES OF A CITY COMMISSIONER?

### **Section 4-7 of the Clovis City Charter states:**

The Commission is the governing body of the City of Clovis and may exercise all legislative powers not expressly denied by general law:

The Commission shall:

- Pass all ordinances and other measures conducive to the health, safety and welfare of the City;
- Carry out the provisions of the City Charter;
- Perform all acts required for the general welfare of the City;
- Create all offices and departments necessary for proper carrying on of the work of the City; and
- Appoint a City Manager and hold him responsible for the proper and efficient administration of City government.

## DOES THE CITY HAVE A NEPOTISM POLICY?

As stated in City Policy:

### **ARTICLE II, RECRUITMENT AND SELECTION**

**Section 206. Nepotism: The City is committed to policy of employment and advancement based on qualifications and merit and is not in favor of or in opposition to the employment of relatives.**

**Employment of a relative of the Mayor, a City Commission member, or City Manager** No new employee or current city employee shall be hired or transferred to a position where they:

1. Would be working directly for or supervising a relative or roommate;
  2. Would occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to a relative or roommate, including: hiring, retention, transfer, training, promotion, wage decisions or leave requests.
  3. Are a relative of the Mayor, a City Commission member of the City Manager.
- No relative of the Mayor, any City Commission member, or the City Manager will be eligible for promotion during the term the relative holds office or position.
- Relatives include: Spouse or significant other, child, step-child, parent, step-parent, brother, sister, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, grandparent, grandchild, uncles, aunts, nephews, nieces or first cousins in any capacity if related by blood or marriage.

## GENERAL ELIGIBILITY REQUIREMENTS FOR MUNICIPAL OFFICER ELECTION OFFICES

To become a candidate for any office on the Municipal Officer Election ballot, a person must be a registered voter and possess the qualifications specified by law.

**Voter Registration Requirements:** New Mexico law outlines certain requirements for candidates to have their name printed on a ballot based upon the candidate's voter registration information. Specifically, the candidate's voter registration must show:

1. For offices with city residency requirements, eligibility is determined by reviewing the candidate's voter registration address as of the date of the election proclamation. NMSA 1978 1-22-8 and 1-22-10
2. Residency is determined by the place shown on the certificate of voter registration as the candidate's permanent address, provided that the candidate resides on the premises. 1-1-7.1
3. The candidate's name will appear on the ballot to match the voter registration record on file. If a candidate's voter registration includes the middle name or initial it will be included on the ballot. 1-10-6
4. The candidate shall provide the Municipal Clerk with the same name as registered when they file for office. Any changes to voter registration must be effective on or before the date of the Election Proclamation. Attempted changes to ballot name appearance at the time of candidate filing is NOT allowed.

Candidates may review their current voter registration information by looking up their voter registration record on [sos.elections@state.nm.us](mailto:sos.elections@state.nm.us) or by contacting the Curry County Clerk's office for a copy of their voter registration certificate.

**Felony Convictions:** A person who has been convicted of a felony shall not be permitted to hold an office of public trust for the municipality unless the person has presented the governor with a certificate verifying the completion of the sentence and was granted a pardon or certificate by the governor restoring the person's full rights of citizenship. 31-13-1 (E).

**Pursuant to Section 1-22-3(B), Municipal Officer Elections are nonpartisan. Candidate names will appear on the ballot with no party or state designation.**

# CITY OF CLOVIS REGULAR ELECTION

## MARCH 5, 2024

### 2024 REGULAR MUNICIPAL ELECTION CALENDAR

On 90th day	<b>12-6-2023</b>	Secretary of State issues resolution (proclamation) per 1-22-4 NMSA 1978 for a regular municipal officer election
On 90th day	<b>12-6-2023</b>	City Clerk shall post early voting locations and days/hours of operation. No changes to early voting locations can take place at this point
Not less than 75 days before	<b>12-21-2023</b>	Publish relevant portions of proclamation in newspaper in English & Spanish and post entire proclamation in English & Spanish on municipal website.
Prior to 70th day	<b>By 12-26-2023</b>	Municipality must adopt any ordinances to establish ballot questions NOTE: See the corresponding statutes for timeframes for the type of question being considered (GRT, Bond, Liquor, etc)
By 70th day	<b>By December 21, 2021</b>	Deadline to submit any ballot questions to the Secretary of State for the Municipal Officer Election Ballot.
By 67th day	<b>By December 29, 2023</b>	Deadline for County Clerk to certify the ballot questions to the Secretary of State for the Municipal Officer Election
10 days after certification of ballot question	_____	The full text of the act, resolution, charter amendment, or ordinance shall be posted, for a local government ballot question, on the proposing local government's website and be made available at the election official's office for inspection 10 days after the certification of the ballot question
Prior to 56th day	_____	Home Rule Municipalities who require nominating petitions must set their deadlines
By the 63rd day (Not less than 21 days before appointment)	<b>By January 2, 2024</b>	Publish a notice one time that election boards are to be appointed for the specified number of precincts, stating the number of persons composing each board and that applications for the standby list will be accepted at the Municipal Clerk's Office
On the 56th day	<b>On January 9, 2024 9:00 AM and 5:00 PM</b>	Candidate Filing Day - NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [December 1, 2021] (1-22-3.1E)
By the Friday following the filing date	<b>By January 12, 2024 By 5:00 PM</b>	Deadline to certify candidate and place name on ballot prior to the election. Written notification of certification must be delivered to candidates by 5:00 P.M.

Within 7 days after deadline for declaration of candidacy filing day	<b>By January 16, 2024 By 5:00 PM</b>	Within seven days after deadline for declaration of candidacy filing day, any voter may challenge the candidacy of any person seeking election for the reason that the person doesn't meet the qualifications, by filing a petition in district court
On the 49th day	<b>On January 16, 2024 9:00 AM and 5:00 PM</b>	Write-In Candidate Filing Day NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [December 1, 2021] (1-22-3.1E)
By the Friday following the write-in date	<b>By January 19, 2024 By 5:00 p.m.</b>	Deadline to certify write-in candidate. Written notification of certification or disqualification must be delivered to candidates by 5:00 P.M.
Within 7 days after deadline for declaration of write-in candidacy filing day	<b>By January 23, 2024 By 5:00 PM</b>	Within seven days after deadline for write-in declaration of candidacy filing day, any voter may challenge the candidacy of any person seeking election for the reason that the person doesn't meet the qualifications, by filing a petition in district court. District court shall hear/render decision within 1- days after petition filed
On or before 42nd day	<b>By January 23, 2024</b>	Last day for Municipal Clerk to appoint election boards. The appointment shall be in writing to the person appointed and a list with names, positions and assignments must be posted in the Clerk's Office. Must meet qualifications set out in 1-2-7 NMSA 1978
Immediately after appointment	<hr/>	Election workers shall be notified in writing of appointment to election board. If worker fails to accept appointment within 2 weeks after notice sent, the Clerk shall appoint another qualified person to the election board
No later than 7 days prior to Election School	<hr/>	Election board members shall be notified of the Election School at least 7 days prior to it being held
By the 42nd day	<b>By January 23, 2024</b>	Municipal Clerk shall certify in writing the ballot to the printer <b>and the Secretary of State</b>
42nd day before election	<b>Beginning on January 23, 2024</b>	Municipal Clerk may begin to prepare, inspect, certify and seal voting tabulators that are to be used in the election. The process of certification to be used is set out in 1-11-6 - 1-11-10 NMSA 1978. This process shall be open to the observation by the public
Between 36 and 29 says before the election and at least once per week thru the Thursday prior to the election	<b>Between January 29, 2024 and February 29, 2024</b>	The county clerk shall offer the training for anyone wishing to be a watcher for election between thirty-six and twenty-nine days before the election and at least once per week prior to the election through the Thursday before the election

On 35th day before election	<b>On January 30, 2024</b>	Municipal Clerk must send military-overseas ballots to federal qualified electors beginning thirty-five days before the election
Not less than 30 days before election	<b>By February 4, 2024</b>	Municipal Clerk or designee shall physically inspect each building to be used as polling location (election day, early voting) to determine suitability and capability of handling heavy voter traffic. Clerk shall maintain a log of day/time of each inspection. See polling place requirements in 1-3-19 NMSA 1978
By 30th day before election	<b>By February 4, 2024</b>	Each Municipal Clerk shall provide a list of appointed election translators and standbys, along with a list of precincts (voting locations) where oral assistance is required (federal Voting Rights Act) to the SOS no later than thirty days before the election
on 28th day before Election	<b>On February 6, 2024</b>	First day absentee ballots are mailed out. See new notification requirements to voter in 1-6-5 NMSA 1978
on 28th day before Election	<b>On February 6, 2024</b>	Early voting shall be conducted in the office of the Municipal Clerk commencing on the twenty-eighth day before the election during the regular hours and days of business and on the Saturday immediately prior to election day from 10:00 a.m.-6:00 p.m.
Between 28th and 5th day before Election	<b>Between February 16, 2024 to February 29, 2024</b>	Municipal Clerk may convene an election board to meet during normal business hours to qualify returned absentee ballots
By 28th day before Election	<b>By February 6, 2024</b>	Last day for a qualified elector to register to vote or update voter registration (excludes same day voter registration at early voting locations)
Within one day of receiving returned mailed ballot	<hr/>	Within one day of receipt of a mailed ballot, the county clerk shall remove the privacy flap to verify that the voter signed the outer envelope and to confirm that the last four digits of the social security number provided by the voter matches the information on the voter's certificate of registration pursuant to Subsection B of Section 1-6-10 NMSA 1978. Use process in 1-10-12.16 NMAC and 1-6-10 for ballot suring process
Beginning the 3rd Saturday prior to the election until the Saturday before the election	<b>Between February 17, 2024 to March 2, 2024</b>	Additional early voting sites as determined by voter population commence. Early voting site information shall be posted 90 days before election, as noted in above date
Not more than 21 days nor less than 7 days prior to election day	<b>Between February 13, 2024 and February 27, 2024</b>	Notice of Election shall be published in English & Spanish in a legal Newspaper and posted in the office of the municipal clerk



No later than 20 days before election day	<b>By February 14, 2024</b>	Municipal clerk shall post the Notice of Election beginning no later than twenty days before election
By 14th day before election	<b>February 20, 2024</b>	Last day to request an absentee ballot (except UOCAVA voters, who must be processes in accord with 1-6B NMSA 1978). For AB applications received 23 or more days before the election, either a ballot or rejection notice shall be sent to voter as soon as practicable, but no later than 22 days before the election. For AB applications received within 22 days before the election, either a ballot or rejection notice shall be sent to voter within 24 hours after receipt of application Deadline for any group of three candidates or election-related organization to file a written notice to appoint watchers for the election to the SOS Office. Municipal Clerk will be notified by SOS when appointments are made, but no later than 5 days before the election February 29, 2024. Watchers shall attend training prior to being appointed per 1-2-22 NMSA 1978 Last day to mail out a replacement absentee ballot, unless voter is enrolled in the Confidential Substitute Address Program For an election in which fewer than 10,000 absentee ballots were mailed, Absentee Board can begin tallying absentee ballots
At least 7 days prior to serving as a watcher	<b>By February 27, 2024</b>	
Not less than 7 days before Election	<b>By February 27, 2024</b>	
By 5th day before Election	<b>February 29, 2024 between 8 AM - 10 PM only</b>	
5th day prior to Election day or on day the Absentee Board begins processing absentee ballots	<b>February 29, 2024</b>	Municipal Clerk shall deliver the electronic voting machines used for absentee voting by mail to the Absentee Board. See 1-6-11C NMSA 1978 for full process
On the Saturday prior to the Election	<b>March 2, 2024</b>	Last day for early voting in the Clerk's office (during regular business hours) and for any alternate early voting locations during hours established at commencement, but no earlier than 7 a.m. and no later than 9 p.m. <i>[NOTE: This is a Saturday!]</i>
Election Day	<b>March 5, 2024</b>	<b>Municipal Officer Election Day</b>
Election Day	<b>March 5, 2024</b>	All absentee ballots not yet delivered to Absentee Board shall be delivered to them prior to 7:00 p.m. on election day. See 1-6-11 NMSA 1978 for full process
Beginning with the close of polls on ED through the 10th day after election	<b>By March 15, 2024</b>	Municipal Clerk shall notify by mail each person whose provisional paper ballot was not counted, along with the reason. Please refer to 1.10.22 NMAC for processing of provisional ballots

Between the 6th day, and no later than 10th day after Election	<b>Between March 11, 2024 and March 15, 2024</b>	Local Canvassing Board (County Commission) meets to canvass election - Municipal Clerk will present results
Immediately after county canvass	<b>Between March 12, 2024 and March 16, 2024</b>	Clerk shall notify the SOS when an automatic recount for ballot questions (one-half %) or local office race (one %) is required Any candidate who believes that an error or fraud was committed may file an application for recount or recheck with the district judge for the county in which the applicant resides
Within 6 days after completion of canvass by canvassing board	<hr/>	The State Canvassing Board shall meet in the state capitol to approve the report of the canvass and declare the results of candidates/ballot questions voted upon by voters of more than one county
3rd Tuesday after each statewide election	March 26, 2024	
Within 7 days after receiving notice of required automatic recount	<hr/>	SOS shall file notice with the state canvassing board that an automatic recount is required and the board shall order a recount of the ballots for the specified office.
No sooner than the 24th day of after the election	By March 29, 2024	Secretary of State issues certificates of election to the winning candidates and certifies the passage or defeat of any bond question Term of Office begins for newly elected candidates, unless subject to a runoff election. Note: The oath of office shall be issued before the candidate may enter upon the duties of the office.
First Day of month following election	<b>On April 1, 2024</b>	
Beginning 45 days after adjournment of canvassing board or after completion of a recount (whichever is later)		The Municipal Clerk may clear votes recorded on the removable storage media devices and transfer ballots from the locked ballot boxes for disposition, per 1-12-69
10 months from the date of the election	<b>No sooner than January 5, 2024</b>	Destroy paper ballots and records requisite to voting in an election. At least 7 days prior to the destruction, the Municipal Clerk must post on the city's website a notice of destruction of paper ballots and records requisite to voting. Notice shall include date, time and place where destruction will occur
Blackout periods for Special Elections (1-12-71)	70 days prior to or following any statewide election	

## **When can I file for office?**

January 9, 2024 between the hours of 9:00 am and 5:00 pm. This is the only time the Municipal Clerk can accept a declaration of candidacy from a candidate for their name to appear on the ballot.

All candidates must file the following documents:

1. A Declaration of Candidacy form.  
The form must include the candidate's actual physical address and the name on the form should match the name on the voter registration as recorded on the date of the Proclamation which is December 6, 2023.

The Declaration of Candidacy form is provided with this information packet and must be used for filing. Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide.

If you are unable to personally appear on January 9, 2024 an Affidavit Authorizing Filing of Declaration of Candidacy is also available. This provides an authorized representative for you during the election process who acts for the official candidate in any part of the election process that requires or permits a candidate to appear. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy. The representative may not.

**When the Declaration of Candidacy is filed in the office of the Municipal Clerk, it becomes a public record.**

Forms can be found on Pages 27.

## **When does the term of office begin?**

The term of office of a candidate elected in a Municipal Officer Election shall begin on April 1, 2024 following the candidate's election, and the candidate to whom a certificate of election has been issued shall take the oath of office before entering upon the duties of office.

## **Is there a fee to file for an elected office?**

There is no fee to file for Mayor or Commissioner.

## **How does the Municipal Clerk certify my candidacy?**

From the information provided on the Declaration of Candidacy form, the Municipal Clerk determines if the individual is a qualified elector, if the individual resides in the City limits, if the individual resides in the property district for Commission positions.

By January 12, 2024 the Municipal Clerk determines if the candidate is qualified (1-22-3.1 E 3, and notifies each candidate in writing and shall deliver the notice to the person no later than 5:00 pm on the Friday following the filing date. This will be done by email.

## **Candidate Challenges**

Pursuant to Section 1-22-10, any voter may challenge the candidacy of any person seeking election at the Municipal Officer Election for the reason that the person does not meet the requirements for the office sought by filing a petition in the district court within seven days after the day for filing a declaration of candidacy. The district court shall hear and render a decision on the matter within ten days after the filing of the petition. The decision of the district court may be appealed to the Supreme Court within five days after the decision is rendered. The Supreme Court shall hear and render a decision on the appeal forthwith.

## **How is each candidate's position determined on the ballot?**

The order of candidates for the same office in a municipal officer election shall follow the randomization method established by rule by the Secretary of State for the regular local election.

The order of the ballot shall be:

- Mayoral candidates (if year of election)
- Commissioner candidates – listed in District Order
- Municipal Judge candidates (if year of election)
- Any question to be placed on the ballot by the governing body
- Any question to be place on the ballot from petition

## **Can I still run for office if I don't file on January 9<sup>th</sup>?**

If you decide to run for office after the January 9<sup>th</sup> filing day, you may still choose to run as a write-in candidate.

**January 16, 2024, between the hours of 9:00 am and 5:00 pm** is the only time the Municipal Clerk can accept a declaration of candidacy for a write-in candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form.  
The form must include the candidate's actual physical address and the name on the form should match the name on the voter registration as recorded on the date of the Proclamation which is December 1, 2021.

The Write-in Declaration of Candidacy form is provided with this information packet and must be used for filing. Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide.

If you are unable to personally appear on January 16, 2024, an Affidavit Authorizing Filing of Declaration of Write-in Candidacy is also available. This provides an authorized representative for you during the election process who acts for the official candidate in any part of the election process that requires or permits a candidate to appear. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

A declaration of candidacy shall not be amended after it has been filed. Section 1-22-7(C).

### **Can a person file for multiple offices?**

The Municipal Clerk shall not accept a filing from any one individual for more than one declaration of candidacy. Section 1-22-7 (D)

**When the Declaration of Candidacy is filed in the office of the Municipal Clerk, it becomes a public record.**

Forms can be found on Pages 27-29.

### **What happens if I change my mind about running for office?**

For candidates that file on January 9, 2024 – the deadline to withdraw their candidacy is January 16, 2024. This will remove the candidate's name from the ballot. The form to withdraw the candidacy is included in this packet on Page 29.

For write-in candidates that files on January 16, 2024 – the deadline to withdraw the candidacy is January 23, 2024. If you, the candidate, withdraw after this date, your name will still appear on the ballot. The line for the write-in will still be on the ballot, but any votes for the write-in will not be counted. The form to withdraw the candidacy is included in this packet on Page 29.

### **Is this a paid position?**

The compensation for City Commissioner is \$7,000.00 annually and the compensation for Mayor is \$8,000 annually.

All elected officials are eligible for City benefits.

### **When does the Commission meet?**

Commission meetings are held the 1st and 3rd Thursday of the month at 5:15 pm.

## **Where are the polling places for this election?**

The City has implemented Voter Convenience Centers. The Election Resolution approved five (5) polling places conveniently located around the City. A registered voter within the City limits will be allowed to vote at any of the centers.

The locations the City will be using for this election are:

1. Colonial Golf Course, 1300 Colonial Parkway
  2. Youth Recreation Building, 1504 E 7<sup>th</sup>
  3. Roy Walker Community Center, 316 W 2<sup>nd</sup>
  4. Trinity United Methodist Church, 1320 W 21<sup>st</sup> Street
  5. Clovis Fire Station #5, 220 E Brady
- Absentee: Municipal Clerk's Office, 321 Connelly  
Early: Municipal Clerk's Office, 321 Connelly – closed February 19<sup>th</sup>  
Alternate Early: North Plains Mall.

## **How does someone register to vote?**

1. Forms available at the Curry County Clerk's office – 411 Gidding
2. Forms are available at the Municipal Clerk's office – 321 Connelly
3. Forms are available on the New Mexico Secretary of State's website:  
<https://portal.sos.state.nm.us/OVR/WebPages/InstructionsStep1.aspx>

## **When is the last day to register to vote?**

The County Clerk will close voter registration at 5:00 PM on February 6, 2024. Any registrations received after that time and date will not be eligible to vote in the Municipal election on March 5, 2024 unless they follow the process for same day registration.

## **Same day voter registration during Early voting.**

Legislation allows for same day voter registration during the period of Early Voting. Same day voter registration will be conducted at the Municipal Clerk's office and the North Plains Mall between February 4, 2024 and March 2, 2024. Same day voter registration will also be conducted on Election Day at all polling locations.

## **Does the City of Clovis require voter authentication by photo identification in all municipal elections?**

At the March 1, 2016 regular municipal election, the voters passed an amendment to the home rule charter requiring the City Commission to adopt an ordinance implementing voter authentication by photo identification for all future municipal elections.

Voter authentication by photo identification cards shall be issued by the Municipal Clerk without charge to any voter who presents any two of the following identification documents that show the name and address of the voter and confirmation with the County Clerk that such person is registered to vote:

- a. State-issued identification card

- b. Social Security card
- c. Student identification card
- d. Library card
- e. Insurance card
- f. Selective service card
- g. Union card
- h. Professional association card
- i. Utility card
- j. Bank statement
- k. Government check or a paycheck

If the individual is unable to present any two of these documents to the Municipal Clerk, then the voter shall swear or affirm in writing under penalty of perjury that she or he is the registered voter and shall be issued a voter photo identification card upon confirmation with the County Clerk that such person is registered to vote.

The Municipal Clerk issued photo identification card shall state on its face that it shall not be valid for identification other than for the purposes of voting in City of Clovis municipal elections and shall not be valid if the voter is subsequently purged from the voter rolls.

A copy of the Ordinance is included in this packet. Pages 19-20.

### **How does the Public Records Request Act impact candidates?**

A citizen has a fundamental right to have access to public records. The citizen's right to know is the rule and secrecy is the exception. Where there is no contrary statute, the right to inspect public records must be freely allowed.

Online discussion board posts and social media postings and messages on official City and non-official online/social media sites by Candidates when pertaining to public business are public records subject to the Inspection of Public Records Act and records retention policies. Online discussion board posts and social media postings shall be treated the same as e-mails and text/instant messages in relation to the Inspection of Public Records Act and records retention policies.

Should you as a candidate or any citizen of Clovis have any requests for public records of the City, please contact the Municipal Clerk or complete the request form found on the City of Clovis website.

A copy of the City of Clovis Public Records Request policy is included with this packet. Pages 118-120.

### **What other information do I need?**

Included in this information packet is a complete election calendar of events. If you have any questions on any of the events or any citywide question, call the Municipal Clerk's office at 763-9632 or email [lamelancon@cityofclovis.org](mailto:lamelancon@cityofclovis.org) and we will answer your question or direct you to the appropriate department.

If you need information on Budget, contact the Finance Director at (575) 763-9632 or [lamelancon@cityofclovis.org](mailto:lamelancon@cityofclovis.org).

If you need information on personnel issues, contact the Human Resources Department at (575) 763-9652 or [cwentworth@cityofclovis.org](mailto:cwentworth@cityofclovis.org).

If you need information on sign placement, contact the Zoning Administrator at (575) 763-9639 or [eromero@cityofclovis.org](mailto:eromero@cityofclovis.org)

If you have questions concerning voter lists, contact the Curry County Clerk's office at (575) 763-5591 [ahogland@currycounty.org](mailto:ahogland@currycounty.org)

## **Certified Candidate Information – Dates to Remember**

1. After the Secretary of State issues the Proclamation on December 6, 2023, it will be posted on the City's website and in the Eastern New Mexico News. This will notify the public that an election will be occurring and what will be on the ballot.
2. The Municipal Clerk will submit the names of candidates and the order they will appear on the ballot by January 28, 2024 to provide the correct spelling and position on the ballot. The candidate's name will appear on the ballot exactly as shown on their voter registration as of December 6, 2023.
3. The Municipal Clerk will appoint the Precinct Board for all locations and publish the list in the Eastern New Mexico News and in the clerk's office. **No relatives of any candidate shall serve on a precinct board.**
4. All election supplies must be received in the office of the Municipal Clerk by January 31, 2024. Requests for an application for an absentee ballot may be made any time after the issuance of the Proclamation. The actual absentee ballots cannot be mailed to any person who has submitted and had an application accepted by the Municipal Clerk until February 6, 2024.
5. The Curry County Clerk shall close the voter's registration books for the municipal officer election at 5:00 pm on February 6, 2024. Any voter registration received by the County Clerk after this time and date may not be eligible to vote in the current municipal election.
6. Legislation allows for same day voter registration during the period of Early Voting. Same day voter registration will be conducted at the Municipal Clerk's office between February 1, 2024 and March 2, 2024.
7. Certification of the voting machines will be completed by January 23, 2024 for the absentee and early voting machines. Certification of the voting machines for the regular election will be completed by February 29, 2024. All machine certifications will be done in the office of the County Clerk at 411 Gidding. As a



candidate, you will be notified of the time and place of the certification and are welcome to observe.

Early and absentee machines testing schedules will be updated when confirmed.  
Election day machine testing will be updated when confirmed.

Candidates will be notified by email of the time and place.

8. Election school is still TBD.
9. February 20, 2024 is the last day to request absentee ballots from the Municipal Clerk's office. After 5:00 pm no absentee ballots may be mailed.
10. February 27, 2024 is the last day to mail replacement ballots.
11. March 2, 2024 at 6:00 pm will be last day of Early voting at the Municipal Clerk's office and at North Plains Mall.
12. **Election Day is March 5, 2024. Voting times are between the hours of 7:00 am and 7:00 pm.**

### **Election Day Information**

1. The Presiding Judge and election workers at the polling place have control of the election process during this time. You, as a candidate, may not interfere in any way with the election process.
2. There is no campaigning within **100 feet of the building** where the poll is located. There will be no campaign literature within **100 feet of the building**.
3. All **unofficial** election results will be returned to City Hall after each Voting Convenience Center has completed their procedures. The election returns will be given to the Municipal Clerk, who will provide **UNOFFICIAL** results from the polling place. All candidates or their authorized representatives and the general public are welcome to gather in the Assembly Room at City Hall to wait for the posting of the results.
4. Results will also be available on the Secretary of State site, <https://electionresults.sos.nm.state.us>.

### **Post Election Day Information**

1. By March 10, 2024 at the Municipal Clerk's office the Clerk's appointed board will convene to begin the canvassing of the election results. These will be the **OFFICIAL** results of the election. The Canvassing will be approved by the Curry County Commission at a meeting held in March 2024.
2. The Secretary of State will issue the Certificate of Election to each elected official by March 29, 2024.

3. Certified candidates will begin their term of office on April 1, 2024. A ceremony to administer the oath of office for newly elected officials will be conducted after receipt of election certificates and before the first regular commission meeting in April 2024.
4. The City Commission shall hold an organizational meeting on April 4, 2024, which will be the first regularly scheduled meeting in April 2024.

## ABSENTEE VOTING

### Absentee Application

The Municipal Clerk shall furnish an absentee ballot application at any time after the approval of the Election Proclamation. A voter may request an application for an absentee ballot in person, by telephone or by mail. The Municipal Clerk cannot by law automatically send applications to any qualified elector.

When a completed application is received in the office of the Municipal Clerk, the voter will be verified on the Voter Register List as a qualified elector of the City.

The application may be rejected if:

1. The application is not made on the form provided by the Municipal Clerk.
2. The application does not set forth the applicant's full name and address.
3. The application does not set forth the applicant's date of birth.
4. The applicant has already voted absentee.
5. The applicant:
  - a. Has no valid affidavit of registration on file with the County Clerk and is not a federal qualified elector or federal voter.
  - b. Has a valid affidavit of registration on file with the County Clerk but is not a resident of the City; or
  - c. Is a federal voter but is not entitled to vote in the municipal election.

If the application is accepted, the Municipal Clerk shall:

1. Mark the application accepted.
2. Enter the required information in the absentee ballot register, and
3. Issue to the applicant an absentee ballot beginning February 6, 2024.

Absentee ballots shall be returned to the office of the Municipal Clerk by mail or in person. **If returned in person, only the voter, a member of their immediate family or a caregiver may return the ballot. The individual returning the absentee ballot must sign the envelope.**

Any Federal qualified voter who has an application for absentee ballot on file with the County Clerk will be sent an electronic ballot on February 6, 2024. The ballot may be returned electronically. A waiver must accompany the ballot and will be printed and placed in an absentee envelope by the Municipal Clerk or her designee.

## Early Voting

**February 6, 2024 to March 2, 2024** are the dates for early voting.

Early voting will be conducted in the Municipal Clerks office February 6, 2024 through March 1, 2024 Monday to Friday between 8:00 am and 6:00 pm and March 2, 2024 between 10:00 am and 6:00 pm.

Early voting will also be conducted at the North Plains Mall beginning February 17, 2024. The site will be open Tuesday through Saturday from 10:00 am to 6:00 pm. March 2, 2024 from 10:00 am to 6:00 pm will be the final date for the site.

**City offices are closed February 19, 2024 in observance of President's Day.**

When a completed application is received, the voter will be verified as a qualified elector of the City.

The application may be rejected if:

1. The application is not made on the form provided by the Municipal Clerk.
2. The application does not set forth the applicant's full name and address.
3. The application does not set forth the applicant's date of birth.
4. The applicant has already voted absentee.
5. The applicant:
  - a. Has no valid affidavit of registration on file with the County Clerk and is not a federal qualified elector or federal voter.
  - b. Has a valid affidavit of registration on file with the County Clerk but is not a resident of the City; or
  - c. Is a federal voter but is not entitled to vote in the municipal election.

If the application is accepted:

1. It shall be marked as accepted.
2. The applicant shall be issued a ballot.
3. The voter shall be allowed to vote in private.
4. The voted ballot shall be placed in the counter by the voter.

## Forms and Requirements

Included in this information package are various forms you will need to file throughout the election process. They should be considered original documents. You should make copies of the forms for your use during the campaign.

### Forms

1. Affidavit Authorizing Filing of Declaration of Candidacy (to be completed if you request an individual to file on your behalf)
2. Declaration of Candidacy
3. Affidavit of Withdrawal of Candidacy
4. Declaration of Write-In Candidacy

## **Other Information**

1. Election Proclamation
2. Election Resolution
3. Election Calendar
4. City of Clovis District and Precinct Maps
5. Previous Municipal Election Results
6. Campaigning Information
  - a. Sponsorship of campaign material must appear
  - b. Political Signs
  - c. Campaigning near polling sites
7. City of Clovis Organizational Chart
8. City of Clovis Charter
9. Ordinance No. 2073-2016 Voter Authentication by Photo ID
10. State Statute Article 16 – Governmental Conduct
11. 2023-2024 Fiscal Budget Summary
12. Summary of Employee Benefits
13. Newly elected officials training (TBD)
14. City of Clovis Inspection of Public Records Act policy



STATE OF NEW MEXICO  
**MAGGIE TOULOUSE OLIVER**  
SECRETARY OF STATE

**2024 MUNICIPAL OFFICER ELECTION  
WRITTEN AUTHORIZATION FOR DESIGNATION**

I desire to become a candidate for the office of \_\_\_\_\_ in the  
municipal officer election to be held on **Tuesday, March 5th, 2024.**

I certify that I am not able to personally deliver my Declaration of Candidacy and all other  
associated documents to my local municipal clerk's office, as applicable, for filing purposes.

Pursuant to NMSA 1978, § 1-22-7(E), I designate the following individual to act solely on  
my behalf for the purpose of filing my Declaration of Candidacy and any other associated  
documents required:

\_\_\_\_\_  
Name of Designee (printed)

\_\_\_\_\_  
Address of Designee

Signed and authorized by:

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Residence Address



STATE OF NEW MEXICO  
**MAGGIE TOULOUSE OLIVER**  
SECRETARY OF STATE

**2024 MUNICIPAL OFFICER ELECTION**

**DECLARATION OF CANDIDACY – STATEMENT OF INTENT**

I, \_\_\_\_\_, being first duly sworn, say that I am a voter of the county  
(candidate's name on certificate of registration)  
of \_\_\_\_\_, State of New Mexico. I reside at \_\_\_\_\_,  
(candidate's county of registration) (candidate's address as registered)

and was registered to vote at that place on the date of the proclamation calling this election;

I reside within and am registered to vote in the area to be elected to represent;

I desire to become a candidate for the office of \_\_\_\_\_ at the  
(office sought, including district or division #, if applicable)

Municipal Officer Election to be held in March of the year this declaration is filed;

I will be eligible and legally qualified to hold this office at the beginning of its term; and

I make the foregoing affidavit under oath, knowing that any false statement herein constitutes a felony punishable under the criminal laws of New Mexico.

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Residence Address*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Phone Number*

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Signed and sworn to (or affirmed) before me on the \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
*Signature of notarial officer*

\_\_\_\_\_  
*Title*



STATE OF NEW MEXICO  
**MAGGIE TOULOUSE OLIVER**  
SECRETARY OF STATE

**2024 MUNICIPAL OFFICER ELECTION**

**DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE**

I, \_\_\_\_\_, being first duly sworn, say that I am a voter of the county  
(candidate's name on certificate of registration)  
of \_\_\_\_\_, State of New Mexico. I reside at \_\_\_\_\_,  
(candidate's county of registration) (candidate's address as registered)  
and was registered to vote at that place on the date of the proclamation calling this election;  
I reside within and am registered to vote in the area to be elected to represent;  
I desire to become a candidate for the office of \_\_\_\_\_ at the  
(office sought, including district or division #, if applicable)  
Municipal Officer Election to be held in March of the year this declaration is filed;  
I will be eligible and legally qualified to hold this office at the beginning of its term; and  
I make the foregoing affidavit under oath, knowing that any false statement herein constitutes a  
felony punishable under the criminal laws of New Mexico.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Signed and sworn to (or affirmed) before me on the \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
Signature of notarial officer

\_\_\_\_\_  
Title



STATE OF NEW MEXICO  
**MAGGIE TOULOUSE OLIVER**  
SECRETARY OF STATE

**2024 MUNICIPAL OFFICER ELECTION**  
**AFFIDAVIT OF WITHDRAWAL OF CANDIDACY**

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby  
*(candidate's name on certificate of registration)*  
state for my affidavit that:

I withdraw as a candidate for the office of \_\_\_\_\_, in the  
*(office sought, including district or division #, if applicable)*  
Municipal Officer Election scheduled for March 5, 2024; and that I hereby permanently revoke my  
Declaration of Candidacy filed with my proper filing officer on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
*Signature of Candidate*

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Signed and sworn to (or affirmed) before me on the \_\_\_\_\_, 2024,  
by \_\_\_\_\_.

\_\_\_\_\_  
*Signature of notarial officer*

\_\_\_\_\_  
*Title*

Received in the office of the \_\_\_\_\_ County Clerk at \_\_\_\_\_ A.M./P.M. on the \_\_\_\_\_  
day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
*Signature of Proper Filing Officer*



# Commission Districts



## Polling Locations

→

Z

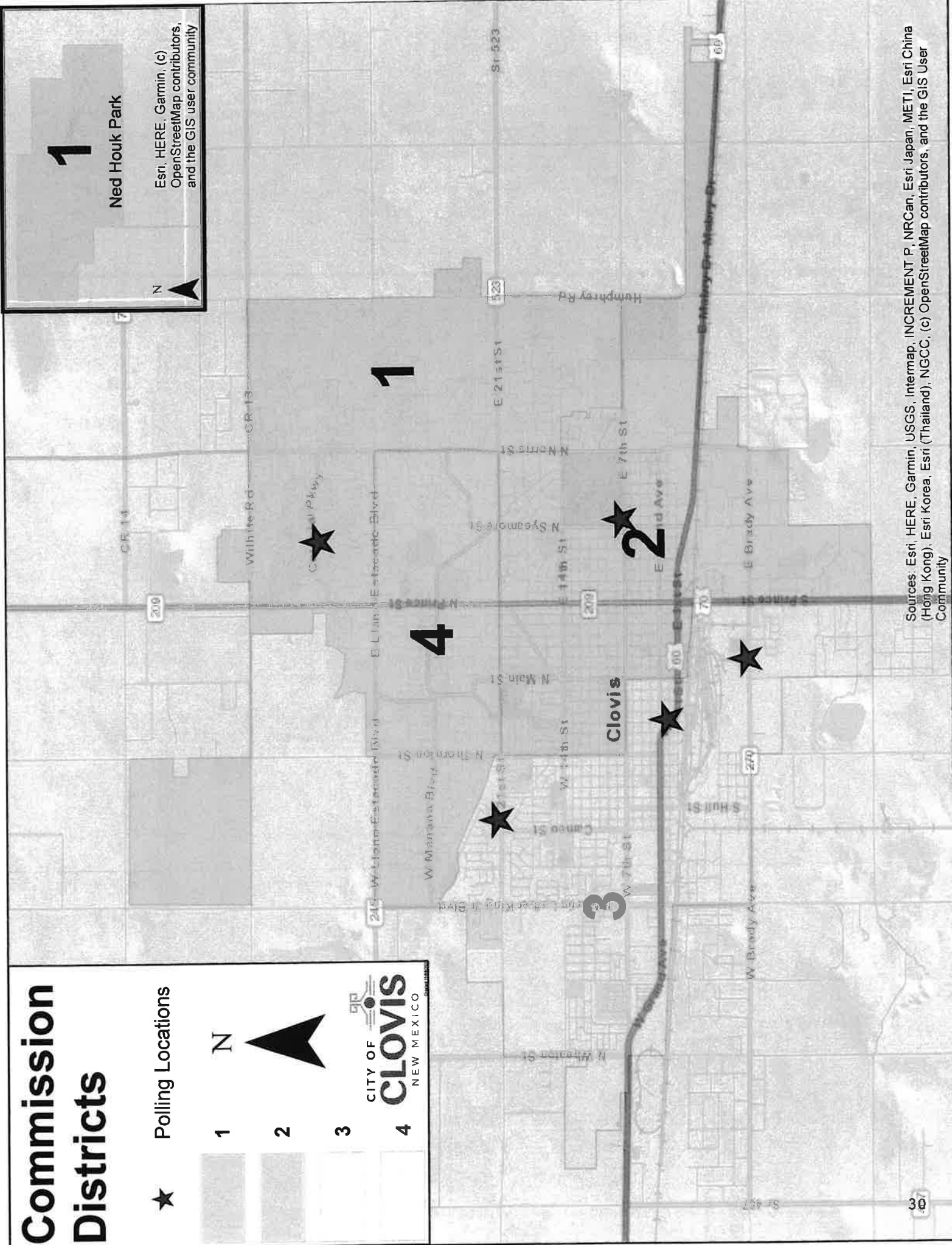


2

3



CITY OF  
**CLOVIS**  
NEW MEXICO



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

**CITY OF CLOVIS**  
NEW MEXICO

## Polling Places



Ned Houk Park

$$Z \rightarrow$$

Esri, HERE, Garmin, (c)  
OpenStreetMap contributors,  
and the GIS user community

# Clovis

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

0420-9170/97/0005-0000\$05.00/0

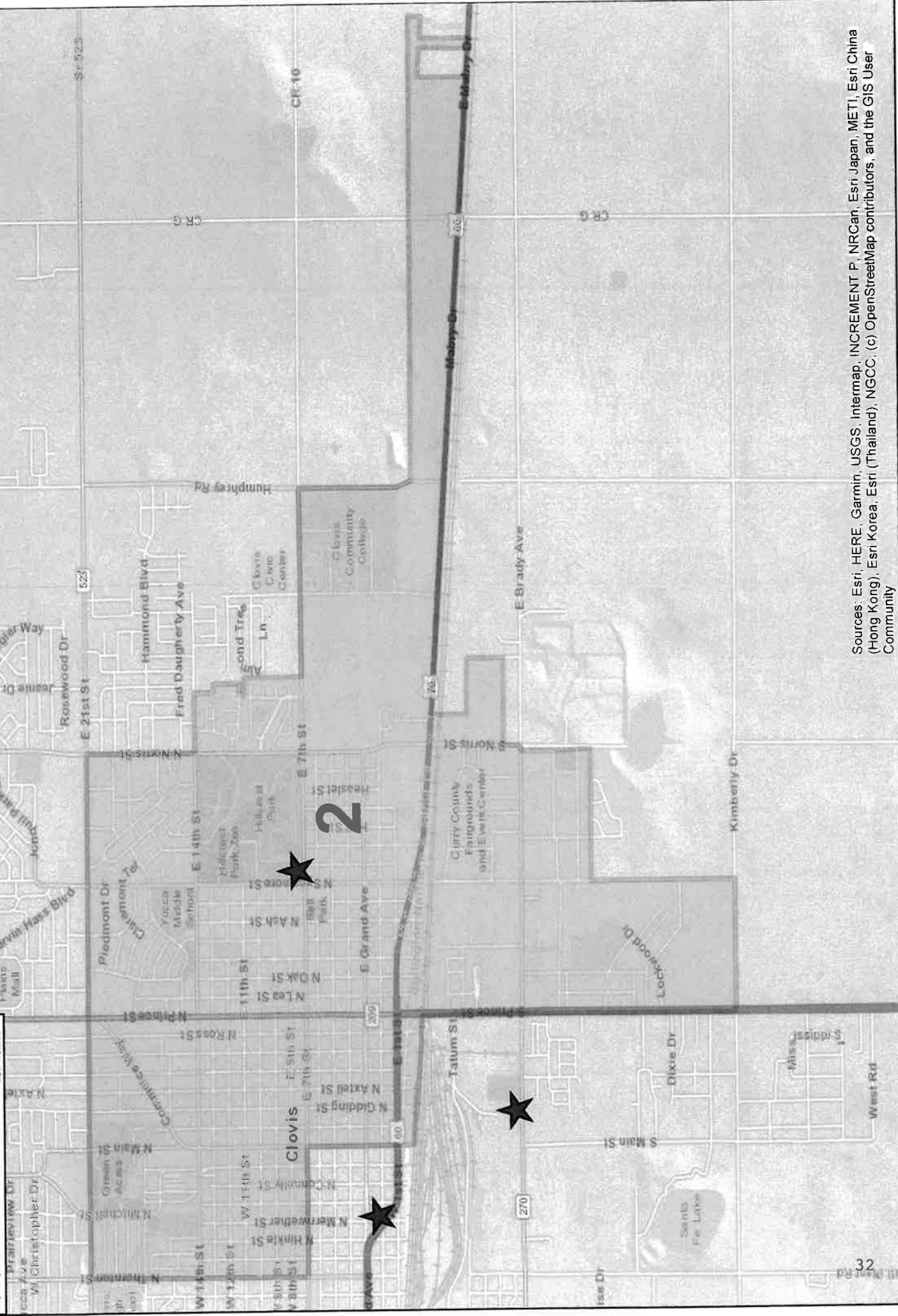
**Polling Places**



## Polling Places



CITY OF  
**CLOVIS**  
NEW MEXICO



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



**CITY OF CLOVIS**  
NEW MEXICO

## Polling Places



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

# Commission District 4



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

## SUMMARY OF MUNICIPAL ELECTION

3/1/2022

VCC

	1	2	3	4	5	Absentee by Mail	Early in Person	Early in Person	TOTAL	TOTAL	TOTAL	% of
	Colonial Golf	YRB	Roy Walker	Trinity ited Metho	Fire St #5	City Hall	Mall	City Hall	VOTES CAST		REGIST VOTERS 19327	REGIST VOTERS
<b>COMMISSIONER</b>												
<b>District I (2 year term)</b>										419	5,611	7.47%
George Talmadge Jones	121	22	9	5		5	28	18	208	49.64%		
James A Burns	98	35	8	7	1	3	27	26	205	48.93%		
Under/Over/Non Votes	4	1					1		6	1.43%		
										360		
<b>District 1 (4 year term)</b>											5,611	0.01%
Juan F Garza	164	43	11	8	1	8	42	35	312	74.46%		
Under/Over/Non Votes		15	6	4			14	9	48	11.46%		
										189	4,388	4.31%
<b>District II</b>												
Ronald E Porter	14	69	12	9	1	0	25	24	154	81.48%		
Under/Over/Non Votes	1	21	5	1			4	3	35	18.52%		
										127	4,120	3.08%
<b>District III</b>												
David W Bryant	2	3	25	15	6	2	6	12	71	55.91%		
Paul A Nelson	2	4	15	7	3	0	5	14	50	39.37%		
Under/Over/Non Votes		2	3					1	6	4.72%		
										251	5,208	4.82%
<b>District IV</b>												
Megan A Palla	33	36	20	45	2	7	36	43	222	88.45%		
Under/Over/Non Votes	6	6	4			4	7	2	29	11.55%		
<b>Totals</b>	<b>445</b>	<b>257</b>	<b>118</b>	<b>101</b>	<b>14</b>	<b>29</b>	<b>195</b>	<b>187</b>	<b>1346</b>		<b>19,327</b>	<b>6.96%</b>
<b>MUNICIPAL JUDGE</b>												
										994	19,327	5.14%
Jicki D Kelley	228	158	84	81	12	15	123	129	830	0.83501		
Under/Over/NonVotes	53	41	17	16	1	6	16	14	164	16.50%		
<b>Totals</b>	<b>281</b>	<b>199</b>	<b>101</b>	<b>97</b>	<b>13</b>	<b>21</b>	<b>139</b>	<b>143</b>	<b>994</b>	<b>100.00%</b>	<b>19,327</b>	<b>5.14%</b>

## Charter Questions

Question 1:  
Shall the City Charter be amended to  
remove Section 3-2: Term limits in

## SUMMARY OF MUNICIPAL ELECTION

3/3/2020

VCC	1	2	3	4	5	Absentee by Mail	Early in Person	Early in Person	TOTAL	TOTAL	TOTAL	% of
	Colonial Golf	Aquatic Center	Roy Walker	Trinity ited Metho	Fire St #5	City Hall	Mall	City Hall	VOTES CAST		REGIST VOTERS 18379	REGIST VOTERS
<b>MAYOR</b>										4499	18379	24.48%
Raymond Mondragon	115	96	223	164	11	7	148	179	943	20.96%		
Michael A Morris	283	160	101	208	26	18	449	265	1510	33.56%		
Stephen B North	245	160	62	126	12	14	326	187	1132	25.16%		
R L Rube Render	80	54	32	49	2	12	114	99	442	9.82%		
Sandra Taylor Sawyer	71	56	97	69	8	2	94	67	464	10.31%		
Under/Over/Non Votes	3	2		1			2		8	0.18%		
<b>Totals</b>	<b>797</b>	<b>528</b>	<b>515</b>	<b>617</b>	<b>59</b>	<b>53</b>	<b>1133</b>	<b>797</b>	<b>4499</b>	<b>100.00%</b>	<b>18379</b>	<b>24.48%</b>
<b>COMMISSIONER</b>												
<b>District I</b>										1724	5,623	30.66%
George Talmadge Jones	32	17	4	3	0	0	30	19	105	6.09%		
Kenneth R Lindsey	29	7	4	2	0	1	19	13	75	4.35%		
Leo Lovett	187	34	9	16	0	4	162	77	489	28.36%		
Marcus Alan Smith	84	39	6	16	0	3	93	65	306	17.75%		
James Matthew Whittington	113	33	7	9	1	8	101	60	332	19.26%		
Rhonda Payne Bargman	115	40	12	12	4	6	73	43	305	17.69%		
Eric A Collings	19	8	2	7	1	0	13	11	61	3.54%		
Under/Over/Non Votes	17	6	1	3			18	6	51	2.96%		
<b>District II</b>										778	3,737	20.82%
Lauren D Rowley	28	148	49	46	11	3	141	100	526	67.61%		
Jamaal R Williams	12	57	64	20	2	0	36	44	235	30.21%		
Under/Over/Non Votes		5	2	1			7	2	17	2.19%		
<b>District III</b>										574	3,566	16.10%
David W Bryant	5	9	64	40	17	1	21	36	193	33.62%		
elen Casaus	1	9	174	63	6	6	46	64	369	64.29%		
Under/Over/Non Votes			1	5	1		1	4	12	2.09%		
<b>District IV</b>										1,423	5,453	26.10%
Rodney Mike Lusk	35	34	20	79	3	1	70	40	282	19.82%		
Chris Bryant	113	80	92	274	10	19	290	206	1084	76.18%		
Under/Over/Non Votes	7	2	4	21	3	1	12	7	57	4.01%		
<b>Totals</b>	<b>797</b>	<b>528</b>	<b>515</b>	<b>617</b>	<b>59</b>	<b>53</b>	<b>1133</b>	<b>797</b>	<b>4499</b>	<b>100.00%</b>	<b>18,379</b>	<b>24.48%</b>
<b>MUNICIPAL JUDGE</b>												
										4,499	18,379	24.48%
Vicki D Kelley	598	379	357	459	50	42	871	624	3380	75.13%		
Paul A Nelson	146	133	144	135	6	10	220	145	939	20.87%		
Under/Over/NonVotes	53	16	14	23	3	1	42	28	180	4.00%		
<b>Totals</b>	<b>797</b>	<b>528</b>	<b>515</b>	<b>617</b>	<b>59</b>	<b>53</b>	<b>1133</b>	<b>797</b>	<b>4499</b>	<b>100.00%</b>	<b>18,379</b>	<b>24.48%</b>

2 Provisional - 1 rejected/1 accepted  
Hand tally adjustment to Precinct 13

## SUMMARY OF MUNICIPAL ELECTION

3/6/2018

VCC	1	2	3	4	5	Absentee by Mail	Early in Person	TOTAL	TOTAL	TOTAL	% of
	Colonial Golf	Youth Rec Building	Roy Walker	Trinity ited Metho	Fire St #5	City Hall	City Hall	VOTES CAST		REGIST VOTERS 17517	REGIST VOTERS
<b>COMMISSIONER</b>											
<b>District I</b>									1091	5,199	20.98%
Juan F. Garza	344	148	27	22	6	15	192	754	69.11%		
Under/Over/Non Votes	132	56	5	17	1	2	124	337	30.89%		
<b>District II</b>									520	3,650	14.25%
Gary L. Elliott	20	166	31	47	22	4	117	407	78.27%		
Under/Over/Non Votes	1	47	8	14	10	1	32	113	21.73%		
<b>District III - 2 year term</b>									359		
Helen Casaus		22	112	62	28	2	48	274	76.32%		
Under/Over/Non Votes	4	8	28	9	10	2	24	85	23.68%		
<b>District III - 4 year term</b>									359	3,513	10.22%
David W. Bryant	2	7	34	26	20	1	17	107	29.81%		
Jose A. Griego		2	28	9	4	0	15	58	16.16%		
Fidel M. Madrid		15	76	33	14	3	38	179	49.86%		
Under/Over/Non Votes	2	6	2	3	0		2	15	4.18%		
<b>District IV</b>									1,013	5,155	19.65%
Justin Michael Hummer	47	56	31	176	7	6	102	425	41.95%		
R.L. "Rube" Render	56	97	21	178	6	13	139	510	50.35%		
Under/Over/Non Votes	11	6	9	29		1	22	78	7.70%		
<b>Totals</b>	<b>615</b>	<b>606</b>	<b>272</b>	<b>554</b>	<b>90</b>	<b>46</b>	<b>800</b>	<b>2983</b>	<b>100.00%</b>	<b>17,517</b>	<b>17.03%</b>
<b>MUNICIPAL JUDGE</b>									2,983	17,517	17.03%
Ian M. Garrett	549	522	231	483	79	40	667	2571	86.19%		
Under/Over/NonVotes	66	84	41	71	11	6	133	412	13.81%		
<b>Totals</b>	<b>615</b>	<b>606</b>	<b>272</b>	<b>554</b>	<b>90</b>	<b>46</b>	<b>800</b>	<b>2983</b>	<b>100.00%</b>	<b>17,517</b>	<b>17.03%</b>
<b>QUESTION 1 - G.O. BONDS FOR STREET IMPROVEMENTS</b>									2983	17,517	17.03%
For	84	86	61	84	13	6	116	450	15.09%		
Against	527	510	209	462	77	40	681	2506	84.01%		
Under/Over/Non Votes	4	10	2	8			3	27	0.91%		
<b>Totals</b>	<b>615</b>	<b>606</b>	<b>272</b>	<b>554</b>	<b>90</b>	<b>46</b>	<b>800</b>	<b>2983</b>	<b>100.00%</b>	<b>17,517</b>	<b>17.03%</b>
<b>QUESTION 2 - G.O. BONDS FOR SENIOR CENTERS</b>									2983	17,517	17.03%
For	56	59	51	66	8	9	78	327	10.96%		
Against	549	529	208	468	80	34	711	2579	86.46%		
Under/Over/Non Votes	10	18	13	20	2	3	11	77	2.58%		
<b>Totals</b>	<b>615</b>	<b>606</b>	<b>272</b>	<b>554</b>	<b>90</b>	<b>46</b>	<b>800</b>	<b>2983</b>	<b>100.00%</b>	<b>17,517</b>	<b>17.03%</b>
<b>QUESTION 3 - G.O. BONDS FOR WELLNESS CENTERS</b>									2983	17,517	17.03%
For	45	60	48	51	7	4	66	281	9.42%		
Against	560	532	214	479	81	40	723	2629	88.13%		
Under/Over/Non Votes	10	14	10	24	2	2	11	73	2.45%		
<b>Totals</b>	<b>615</b>	<b>606</b>	<b>272</b>	<b>554</b>	<b>90</b>	<b>46</b>	<b>800</b>	<b>2983</b>	<b>100.00%</b>	<b>17,517</b>	<b>17.03%</b>

District Judge

City Clerk

Deputy Clerk

Deputy Clerk





## SUMMARY OF MUNICIPAL ELECTION

3/1/2016

VCC	1	2	3	4	5	Absentee by Mail	Early in Person	TOTAL	TOTAL	TOTAL	% of
	Colonial Golf	Youth Rec Building	Roy Walker	Trinity ited Metho	Fire St #5	City Hall	City Hall	VOTES CAST		REGIST VOTERS 15105	REGIST VOTERS
<b>MAYOR</b>									2801	15,105	18.54%
David M. Lansford	614	480	200	481	67	60	434	2336	83.40%		
Under/Over/Non Votes	127	98	41	67	7	12	113	465	16.60%		
<b>COMMISSIONER</b>									1162	4,332	26.82%
<b>District I</b>											
Ladona K. Clayton	278	73	18	18	1	12	77	477	41.05%		
Rodney S. Muffley	27	9	0	4	0	5	22	67	5.77%		
Dhawal 'Danny' Jariwala	12	4	0	0	0	0	6	22	1.89%		
Constance C. Belcher	66	28	6	3	1	1	40	145	12.48%		
George Talmadge Jones IV	20	5	1	2	0	1	4	33	2.84%		
Kyle D. Snider	203	66	9	25	3	11	83	400	34.42%		
Under/Over/Non Votes	6	5		1	2	1	3	18	1.55%		
<b>District II</b>									563	3,207	17.56%
Gayla D. Brumfield	8	84	23	17	15	1	57	205	36.41%		
Sandra Taylor-Sawyer	13	150	25	51	13	13	85	350	62.17%		
Under/Over/Non Votes		1	1	6				8	1.42%		
<b>District III</b>									288	3,079	9.35%
Robert O. Sandoval	3	17	88	67	27	1	30	233	80.90%		
Under/Over/Non Votes	1	6	23	11	3	2	9	55	19.10%		
<b>District IV</b>									788	4,487	17.56%
Chris Bryant	77	112	32	285	9	21	115	651	82.61%		
Under/Over/Non Votes	27	18	15	58		3	16	137	17.39%		
<b>Totals</b>	<b>741</b>	<b>578</b>	<b>241</b>	<b>548</b>	<b>74</b>	<b>72</b>	<b>547</b>	<b>2801</b>	<b>100.00%</b>	<b>15,105</b>	<b>18.54%</b>
<b>QUESTION - Charter Amendment for Voter Authentication</b>									2801	15,105	18.54%
For	576	438	130	408	58	46	381	2037	72.72%		
Against	136	124	102	128	14	21	142	667	23.81%		
Under/Over/Non Votes	29	16	9	12	2	5	24	97	3.46%		
<b>TOTALS</b>	<b>741</b>	<b>578</b>	<b>241</b>	<b>548</b>	<b>74</b>	<b>72</b>	<b>547</b>	<b>2801</b>	<b>100.00%</b>	<b>15,105</b>	<b>18.54%</b>

District Judge

City Clerk

Deputy Clerk

Deputy Clerk

ATTEST:

## SUMMARY OF MUNICIPAL ELECTION

3/4/2014

VCC	1	2	3	4	Absentee by Mail	Early in Person	TOTAL	TOTAL	TOTAL	% of
	Colonial Golf	Youth Rec Building	Roy Walker	Trinity ited Metho	City Hall	City Hall	VOTES CAST	BY DISTRICT	REGIST VOTERS 18658	REGIST VOTERS
<b>COMMISSIONER</b>										
<b>District I</b>								1037	5,196	19.96%
Juan F Garza Sr	373	127	22	29	15	206	772	74.45%		
								0.00%		
Under/Over/Non Votes	136	26	6	12	2	83	265	25.55%		
<b>District II</b>								631	4,054	15.56%
Gary Elliott	14	174	33	49	8	148	426	67.51%		
Len A. Vohs	12	76	29	26	2	51	196	31.06%		
Under/Over/Non Votes	1	2	1	5			9	1.43%		
<b>District III</b>								382	3,830	9.97%
Jose F Griego	2	3	32	15	0	19	71	18.59%		
Gloria P. Wicker	0	9	37	17	4	27	94	24.61%		
Fidel M. Madrid	4	5	89	58	5	51	212	55.50%		
Under/Over/Non Votes			4			1	5	1.31%		
<b>District IV</b>								1,116	5,578	20.01%
Jennifer Williams	56	80	26	199	15	125	501	44.89%		
Thomas Martin III	77	87	19	221	18	180	602	53.94%		
Under/Over/Non Votes	4	2		1	1	5	13	1.16%		
<b>Totals</b>	<u>679</u>	<u>591</u>	<u>298</u>	<u>632</u>	<u>70</u>	<u>896</u>	<u>3166</u>	<u>100.00%</u>	<u>18,658</u>	<u>16.97%</u>
<b>MUNICIPAL JUDGE</b>								3166	18,658	16.97%
Raymond Mondragon	60	75	82	103	9	130	459	14.50%		
Jan Garrett	617	515	214	527	59	763	2695	85.12%		
Under/Over/Non Votes	2	1	2	2	2	3	12	0.38%		
<b>TOTALS</b>	<u>679</u>	<u>591</u>	<u>298</u>	<u>632</u>	<u>70</u>	<u>896</u>	<u>3166</u>	<u>100.00%</u>	<u>18,658</u>	<u>16.97%</u>

\_\_\_\_\_  
District Judge\_\_\_\_\_  
City Clerk\_\_\_\_\_  
Deputy Clerk\_\_\_\_\_  
Deputy Clerk

ATTEST: \_\_\_\_\_

SUMMARY OF MUNICIPAL ELECTION											REGULAR ELECTION			DATE: 3/6/2012					
District	1	1	1	2	2	2	3	3	4	4	4	Absentee	Absentee	TOTAL	TOTAL	TOTAL	%		
Precincts	17, 37	18, 35	24, 27 33	23, 32	20, 21 22, 26	28	5, 6 25	7, 8 9, 31	19	13, 14 15	10, 11 12	by Mail	in Person				of		
Voting Place	Colonial Golf 1801	Mesa Elem 1595	Living Stone 1225	Yucca Middle 947	Marshall Middle 2377	Lockwood Elem 324	Roy Walker 1129	CHS Freshman 2338	Zia Elem 1229	Highland Elem 1963	Sandia Elem 1997	City Hall	City Hall	VOTES CAST	BY DISTRICT	REGIST VOTERS 16925	REGIST VOTERS		
MAYOR																			
Gayla D. Brumfield	175	175	77	109	100	19	69	167	135	137	131	39	377	1710	36.72%	16,925	27.52%		
David M. Lansford	326	268	169	217	172	22	71	130	231	282	302	118	606	2914	62.57%				
Under/Over/Non Votes	1	3	3	1			1	2	7	4	2	3	6	33	0.71%				
TOTALS	502	446	246	329	273	41	141	299	373	423	435	160	989	4657	100%	16,925	27.52%		
COMMISSIONER																			
District I																1608	4,621		
Janice A. Elliott	158	139	84									17	120	518	32.21%				
Randal S. Crowder	342	292	153									29	244	1060	65.92%				
Under/Over/Non Votes	2	15	9									1	3	30	1.87%	838	3,648		
District II																			
Sandra Taylor-Sawyer				176	156	21						11	104	468	55.85%				
John Douglas Jones				141	103	16						8	68	336	40.10%				
Under/Over/Non Votes				12	14	4						2	2	34	4.06%	566	3,467		
District III																			
Robert O. Sandoval							100	234				7	89	430	75.97%				
Under/Over/Non Votes							41	65				8	22	136	24.03%	1,645	5,189		
District IV																			
R.L. "Rube" Render									188	164	158	33	135	678	41.22%				
Chris Bryant									176	253	274	44	197	944	57.39%				
Under/Over/Non Votes									9	6	3	5	23	1.40%					
TOTALS	502	446	246	329	273	41	141	299	373	423	435	160	989	4657	100.00%	16,925	27.52%		
QUESTIONS																			
Shall City Charter prohibit dual commissioners?																4657	16,925		
For	421	370	203	269	204	20	103	231	305	329	350	138	799	3742	80.35%				
Against	68	66	34	51	60	19	35	58	61	78	73	22	159	784	16.83%				
Under/Over/Non Votes	13	10	9	9	9	2	3	10	7	16	12		31	131	2.81%				
TOTALS	502	446	246	329	273	41	141	299	373	423	435	160	989	4657	100.00%	16,925	27.52%		

  
 Magistrate Judge  
 District

  
 City Clerk

  
 Deputy Clerk  
  
 Deputy Clerk  
  
 City Clerk

ATTEST:



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# MEMORANDUM

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TO: DON CLIFTON  
FROM: DAVID F. RICHARDS  
SUBJECT: 2002 MUNICIPAL ELECTION  
DATE: NOVEMBER 14, 2001

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You have requested clarification regarding campaign activities near polling places for the upcoming Municipal election. Attached is a copy of New Mexico Statute Section 1-20-16 NMSA 1978 which prohibits all electioneering activities within 100 feet of the building where the polling place is located. In the past, questions have been asked concerning whether the 100 foot restriction applies to the polling place, the front door of the building, or the building itself. It appears clear from the statute that the prohibition applies to the entire building in which the polling place is located.

We have also discussed how this statute is interpreted regarding absentee and early voting at City Hall. As you have pointed out, Section 3-9-4L and 3-9-86C indicate that City Hall is not a polling place during early voting and absentee voting; however, those sections of state law also clearly state that it is unlawful to solicit votes or display or otherwise locate posters, signs or other campaign literature at the City Clerk's Office. Further, Section 2.62.010 of the Clovis City Code prevents any campaign poster, advertisement or promotion in support of or against a candidate for political office from being displayed in any building owned or leased by the City.

If you have further questions, please contact me.

Suspension or expulsion of member of labor union for refusal to pay assessment imposed for purpose of promoting or defeating contemplated legislation as

violation of statute against intimidation of voters, 175 A.L.R. 397.

29 C.J.S. Elections §§ 333, 344.

## 1-20-15. Conspiracy to violate Election Code.

Conspiracy to violate the Election Code [this chapter] consists of knowingly combining, uniting or agreeing with any other person to omit any duty or commit any act, the omission of which duty, or combination of such act, would by the provisions of the Election Code constitute a fourth degree felony.

Whoever commits conspiracy to violate the Election Code is guilty of a fourth degree felony.

History: 1953 Comp., § 3-20-13, enacted by Laws 1949, ch. 240, § 439.

Cross references. — For conspiracy, see 30-28-2 NMSA 1978.

Am. Jur. 2d, A.L.R. and C.J.S. references. — 26 Am. Jur. 2d Elections §§ 384, 389.

## 1-20-16. Electioneering too close to the polling place.

Electioneering too close to the polling place consists of any form of campaigning on election day within one hundred feet of the building in which the polling place is located, and includes the display of signs or distribution of campaign literature.

Whoever commits electioneering too close to the polling place is guilty of a petty misdemeanor.

History: 1953 Comp., § 3-20-14, enacted by Laws 1949, ch. 240, § 440.

Cross references. — For campaign practices, see 1-19-1 NMSA 1978 et seq.

Provisions also apply to Absent Voter Act if the absentee voting is for such elections. 1970 Op. Att'y Gen. No. 70-90.

Applicable to rubber stamps made available by write-in candidate. — Under former 3-3-20(20),

1953 Comp., a write-in candidate could have rubber stamps bearing his name made available at each polling place at his expense only if such rubber stamps were made available at least 50 feet from the polling place. 1964 Op. Att'y Gen. No. 64-131 (opinion rendered under former law).

Am. Jur. 2d, A.L.R. and C.J.S. references. — 26 Am. Jur. 2d Elections § 374.  
29 C.J.S. Elections § 330.

## 1-20-17. Obstructing the polling place.

Obstructing the polling place consists of:

A. approaching nearer than fifty feet from any polling place during the conduct of the election unless a voter offering to vote, a member of the precinct board, a lawfully appointed challenger or watcher, an election official having business in the polling place or a person authorized by the Election Code [this chapter] to give assistance to a voter; or

B. willfully blocking the entrance to the polling place so as to prevent free ingress and egress.

Whoever obstructs the polling place is guilty of a petty misdemeanor.

History: 1953 Comp., § 3-20-16, enacted by Laws 1949, ch. 240, § 441.

Cross references. — For maintenance of order in polling place, see 1-12-4 NMSA 1978. For use of state police to maintain order and control of access, see 1-12-5 NMSA 1978. For persons who may assist the voter, see 1-12-16 NMSA 1978. For all elections being free and open, see N.M. Const., art. II, § 8.

Physical presence within fifty feet of polling place constitutes violation. — Unless a candidate

or a campaign worker falls within the exceptions outlined in Subsection A, those persons' physical presence within 50 feet of the polling place on the day of the election constitutes a violation of this section. 1989 Op. Att'y Gen. No. 89-09.

Am. Jur. 2d, A.L.R. and C.J.S. references. — 26 Am. Jur. 2d Elections § 385.  
29 C.J.S. Elections §§ 330, 346.

## 1-20-18. Permitting prisoners to vote.

A. Permitting prisoners to vote consists of any warden of a penitentiary, sheriff or jailer, or other person having custody of convicts or prisoners, taking or permitting to be taken such convicts or prisoners to any polling place for the purposes of voting in any election.

the city and shall be budgeted, appropriated and expended in the same fashion as other municipal funds. (Ord. 1484-95 §2(part), 1995; prior code §7A-1).

Chapter 2.62

POLITICAL HANDBILLS

Sections:

2.62.010 Display of political advertising in municipal buildings--Prohibited.

2.62.010 Display of political advertising in municipal buildings--Prohibited. No campaign poster, advertisement or promotion in support of or against a candidate for political office shall be displaying in any building owned by the city leased for use by the city. The prohibition shall apply to buildings owned by the city and leased or used by any agency. Violation of this section shall be punished in accordance with Chapter 1.24. (Ord. 1375-90 §2, 1990).

(Clovis 9/97)

## ORDINANCE №. 2158 -2022

### AN ORDINANCE REPEALING THE EXISTING SIGN CODE CONTAINED IN CODE SECTION 12.12 AND ESTABLISHING A NEW SIGN CODE IN SECTION 17.45 OF THE UNIFIED DEVELOPMENT ORDINANCE

BE IT ORDAINED by the governing body, that is, the City Commission of the City of Clovis, New Mexico:

**SECTION ONE. RECITALS:** The City of Clovis adopted a comprehensive Unified Development Ordinance (UDO) on June 28, 2019. At the time, the City of Clovis recognized the need for a new sign code, both because of a recent change in law and because the current Sign Code is outdated. For this reason, the UDO reserved Chapter 17.45 for a new sign code. In order to adopt a new sign code, the City must repeal the current Sign Code and adopt a new sign code for incorporation in Section 17.45 of the Unified Development Ordinance.

**SECTION TWO. AMENDMENT OF EXISTING CODE SECTION.** The following chapter of City Code is hereby repealed in its entirety:

Chapter 12.12 Signs, Billboards and Overhanging Structures

**SECTION THREE. ADDITION OF NEW CODE SECTION.** The following code section is hereby created and shall be incorporated in Section 17.45 of the Unified Development Ordinance:

#### **Chapter 17.45 – Sign Code**

##### **17.45.010 Purpose**

The purpose of this Chapter, referred to hereafter as “this Chapter” or “this Code”, is to regulate the size, color, lighting, movement, materials, location, height and condition of all signs within the City, thus ensuring the protection of property values, the character of the various neighborhoods, the aesthetic value of the City, while encouraging economic development. This Chapter allows adequate communication through signage while encouraging aesthetic quality in the design, location, size and purpose of all signs. This Chapter shall be interpreted in a manner consistent with the First Amendment to the United States Constitution’s guarantee of free speech, including its prohibition of regulating signage based on content, viewpoint, or message. If any provision of this Chapter is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this Chapter.

##### **17.45.020 General Provisions**

A. Signs not expressly permitted as being allowed by right or by special use permit under this

chapter, by specific requirements in another portion of this Chapter, or otherwise expressly allowed by the City are prohibited.

**B.** A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs in order to ensure they are appropriate to the land, building or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in Chapter 17.45.010.

**C.** These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.

**D.** These regulations distinguish between portions of the City designed for primarily vehicular access and portions of the City designed for primarily pedestrian access.

**E.** These regulations do not regulate every form and instance of visual communication that may be displayed anywhere within the jurisdictional limits of the City. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.

**F.** These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harms caused by signs.

**G.** These regulations are not intended to and do not apply to signs erected, maintained or otherwise posted, owned or leased by the State of New Mexico, the federal government, or the City.

#### **17.45.030 Definitions**

**A.** Words and terms expressly defined in this Chapter have the specific meanings assigned unless the context clearly indicates another meaning. Words that are not expressly defined in this Chapter have their common dictionary meaning.

“Abandoned Sign” a sign that it appears to be unused, and is dilapidated, unsightly and in a state of disrepair and remains in such condition for a period of three (3) consecutive months.

“Athletic field” means a piece of land prepared and used for playing a game or sporting activity and regularly hosting sporting practices and events.

“Attached signage” means any sign which is fastened to, connected to, or painted on and wholly or partially supported by a building or other structure located on a property, including awnings signs, marquee signs, banners, roof signs, window signs and wall signs, but not including canopy signs.

“Arterial street” means a street designated as arterial by this Chapter and with signals at important intersections and stop signs on side streets and which collects and distributes traffic to and from collector streets.



“Billboard” means a sign, permanent in nature, located within thirty (30) feet of an arterial roadway as designated by this Chapter or the UDO, maintained on a mast or pole(s) and designed or constructed such that the sign face is subject to periodic change, either physically or digitally, and within the view of motorists or pedestrians.

“Building” means a roofed and walled structure built for permanent or semipermanent use.

“Business centers” means a group of commercial establishments planned, constructed and managed as a total entity with customer and employee parking provided on-site, provision for goods delivery separated from customer access, aesthetic considerations and protection from the elements.

“Canopy” means an open air permanent roofed shelter supported by columns, poles or walls and not attached to another building or structure.

“Canopy sign” means a sign fastened to, connected to, or painted on and wholly or partially supported by a canopy.

“Collector street” means a street which collects traffic from residential streets and connects with arterials.

“Directional sign” means a sign indicating entrances and exits, including those for parking lots and garages.

“Electric” means any sign containing electric wiring. This does not include signs illuminated by an exterior floodlight source.

“Flag” means any rectangular, triangular or square display constructed of lightweight material and attachable by one edge to a pole or rope.

“Flat wall sign” means a sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.

“Flashing sign” means any illumined sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use. For the purpose of this Code any moving illuminated sign, except digital billboards, shall be considered a flashing sign.

“Freestanding sign” means a sign erected and maintained on a freestanding frame, mast or pole not attached to any building, and not including ground mounted signs.

“Government sign” means a sign that is constructed, placed or maintained by the federal, state or local government or a sign that is required to be constructed, placed or maintained by the federal, state or local government either directly or to enforce a property owner’s rights.

“Ground mounted sign” means a sign which extends from the ground, or has support which places the bottom of the sign less than two (2) feet from the ground.

“Marquee” means a covering structure bearing a signboard or copy projecting from and attached to a building.

“Non-Conforming Sign” means any sign which does not conform with the provisions of this Chapter or another provision of the UDO; including but not limited to prohibited signs and abandoned signs.

“Original art display” means a hand-painted work of visual art that is either affixed

to or painted directly on the exterior wall of a structure with the permission of the property owner. An original art display does not include: mechanically produced or computer-generated prints or images, including but not limited to digitally printed vinyl; electrical or mechanical components; or changing image art display.

“Outdoor advertising sign” means a sign which advertises goods, products or services which are not sold, manufactured or distributed on or from the premises or facilities on which the sign is located.

“Pole sign” means a sign, including its supporting structure and flags not otherwise exempted, which is mounted on one or more free-standing poles or other support independent of a building and having its lowest edge eight feet or more above the elevation of the curb of the nearest roadway.

“Portable sign” means any structure without a permanent foundation or otherwise permanently attached to a fixed location, which can be carried, towed, hauled or driven and is primarily designed to be moved rather than be limited to a fixed location regardless of modifications that limit its movability.

“Projecting sign” means a sign, other than a wall sign, which projects from and is supported by a wall of a building or structure.

“Residential street” means a street designed to provide access to abutting property and lightly trafficked streets, and to discourage through traffic.

“Roof sign” means a sign located on or above the roof of any building, not including false mansard roof, canopy, or other fascia.

“Sign” means a name, identification, description, display or illustration, which is affixed to, painted or represented directly or indirectly upon a building, or other outdoor surface, which directs attention to or is designed or intended to direct attention to the sign face or to an object, product, place, activity, person, institution, organization or business. Signs located completely within an enclosed building, and not exposed to view from a street, shall not be considered a sign. Each display surface of a sign or sign face shall be considered to be a sign.

“Sign area” means the space enclosed within the extreme edges of the sign for each sign face, not including the supporting structure; or, where attached directly to a building wall or surface, the space within the outline enclosing all the characters of the words, numbers or design.

“Sign face” means the entire display surface area of a sign upon, against or through which copy is placed.

“Structure” means anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, and includes buildings, parking areas, walks, fences, canopies and out buildings.

“Substantially repaired” means any repair whereby the cost of restoring the sign to its before condition would equal or exceed 50% of the value of the sign identified in the sign permit and determined at the time the permit was executed.

“Temporary sign” means a banner, pennant, poster or display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that appears to be intended or is determined by the code official to be displayed for a limited period of time.

#### **17.45.040 Prohibited Signs**

A. The following signs or lights are prohibited in every district and zone of the City:

1. Signs that are of a size, location, movement, coloring, or manner of illumination which may be confused with or construed as a traffic control device, or emergency device, or which hide from view any traffic or street sign or signal.
2. Signs which contain or consist of banners, posters, pennants, ribbons, streamers, or other similarly moving devices or signs which are likely to fall or dismount due to unusual weather or unusually high wind. This Section does not include signs otherwise allowed under 17.45.090(H).
3. Signs which contain blinking, flashing or fluttering lights or other illuminating devices which exhibit movement and are positioned in such a manner that they significantly distract drivers and are a threat to public safety.
4. Signs that would be an Original Art Display but does not have the permission of the owner of the property on which it is located or is graffiti.
5. Signs that do not comply with the location, size or use restrictions of this Code.
6. Signs placed on property without the permission of the property owner or lessee and signs placed on government property or in the public right of way.
7. Signs which are affixed to or painted on a vehicle, other than to advertise the vehicle itself for sale, if a vehicle is parked in a location, for the purpose of advertising and not for a legitimate business purpose or in the course of regular and ordinary use of the vehicle.
8. Abandoned signs as defined in this Code.

#### **17.45.050 Authorized Signs**

A. The following signs are authorized pursuant to this Code and in every district or zone of the City:

1. Although these regulations do not apply to signs erected, maintained or posted by the State, federal government or the City, these regulations clarify that Government signs are allowed in every zoning district which form the expression of this government when erected and maintained pursuant to law.
2. Traffic control devices on private or public property erected and maintained to comply with the Manual on Uniform Traffic Control Devices adopted in New Mexico and/or with the Manual on Uniform Traffic Control Devices adopted by the Federal Highway Administration.
4. Where a federal, state or local law requires a property owner to post a sign on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically, the owner shall comply with the federal, state or local law to exercise that authority by posting a sign on the property.
5. A flag that has been adopted by the federal government, New Mexico, Curry County or the City may be displayed as provided under the law that adopts or regulates its use, and other flags as are provided in this Code.
6. Signs not in an enclosed building and not exposed to view from a street or public right of way, public place or other property such as those not visible to a person from a public right of way, public place or other property.

7. Signs constructed pursuant to a valid building permit when required under this Code and authorized by this Code.

**17.45.060 Lessees**

For purposes of the enforcement of the Sign Code, the lessee of a property is considered the property owner as to the property the lessee holds a right to use exclusive of others, or the sole right to occupy.

**17.45.070 Permit Required**

A. A permit is required for all signs within the City, except as provided in this Section.

B. The following sections apply to applications for a sign permit:

1. An application for a sign permit shall be filed with the Department of Building Safety on forms furnished or approved by the Department. The applicant shall provide sufficient information to determine if the proposed sign is allowed under this Code and other applicable laws, regulations, and ordinances. An application for any sign shall only be made by the property owner and shall state the date when the owner intends to erect it.

2. An application for a new freestanding sign or billboard sign which, when erected or constructed exceeding thirty (30) feet in height above ground level, or for all roof signs, shall be accompanied by a drawing of the sign structure and the sign prepared by and certified by a registered professional engineer or licensed architect. The building inspector may also require similar certification by a registered professional engineer or licensed architect where any unusual structural provisions of a proposed sign and structure indicate such certification is necessary in the interest of the public safety.

3. The Department of Building Safety shall process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within ten (10) days after receipt of the application. Any application that complies with all provisions of this Code, the Unified Development Ordinance (UDO), the building code, and other applicable laws, regulations, and ordinances shall be approved.

4. If the application is denied, the Department of Building Safety or City shall provide a list of the reasons for the denial in writing. An application may be denied for non-compliance with the terms of this code, the Unified Development Ordinance, building code, or other applicable law, regulation, or ordinance.

5. An applicant may appeal the denial of an application to Planning and Zoning Commission, and then to the City Commission, in accordance with this Section and the Unified Development Ordinance.

6. A nonrefundable application fee established by the City of Clovis shall be submitted with any initial application. A subsequent permitting fee, based upon the cost of construction of the sign and in accordance with the current Type II City of Clovis Permit Fee Schedule, shall be paid upon the issuance of a permit.

C. If a sign is not installed within six (6) months following the issuance of a sign permit, the permit shall be void.

D. The City may revoke a sign permit under any of the following circumstances:

1. The City determines that information in the application was materially false or misleading.

2. The sign as installed does not conform to the sign permit application.

3. The sign violates this Section, the Unified Development Ordinance, or other applicable law, regulation, or ordinance.

4. The Department of Building Safety determines that the sign is not being properly maintained or is an abandoned sign as defined in Section 17.45.030.

5. A permit revocation may be appealed in accordance with Section 17.65.150 of the Unified Development Ordinance.

E. A sign permit is not required for signs:

1. Described in Sections 17.45.050, 17.45.080 and all temporary signs

2. Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of official or directed duties; provided, that all such signs shall be removed no more than ten (10) days after their purpose has been accomplished.

F. When any sign, or a major part thereof, is blown down or otherwise destroyed or taken down or removed for any purpose other than maintenance operation or for changing letters, symbols or other matter on such sign and structure, it shall not be re-erected, reconstructed or rebuilt without first obtaining a permit and be in full conformance with this Chapter and all other applicable codes and ordinances.

G. An applicant may appeal the denial of an application to Planning and Zoning Commission, and then to the City Commission, in accordance with this Section and the Unified Development Ordinance.

#### **17.45.080 Specific Sign Regulations for Residential Districts**

A. The sub-sections contained herein apply to all residential districts, to include Residential Single Family-170 (RS-170), Residential Single Family-7 (RS-7) and Residential Multi-Family (RM) districts.

B. For residential developments (including subdivision identification) the maximum size and number of signs that the owner or owners of the residential development may erect, and shall maintain if erected, at the entrances to the development shall be controlled according to the following:

1. Residential developments four (4) acres or less in area may have a sign or signs with a total area of no more than thirty-two (32) square feet;

2. Residential developments over four (4) acres but less than forty (40) acres in area may have a sign or signs which have a total area of no more than forty-eight (48) square feet;

3. Residential developments of forty (40) acres or more in area may have a sign or signs with a total area of no more than one hundred twelve (112) square feet.

C. The following height restrictions apply to all signs within residential districts:

1. If ground-mounted, the top shall not be over six (6) feet above the ground; and

2. If building or fence mounted, shall be flush mounted and shall not project above the roof line.

D. Temporary Signs

1. A property owner may place three temporary (3) signs with a sign face no larger than six (6) square feet on the property at any time, so long as any such sign is no further than five (5) feet from the principal residential structure and no taller than three (3) feet.

2. A property owner may place one (1) temporary sign with a sign face no larger than six (6) square feet on their property for a period of thirty (30) consecutive days, so long as the sign is no closer than five (5) feet from the curb or public right of way and no taller than three (3) feet.

3. A property owner may place a temporary sign no larger than 8.5 inches by 11 inches in one window on the property at any time.

4. One temporary sign per 0.25 acres of land may be located on the owner's property for a period of thirty (30) days prior the day of an election, and no more than ten (10) days following the election day, involving candidates for a federal, state or local office, or involves an issue on the ballot of an election within the district where the property is located. Any such sign shall be no larger than six (6) square feet and no closer than five (5) feet from the curb or public right of way. Where the size of the property is smaller than 0.25 acres these signs may be posted on the property for each principal building lawfully existing on the property.

5. One temporary sign may be located on a property when:

a. The owner consents and that property is being offered for sale by the owner(s) of the property or through a licensed real estate agent; and

b. For a period of ten (10) days following the date title to the property is actually transferred from seller to buyer, otherwise known as the final closing date.

c. All signs described in this subsection shall be no larger than six (6) square feet, no closer than five (5) feet from the curb or public right of way, and twenty-five (25) feet from any intersection.

d. If a property is on a corner lot, meaning the property is abutted by two (2) public streets, the property may have two (2) temporary signs described in this subsection.

6. One temporary sign may be located on the owner's property on a day when the property owner is opening the property to the public; provided, however, the owner may not use this type of sign more than twelve (12) days in a year. For purposes of this Section, a year is counted from the first day on which the sign is erected counting backwards and from the last day on which the sign exists counting forward. If a property is on a corner lot, meaning the property is abutted by two (2) public streets, the property may have two (2) temporary signs described in this subsection.

7. Between December 1 to January 10, a property owner may place additional temporary signs on the property and may use non-invasive lights or other decorations, subject to the residential and commercial lighting provisions contained in the Unified Development Ordinance

8. Temporary signs shall not be located within any right-of-way whether dedicated or owned in fee simple or as an easement.

9. Temporary signs shall not be placed on any utility pole, street light, similar object, or on public property.

10. Temporary signs shall not be illuminated.

E. Flags

1. In addition to flags allowed in Section 17.45.050(5), four flags and two flag poles shall be allowed for each residence. Each flag shall be a maximum of fifteen (15) square feet in area. The flag pole, if located on a residential street, shall be a maximum of twenty-five (25) feet in height, or as tall as the highest point of the principal building's roof, whichever is higher. If the flag pole is located adjacent to a collector or arterial street, the flag pole shall be a maximum of thirty (30) feet in height. Flag poles shall be located no closer than ten (10) feet from the property boundary

F. Except as provided in this Chapter, all other signs are prohibited in residential districts.

#### **17.45.090 Specific Sign Regulations for Commercial General, Industrial and Central Business Districts**

A. The sub-sections contained herein apply to Commercial General (CG), Industrial (I) and Central Business Districts (CBD).

##### **B. Attached Signs**

1. The regulations in this subsection apply to attached signage, as defined in Section 17.45.030.

2. A business may have up to five (5) attached signs on each exterior wall of the primary building or structure.

3. Attached signs may break the vertical plane of the exterior wall which holds the sign.

4. Attached signs, regardless of the number, shall not take up more than fifteen percent (15%) of the exterior wall which holds the sign.

5. Attached signs are subject to the design standards of all applicable codes.

##### **C. Canopy Signs**

1. The regulations in this subsection apply to canopy signage, as defined in Section 17.45.030.

2. A canopy may contain up to three (3) signs on each side of a canopy.

3. A single canopy sign shall not exceed fifty (50) square feet.

4. Canopy signs may break the horizontal and vertical planes of the canopy.

5. Canopy signs are subject to the design standards of all applicable codes.

##### **D. Freestanding Signs**

1. The regulations in this subsection apply to freestanding signage, as defined in Section 17.45.030.

2. The number of freestanding signs is limited to one (1) per lot, except where the frontage of the lot exceeds 600 linear feet. For those lots, two (2) freestanding signs are permitted, provided there is a minimum distance of 200 feet between the signs.

3. Individual freestanding signs shall be limited to those businesses that own direct, unobstructed (on-site) access to the public street.

4. The minimum setback for freestanding signs is determined by street classification as designated in the table below:

**Table 1: Minimum Setbacks by Street Classification (in feet)**

Street Class	Front Setback	Side Setback
Residential	10 feet from property line	5 feet side yard
Collector	12 feet from property line	5 feet side yard
Arterial	15 feet from property line	5 feet side yard
US 60/84 and US 60/70/84	15 feet from property line	5 feet side yard

5. The maximum height of freestanding signs is determined by street classification as outlined in the table below:

**Table 2: Maximum Sign Height by Street Classification (in feet)**

Street Class	CG, CBD & I
Residential	20
Collector & Arterial	30
US 60/84 and US 60/70/84 to Norris St.	40
US 60/70/84 from Norris St. East	60

6. The maximum size of freestanding signs is determined by street classification as outlined in the table below:

**Table 3: Maximum Sign Size by Street Classification (in square feet)**

Street Class	CG, CBD & I
Residential	120
Collector & Arterial	120
US 60/84 and US 60/70/84 to Norris St.	200
US 60/70/84 from Norris St. East < 40 ft Height	200
US 60/70/84 from Norris St. East > 40 ft Height	400

#### E. Temporary Signs

1. One (1) temporary sign may be located on a property containing a business so long as any such sign is located within ten (10) feet of the entrance to the principal building and is removed by the property owner when the business is not open to the public.

2. A property owner may place three temporary (3) signs with a sign face no larger than six (6) square feet on a property containing a residence, so long as any such sign is no further than five (5) feet from the principal residential structure and no taller than three (3) feet.

3. A property owner may place one (1) temporary sign with a sign face no larger than six (6) square feet on a property containing a residence for a period of thirty (30) consecutive days, so long as the sign is no closer than five (5) feet from the curb or public right of way and no taller than three (3) feet.

4. One (1) temporary sign per 0.25 acres of land may be located on the owner's property for a period of thirty (30) days prior to an election, and no more than ten (10) days following an election, involving candidates for a federal, state or local office that represents the district in which the property is located or involves an issue on the ballot of an election within the



district where the property is located. Any such sign shall be no larger than thirty-two (32) square feet and no closer than five (5) feet from the curb or public right of way. Where the size of the property is smaller than 0.25 acres these signs may be posted on the property for each principal building lawfully existing on the property.

5. One temporary sign may be located on a property when:

a. The owner consents and that property is being offered for sale through a licensed real estate agent.

b. When the sign is owned by the property owner and that property is offered for sale by the owner through advertising in a local newspaper of general circulation; and

c. For a period of ten (10) days following the date on which a contract of sale has been executed by a person purchasing the property.

d. All signs described in this subsection shall be no larger than thirty-two (32) square feet, no closer than five (5) feet from the curb or public right of way, and twenty-five (25) feet from any intersection.

6. One temporary sign may be located on the owner's property on a day when the property owner is opening the property to the public; provided, however, the owner may not use this type of sign more than twelve (12) days in a year. For purposes of this Section, a year is counted from the first day on which the sign is erected counting backwards and from the last day on which the sign exists counting forward.

7. Between December 1 to January 10, a property owner may place additional temporary signs on the property and may use non-invasive lights or other decorations, subject to the residential and commercial lighting provisions contained in the Unified Development Ordinance.

8. Temporary signs shall not be located within any right-of-way whether dedicated or owned in fee simple or as an easement.

9. Temporary signs shall not be placed on any utility pole, street light, similar object, or on public property.

10. Temporary signs shall not be illuminated.

#### F. Directional Signs

1. A business may have up to two (2) directional signs for each entrance or exit of a property to a public street.

2. Directional signs must be set back at least two (2) feet from the property line.

3. Directional signs shall be no taller than five (5) feet and no larger than eight (8) square feet.

#### G. Flags

1. In addition to flags allowed in Section 17.45.050(5), A property may have one (1) flag per twenty-five (25) feet of street frontage on a right-of-way with a maximum of six (6) flags and three (3) flag poles per property. Each flag shall be no larger than twenty-four (24) square feet in size. Flag poles shall be a maximum of fifty (50) feet in height but no higher than the highest point of the nearest principal building's roof on the premises. Flag poles shall be located no closer than ten (10) feet from the property boundary.

2. Vehicle sales and service establishments, including car lots, are permitted to display

one (1) small flag of no more than two (2) square feet in area attached to vehicles on display for sale or rent. Such flag shall be no higher than two (2) feet above the height of the vehicle as if it were displayed at grade level.

#### **H. Commercial Promotional Displays and Events**

1. Additional signage for businesses or organizations participating in occasional events which require special advertising shall be allowed subject to the conditions contained in this section.

2. A business shall be allowed one (1) permit for a grand opening display during its first six (6) months of operation. The permit for this display shall be for twenty (20) consecutive days.

3. A business shall be allowed one (1) bona fide going out of business display. The permit for this display shall be for sixty (60) consecutive days.

4. A business or organization shall be allowed three (3) permits per calendar year for special events or activities. Each permit shall authorize twenty (20) consecutive days of activity.

5. During commercial promotional displays or special events, businesses shall be limited to one (1) additional freestanding and three additional attached signs. Each sign shall not exceed one hundred (100) square feet in size.

6. Displays incorporating balloons, streamers, flags, temporary signs and pennants shall be permitted and are not limited in size and number.

7. Permits for commercial promotional displays and events shall be issued pursuant to Section 17.45.070. The applicant shall provide to the Department of Building Safety the address of the business where the display is to be placed and the first day of the display. No portion of a display (i.e., structure or sign) shall be erected prior to the first day of the event as stated on the permit. All displays shall be removed not later than the permissible time limit stated in this section. A permit shall be issued to the applicant and shall remain in effect for the duration of that event. No permit fee shall be assessed. A new permit is required for each event.

#### **I. Business Centers**

1. Attached signage shall be allowed as described in Section 17.45.090(B).

2. The maximum height of freestanding signs shall be as described in Section 17.45.090(D).

3. The maximum size of freestanding signs shall be based upon linear street frontage as outlined in the table below:

**Table 4: Maximum Sign Size (in square feet)**

Street Frontage	Sign Size
0-200	120
200-400	160
400+	200

#### **17.45.100 Planned Unit Development Zones and Traditional Neighborhood Development**

- A. A newly submitted Planned Unit Development (PUD) shall provide a plan for signage that is desired in the new development during the PUD review process.
- B. Any changes to the signage plan of a PUD shall provide a minor PUD amendment.
- C. A previously approved and existing PUD or any newly submitted PUD that does not present a plan for signage shall use existing sign regulations of the sign code. A PUD with residential land uses shall follow sign regulations for residential zones; a PUD with commercial land uses shall follow sign regulations for commercial zones; and a PUD with industrial land uses shall follow sign regulations for industrial zones. A mixed-use PUD shall follow sign regulations of the appropriate zone that fits the land use of the PUD.

#### **17.45.110 Billboards**

- A. Billboards may be located only along arterial roadways and only in Commercial General or Industrial Zones.
- B. Total sign area, spacing, height and setbacks for billboards shall be subject to the following requirements:
  - 1. Billboards shall not exceed three hundred (300) square feet of total sign area, shall be spaced a minimum of one thousand (1,000) feet away from any other billboard, in any direction, and shall not exceed forty (40) feet in height measured from ground level.
  - 2. A maximum of two faces, parallel back-to-back is permitted, provided both faces are of the same size and attached to the same pole for support. Sign faces shall be relatively perpendicular to the designated roadway and each face shall not advertise more than one message.
  - 3. Billboards shall be supported by a maximum of two (2) upright poles.
  - 4. Vertical or horizontal stacking of billboards is prohibited.
  - 5. Billboards shall be set back a minimum of fifteen (15) feet from the property line fronting along the designated roadway. Except for billboards fronting along interstate highways, the setback from the designated roadway shall not exceed one third (1/3) of the property depth. In each case there shall be a minimum of five (5) feet from all other property lines measured from the property line to any portion of the billboard structure.
  - 6. Minimum site (lot) area shall be 7,000 square feet for Commercial General zones and 20,000 square feet for Industrial zones.
  - 7. A billboard shall not be erected or maintained unless the owner and operator of the billboard possess the requisite real property, including City property and rights of way, or legal use of such property, as required to maintain the billboard.

#### **17.45.120 Athletic field signs**

- A. This subsection allows for the placement and regulation of signs inside athletic fields in all zones within the City.
- B. Signs shall be permitted to be displayed on the inside of fences surrounding individual athletic fields, with the advertising or promotional side facing the playing field.
- C. Each sign shall not exceed thirty-two (32) square feet in sign area.

- D. Signs shall not be permitted to extend above or beyond the edges of the fence.
- E. Freestanding signs and attached signs, other than those identifying the field, are not permitted.

#### **17.45.130 Nonconformity and Modification**

- A. Any non-conforming attached sign, freestanding sign, directional sign, canopy sign or billboard shall be allowed to continue in use, unless and until the sign is substantially repaired, altered in terms of the size or materials used, relocated or replaced after the adoption of this Code, at which time the sign must comply with all provisions of this Code and the Unified Development Ordinance.
- B. Signs which were nonconforming to the prior ordinances and which do not conform to this Code shall be removed.
- C. All temporary signs, regardless of their prior compliance, shall be brought into compliance immediately or removed.
- D. Any directional signs which are not permanently affixed to a surface, and which may be easily and inexpensively brought into compliance, shall be brought into compliance within one (1) year of the adoption of this Code.

#### **17.45.140 Enforcement and Abatement**

- A. Notwithstanding any other provision of the Clovis City Code to the contrary, any person who causes, permits, allows, maintains, or suffers a violation of any provision of this Chapter, or who fails to comply with any requirement of this Chapter, is guilty of a misdemeanor offense punishable by a fine of up to \$500.00 per violation, per day, plus any applicable court costs. A second violation for the same offense shall be punishable by a minimum fine of \$100.00, which shall not be suspended or deferred. A third or subsequent violation for the same offense shall be punishable by a minimum fine of \$200.00, which shall not be suspended or deferred.
- B. Any violation or attempted violation of this Chapter, or of any condition or requirement adopted pursuant hereto may be restrained, corrected or abated, as the case may be, by injunction or other appropriate proceedings pursuant to state law or municipal ordinance. The remedies shall include the following:
  - 1. Issuing a stop-work order for all work on any signs on the same lot.
  - 2. Seeking an injunction or other order of restraint or abatement that requires the removal of the sign or the correction of the nonconformity.
  - 3. Imposing any penalties that can be imposed directly by the City under this Chapter.
  - 4. Seeking in any court of competent jurisdiction, the imposition of any penalties that can be imposed by law.
  - 5. In the case of a sign that poses an immediate danger to the public health or safety, taking measures as are available to the City under this Chapter, the City Code and the Unified Development Ordinance, including the immediate removal of a dangerous sign.
  - 6. In the case of an abandoned sign, the City shall issue a written notice to the permittee, if any, and to the property owner, which notice shall state that such sign shall be removed within thirty (30) days. If the permittee, if any, or property owner fails to comply with

such written notice to remove, the building inspector is authorized to cause removal of such sign as outlined in this Code and the City may store or dispose of the sign at its sole discretion.

7. The enforcement process shall be as outlined herein, except those signs posted in the right-of-way that are not in compliance with this Chapter, or any signs posted on City property without permission, shall be removed by the City.

8. The City shall not be responsible for damages to confiscated signs.

C. The City shall have other remedies as are and as may from time to time be provided for or allowed by state law or municipal ordinances for the violation of this Chapter, including the imposition of any liens against properties upon which non-conforming signs are located for expenses incurred by the City.

PASSED, APPROVED AND ADOPTED this 6th day of January, 2022.

**CITY OF CLOVIS, NEW MEXICO**

By: \_\_\_\_\_

Michael Morris, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
City Clerk

## ORDINANCE No. 2167-2022

### AN ORDINANCE RELATING TO THE UNIFIED DEVELOPMENT ORDINANCE (UDO), AND AMENDING SECTION 17.45.080.D AND SECTION 17.45.080.E OF THE SIGN CODE

BE IT ORDAINED by the governing body, that is, the City Commission of the City of Clovis, New Mexico:

**SECTION ONE. RECITALS:** The Sign Code Chapter of the Unified Development Ordinance (UDO), as adopted by the City of Clovis, contains two (2) provisions allowing for the placement of one (1) temporary sign on a property beginning thirty (30) days before the day of an election. In order to allow all candidates a reasonable opportunity to advertise, as well as allow ample time to advertise prior to an election, the City would like to allow for multiple temporary signs on a property beginning thirty (30) days before early voting commences.

**SECTION TWO. AMENDMENT OF EXISTING CODE SECTION.** Section 17.45.080.D.4 is hereby amended as follows:

#### D. Temporary Signs

4. Temporary signs may be located on an owner's property for a period of thirty (30) days prior to the first day of early voting for an election, and no more than ten (10) days following the election day, involving candidates for a federal, state or local office, or involving an issue on the ballot of an election within the district where the property is located. Any such sign shall be no larger than six (6) square feet and no closer than five (5) feet from the curb or public right of way.

...

Section 17.45.090.E.4 is hereby amended as follows:

#### E. Temporary Signs

4. Temporary signs may be located on an owner's property for a period of thirty (30) days prior to the first day of early voting for an election, and no more than ten (10) days following the election day, involving candidates for a federal, state or local office, or involving an issue on the ballot of an election within the district where the property is located. Any such sign shall be no larger than thirty-two (32) square feet and no closer than five (5) feet from the curb or public right of way.

PASSED, APPROVED AND ADOPTED this 19<sup>th</sup> day of May, 2022.

CITY OF CLOVIS, NEW MEXICO

By: \_\_\_\_\_

Michael Morris, Mayor

(SEAL)

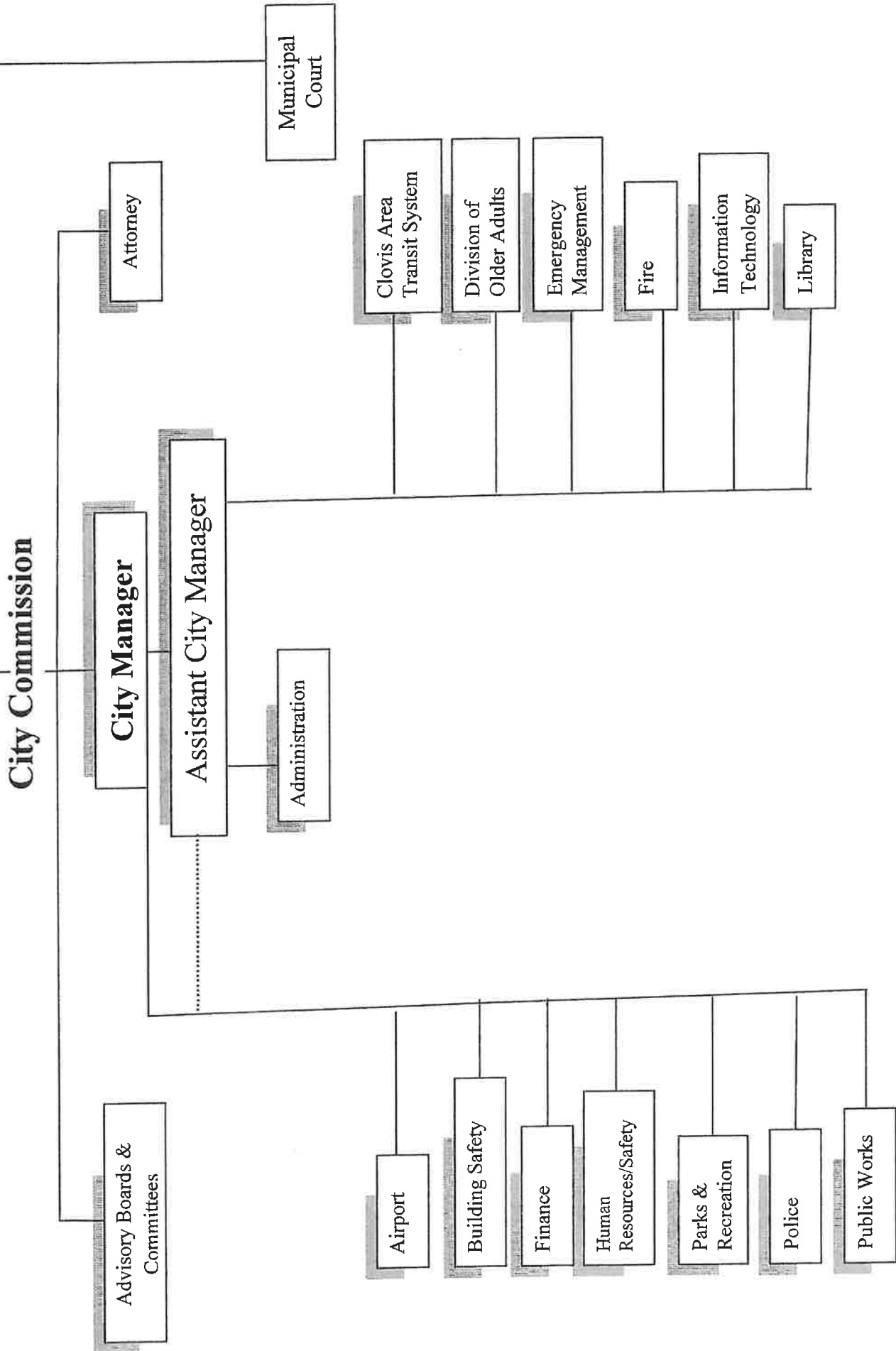
ATTEST:

\_\_\_\_\_  
City Clerk

# ELECTORATE

## ORGANIZATIONAL CHART

MARCH 2017



## CHARTER

ADOPTED BY THE VOTERS OF THE  
CITY OF CLOVIS AT THE SPECIAL ELECTION  
ON NOVEMBER 2, 1971  
AS AMENDED BY VOTE OF THE CITY OF CLOVIS  
ON MARCH 6, 1984

### CLOVIS CHARTER COMMISSION CHARTER FOR THE CITY OF CLOVIS

We, the citizens of the City of Clovis, New Mexico, under the Constitution and law of New Mexico, do ordain and establish this government for the City of Clovis, New Mexico.

## POWERS

### Section 1-1 - Powers.

The municipality, now existing and known as the City of Clovis, is a body corporate and may exercise all legislative powers and perform all functions not expressly denied by general law or this Charter. The City may exercise its legislative power in the manner it deems necessary or the City may act in the manner provided by law (statute). The purpose of this Charter is to provide for maximum local self-government. A liberal construction shall be given to the powers of the City.

## Electorate

### Section 2-1 - Electors.

~~Any registered qualified elector of the City of Clovis may vote in any City election and may be~~  
candidate for any City office.

### Section 2-2 - Regular city election.

Regular City elections for the purpose of electing City officers and considering any other question placed on the ballot by the Commission shall be held on the first Tuesday in March of each even-numbered year.

### Section 2-3 - Nonpartisan elections.



The names of candidates for City office shall be listed on the ballot without party or other designation. The name of the candidate shall appear on the ballot as it is shown on the candidate's declaration of candidacy. The listing of the names on the ballot of the candidates for the office to be filled shall be determined by lot.

#### Section 2-4 - Elective offices.

The elective offices of the City are eight Commissioners, a Mayor and a Municipal Judge.

(Amended by vote, March 1, 1994.)

#### Section 2-5 - Term of office.

The term of office of a Commissioner and Mayor is four years. The term of office for a Municipal Judge is four years.

(Amended by vote, March 1, 1994.)

#### Section 2-6 - Holding County Office.

No elected officer of the City shall be an elected officer of any County of the State of New Mexico while in office, except a person who on March 15, 2012, is both an elected officer of the City and an elected officer of a County of the State of New Mexico may complete the existing term of County Office.

(Res. No. 2634, § C, 12-1-11)

### Form of Government

#### Section 3-1 - Form of government.

The form of government of the City of Clovis is the Commissioner/Manager form of government, with an elected Mayor having limited duties.

(Amended by vote, March 1, 1994.)

#### Section 3-2 - Term limits.

- A. The Mayor, after serving two consecutive elected terms in the office of Mayor, shall be ineligible to seek that office through election until one full term has intervened.

- B. A City Commissioner, after having served two consecutive elected terms in the office of City Commissioner, shall be ineligible to seek that office through election until one full term has intervened.
- C. The Municipal Judge, after having served two consecutive elected terms in the office of Municipal Judge, shall be ineligible to seek that office through election until one full term has intervened.
- D. An appointment to fill a vacancy in the office of Mayor, Municipal Judge, or City Commissioner shall not be counted under subsections A, B, and C of this section and shall not prevent the appointee from:
- 1) Seeking election to that same office for two additional subsequent consecutive terms;
  - 2) Being appointed to fill the same office after holding that office for the two immediate proceeding terms.
- E. No term of elected City office prior to the regular scheduled elected of March, 1996, shall count toward any term limitation imposed herein.

(Added by vote, March 1, 1994.)

#### CITY COMMISSION

##### Section 4-1 - Composition.

The City Commission consists of eight members who shall be elected as provided in this Charter. (Amended by vote, March 1, 1994.)

##### Section 4-2 - At-large election—Mayor.

A mayor shall be voted on at-large.

(Amended by vote, March 1, 1994.)

##### Section 4-3 - District elections.

The City of Clovis shall be divided into four districts. Two Commissioners shall be elected from each district. Each district shall be compact and contiguous and composed of populations as nearly equal as practicable. Communities of interest, including those based on economic,

geographic or ethnic characteristics shall be preserved within a single district to the extent reasonable and practical. Any member of the Commission representing a district shall be a resident of, and elected by, the registered qualified electors of that district.

(Amended by vote, March 1, 1994.)

#### Section 4-4 - Staggered terms.

The terms of the Commissioners shall be staggered so that four Commissioners are elected every two years and no more than one Commissioner is regularly elected from any election district at any one election.

(Amended by vote, March 1, 1994.)

#### Section 4-5 - Vacancy.

A vacancy in the office of Commissioner, Mayor or Municipal Judge occurs upon the officer's death, disability, resignation or termination of residency in the City or the district represented. If the office is vacated, the remaining members of the Commission shall appoint a registered qualified elector to fill the vacancy within thirty (30) days of the vacancy. Any registered qualified elector appointed to fill a vacancy shall serve until the next regular City election, at which time a registered qualified elector shall be elected to fill the remaining unexpired term, if any.

(Amended by vote, March 1, 1994.)

#### Section 4-6 - Meetings.

The Commission shall meet at least twice each month. Meetings of the Commission shall be open to the public and the official records of the City shall be open to inspection during regular business hours.

#### Section 4-7 - Powers and duties.

The Commission is the governing body of the City of Clovis and may exercise all legislative powers not expressly denied by general law.

The Commission shall:

1. Pass all ordinances and other measures conducive to the health, safety and welfare of the City;

2. Carry out the provisions of this Charter;
3. Perform all acts required for the general welfare of the City;
4. Create all offices and departments necessary for proper carrying on of the work of the City; and
5. Appoint a City Manager and hold him responsible for the proper and efficient administration of City government.

#### MAYOR

##### Section 5-1 - Organizational meeting—Mayor pro tem—Selection.

At its organizational meeting to be held on the first Monday following the regular City election or as soon thereafter as practical, the Commission shall elect one of its members to serve as Mayor Pro Tem. The term of office of Mayor Pro Tem is until the next organizational meeting of the Commission, or until a successor is selected and qualified, unless sooner removed by death, resignation or removal from office. (Amended by vote, March 1, 1994.)

##### Section 5-2 - Mayor—Duties.

###### The Mayor:

1. Shall preside at all meetings of the Commission and perform other duties, consistent with his/her office, as imposed by the Commission;
2. Is the official head of the City for all ceremonial purposes and for all military purposes; and
3. Has the right to vote only in the event of a tie vote of the commission.

###### Transition.

At the first regular election following the adoption of this Charter Amendment a Mayor shall be elected in addition to the regularly scheduled Commission positions. The terms of Commissioners shall be unaffected and continue in the manner provided by judicial decree in the case number CIV-85-1618M in the United States District Court for the District of New Mexico and this Charter.

(Amended by vote, March 1, 1994.)

#### MANAGER

**Section 6-1 - Qualifications—Appointment.**

A City Manager shall be appointed solely on the basis of his administrative qualifications for an indefinite term. His selection shall not be limited by reason of his former residence.

His salary shall be fixed by the City Commission. A vacancy in the office of the City Manager occurs upon his death, resignation or removal from office.

**Section 6-2 - Manager—Duties.**

The City Manager is the Chief Executive Officer of the City. He shall have a seat, but not vote, at every meeting of the City Commission. The City Manager shall:

1. Enforce and carry out all ordinances, rules and regulations adopted by the Commission;
2. Employ and discharge employees of the City;
3. Prepare and submit an annual budget to the City Commission;
4. Make recommendations to the City Commission concerning the welfare of the City; and
5. Be the person, or his designated agent, for the purpose of civil process.

Charter

**Section 7-1 - Charter—Amendments—Revision.**

This Charter may be amended or repealed in the manner provided by law. The City Commission shall appoint a Charter Commission at least every ten years to review the Charter. The Charter Commission shall consist of two Commissioners, the Mayor, and one member appointed by each Commissioner. After conducting at least one public hearing to obtain public opinion and input, the Charter Commission shall submit recommendations to the City Commission. The City Commission shall act on the recommendations of the Committee by an affirmative vote of the majority.

(Amended by vote, March 1, 1994.)

**Section 7-2 - Saving clause.**

This Charter does not apply to pending litigation. All ordinances, resolutions, regulations and orders shall continue in effect until amended or repealed.

## Recall and Referendum

## Section 8-1 - Recall.

- A. Any elective officer of the City is subject to a recall election.
- B. A recall election shall be instituted by a petition seeking the recall of an elective officer, filed with the City Clerk in compliance with this Article. The petition shall:
1. In the event of a proposed recall of an elective official elected from the City at large, be signed by registered voters in a number more than twenty percent of the number of voters who voted at the previous regular municipal election, or
  2. In the event of a proposed recall of an elected official elected from a district be signed by registered voters of that district in a number more than twenty percent of the number of voters who voted at the previous regular municipal election in that district.
- C. Upon receipt of a recall petition which complies with this Article, the City Commission shall call a special recall election within sixty days, unless the regular municipal election occurs within sixty days, in which case the qualified electors shall vote on the recall at the regular election. Registered voters shall be eligible to vote in the recall election either at large, or by district, depending upon the manner of selection of the elective official to whom the recall petition is directed.
- D. If a majority of the votes cast at the recall election favor recall, the office in question is declared vacant. If an officer is recalled, he shall not be eligible for reelection until the term for which he was originally elected has expired. If the recall election results in a failure to secure the votes necessary to recall, the officer in question shall not be subject again to recall until six months have elapsed from the date the previous recall election was held.
- E. A vacancy created by a recall election shall be filled in the same manner as other vacancies on the City Commission are filled. If all Commissioners are recalled at the same election, the Municipal Clerk, or if there is no Municipal Clerk, the District Court, shall within three days call an election as provided in this Chapter for the election of eight Commissioners.

(Res. No. 2174-2003, § C, 3-2-04).

## Section 8-2 - Referendum.

- A. If within thirty days following the adoption of an ordinance, a petition signed by registered voters in a number more than twenty percent of the number of voters who voted at the previous regular municipal election is presented to the Commission, asking that the ordinance in question be submitted to a special election for its adoption or rejection, the ordinance shall become ineffective and the Commission shall provide for an election on the measure within sixty days of the filing of the petition.
- B. The ballot shall contain the text of the ordinance in question. Below the text shall be phrases:
- "For the above measure," and
- "Against the above measure,"

followed by spaces for marking with a cross the phrase desired. If a majority of the votes cast favor the measure, it shall take effect immediately. If a majority of the votes cast are against the measure, it shall not take effect.

- C. If an ordinance is an emergency measure, it shall go into effect immediately, but it may be repealed by an adverse majority at a referendum election.

#### Conflict of Interest—Ethics

#### Section 9-1 - Definitions.

The following definitions shall be applicable when the following defined terms are used in this section:

1. "Elected Official" means any City Commissioner or Mayor elected to that position or appointed to fulfill a vacancy pursuant to Section 4-5.
2. "Financial Interest" means an interest held by a person, that person's spouse, or minor children, which is an ownership interest in a business, corporation, partnership, sole proprietorship, firm, or organization.
3. "Controlling Interest" means an interest which is greater than fifty percent (50%) and shall include aggregate interest of a person, that person's spouse, or minor children.

(Added by vote, March 1, 1994.)

**Section 9-2 - Disclosure and voting.**

Any elected official having a financial interest or possible financial interest in the outcome of any policy, decision, or determination before the governing body shall, within a reasonable time after such interest becomes apparent and in no case later than at the time of the taking of the vote on an issue in which he has a financial interest or possible financial interest, disclose to each of the other members of the governing body the nature of the financial interest or possible financial interest and the disclosure shall be recorded in the minutes of the meeting. Disclosure of financial interest or possible financial interest on any issue shall not disqualify the elected official from voting on the issue unless a majority of the remaining members determine that the elected official should not in propriety vote on the issue, or the elected official having a financial interest or possible financial interest voluntarily disqualifies himself.

(Added by vote, March 1, 1994.)

**Section 9-3 - Contracts.**

The City shall not enter into any purchase, procurement, or contract involving services or property of a value in excess of five thousand and no/100 dollars (\$5,000.00), exclusive of applicable taxes, or in the event of more than one purchase, procurement, or contract which for the fiscal year will in the aggregate exceed the total sum of five thousand and no/100 dollars (\$5,000.00) with any business in which an elected official has a controlling interest. Any purchase, procurement, or contract entered into by the City with a business in violation of this section is void.

(Added by vote, March 1, 1994.)



**ORDINANCE № 2073-2016**

**ADOPTING VOTER AUTHENTICATION BY PHOTO  
IDENTIFICATION FOR MUNICIPAL ELECTIONS; AND,  
ADOPTING A NEW CHAPTER TO THE CLOVIS CITY  
CODE, DESIGNATED AS CHAPTER 1.06**

**BE IT ORDAINED BY THE GOVERNING BODY** that is the City Commission of the City of Clovis, New Mexico:

**SECTION ONE. RECITALS.** At the March 1, 2016 regular municipal election, the voters passed an amendment to the City of Clovis home rule charter requiring the City Commission to adopt an ordinance implementing voter authentication by photo identification for all future municipal elections. The Clovis City Commission adopts this Ordinance designating a new chapter of the Clovis City Code to comply with a new City Charter section. It is the intent of this Ordinance not to disenfranchise any qualified elector, but to verify elector identity. Procedures are enacted to provide multiple methods of authentication that will be the least burdensome to qualified electors.

**SECTION TWO. ADOPTION OF CHAPTER 1.06.** There is hereby adopted Chapter 1.06 to the Clovis City Code, entitled Voter Authentication by Photo Identification, consisting of a single section designated 1.06.010, which shall read as follows:

**CHAPTER 1.06**

**VOTER AUTHENTICATION BY PHOTO IDENTIFICATION**

**1.06.010 Voter Authentication by Photo Identification.**

Voter Authentication by Photo Identification shall be required for all municipal elections as follows:

A. When a voter approaches the election polling place seeking to vote, the voter must identify herself or himself audibly by name. The Municipal Election Clerk shall locate the registered voter's name as spoken and ask the individual seeking to vote for one current identification card containing the voter's name and photograph.

B. Such photo identification card may include any card issued by a government agency (federal, state, county or municipality), passport, driver's license, student identification card, state issued identification card, insurance card, union card, a professional association card or a voter identification card issued by the Clovis City Clerk, provided the item submitted contains a photograph depiction of the voter.

C. If the individual is unable to provide a photo identification card, she or he shall be allowed to vote on a conditional ballot, but only if she or he swears or affirms under penalty of perjury in an affidavit provided by the City Clerk that she or he is the registered voter listed on the voter registration rolls at the precinct at which she or he presented herself or himself to vote and provides her or his date of birth and the last four digits of her or his Social Security number.

D. Conditional ballots shall be issued for no other reason than the failure to present photo identification. Conditional ballots shall be counted only by the Canvassing Board and only on the voter's presentation to the City Clerk, by 9:00 a.m. on the third day following the election, one of the photo identification cards described in this section. The Canvassing Board shall also verify that the voter who cast the conditional ballot was registered to vote for the election and did not vote elsewhere in the same election. If a voter who cast a conditional ballot under this section swears or affirms under penalty of perjury in an affidavit provided by the City Clerk within the three-day canvassing period that she or he has a religious objection to being photographed, such voter shall not be required to submit

photo identification. The Canvassing Board shall otherwise verify that the conditional ballot was valid.

E. The City Clerk shall develop and provide instructions for election judges concerning the requirements of this section and a method of complaint and resolution for individuals who feel they have been discriminated against by election officials or the City Clerk's administration of this section.

F. Regarding the requirements of this section, knowingly executing a false statement constitutes perjury as provided in Section 30-25-1 NMSA 1978 and voting on the basis of a falsely executed statement constitutes false voting as provided in Sections 1-20-8, 1-20-8.1 and 3-8-75 NMSA 1978.


G. Voter authentication by photo identification cards shall be issued by the City Clerk without charge to any voter who presents any two of the following identification documents that show the name and address of the voter: a federal, state or municipal issued identification card without photo identification, Social Security card, student identification card, library card, insurance card, selective service card, union card, professional association card, utility bill, bank statement, government check or a paycheck, upon confirmation with the County Clerk that such person is registered to vote. If the individual is unable to present any two of these documents to the City Clerk, then the voter shall swear or affirm in writing under penalty of perjury that she or he is the registered voter and shall be issued a voter photo identification card upon confirmation with the County Clerk that such person is registered to vote. The City Clerk issued photo identification card shall state on its face that it shall not be valid for identification other than for the purpose of voting in City of Clovis municipal elections and shall not be valid if the voter is subsequently purged from the voter rolls.

H. This section shall take precedence over the State Municipal Election Code and any reference in this article to the State Municipal Election Code. The provisions of the section shall apply only to City of Clovis municipal elections.

**PASSED APPROVED AND ADOPTED BY THE GOVERNING BODY of the City of**

Clovis this 2nd day of June, 2016.

CITY OF CLOVIS, NEW MEXICO

By:   
David Lapsford, Mayor

(SEAL)

ATTEST:

  
City Clerk

## CHAPTER 10

### Public Officers and Employees

#### ARTICLE 16

#### Governmental Conduct

Sec.		Sec.	
10-16-1.	Short title.	10-16-10.	Repealed.
10-16-2.	Definitions.	10-16-11.	Codes of conduct.
10-16-3.	Ethical principles of public service; certain official acts prohibited; penalty.	10-16-11.1.	State agency or local government agency authority.
10-16-3.1.	Prohibited political activities.	10-16-12.	Repealed.
10-16-4.	Official act for personal financial interest prohibited; disqualification from official act; providing a penalty.	10-16-13.	Prohibited bidding.
10-16-4.1.	Honoraria prohibited.	10-16-13.1.	Education and voluntary compliance.
10-16-4.2.	Disclosure of outside employment.	10-16-13.2.	Certain business sales to the employees of state agencies and local government agencies prohibited.
10-16-4.3.	Prohibited employment.	10-16-13.3.	Prohibited contributions; financial service contractors.
10-16-5.	Repealed.	10-16-14.	Enforcement procedures.
10-16-6.	Confidential information.	10-16-15.	Repealed.
10-16-7.	Contracts involving public officers or employees.	10-16-16.	Recompiled.
10-16-8.	Contracts involving former public officers or employees; representation of clients after government service.	10-16-17.	Criminal penalties.
10-16-9.	Contracts involving legislators; representation before state agencies.	10-16-18.	Enforcement; civil penalties.

#### 10-16-1. Short title.

Chapter 10, Article 16 NMSA 1978 may be cited as the "Governmental Conduct Act".

History: 1953 Comp., § 5-12-1, enacted by Laws 1967, ch. 306, § 1; 1993, ch. 46, § 26.

#### 10-16-2. Definitions.

As used in the Governmental Conduct Act:

- A. "business" means a corporation, partnership, sole proprietorship, firm, organization or individual carrying on a business;
- B. "confidential information" means information that by law or practice is not available to the public;
- C. "contract" means an agreement or transaction having a value of more than one thousand dollars (\$1,000) with a state or local government agency for:
  - (1) the rendition of services, including professional services;
  - (2) the furnishing of any material, supplies or equipment;
  - (3) the construction, alteration or repair of any public building or public work;
  - (4) the acquisition, sale or lease of any land or building;
  - (5) a licensing arrangement;
  - (6) a loan or loan guarantee; or
  - (7) the purchase of financial securities or instruments;
- D. "employment" means rendering of services for compensation in the form of salary as an employee;

- E. "family" means an individual's spouse, parents, children or siblings, by consanguinity or affinity;
- F. "financial interest" means an interest held by an individual or the individual's family that is:
  - (1) an ownership interest in business or property; or
  - (2) any employment or prospective employment for which negotiations have already begun;
- G. "local government agency" means a political subdivision of the state or an agency of a political subdivision of the state;
- H. "official act" means an official decision, recommendation, approval, disapproval or other action that involves the use of discretionary authority;
- I. "public officer or employee" means any elected or appointed official or employee of a state agency or local government agency who receives compensation in the form of salary or is eligible for per diem or mileage but excludes legislators;
- J. "standards" means the conduct required by the Governmental Conduct Act;
- K. "state agency" means any branch, agency, instrumentality or institution of the state; and
- L. "substantial interest" means an ownership interest that is greater than twenty percent.

History: 1953 Comp., § 5-12-2, enacted by Laws 1967, ch. 306, § 2; 1979, ch. 350, § 1; 1993, ch. 46, § 27; 2007, ch. 362, § 1; 2011, ch. 138, § 2.

### 10-16-3. Ethical principles of public service; certain official acts prohibited; penalty.

A. A legislator or public officer or employee shall treat the legislator's or public officer's or employee's government position as a public trust. The legislator or public officer or employee shall use the powers and resources of public office only to advance the public interest and not to obtain personal benefits or pursue private interests.

B. Legislators and public officers and employees shall conduct themselves in a manner that justifies the confidence placed in them by the people, at all times maintaining the integrity and discharging ethically the high responsibilities of public service.

C. Full disclosure of real or potential conflicts of interest shall be a guiding principle for determining appropriate conduct. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service.

D. No legislator or public officer or employee may request or receive, and no person may offer a legislator or public officer or employee, any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act. Any person who knowingly and willfully violates the provisions of this subsection is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.

History: 1978 Comp., § 10-16-3, enacted by Laws 1993, ch. 46, § 23; 2007, ch. 362, § 2; 2011, ch. 138, § 3.

#### 10-16-3.1. Prohibited political activities.

A public officer or employee is prohibited from:

A. directly or indirectly coercing or attempting to coerce another public officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose;

B. threatening to deny a promotion or pay increase to an employee who does or does not vote for certain candidates, requiring an employee to contribute a percentage of the employee's pay to a political fund, influencing a subordinate employee to purchase a ticket to a political fundraising dinner or similar event, advising an employee to take part in political activity or similar activities; or

C. violating the officer's or employee's duty not to use property belonging to a state agency or local government agency, or allow its use, for other than authorized purposes.

History: Laws 2007, ch. 362, § 9; 2011, ch. 138, § 4.

#### **10-16-4. Official act for personal financial interest prohibited; disqualification from official act; providing a penalty.**

A. It is unlawful for a public officer or employee to take an official act for the primary purpose of directly enhancing the public officer's or employee's financial interest or financial position. Any person who knowingly and willfully violates the provisions of this subsection is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.

B. A public officer or employee shall be disqualified from engaging in any official act directly affecting the public officer's or employee's financial interest, except a public officer or employee shall not be disqualified from engaging in an official act if the financial benefit of the financial interest to the public officer or employee is proportionately less than the benefit to the general public.

C. No public officer during the term for which elected and no public employee during the period of employment shall acquire a financial interest when the public officer or employee believes or should have reason to believe that the new financial interest will be directly affected by the officer's or employee's official act.

History: 1953 Comp., § 5-12-4, enacted by Laws 1967, ch. 306, § 4; 1993, ch. 46, § 29; 2007, ch. 362, § 3; 2011, ch. 138, § 5.

##### **10-16-4.1. Honoraria prohibited.**

No legislator, public officer or employee may request or receive an honorarium for a speech or service rendered that relates to the performance of public duties. For the purposes of this section, "honorarium" means payment of money, or any other thing of value in excess of one hundred dollars (\$100), but does not include reasonable reimbursement for meals, lodging or actual travel expenses incurred in making the speech or rendering the service, or payment or compensation for services rendered in the normal course of a private business pursuit.

History: Laws 1993, ch. 46, § 38.

##### **10-16-4.2. Disclosure of outside employment.**

A public officer or employee shall disclose in writing to the officer's or employee's respective office or employer all employment engaged in by the officer or employee other than the employment with or service to a state agency or local government agency.

**History:** Laws 2007, ch. 362, § 10; 2011, ch. 138, § 6.

### **10-16-4.3. Prohibited employment.**

It is unlawful for a state agency employee or local government agency employee who is participating directly or indirectly in the contracting process to become or to be, while such an employee, the employee of any person or business contracting with the governmental body by whom the employee is employed.

**History:** Laws 2011, ch. 138, § 1.

### **10-16-5. Repealed.**

### **10-16-6. Confidential information.**

No legislator or public officer or employee shall use or disclose confidential information acquired by virtue of the legislator's or public officer's or employee's position with a state agency or local government agency for the legislator's, public officer's or employee's or another's private gain.

**History:** 1953 Comp., § 5-12-6, enacted by Laws 1967, ch. 306, § 6; 1993, ch. 46, § 30; 2007, ch. 362, § 4; 2011, ch. 138, § 7.

### **10-16-7. Contracts involving public officers or employees.**

A. A state agency shall not enter into a contract with a public officer or employee of the state, with the family of the public officer or employee or with a business in which the public officer or employee or the family of the public officer or employee has a substantial interest unless the public officer or employee has disclosed through public notice the public officer's or employee's substantial interest and unless the contract is awarded pursuant to a competitive process; provided that this section does not apply to a contract of official employment with the state. A person negotiating or executing a contract on behalf of a state agency shall exercise due diligence to ensure compliance with the provisions of this section.

B. Unless a public officer or employee has disclosed the public officer's or employee's substantial interest through public notice and unless a contract is awarded pursuant to a competitive process, a local government agency shall not enter into a contract with a public officer or employee of that local government agency, with the family of the public officer or employee or with a business in which the public officer or employee or the family of the public officer or employee has a substantial interest.

C. Subsection B of this section does not apply to a contract of official employment with a political subdivision. A person negotiating or executing a contract on behalf of a local government agency shall exercise due diligence to ensure compliance with the provisions of this section.

**History:** 1953 Comp., § 5-12-7, enacted by Laws 1967, ch. 306, § 7; 1983, ch. 90, § 1; 1989, ch. 264, § 26; 1993, ch. 46, § 31; 2007, ch. 362, § 5; 2009, ch. 66, § 11; 2011, ch. 138, § 8.

### **10-16-8. Contracts involving former public officers or employees; representation of clients after government service.**

A. A state agency shall not enter into a contract with, or take any action favorably affecting, any person or business that is:

(1) represented personally in the matter by a person who has been a public officer or employee of the state within the preceding year if the value of the contract or action is in excess of one thousand dollars (\$1,000) and the contract is a direct result of an official act by the public officer or employee; or

(2) assisted in the transaction by a former public officer or employee of the state whose official act, while in state employment, directly resulted in the agency's making that contract or taking that action.

B. A former public officer or employee shall not represent a person in the person's dealings with the government on a matter in which the former public officer or employee participated personally and substantially while a public officer or employee.

C. A local government agency shall not enter into a contract with, or take any action favorably affecting, any person or business that is:

(1) represented personally in the matter by a person who has been a public officer or employee of that local government agency within the preceding year if the value of the contract or action is in excess of one thousand dollars (\$1,000) and the contract is a direct result of an official act by the public officer or employee; or

(2) assisted in the transaction by a former public officer or employee of that political subdivision of the state whose official act, while in employment with that political subdivision of the state, directly resulted in the agency's making that contract or taking that action.

D. For a period of one year after leaving government service or employment, a former public officer or employee shall not represent for pay a person before the state agency or local government agency at which the former public officer or employee served or worked.

History: 1953 Comp., § 5-12-8, enacted by Laws 1967, ch. 306, § 8; 1983, ch. 90, § 2; 1993, ch. 46, § 32; 2011, ch. 138, § 9.

## 10-16-9. Contracts involving legislators; representation before state agencies.

A. A state agency shall not enter into a contract for services, construction or items of tangible personal property with a legislator, the legislator's family or with a business in which the legislator or the legislator's family has a substantial interest unless the legislator has disclosed the legislator's substantial interest and unless the contract is awarded in accordance with the provisions of the Procurement Code [13-1-28 NMSA 1978], except the potential contractor shall not be eligible for a sole source or small purchase contract. A person negotiating or executing a contract on behalf of a state agency shall exercise due diligence to ensure compliance with the provisions of this subsection.

B. A legislator shall not appear for, represent or assist another person in a matter before a state agency, unless without compensation or for the benefit of a constituent, except for legislators who are attorneys or other professional persons engaged in the conduct of their professions and, in those instances, the legislator shall refrain from references to the legislator's legislative capacity except as to matters of scheduling, from communications on legislative stationery and from threats or implications relating to legislative actions.

History: 1953 Comp., § 5-12-9, enacted by Laws 1967, ch. 306, § 9; 1989, ch. 143, § 1; 1993, ch. 46, § 33; 2007, ch. 362, § 6.



**10-16-10. Repealed.****10-16-11. Codes of conduct.**

A. By January 1, 1994, each elected statewide executive branch public officer shall adopt a general code of conduct for employees subject to his control. The New Mexico legislative council shall adopt a general code of conduct for all legislative branch employees. The general codes of conduct shall be based on the principles set forth in the Governmental Conduct Act.

B. Within thirty days after the general codes of conduct are adopted, they shall be given to and reviewed with all executive and legislative branch officers and employees. All new public officers and employees of the executive and legislative branches shall review the employees' general code of conduct prior to or at the time of being hired.

C. The head of every executive and legislative agency and institution of the state may draft a separate code of conduct for all public officers and employees in that agency or institution. The separate agency code of conduct shall prescribe standards, in addition to those set forth in the Governmental Conduct Act and the general codes of conduct for all executive and legislative branch public officers and employees, that are peculiar and appropriate to the function and purpose for which the agency or institution was created or exists. The separate codes, upon approval of the responsible executive branch public officer for executive branch public officers and employees or the New Mexico legislative council for legislative branch employees, govern the conduct of the public officers and employees of that agency or institution and, except for those public officers and employees removable only by impeachment, shall, if violated, constitute cause for dismissal, demotion or suspension. The head of each executive and legislative branch agency shall adopt ongoing education programs to advise public officers and employees about the codes of conduct. All codes shall be filed with the secretary of state and are open to public inspection.

D. Codes of conduct shall be reviewed at least once every four years. An amended code shall be filed as provided in Subsection C of this section.

E. All legislators shall attend a minimum of two hours of ethics continuing education and training biennially.

History: 1953 Comp., § 5-12-11, enacted by Laws 1967, ch. 306, § 11; 1969, ch. 93, § 1; 1993, ch. 46, § 34; 2003, ch. 33, § 1.

**10-16-11.1. State agency or local government agency authority.**

Nothing in the Governmental Conduct Act shall be construed to preclude a state agency or local government agency from adopting and publishing ordinances, rules or standards that are more stringent than those required by the Governmental Conduct Act.

History: Laws 2011, ch. 138, § 13.

**10-16-12. Repealed.****10-16-13. Prohibited bidding.**

No state agency or local government agency shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on



behalf of a state agency or local government agency shall exercise due diligence to ensure compliance with this section.

**History:** 1953 Comp., § 5-12-13, enacted by Laws 1967, ch. 306, § 13; 2007, ch. 362, § 7; 2011, ch. 138, § 10.

### **10-16-13.1. Education and voluntary compliance.**

A. The secretary of state shall advise and seek to educate all persons required to perform duties under the Governmental Conduct Act of those duties. This includes advising all those persons at least annually of that act's ethical principles.

B. The secretary of state shall seek first to ensure voluntary compliance with the provisions of the Governmental Conduct Act. A person who violates that act unintentionally or for good cause shall be given ten days' notice to correct the matter. Referrals for civil enforcement of that act shall be pursued only after efforts to secure voluntary compliance with that act have failed.

**History:** 1978 Comp., § 10-16-13.1, enacted by Laws 1993, ch. 46, § 35.

### **10-16-13.2. Certain business sales to the employees of state agencies and local government agencies prohibited.**

A. A public officer or employee shall not sell, offer to sell, coerce the sale of or be a party to a transaction to sell goods, services, construction or items of tangible personal property directly or indirectly through the public officer's or employee's family or a business in which the public officer or employee has a substantial interest, to an employee supervised by the public officer or employee. A public officer or employee shall not receive a commission or shall not profit from the sale or a transaction to sell goods, services, construction or items of tangible personal property to an employee supervised by the public officer or employee. The provisions of this subsection shall not apply if the supervised employee initiates the sale. It is not a violation of this subsection if a public officer or employee, in good faith, is not aware that the employee to whom the goods, services, construction or items of tangible personal property are being sold is under the supervision of the public officer or employee.

B. A public officer or employee shall not sell, offer to sell, coerce the sale of or be a party to a transaction to sell goods, services, construction or items of tangible personal property, directly or indirectly through the public officer's or employee's family or a business in which the public officer or employee has a substantial interest, to a person over whom the public officer or employee has regulatory authority.

C. A public officer or employee shall not receive a commission or profit from the sale or a transaction to sell goods, services, construction or items of tangible personal property to a person over whom the public officer or employee has regulatory authority.

D. A public officer or employee shall not accept from a person over whom the public officer or employee has regulatory authority an offer of employment or an offer of a contract in which the public officer or employee provides goods, services, construction, items of tangible personal property or other things of value to the person over whom the public officer or employee has regulatory authority.

**History:** Laws 2007, ch. 362, § 8; 2011, ch. 138, § 11.

**10-16-13.3. Prohibited contributions; financial service contractors.**

A. A business that contracts with a state agency or local government agency to provide financial services involving the investment of public money or issuance of bonds for public projects shall not knowingly contribute anything of value to a public officer or employee of that state agency or local government agency who has authority over the investment of public money or issuance of bonds, the revenue of which is used for public projects in the state.

B. A public officer or employee of a state agency or local government agency that has authority over the investment of public money or issuance of bonds, the revenue of which is used for public projects in the state, shall not knowingly accept a contribution of anything of value from a business that contracts with that state agency or local government agency to provide financial services involving the investment of public money or issuance of bonds for public projects.

C. For the purposes of this section:

(1) "anything of value" means any money, property, service, loan or promise, but does not include food and refreshments with a value of less than one hundred dollars (\$100) consumed in a day; and

(2) "contribution" means a donation or transfer to a recipient for the personal use of the recipient, without commensurate consideration.

History: Laws 2007, ch. 362, § 11; 2011, ch. 138, § 12.

**10-16-14. Enforcement procedures.**

A. The secretary of state may refer suspected violations of the Governmental Conduct Act to the attorney general, district attorney or appropriate state agency or legislative body for enforcement. If a suspected violation involves the office of the secretary of state, the attorney general may enforce that act. If a suspected violation involves the office of the attorney general, a district attorney may enforce that act.

B. Violation of the provisions of the Governmental Conduct Act by any legislator is grounds for discipline by the appropriate legislative body.

C. If the attorney general determines that there is sufficient cause to file a complaint against a public officer removable only by impeachment, he shall refer the matter to the house of representatives of the legislature. If within thirty days after the referral the house of representatives has neither formally declared that the charges contained in the complaint are not substantial nor instituted hearings on the complaint, the attorney general shall make public the nature of the charges, but he shall make clear that the merits of the charges have never been determined. Days during which the legislature is not in session shall not be included in determining the thirty-day period.

D. Violation of the provisions of the Governmental Conduct Act by any public officer or employee, other than those covered by Subsection C of this section, is grounds for discipline, including dismissal, demotion or suspension. Complaints against executive branch employees may be filed with the agency head and reviewed pursuant to the procedures provided in the Personnel Act [10-9-1 NMSA 1978]. Complaints against legislative branch employees may be filed with and reviewed pursuant to procedures adopted by the New Mexico legislative council. Complaints against judicial branch employees may be filed and reviewed pursuant to the procedures provided in the judicial personnel rules.

E. Subject to the provisions of this section, the Governmental Conduct Act may be enforced by the attorney general. Except as regards legislators or statewide elected officials, a district attorney

ney in the county where a person resides or where a violation occurred may also enforce that act. Enforcement actions may include seeking civil injunctive or other appropriate orders.

History: 1953 Comp., § 5-12-14, enacted by Laws 1967, ch. 306, § 14; 1993, ch. 46, § 36.

### 10-16-15. Repealed.

### 10-16-16. Recompiled.

### 10-16-17. Criminal penalties.

Unless specified otherwise in the Governmental Conduct Act, any person who knowingly and willfully violates any of the provisions of that act is guilty of a misdemeanor and shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year or both. Nothing in the Governmental Conduct Act shall preclude criminal prosecution for bribery or other provisions of law set forth in the constitution of New Mexico or by statute.

History: Laws 1993, ch. 46, § 37.

### 10-16-18. Enforcement; civil penalties.

A. If the secretary of state reasonably believes that a person committed, or is about to commit, a violation of the Governmental Conduct Act, the secretary of state shall refer the matter to the attorney general or a district attorney for enforcement.

B. The attorney general or a district attorney may institute a civil action in district court if a violation has occurred or to prevent a violation of any provision of the Governmental Conduct Act. Relief may include a permanent or temporary injunction, a restraining order or any other appropriate order, including an order for a civil penalty of two hundred fifty dollars (\$250) for each violation not to exceed five thousand dollars (\$5,000).

History: Laws 1995, ch. 153, § 23.

## ARTICLE 16A

### Financial Disclosures

Sec.

- 10-16A-1. Short title; Financial Disclosure Act.
- 10-16A-2. Definitions.
- 10-16A-3. Required disclosures for certain candidates and public officers and employees; condition for placement on ballot or appointment.

Sec.

- 10-16A-4. Disclosures by certain public officers or employees of state agencies; condition of employment.
- 10-16A-5. Education and voluntary compliance.
- 10-16A-6. Investigations; binding arbitration; fines; enforcement.
- 10-16A-7. Criminal penalties.
- 10-16A-8. Enforcement; civil penalties.

### 10-16A-1. Short title; Financial Disclosure Act.

Sections 39 through 45 [10-16A-1 to 10-16A-7 NMSA 1978] [and 10-16A-8 NMSA 1978] of this act may be cited as the "Financial Disclosure Act".

# ARTICLE 16B

## Gift Act

Sec.

10-16B-1. Short title.

10-16B-2. Definitions.

Sec.

10-16B-3. Limitation on gifts.

10-16B-4. Penalties.

### 10-16B-1. Short title.

This act may be cited as the "Gift Act".

History: Laws 2007, ch. 226, § 1.

### 10-16B-2. Definitions.

As used in the Gift Act:

A. "family" means a spouse and dependent children;

B. "gift" means any donation or transfer without commensurate consideration of money, property, service, loan, promise or any other thing of value, including food, lodging, transportation and tickets for entertainment or sporting events, but does not include:

(1) any activity, including but not limited to the acceptance of a donation, transfer or contribution, or the making of an expenditure or reimbursement, that is authorized by the Campaign Reporting Act [1-19-25 NMSA 1978] or the Federal Election Campaign Act of 1971, as amended;

(2) a gift given under circumstances that make it clear that the gift is motivated by a family relationship or close personal relationship rather than the recipient's position as a state officer or employee or candidate for state office;

(3) compensation for services rendered or capital invested that is:

(a) normal and reasonable in amount;

(b) commensurate with the value of the service rendered or the magnitude of the risk taken on the investment;

(c) in no way increased or enhanced by reason of the recipient's position as a state officer or employee or candidate for state office; and

(d) not otherwise prohibited by law;

(4) payment for a sale or lease of tangible or intangible property that is commensurate with the value of the services rendered and is in no way increased or enhanced by reason of the recipient's position as a state officer or employee or candidate for state office;

(5) a commercially reasonable loan made in the ordinary course of the lender's business on terms that are available to all similarly qualified borrowers;

(6) reimbursement for out-of-pocket expenses actually incurred in the course of performing a service for the person making the reimbursement;

(7) any gift accepted on behalf of and to be used by the state or a political subdivision of the state, including travel, subsistence and related expenses accepted by a state agency in connection with a state officer's or employee's official duties that take place away from the state official's or employee's station of duty;

(8) anything for which fair market value is paid or reimbursed by the state officer or employee or candidate for state office;

(9) reasonable expenses for a bona fide educational program that is directly related to the state officer's or employee's official duties; or

(10) a retirement gift;

C. "market value" means the retail cost a person would incur to purchase a gift;

D. "restricted donor" means a person who:

(1) is or is seeking to be a party to any one or any combination of sales, purchases, leases or contracts to, from or with the agency in which the donee holds office or is employed;

(2) will personally be, or is the agent of a person who will be, directly and substantially affected financially by the performance or nonperformance of the donee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region;

(3) is personally, or is the agent of a person who is, the subject of or party to a matter that is pending before a regulatory agency and over which the donee has discretionary authority as part of the donee's official duties or employment within the regulatory agency; or

(4) is a lobbyist or a client of a lobbyist with respect to matters within the donee's jurisdiction; and

E. "state officer or employee" means any person who has been elected to, appointed to or hired for any state office and who receives compensation in the form of salary or is eligible for per diem or mileage.

History: Laws 2007, ch. 226, § 2.

### 10-16B-3. Limitation on gifts.

A. A state officer or employee or a candidate for state office, or that person's family, shall not knowingly accept from a restricted donor, and a restricted donor shall not knowingly donate to a state officer or employee or a candidate for state office, or that person's family, a gift of a market value greater than two hundred fifty dollars (\$250).

B. A lobbyist registered with the secretary of state, the lobbyist's employer or a government contractor shall not donate gifts of an aggregate market value greater than one thousand dollars (\$1,000) in a calendar year to any one state officer or employee or to any one candidate for state office.

C. A state officer or employee shall not solicit gifts for a charity from a business or corporation regulated by the state agency for which the state officer or employee works and shall not otherwise solicit donations for a charity in such a manner that it appears that the purpose of the donor in making the gift is to influence the state officer or employee in the performance of an official duty.

History: Laws 2007, ch. 226, § 3.

### 10-16B-4. Penalties.

A person who violates the provisions of the Gift Act is guilty of a petty misdemeanor and upon conviction shall be sentenced in accordance with the provisions of Section 31-19-1 NMSA 1978.

History: Laws 2007, ch. 226, § 4.

## CITY OF CLOVIS

## Municipal Budget

2024 Fiscal Year from 7/01/23 to 6/30/24

10% increase

2024 Fiscal Year from 7/01/23 to 6/30/24													
UNAUDITED		REVENUES--				NET			EXPENSES		ESTIMATED		
FUND	FUND	CASH	TAXES &	SERVICE	GRANTS	OTHER	REVENUE	TRANSFERS	PERSONNEL	OPERATING	CAPITAL	BOND	EXPENDITURES
CLASS	DESCRIPTION	BALANCE	LICENSE	CHARGES					SERVICES	EXPENSES	OUTLAY	LEASE	
(1)	(2)	(3)					(4)	(5)				PMNTS	(6)
1	GENERAL	10,448,074	27,086,877	2,686,500	27,500	381,685	30,155,062	(1,544,980)	22,115,983	8,787,718	1,307,153	0	32,210,854
2	E	3,157,286	105,000	5,947,375		170,750	6,145,625	(831,192)	2,666,134	2,621,952	1,153,028	713,000	7,154,114
3	SR	9,787						(114,787)					0
4	SR	73,225						914,486		770,648	100,000		1,507,711
5	SR	16,074						330,156		134,935			403,406
6	SR	9,452,008	0					7,000		163,319			9,295,689
7	G	673,322						186,491		727,327	823,417	150,000	1,700,744
8	E	393,160											(9)
9	E	2,363,051		20,000				(261,406)	1,140,281	1,745,704	290,576	748,730	413,160
10	E	529,515		3,811,500		160,500	3,972,000	0	400,022	1,898,072	3,675,706	50,000	2,148,355
11	E	74,209		2,149,473		7,800	6,261,191	0	253,686	219,283	65,000	0	6,023,800
12	E	104,535		15,500		0	0	463,760	813,105	287,386	0	0	766,906
13	SR	523,855		1,745,631		60,000	99,930	896,026	2,325,419	0	0	0	1,100,491
14	SR	413,329				24,430	1,745,631	55,933	0	0	0	0	2,325,419
15	CP	30,116					1,188,854	0	263,231	419,066	1,094,187	416,715	0
16	DS	111,445					100	1,063,971	0	0	0	0	1,094,187
17	DS	2,002					300	544,892	1,063,971	1,063,971	0	0	1,063,971
18	DS	76,745					200	411,100	544,892	544,892	0	0	30,216
19	DS	0					100	453,256	411,100	411,100	0	0	111,745
20	DS	0					0	231,993	453,256	453,256	0	0	2,202
21	DS	0					0	0	231,993	231,993	0	0	76,845
22	DS	0					0	0	0	0	0	0	0
23	DS	0					150	416,715	416,715	416,715	0	0	0
24	DS	174,197				754,527	754,527	(188,391)	263,231	419,066	0	0	174,347
25	IS	1,228,772					0	0	0	0	0	0	1,112,611
26	T	0					0	0	0	0	0	0	0
27	T	1,829					102,567	0	50,000	50,000	0	0	1,829
28	IS	1,178,548					3,000	(200,000)	18,000	18,000	0	0	1,231,115
29	IS	1,473,877					800	(403,115)	18,000	18,000	0	0	1,866,077
30	SR	1,246,933					53,500	(217,000)	949,478	949,478	0	0	1,433,818
31	SR	607,200					750	(548,391)	703,600	703,600	0	0	769,607
32	SR	607,200					56,900	(341,850)	75,000	75,000	0	0	1,579,466
33	SR	1,911,557					5,100	(1,519,923)	2,355,381	2,355,381	0	0	3,364,416
34	SR	5,101,118					72,023	0	0	0	0	0	3,278,165
35	SR	2,723,813					1,000	1,000	0	0	0	0	7,135,422
36	SR	2,144,175					1,000	1,000	0	0	0	0	483,799
37	SR	6,911,579					17,988	17,988	17,988	17,988	0	0	591,528
38	DS	482,799					1,000	1,000	0	0	0	0	0
39	DS	590,528					1,000	1,000	0	0	0	0	0
40	DS	0					1,000	1,000	0	0	0	0	0
41	G	1,192,767					2,956,350	331,025	1,852,932	2,404,210	184,000	38,000	1,000
42	G	0					5,000	(3,708)	10,000	10,000	0	0	0
43	G	920,053					1,900	(558,433)	76,933	76,933	0	0	941,587
44	G	1,056,942					5,000	372,500	249,000	249,000	0	0	1,185,442
45	G	1,214					0	0	0	0	0	0	1,214
46	G	49,666					0	708,554	150,000	150,000	0	0	608,220
47	G	703,092					2,500	(1,078,035)	1,419,394	1,419,394	0	0	535,966
48	G	1,993,871					5,000	612,200	199,693	199,693	0	0	2,406,378
49	G	0					0	90,000	0	0	0	0	0
50	G	0					0	153,500	153,500	153,500	0	0	153,500
51	G	0					153,500	609,855	1,000,872	317,245	470,027	0	1,788,144
52	G	0					0	0	0	0	0	0	0
53	G	9,315,823					55,500	(9,871)	45,629	45,629	0	0	9,315,823
54	G	153					398,742	(51,470)	242,507	104,765	9,315,823	0	45,629
55	G	0					200,528	(27,961)	172,567	172,567	0	0	347,272
56	G	10,045					74,621,551	0	31,654,287	29,441,212	25,887,293	4,971,457	172,567
TOTAL		0					35,175,515	1,791,833	26,942,112	12,931,425	2,126,180	38,000	91,954,249
General & General Subsidize		67,563,163	39,304,251	17,214,874	15,063,419	3,049,007	74,621,551	0	31,654,287	29,441,212	25,887,293	4,971,457	50,230,464
		11,918,671	30,147,227	2,812,000	1,768,603	447,885	35,175,515	1,791,833	26,942,112	12,931,425	2,126,180	38,000	42,037,717
													(6,862,203)



## CITY OF CLOVIS

## Municipal Budget

2024 Fiscal Year from 7/01/23 to 6/30/24

10% increase

municipal budget 2024 Fiscal Year from 7/01/23 to 6/30/24													
FUND		UNAUDITED		REVENUES--		NET		EXPENSES		EXPENDITURES		ESTIMATED	
REF	DESCRIPTION	CASH	BALANCE	TAXES &	SERVICE	GRANTS	OTHER	REVENUE	TRANSFERS	PERSONNEL	OPERATING	CAPITAL	BOND
(1)	(2)	(3)	(3)	LICENSE	CHARGES			(4)	(5)	SERVICES	EXPENSES	OUTLAY	LEASE
GENERAL FUND:													
1	Legislative									157,066	352,784		
1	Attorney										268,000		
1	Executive									444,807	210,153		
1	Elections									6,674	40,301		
1	Finance									809,418	918,704		
1	City Hall									43,602	114,539		
1	Municipal Court									407,728	81,370		
1	Building Safety Added Asst Bldg Official									1,030,479	161,664		
1	D.E.A.P.										18,800		
1	Information Ter Added Amin Asst									474,862	901,805		
1	Water Policy										3,430		
1	Police - Includes Safer NM Benefits									7,893,830	1,682,274		
1	Animal Shelter									350,517	377,246		
1	Fire									8,498,858	1,339,807		
1	Street Lighting										525,000		
1	Shop									246,147	75,940		
1	Parks Maintenance									1,038,617	830,450		
1	Zoo									639,519	829,925		
1	Emergency Ma 1/2 salary of both positions less Cell/wk compl/unemploy									73,859	55,523		
				0		0	0	0	0	22,115,983	8,787,715	1,307,153	
RECREATION													
4	1301 Recreation									637,063	120,371	100,000	
4	1302 Lyceum Theater									637,063	770,648	100,000	0
						520,000							
SENIOR SERVICES FUND													
5	Senior Services									236,344	121,735		
5	Pilot program remaining funds									32,127	13,200	0	
										268,471	134,935	0	
SANITATION FUND:													
2	Sanitation									2,105,645	759,813	923,028	
2	Landfill									560,489	1,862,139	230,000	
						27,500				2,666,134	2,621,952	1,153,028	
						0		0	0				
NED HOUK PARK FUND:													
13	Ned Houk Park									185,981	169,882	65,000	
13	Shooting Rang Increased hours for both employees									67,705	49,401		
										253,686	219,283	65,000	0
WORKER'S COMPENSATION FUND:													
48	Worker's Compensation									263,231	144,066		
48	Human Resources									263,231	419,066	0	0
				0	0	0	0	0	0				
SPECIAL STREETS FUND:													
75	Maintenance									1,320,732	2,039,150	132,000	36,000
75	E.R.T.									130,857	22,409		
75	Traffic									401,343	342,851	52,000	
										1,852,932	2,404,210	184,000	38,000
						0	0	0	0				

## CITY OF CLOVIS

Municipal Budget  
2024 Fiscal Year from 7/01/23 to 6/30/24

10% increase

FUND REF Class	FUND DESCRIPTION (2)	UNAUDITED		REVENUES--				EXPENSES--			NET		EXPENDITURES (6)	ESTIMATED CASH BALANCE (7)
		CASH BALANCE (3)	TAXES & LICENSE	SERVICE CHARGES	GRANTS	OTHER	REVENUE (4)	TRANSFERS (5)	PERSONNEL SERVICES	OPERATING EXPENSES	CAPITAL OUTLAY	BOND LEASE PMNTS		
87	8702 Main Street				72,928					0	0		0	
87	8703 City Projects - Police				160,000				55,000		0		55,000	
87	8703 City Project - Parks				175,937				0		160,000		160,000	
87	8709 Business Enterprise Center				396,000				396,000		165,453		165,453	
87	8712 Senior Services				5,459,538				0		2,244,203		396,000	
87	8706 Domestic Violence Shelter				100,000				100,000		0		2,244,203	
87	8714 Main Street Sidewalks				260,844				363,962		0		100,000	
87	8716 Sugarbeet				256,403				404,432		0		363,962	
87	8716 7th Street								0		2,428,252		404,432	
87	8718 Food Security Grant				504,559				0		160,468		2,428,252	
87	8718 HVAC				100,000				100,000		0		160,468	
87									0		0		100,000	
87									0		0		0	
87									0		0		0	
87									0		0		0	
CLOVIS AREA TRANSIT FUN Budgeting for 15 months (Federal year)					7,486,209	0		1,419,394	780,863	288,260	5,158,376		6,577,770	
92	Operations				526,872				220,009	48,985	470,027		1,049,123	
92	Administration				631,417				1,000,872	317,245	470,027		739,021	
					1,158,289								1,788,144	
DEPARTMENT OF JUSTICE														
96	DEPT OF JUSTICE				55,500				73,410	98,240			171,650	
97	9701 EMERGENCY MANAGEMENT GRANTS				198,423				38,724	0			38,724	
97	9702 SAFER NM OVERTIME				42,966				6,525	6,525			6,525	
97	9702 BULLETPROOF VESTS 1/2 COST				6,525				130,373	0			130,373	
97	9705 COPS GRANT				150,828				242,507	104,765			347,272	
	TOTAL DEPT OF JUSTICE/SAFER NM				454,242									



## CITY OF CLOVIS

Municipal Budget

2024 Fiscal Year from 7/01/23 to 6/30/24

10% increase

UNAUDITED		NET		EXPENSES		EXPENDITURES		ESTIMATED	
FUND	FUND	CASH	REVENUE	TRANSFERS	PERSONNEL	OPERATING	BOND	CASH	
NO. Class	DESCRIPTION	BALANCE	(4)	(5)	SERVICES	EXPENSES	LEASE	BALANCE	
(1)	(2)	(3)	(4)	(5)	(6)	(6)	PMNTS	(7)	
SUMMARY BY FUND TYPE:									
UNAUDITED									
FUND	FUND	CASH	REVENUE	TRANSFERS	PERSONNEL	OPERATING	BOND	CASH	
NO. Class	DESCRIPTION	BALANCE	(4)	(5)	SERVICES	EXPENSES	LEASE	BALANCE	
(1)	(2)	(3)	(4)	(5)	(6)	(6)	PMNTS	(7)	
G =	General Fund	10,448,074	27,086,877	0	22,115,983	8,787,718	0	6,847,301	
SR =	Special Revenue	45,498,103	12,217,374	17,790	5,068,636	9,523,610	188,000	33,681,637	
T =	Trust Funds	1,829	0	0	0	0	0	0	
CP =	Capital Project	1,116,421	0	(1,078,035)	0	1,419,394	0	1,043,992	
E =	Enterprise	6,573,707	0	(1,036,665)	4,206,437	8,591,147	1,511,730	4,232,865	
IS =	Internal Service	2,407,319	0	(188,391)	263,231	469,066	0	2,343,726	
DS =	Debt Service	1,468,044	0	3,830,281	0	0	3,271,727	2,029,448	
TOTAL		67,513,497	39,304,251	17,214,874	31,654,287	28,790,935	4,971,457	50,180,799	
			90%	Gen Fund payroll to Gen Fund I	69%				
			53%	Total payroll to total Exp	34%				

Designated Cash Reserves Not Budgeted at 6/30/24

General Fund 01

St Mandate

2,684,238

2,684,238

## DESIGNATED

ICMA Forfeiture - 06/30/2023

Maintain cash bal of 1/2 Undesg

119,685

2,021,689

Number of Employees:

Elected officials

10

Full Time

406

Part Time

25

Seasonal

27

Total

468

## UNDESIGNATED

TOTAL AVAILABLE

2,021,689

1,010,845

2,141,374

## PROPERTY TAX VALUATION:

2022

FINAL

VALUATION

543,123,200

180,629,566

723,752,766

TOTAL COLLECTION

COUNTY COLLECTION RATE 97.90

3,241,042

TOTAL

OPERATING

TAX RATE

0.004524

0.004725

835,552

TOTAL COLLECTION

3,241,042

GENERAL

FUND

TAX RATE

0.003524

0.003725

1,873,773

658,715

2,532,488

DIFFERENCE

TO UTE

PROJECT

531,718

176,836

708,554

Transfer funds for debt service

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED INS	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES									
9 ELECTED	TOTAL ELECTED OFFICIALS																							64,000	928	570	756	90,287	-	204	320	157,066	
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70	756	0	22	35	7,229										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		0	22	35	31,443										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		0	22	35	7,229										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		9,971	22	35	17,200										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		0	22	35	7,229										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		23,470	22	35	30,699										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		23,470	22	35	30,699										
	010101	COMMISSIONER	7000	2080	7000	7,000										7,000	102	70		9,848	22	35	17,077										
010101	MAYOR	8000	2080	8000	8,000										8,000	116	80		0	26	40	8,262											
9	TOTAL ELECTED OFFICIALS																							64,000	928	570	756	90,287	-	204	320	157,066	
3	010103	CITY MANAGER/ENGINEER	75,844.5	2080		157,757										158,357	12,114	22,170		23,593	3,155	5,714	792	225,894									
	010103	ASST CITY MANAGER	55,693.9	2080		115,843					1,440					117,883	9,018	16,504		123	2,317	4,253	589	150,687									
	010103	ASST CITY CLERK	20,236.2	2080		42,091					1,200					43,891	3,358	6,145		9,971	842	150	219	64,576									
	OVERTIME																3,000	230	420									3,650					
3 FT	TOTAL ADMINISTRATION																							315,691	24,720	45,238	-	33,687	6,314	10,116	1,601	444,807	
3	TOTAL ADMINISTRATION																							315,691	24,720	45,238	-	33,687	6,314	10,116	1,601	444,807	
33 SEASONAL	TOTAL ELECTION WORKERS																							6,200	474	6,674							
	TOTAL ELECTION																							6,200	474	6,674							
	10,104	ELECTION WORKERS																						6,200	200	6,400							
	TOTAL ELECTION																							6,200	200	6,400							
	010105	FINANCE DIRECTOR	52,263.1	2080		108,707						1,500				110,807	8,477	15,513		9,964	2,174	378	554	147,867									
	010105	ASST FINANCE DIR	31,561.6	2080		65,648										65,648	5,022	9,191		123	1,313	224	328	81,849									
	010105	PAYROLL ADMIN	27,638.8	2080		57,489										57,489	4,398	5,943	6,209	23,593	1,150	196	287	93,322									
	010105	ACCOUNTANT	20,236.2	2080		42,091						360				42,451	3,248	5,943		9,964	919	157	230	76,434									
	010105	ACCOUNTANT	22,102.5	2080		45,973										45,973	3,517	6,436		9,964	919	157	230	76,434									
	010105	ACCOUNTANT	19,941.5	2080		41,478						360				41,838	3,201	4,710	4,519	9,964	830	143	209	50,739									
	010105	ACCOUNTING CLERK AR	16,172.8	2080		33,639										33,639	2,573	4,710		0	673	115	168	41,878									
	010105	ACCOUNTING CLERK AR	15,722.3	2080		32,702										32,702	2,502		3,532	9,964	654	112	164	49,629									
1	010105	PURCHASING AGT	29,456.1	2080		61,269					300				62,169	4,756	8,704		9,971	1,225	212	311	87,348										
1	010105	PURCHASING CLERK	17,788.4	2080		37,000									37,000	2,830	5,180		9,848	740	126	185	55,910										
1	010105	ACCOUNTING CLERK AP	16,471.0	2080		34,260									34,260	2,621	4,796		0	685	117	171	42,650										
11 FT	TOTAL FINANCE																							560,257	44,062	62,153	14,259	97,019	11,205	1,923	2,820	809,418	
1	010106	CUSTODIAN	12,658.3	2080		26,329					2,520				26,329	2,014		2,844	9,848	527	1,370	132	43,063										
1 FT	TOTAL CITY HALL																							26,329	2,052	-	2,844	9,848	527	1,370	132	43,602	
1	010108	MUN CRT JUDGE	83,850	2080		83,850					1,140				83,850	1,216	11,739		23,593	1,677	267	419	122,761										
1	010108	MUN CRT ADMIN/ALT JUDGE	26,165.0	2080		54,423									55,563	4,251	7,779		23,593	1,088	189	278	92,741										
1	010108	MUN CRT CLERK SENIOR	15,731.7	2080		32,722									32,722	2,503	4,581		23,593	654	112	164	64,329										
1	010108	MUN CRT CLERK	14,827.8	2080		30,842									30,842	2,359	4,318		23,593	617	105	154	61,988										
1	010108	MUN CRT OFFICER	15,967.7	2080		33,213									33,213	2,541	4,650		9,964	664	113	166	51,311										
4 FT/1 ELECTED	TOTAL MUNICIPAL COURT																							248,190	13,788	34,747	-	104,335	4,701	787	1,181	407,728	
1	010201	BUILDING SAFETY DIRECTOR	40,808.5	2080		84,882					960				86,442	6,613	4,582	9,336	123	1,698	1,902	432	106,544										
1	010201	ADMIN ASST	15,475.5	2080		32,189					540				32,729	2,504	4,582		9,906	1,265	1,438	327	92,437										
1	010201	BUILDING INSPECTOR	30,409.8	2080		63,252					1,140				65,352	4,999	9,149		23,593	1,950	2,183	496	148,941										
1	010201	BUILDING OFFICIAL	46,872.5	2080		97,495									99,235	7,591	13,893		23,593	1,072	183	268	90,336										
1	010201	ASSISTANT BUILDING OFFIC	25,775.3	2080		53,613									53,613	4,101	7,506		23,593	1,072	183	268	90,336										
1	010201	CODE COMPLIANCE SUPERVI	17,625.4	2080		36,661					420				37,681	2,883	5,275		23,585	733	829	188	71,175										
1	010201	CODE ENFORCEMENT OFFICEI	17,785.0	2080		36,993					1,020				38,013	2,908	5,322		23,593	704	775	190	57,980										
1	010201	CODE ENFORCEMENT OFFICE	16,929.6	2080		35,214									35,214	2,694	4,432	3,803	9,964	626	696	158	49,956										
1	010201	CODE ENFORCEMENT OFFICE	15,046.8	2080		31,297					360				31,657	2,422	4,709		9,964	626	696	158	49,956										
1	010201	CODE ENFORCEMENT OFFICE	19,027.3	2080		39,577					1,200				40,777	3,119	5,709		123	792	897	204	51,620										
1	010201	ELECTRICAL INSPECTOR	23,467.8	2080		48,813									49,413	3,780	6,918		23,593	976	1,087	247	84,433										
1	010201	PLUMBING INSPECTOR	23,467.8	2080		48,813									49,413	3,780	6,918		23,585	976	1,087	247	86,007										
1	010201	PLANNING & ZONING ADMIN	22,228.6	2080		46,235									46,836	3,583	6,557		0	925	1,030	234	59,165										
1 FT	TOTAL BUILDING SAFETY																							666,874	51,016	69,413	18,475	195,214	13,101	13,055	3,332	1,030,479	

CITY OF CLOVIS  
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# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL	SS & FICA SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED INS	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
							10,000																		
6 FT		TOTAL INFORMATION 1	147			304,988	10,000																		
1	010207	NETWORK/IT SUPPORT SPCL'S	21.4748	2080		44,668																			
1	010207	NETWORK/IT SUPPORT SPCL'S	21.4748	2080		44,668																			
1	010207	NETWORK/IT SUPPORT SPCL'S	22.7686	2080		47,359																			
1	010207	ADMINISTRATIVE ASSISTANT	14.6085	2080		30,386																			
		OVERTIME																							
		TOTAL INFORMATION 1	147			304,988	10,000																		
1	010301	POLICE CHIEF	49.8029	2080		103,590																			
1	010301	DEPUTY CHIEF	41.2106	2080		85,718																			
1	010301	ADMIN ASST	16.1225	2080		33,535																			
1	010301	CAPTAIN	38.8268	2080		80,760																			
1	010301	CAPTAIN	38.5368	2080		80,157																			
1	010301	LIEUTENANT	34.5734	2080		71,913																			
1	010301	LIEUTENANT	32.9986	2080		68,637																			
1	010301	LIEUTENANT	34.8884	2080		72,568																			
1	010301	LIEUTENANT	35.0384	2080		72,880																			
1	010301	LIEUTENANT	34.9734	2080		72,745																			
1	010301	POL OFFICER NONCERT RECR	18.2442	2080		37,948																			
1	010301	POL OFFICER NONCERT RECR	20.3862	2080		42,403																			
1	010301	POL OFFICER NONCERT RECR	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.3862	2080		42,403																			
1	010301	POL OFFICER RECRUIT	20.6762	2080		43,006																			
1	010301	POL OFFICER RECRUIT	20.6762	2080		43,006																			
1	010301	POL OFFICER	22.3784	2080		46,547																			
1	010301	POL OFFICER	22.3784	2080		46,547																			
1	010301	POL OFFICER	22.3784	2080		46,547																			
1	010301	POL OFFICER	19.1678	2080		39,869																			
1	010301	POL OFFICER	20.2362	2080		42,091																			
1	010301	POL OFFICER -MASTER	26.6807	2080		55,496																			
1	010301	POL OFFICER	22.3784	2080		46,547																			
1	010301	POL OFFICER	22.7118	2080		47,241																			
1	010301	POL OFFICER	22.6684	2080		47,150																			
1	010301	POL OFFICER	20.3862	2080		42,403																			
1	010301	POL OFFICER	22.7118	2080		47,241																			
1	010301	POL OFFICER	22.3784	2080		46,547																			
1	010301	POL OFFICER	23.0018	2080		47,844																			
1	010301	POL OFFICER	29.6111	2080		61,591																			
1	010301	POL OFFICER	23.7952	2080		49,494																			
1	010301	POL OFFICER	25.8168	2080		53,699																			
1	010301	POL OFFICER-MASTER	25.1495	2080		52,311																			
1	010301	POL OFFICER-MASTER	28.8811	2080		60,073																			
1	010301	POL OFFICER-MASTER	26.5107	2080		55,142																			
1	010301	POL OFFICER-MASTER	25.2995	2080		52,623																			
1	010301	POL OFFICER-MASTER	26.2768	2080		54,656																			
1	010301	POL OFFICER-MASTER	26.2568	2080		54,614																			
1	010301	POL OFFICER-MASTER	25.9668	2080		54,011																			
1	010301	POL OFFICER-MASTER	26.2768	2080		54,656																			
1	010301	POL OFFICER-MASTER	26.5668	2080		55,259																			
1	010301	POL OFFICER-MASTER	29.6111	2080		61,591																			
1	010301	POL OFFICER-MASTER	26.5668	2080		55,259																			
1	010301	POL OFFICER-MASTER	26.5468	2080		55,217																			

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
1	010301	POL OFFICER-MASTER	26.0268	2080		54,136			3,383	3,436	360			550		61,865	4,733	10,032	11,673	23,593	1,219	2,157	309	105,549
1	010301	POL OFFICER-MASTER	29.8289	2080		62,044			3,878	3,937	1,200				600	71,659	5,482			123	1,397	2,499	358	91,550
1	010301	POL OFFICER-MASTER	30.3657	2080		63,161			3,948	4,008	1,080			550		73,347	5,611		13,873	23,593	1,778	2,558	367	121,126
1	010301	POL OFFICER-MASTER	26.6940	2080		55,524			3,470	3,524	300				600	63,417	4,851		12,079	9,964	1,563	2,211	317	94,403
1	010301	POL OFFICER-MASTER	27.0668	2080		56,299			3,519	3,573	360					63,751	4,877	8,925		23,593	1,268	2,223	319	104,955
1	010301	SERGEANT	28.8811	2080		60,073			3,755	3,812	720					68,359	5,229	13,018	13,018	23,585	1,691	2,384	342	114,609
1	010301	SERGEANT	29.3080	2080		60,961			3,810	3,869	480				600	69,719	5,334	13,281	13,281	23,593	1,716	2,431	349	116,422
1	010301	SERGEANT	29.4611	2080		61,279			3,977	3,889	360					69,505	5,317		13,239	23,593	1,729	2,424	348	112,646
1	010301	SERGEANT	29.4580	2080		61,273			3,830	3,888	540					68,531	5,319		13,026	23,585	1,380	2,425	348	115,826
1	010301	SERGEANT	29.0343	2080		60,391			3,774	3,833	420					68,418	5,234	13,026	13,026	23,593	1,700	2,386	342	114,699
1	010301	SERGEANT	29.2443	2080		60,828			3,802	3,860	300			550		68,418	5,350	13,216	13,216	23,593	1,712	2,439	350	102,971
1	010301	SERGEANT	29.4611	2080		61,279			3,830	3,889	480				600	70,078	5,361	13,349	13,349	24,078	1,380	2,444	350	117,940
1	010301	SERGEANT	30.1111	2080		62,631			3,914	3,975	600					71,720	5,487	10,041		23,593	1,410	2,501	359	115,111
1	010301	SERGEANT	28.7443	2080		59,788			3,737	3,794	540				600	68,459	5,237	13,042	13,042	23,593	1,346	2,387	342	114,407
1	010301	PROVIDENCE SPECIALIST	16.3669	2080		34,043										34,043	2,604		3,677	9,848	681	1,708	170	52,731
1	010301	QUARTERMASTER	16.3669	2080		34,043										34,043	2,604	4,766		0	681	1,708	170	43,972
1	010301	RECORDS CLERK	14.1131	2080		29,355										29,355	2,246	4,110		9,964	587	100	147	46,508
1	010301	RECORDS CLERK	14.1131	2080		29,355										29,355	2,246	4,110		9,964	587	100	147	46,508
1	010301	RECORDS CLERK SUPERVISO	16.7761	2080		34,894										34,894	2,669	4,885		115	698	119	174	43,555
1	010301	RECORDS CLERK	14.1131	2080		29,355										29,355	2,246	4,110		9,848	587	1,527	147	47,820
1	010301	RECORDS CLERK	14.6117	2080		30,392					420					30,812	2,357	4,314		23,593	608	105	154	61,943
1	010301	MECHANIC	16.6088	2080		34,546		1,020			720					36,286	2,776		7,106	9,964	711	1,106	181	58,130
1	010301	SUPPORT SVC SPECIALIST	15.0468	2080		31,297										31,297	2,394	4,382		23,593	626	107	156	62,555
1	010301	NETWORK/IT SUPPORT SPCLS	22.2976	2080		46,379									600	46,979	3,594		5,074	23,593	928	1,695	235	82,097
1	010301	T/COMM SPV	21.1962	2080		44,088					840					47,726	3,651	6,682		9,964	938	163	239	69,361
1	010301	T/COMM SPV	21.3597	2080		44,428					1,200					48,448	3,706	6,783		23,593	945	165	242	83,882
1	010301	T/COMM SPV-EMD	19.6466	2080		40,865										43,458	3,325		8,757	0	869	148	217	56,774
1	010301	TELECOMM	16.7761	2080		34,894										37,109	2,839		7,477	9,964	742	127	186	58,443
1	010301	TELECOMM	16.5284	2080		34,379										36,561	2,797		7,367	9,964	731	125	183	68,985
1	010301	TELECOMM	17.0243	2080		35,411										37,658	2,881			23,470	731	125	183	70,473
1	010301	TELECOMM	16.5284	2080		34,379										37,658	2,797			23,593	753	128	188	70,473
1	010301	TELECOMM	16.7761	2080		34,894										37,658	2,797			9,971	731	125	183	55,486
1	010301	TELECOMM	16.5284	2080		34,379										37,109	2,839			23,593	742	127	186	69,790
1	010301	TELECOMM	16.5284	2080		34,379										36,561	2,797			123	731	125	183	45,638
1	010301	TELECOMM-C	16.5284	2080		34,379										36,561	2,797			23,585	731	125	183	69,100
1	010301	TELECOMM-C	16.5284	2080		34,379										36,561	2,797			23,585	731	125	183	69,100
1	010301	TELECOMM-C	18.5260	2080		38,534										40,980	3,135		7,367	23,593	820	140	205	74,609
1	010301	TELECOMM-C	19.6466	2080		40,865					720					44,178	3,380		8,902	123	869	151	221	57,823
1	010301	TELECOMM-EMD	19.9406	2080		41,476					660					44,768	3,425			9,964	882	153	224	65,683
1	010301	CUSTODIAN	15.2636	2080		31,748					1,440					33,188	2,539			9,964	635	1,727	166	52,865
1	010301	ON-CALL OVERTIME/BENEFITS SAFER				95,000			17,000							95,000	10,230							118,530
90 FT		SHIFT DIFFERENTIAL										16,000				16,000								20,681
		TOTAL POLICE	4,447,163	95,000	1,020	215,549	237,102	26,460	16,000	16,000	3,300	13,202	3,300	3,300	3,300	374,632	448,096	1,349,313	103,616	149,089	24,634	9,233	987	7,893,830
1	010401	AC SUPERVISOR	21.0515	2080		43,787										43,787	3,350		4,729	23,585	876	1,845	219	78,391
1	010401	ANIMAL CONTROL OFFICER	14.6087	2080		30,386										30,386	2,325	4,254		9,848	608	1,765	152	49,337
1	010401	ANIMAL CONTROL OFFICER	15.1087	2080		31,426										31,426	2,404	4,400		23,593	629	1,825	157	64,434
1	010401	ANIMAL CONTROL OFFICER	15.3276	2080		31,881										31,881	2,439		3,443	0	638	1,852	159	40,412
1	010401	ANIMAL CONTROL OFFICER	15.3276	2080		31,881										31,881	2,439	4,463		9,848	638	1,852	159	51,281
1	010401	OFFICE SPECIALIST	13.2991	2080		27,662					300					27,962	2,139			9,906	553	95	140	44,710
1	010401	ON-CALL OVERTIME				11,545										11,545	883	1,616						14,044
6 FT		ON-CALL TOTAL ANIMAL CONTROL	197,024	11,545	-	6,500	-	300	-	-	300	-	-	-	-	6,500	497	910	8,172	76,781	3,940	9,233	987	350,517
1	010501	FIRE CHIEF	49.8029	2080		103,590										105,570	8,076	14,780		9,971	2,072	4,436	528	145,433
1	010501	DEPUTY FIRE CHIEF	39.9621	2080		83,121										83,721	6,405	11,721		23,593	1,662	3,518	419	131,039

CITY OF CLOVIS  
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# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED INS	60450 RHCA COMP	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
1	010501	ADMIN DIVISION MANAGER	22,466.1	2080		46,729				780					47,509	3,634		5,131	23,593	935	162	238	81,202
1	010501	ADMIN ASST	14,608.7	2080		30,386									30,386	2,325			9,971	608	104	152	47,799
1	010501	BATTALION CHIEF	29,663.4	2669	243	79,172			5,482	1,080		10,812	600		97,146	7,432		19,633	23,593	1,693	4,082	486	154,064
1	010501	BATTALION CHIEF	29,663.4	2669	243	79,172			5,482	600		10,812	600		96,666	7,395		19,523	23,593	2,116	4,082	483	153,838
1	010501	BATTALION CHIEF	30,052.6	2669	243	80,210			5,554	1,080		10,954	600		98,398	7,527	13,776		23,585	2,144	4,135	492	150,058
1	010501	BMS BATTALION CHIEF	41,248.7	2080	243	85,797			7,623	840		15,035	600		109,895	8,407		21,586	23,593	2,336	4,618	549	170,984
1	010501	CAPTAIN	33,445.4	2080		69,566				1,500			600		71,666	5,482	10,033		23,528	1,391	3,011	358	115,471
1	010501	CAPTAIN	36,938.2	2080		76,831				300			600		77,731	5,946	10,882		0	1,537	3,266	389	99,752
1	010501	CAPTAIN	34,409.5	2080		71,572							600		72,172	5,521		16,527	123	1,431	3,033	361	99,168
1	010501	DRIVER OPERATOR	16,222.6	2669	243	43,298			2,998			5,913			52,209	3,994		10,602	115	1,157	2,194	261	70,532
1	010501	DRIVER OPERATOR	16,012.6	2669	243	42,738			2,959			5,837			51,533	3,942	7,215		9,971	1,142	2,165	258	76,227
1	010501	DRIVER OPERATOR	17,265.8	2669	243	46,082			3,191	1,080		6,293			56,647	4,333		11,531	23,585	1,232	2,380	283	99,992
1	010501	DRIVER OPERATOR	17,824.0	2669	243	47,572			3,294	1,020		6,497			58,383	4,466		11,882	23,593	1,272	2,453	292	102,341
1	010501	DRIVER OPERATOR	17,172.6	2669	243	45,834			3,173			6,259			55,267	4,228	7,737		23,585	1,225	2,322	276	94,641
1	010501	DRIVER OPERATOR	17,165.8	2669	243	45,816			3,149	480		6,211			55,725	4,263		12,761	23,585	1,225	2,342	279	100,179
1	010501	DRIVER OPERATOR	17,039.2	2669	243	45,478			3,127			5,837			54,837	4,195	1,097		9,964	1,216	2,304	274	73,887
1	010501	DRIVER OPERATOR	16,012.6	2669	243	42,738			2,959			6,287			51,533	3,942		10,465	9,964	1,142	2,165	258	79,469
1	010501	DRIVER OPERATOR	17,249.2	2669	243	46,038			3,188	360		6,425			55,513	3,502		12,712	23,593	985	2,333	278	99,660
1	010501	DRIVER OPERATOR	17,625.8	2669	243	47,043			2,327			6,287			55,773	4,247	6,408		123	975	1,923	229	58,933
1	010501	DRIVER OPERATOR	17,429.2	2669	243	46,038			2,327			6,425			55,794	4,268	7,811		9,964	1,234	2,344	279	81,695
1	010501	DRIVER OPERATOR	17,835.8	2669	243	47,604			3,188			6,287			55,513	4,247	7,772		23,585	1,231	2,333	278	94,958
1	010501	DRIVER OPERATOR	17,625.8	2669	243	47,043			3,296	360		6,501			57,761	4,419	8,087		9,964	1,272	2,427	289	84,218
1	010501	DRIVER OPERATOR	18,619.2	2669	243	49,695			3,441			6,787			56,725	4,399	7,942		23,585	1,006	2,384	284	96,265
1	010501	DRIVER OPERATOR	19,205.8	2669	243	51,260			3,549	480		7,001			59,922	4,584		12,168	0	1,328	2,518	300	80,820
1	010501	DRIVER OPERATOR	19,055.8	2669	243	50,860			3,522	360		6,946			62,290	4,765	8,721		23,593	1,370	2,617	311	103,668
1	010501	DRIVER OPERATOR	19,625.8	2669	243	52,381			3,627			7,154			61,687	4,719		12,536	23,593	1,360	2,592	308	106,795
1	010501	DRIVER OPERATOR	19,382.6	2669	243	51,732			3,582	360		7,065			63,522	4,859		12,908	23,593	1,120	2,669	318	108,989
1	010501	EMS SPECIALIST	17,759.0	2080		36,939			2,344			0			39,283	3,005	5,500		9,964	786	1,651	196	60,384
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,025
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,074
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,025
0.3	010501	EMS SPECIALIST-CASUAL	20,519.5	600		12,312			3,792			0			16,104	1,232			0	322	677	81	18,415
1	010501	EMS SPECIALIST	19,978.5	2080		41,555			2,637			44,192			44,192	3,381		4,773	9,964	884	1,857	221	65,271
1	010501	EMS SPECIALIST	20,340.0	2080		42,307			3,759			46,066			46,066	3,524		4,975	23,585	921	1,936	230	81,238
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,025
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,025
0.3	010501	EMS SPECIALIST-CASUAL	16,069.5	600		9,642			0			9,642			9,642	738			0	193	405	48	11,026
1	010501	EMS SPECIALIST	17,286.8	2080		35,957			2,282			38,238			38,238	2,925		4,130	0	765	1,607	191	47,856
1	010501	EMS SPECIALIST	17,286.8	2080		35,957			2,282			38,238			38,238	2,925		4,130	0	765	1,607	191	47,856
1	010501	EMS SPECIALIST	17,286.8	2080		35,957			2,282			38,238			38,238	2,925		4,130	0	765	1,607	191	47,856
1	010501	EMS SPECIALIST	17,576.8	2080		36,560			2,320			38,880			38,880	2,974	5,443		23,593	778	1,634	194	59,751
1	010501	EMS SPECIALIST	22,485.5	2080		46,770			4,155	1,200		0			52,125	3,988	7,298		9,848	1,019	2,900	261	76,728
1	010501	EMS SPECIALIST	19,967.6	2080		41,533			3,690			0			45,223	3,460	6,331		23,593	1,131	1,900	226	81,863
1	010501	FIREFIGHTER	13,996.5	2669	243	37,357			2,587			5,102			45,045	3,446		9,147	123	799	1,893	225	60,678
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395		9,013	9,848	787	1,865	222	69,515
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395	6,214		9,848	787	1,865	222	66,716
1	010501	FIREFIGHTER	14,001.3	2669	243	37,369			2,587			5,103			44,385	3,395	6,214		23,470	984	1,865	222	80,535
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395	6,214		23,470	999	1,893	225	81,404
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395	6,214		9,848	787	1,865	222	56,868
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395	6,214		9,848	787	1,865	222	69,515
1	010501	FIREFIGHTER	13,791.3	2669	243	36,809			2,549			5,027			44,385	3,395	6,214		23,470	787	1,865	222	80,338
1	010501	FIREFIGHTER	14,796.5	2669	243	39,492			2,734			5,393			47,620	3,643		9,670	9,964	845	2,001	238	73,979
1	010501	FIREFIGHTER	13,691.3	2669	243	36,542			2,530			4,990			44,063	3,371	6,169		9,964	781	1,852	220	56,456
1	010501	FIREFIGHTER	13,691.3	2669	243	36,542			2,530			4,990			44,063	3,371	6,169		9,964	781	1,852	220	56,456
1	010501	FIREFIGHTER	14,206.5	2669	243	37,917			2,625			5,178			45,721	3,498	8,11		9,848	811	1,921	229	68,428
1	010501	FIREFIGHTER	15,156.5	2669	243	40,453			2,801			5,525			48,778	3,732	6,829		115	865	2,050	244	62,612
1	010501	FIREFIGHTER	13,691.3	2669	243	36,542			2,530			4,990			44,063	3,371	6,169		9,848	781	1,852	220	56,578
1	010501	FIREFIGHTER	15,211.9	2669	243	40,601			2,811			5,545			48,956	3,745	8,781		9,848	868	2,057	245	75,661
1	010501	FIREFIGHTER	14,491.3	2669	243	38,677			2,678			5,282			46,637	3,568	6,529		115	827	1,960	233	59,870

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 OT	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
1	010501	FIREFIGHTER	13.6913	2669	243	36,542				2,530			4,990			44,063	3,371	6,169	10,039	INS	977	1,852	220	56,774
1	010501	FIREFIGHTER	14.4913	2669	243	38,677				2,678			5,282			46,637	3,568	6,529	4,735	9,848	827	1,960	233	69,603
1	010501	FIREFIGHTER	14.7965	2669	243	39,492				2,734			5,393			47,620	3,643	6,667	7,120	9,971	845	2,001	238	70,984
1	010501	FIREFIGHTER	14.7965	2669	243	39,492				2,734			5,393			47,620	3,643	6,667	7,120	23,585	845	2,001	238	84,598
1	010501	FIREFIGHTER	14.7965	2669	243	39,492				2,734			5,393			47,620	3,643	6,667	7,120	23,470	845	2,001	238	84,483
1	010501	FIREFIGHTER	14.7965	2669	243	39,492				2,734			5,393			47,620	3,643	6,667	7,120	115	845	2,001	238	84,128
1	010501	FIREFIGHTER	14.7965	2669	243	39,492				2,772			5,468			48,281	3,693	6,759	10,039	9,971	856	2,029	241	71,831
1	010501	FIREFIGHTER	15.0019	2669	243	41,001				2,839			5,599			49,439	3,782		4,735	9,964	877	2,077	247	90,151
1	010501	FIREFIGHTER	15.3619	2669	243	41,001				2,839			5,599			49,439	3,782		4,735	9,964	877	2,077	247	90,151
1	010501	FIREFIGHTER	15.3619	2669	243	41,001				2,839			5,599			49,439	3,782		4,735	9,964	877	2,077	247	90,151
1	010501	FIREFIGHTER	15.8019	2669	243	42,175				2,920			5,760			50,855	3,890	7,120	4,735	9,964	902	2,137	254	75,122
1	010501	FIREFIGHTER	16.1619	2669	243	43,136				2,987			5,891			52,014	3,979	7,282		23,585	922	2,186	260	90,228
1	010501	FIREFIGHTER	16.1619	2669	243	43,136				2,987			5,891			52,014	3,979	7,282		23,585	922	2,186	260	90,228
1	010501	FIREFIGHTER	17.5919	2080	243	36,591				2,322			6,412			45,326	5,026		4,203	23,470	778	1,905	227	79,375
1	010501	LEAD MEDIC	24.6815	2080		51,338				4,561			0			55,899	4,276		12,801	9,971	1,397	2,349	279	86,973
1	010501	LEAD MEDIC	30.3577	2080		63,144				4,007	1,080		0			68,231	5,220		15,625	23,593	1,679	2,867	341	117,556
1	010501	LEAD MEDIC	31.8213	2080		66,188				5,881	1,260		0			73,329	5,610	10,266		23,593	1,441	3,081	367	117,687
1	010501	LIEUTENANT	23.3244	2669	243	62,223				4,310	1,500		8,502			76,565	5,857		15,586	23,593	1,664	3,217	383	126,866
1	010501	LIEUTENANT	22.0834	2669	243	58,941				4,081	420		8,049			71,491	5,469		14,528	9,964	1,260	3,004	357	106,074
1	010501	LIEUTENANT	20.9134	2669	243	55,818				3,865	780		7,623			68,086	5,209	9,532		23,593	1,194	2,861	340	110,814
1	010501	LIEUTENANT	21.4539	2669	243	57,260				3,965	300		7,820			69,345	5,305		14,089	23,593	1,225	2,914	347	116,817
1	010501	LIEUTENANT	21.7234	2669	243	57,980				4,014	600		7,918			70,512	5,394		14,334	23,585	1,550	2,963	353	118,691
1	010501	LIEUTENANT	21.9929	2669	243	58,699				4,064	900		8,016			71,680	5,484		14,579	23,585	1,569	3,012	358	120,267
1	010501	LIEUTENANT	20.1539	2669	243	53,791				3,724	840		7,346			65,701	5,026	9,198		23,593	1,438	2,761	329	108,046
1	010501	LIEUTENANT	22.2134	2669	243	59,288				4,105	720		8,097			72,209	5,524		14,682	23,585	1,268	3,034	361	120,664
1	010501	LIEUTENANT	22.0834	2669	243	58,941				4,081	720		8,049			71,791	5,492		14,597	23,593	1,260	3,017	359	120,109
1	010501	LIEUTENANT	22.4029	2669	243	59,793				4,130	1,020		8,166			73,119	5,594	10,237		23,593	1,598	3,072	366	117,579
1	010501	LIEUTENANT	22.4934	2669	243	60,035				4,157	300		8,199			72,691	5,561		16,646	9,964	1,284	3,054	363	109,563
1	010501	LIEUTENANT	22.2934	2669	243	59,501				4,120	540		8,126			72,287	5,530	10,120		23,585	1,591	3,037	361	116,512
1	010501	LIEUTENANT	22.6129	2669	243	60,354				4,179	1,080		8,242			73,855	5,650		15,025	23,593	1,613	3,103	369	123,209
1	010501	LIEUTENANT	22.2934	2669	243	59,501				4,120	600		8,126			72,347	5,533	10,129		23,593	1,272	3,040	362	116,277
1	010501	LIEUTENANT	21.8139	2669	243	58,221				4,031			7,951			70,204	5,371	9,829		23,593	1,556	2,950	351	113,853
1	010501	LIEUTENANT	22.7834	2669	243	60,809				4,210	900		8,305			73,324	5,609	10,265		23,593	1,300	3,081	367	117,539
1	010501	LIEUTENANT	22.7729	2669	243	60,781				4,208			8,301			74,190	5,676		15,089	23,593	1,625	3,117	371	123,660
1	010501	LIEUTENANT	22.6334	2669	243	60,409				4,183	480		8,250			73,321	5,609	10,265		23,585	1,292	3,081	367	117,520
1	010501	MEDICAL BILLING SPEC	15.4229	2080		32,080					300					32,380	2,477	4,533		23,585	642	110	162	63,889
1	010501	MEDICAL BILLING SPEC	15.4229	2080		32,080					360					32,440	2,482	4,542		0	642	111	162	64,377
1	010501	OVERTIME - CALLBACK														137,960	10,554	19,314						167,828
88 FT/7 FT		TOTAL FIRE				4,545,569	137,960	-	-	279,406	27,961	-	469,833	-	5,401	5,466,129	418,159	417,006	455,444	1,390,786	106,313	218,379	26,641	8,498,858
1	010701	FLEET MAINT SUPERINTNDT	26.5517	2080		55,228		1,020			1,020		600			57,868	4,427	8,101		23,593	1,125	1,763	289	97,166
1	010701	EQUIPMENT SERVICE WORKE	12.2894	2080		25,562										25,562	1,955	3,579		0	511	779	128	32,514
1	010701	SHOP MECHANIC	16.3669	2080		34,043										34,043	2,604	4,766		0	681	1,037	170	43,302
1	010701	SHOP PARTS CLERK	13.7689	2080		28,639										28,639	2,191	4,010		115	573	873	143	36,544
1	010701	SHOP PARTS CLERK	13.5654	2080		28,216										28,216	2,159	3,950		123	564	860	141	36,013
5 FT		OVERTIME					500									500	38	70						608
5 FT		TOTAL SHOP				171,688	500	1,020	-	-	1,020	-	-	-	-	174,838	13,374	24,476	-	23,831	3,454	5,312	872	246,147
1	010801	PARK & RECREATION DIRECT	41.1440	2080		85,580										86,180	6,593	12,065		9,848	1,712	2,939	431	119,767
1	010801	PARKS ADMIN ASST	14.8276	2080		30,841										30,841	2,359	4,318		9,971	617	105	154	48,366
1	010801	PARKS MAINT SUPERVISOR	20.9456	2080		43,567										44,167	3,379	6,183		23,593	871	1,506	221	79,920
1	010801	PLAYGROUND SAFETY COOR	14.6000	2080		30,368										30,368	2,323	4,252		123	607	1,036	152	38,860
1	010801	IRRIGATION TECHNICIAN	14.8188	2080		30,823										30,823	2,358	4,315		0	616	1,051	154	39,318
1	010801	PARK MAINT SPECIALIST I	13.2991	2080		27,662										27,662	2,116	3,873		9,964	553	943	138	45,249
1	010801	PARK MAINT SPECIALIST II	13.2991	2080		27,662										27,662	2,116	3,873		9,964	553	943	138	45,249
1	010801	PARK MAINT SPECIALIST	13.2991	2080		27,662										27,662	2,116	3,873		9,964	553	943	138	45,249
1	010801	PARK MAINT SPECIALIST	15.0954	2080		31,398										31,398	2,475	4,530		9,971	628	1,103	162	51,228
1	010801	PARK MAINT SPECIALIST	13.1055	2080		27,259										27,259	2,085	3,816		9,964	537	916	134	44,222
1	010801	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,964	537	916	134	44,222
1	010801	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,964	537	916	134	44,222
1	010801	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,964	537	916	134	44,222
1	010801	PARK MAINT SPECIALIST	13.1055	2080		27,259										27,259	2,085	3,816		9,964	537	916	134	44,222
1	010801	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,964	5			

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL-IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL	GRAND TOTAL	SS & FICA TOTAL	60310 ICMA	60320 PERA	MED/LIFE MED	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
1	010801	PARK MAINT SPECIALIST	13.2991	2080		27,662					300					27,962	2,139	3,915		23,593	553	954	140	59,255
1	010801	PARK SUPERINTENDENT	24.9042	2080		51,801									600	52,401	4,009	7,336		0	1,036	1,787	262	66,830
1	010801	VECTOR CONTROL TECH	16.6088	2080		34,546	7,500									34,546	2,643	4,836		9,971	691	1,178	173	54,038
		OVERTIME									2,940					7,500	574	75						8,149
		TOTAL PARK MAINT				638,240	7,500									1,800	49,762	90,092		211,325	12,765	20,979	3,215	1,038,617
1	010804	ZOO DIRECTOR	30.2215	2080		62,861										63,461	4,855	8,885		9,848	1,257	6,136	317	94,759
1	010804	ZOO CURATOR	19.1391	2080		39,809										40,409	3,091	5,657		9,848	796	3,907	202	63,912
1	010804	OFFICE SPECIALIST	13.2991	2080		27,662										27,662	2,116			9,964	553	94	138	43,515
0.5	010804	OFFICE SPECIALIST	12.0000	1040		12,480										12,480	955			0	250	43		15,536
1	010804	ZOOKEEPER	15.3932	2080		32,018										32,018	2,449	4,482		9,964	640	3,096	160	52,810
1	010804	ZOOKEEPER II	14.3217	2080		29,789										29,789	2,279	4,170		9,964	596	2,880	149	49,827
1	010804	ZOOKEEPER II	13.9048	2080		28,922										28,922	2,213	4,049		9,964	578	2,796	145	38,826
1	010804	ZOOKEEPER	13.9048	2080		28,922										28,922	2,213	4,049		9,964	578	2,796	145	38,826
1	010804	ZOOKEEPER	13.9048	2080		28,922										28,922	2,213	4,049		9,964	578	2,796	145	38,826
1	010804	ZOOKEEPER	15.7781	2080		32,818										32,818	2,511	4,595		9,848	537	916	134	44,107
1	010804	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,848	537	916	134	44,107
1	010804	PARK MAINT SPECIALIST	12.9120	2080		26,857										26,857	2,055	3,760		9,848	537	916	134	44,107
		OVERTIME					2,000									2,000	153	280						2,433
		TOTAL ZOO				406,839	2,000									1,200	410,039	53,533	2,988	99,067	8,137	32,347	2,040	639,519
0.5	011001	EMERGENCY MGMT DIR @ 50%	31.0976	2080		32,342										32,342	2,520			2,523	647	2,377	329	44,896
0.5	011001	EM MGMT SPECIALIST @ 50%	18.0109	2080		18,731					540					19,271	1,474	2,698		4,456	375	131	193	28,598
		OVERTIME					300									300	23	42						365
		TOTAL EMERGENCY MANAGEMENT				51,073	300	0	0	0	540	0	0	0	0	600	52,513	4,017	2,740	6,979	1,021	2,508	522	73,859
2		TOTAL GENERAL FUND				293,005	2,040	222,049	516,508	72,660	16,000	469,833	3,500	32,404	14,252,744	1,084,130	1,238,592	954,591	3,759,456	281,194	475,402	69,832	22,115,982	
1	021101	ASST PUBLIC WORKS DIR	40.9402	2080		85,156					1,380					87,136	6,666	12,199		23,593	1,703	7,007	436	138,739
0.5	021101	ENGINEER - 50%	26.7471	1040		27,817										28,117	2,151	3,936		11,796	556	1,014	141	47,712
1	021101	MARKETING & GRANT COOR	23.3746	2080		48,619										48,619	3,719	6,807		0	972	166	243	60,526
1	021101	FLEET MAINT SUPERVISOR	20.4401	2080		42,515					300					43,835	3,353	6,137		9,971	1,105	2,328	221	65,722
1	021101	SANITATION SUPERINTENDE	26.5517	2080		55,228					1,020					56,848	4,349	7,959		9,971	1,105	2,328	221	81,085
1	021101	SANITATION SUPERVISOR	20.4401	2080		42,515					1,020					44,135	3,376	6,179		23,585	850	2,758	221	81,085
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		9,848	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION GENERAL MAIN	12.9120	2080		26,857										26,857	2,055	3,760		0	537	1,666	134	34,985
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,971	648	2,051	164	52,836
1	021101	SANITATION COLLECTIONS C	15.3481	2080		31,924										31,924	2,442	4,469		9,				

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED INS	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
1	021101	WELDING SHOP SUPERVISOR	19,261.1	2080		40,063					540			600		41,203	3,152		4,450	9,964	801	3,150	206	62,926
1	021101	SANITATIONS WELDER	16,608.8	2080		34,546					480					35,026	2,680		3,783	23,585	691	2,678	175	68,618
1	021101	SANITATIONS WELDER	16,608.8	2080		34,546										34,546	2,643		3,731	9,848	691	2,641	173	54,273
1	750603	OFFICE SPECIALIST	13,299.1	2080		27,662										27,662	2,116	3,873		9,848	553	94	138	44,283
		OVERTIME				22,000										22,000	1,683	3,080						26,763
36.5 FT		TOTAL REFUSE COLLECTION				1,328,116	22,000	4,080	-	-	9,300	-	-	-	2,700	1,366,197	104,514	175,759	11,964	339,937	26,644	73,910	6,721	2,105,645
1	021102	LANDFILL SUPERINTENDENT	27,253.7	2080		56,688					1,320			600		58,608	4,483	8,205		23,593	1,134	3,584	293	99,901
1	021102	LANDFILL SUPERVISOR	20,440.1	2080		42,515					300			600		43,416	3,321	6,078		9,848	850	2,655	217	66,386
1	021102	LANDFILL GATE ATTENDANT	12,912.0	2080		26,857										26,857	2,055	3,760		123	537	1,643	134	35,108
1	021102	LANDFILL GEN MAINT WORK	13,299.1	2080		27,662					360					28,022	2,144	3,923		23,528	553	1,714	140	60,024
1	021102	LANDFILL HRY EQUIP OPERA	17,195.5	2080		35,767					300					36,067	2,759	5,049		0	715	2,206	180	46,977
1	021102	LANDFILL HRY EQUIP OPERA	17,195.5	2080		35,767										35,767	2,736	5,007		9,848	715	2,187	179	56,440
1	021102	LANDFILL HRY EQUIP OPERA	17,195.5	2080		35,767										35,767	2,736	5,007		9,848	715	2,187	179	56,440
1	021102	LANDFILL HRY EQUIP OPERA	17,195.5	2080		35,767										35,767	2,736	5,007		9,848	715	2,187	179	56,440
1	021102	LANDFILL LIGHT EQUIP OPER	13,904.8	2080		28,922										28,922	2,213			123	578	1,769	145	36,873
0.5	021102	LANDFILL LABOROR	12,000.0	1040		12,480										12,480	955	1,747	3,124	0	250	763	62	16,257
1	021102	ROL OFF DRIVER	13,234.6	2080		27,528										27,528	2,106	3,854		9,964	551	1,684	138	45,823
		OVERTIME				33,000										33,000	2,525	4,620						40,145
9 FT/1 FT		TOTAL LANDFILL				339,952	33,000	-	-	-	2,280	-	-	-	1,200	366,432	28,032	47,251	3,124	86,990	6,599	20,593	1,667	560,486
43.5 FT/1 FT		TOTAL SANITATION				1,658,068	55,000	4,080	-	-	11,580	-	-	-	3,901	1,732,629	132,546	223,010	15,087	426,926	33,243	94,303	8,388	2,666,134
1	041301	REC CENTER ADMINSTRATOI	24,536.1	2080		55,324					600					55,924	4,278	7,829		123	1,106	1,907	280	71,447
1	041301	RECREATION ASSISTANT	12,480.0	2080		25,958										25,958	1,986	3,634		0		885	130	32,593
1	041301	RECREATION ASSISTANT	12,480.0	2080		25,958										25,958	1,986	3,634		0	519			33,113
0.2	041301	RECREATION ASSISTANT	12,480.0	1040		12,480										12,979	993			0	0	443	65	14,480
0.2	041301	RECREATION ASSISTANT	12,000.0	1040		12,480										12,480	955			0	0	426	62	13,923
0.2	041301	RECREATION ASSISTANT	12,000.0	1040		12,480										12,480	955			0	0	426	62	13,923
1	041301	AQUATIC FACILITIES ADMIN	16,366.9	2080		34,043					300					34,343	2,627	4,808		681	1,171	1,171	172	43,802
0	041301	LIFEGUARD - CASUAL POOL	12,000.0	2000		24,000										24,000	1,836			0	480	818	120	27,254
0	041301	LIFEGUARD - SEASONAL POO	12,000.0	5760		69,120										69,120	5,288			0	1,382	2,357	346	78,493
1	041301	LIFEGUARD	12,480.0	2080		25,958										25,958	1,986	3,634		9,964	524	885	130	33,113
1	041301	LIFEGUARD II	12,600.0	2080		26,208										26,208	2,005	3,669		9,964	524	885	130	33,113
0.5	041301	LIFEGUARD - PARTTIME	12,000.0	1560		18,720										18,720	1,432	2,621		0	374	638	94	23,879
0.5	041301	LIFEGUARD - PARTTIME	12,000.0	1560		18,720										18,720	1,432	2,621		0	374	638	94	23,879
0.5	041301	LIFEGUARD - PARTTIME	12,000.0	1560		18,720										18,720	1,432	2,621		0	374	638	94	23,879
0.5	041301	LIFEGUARD - PARTTIME	12,000.0	1560		18,720										18,720	1,432	2,621		0	374	638	94	23,879
0.2	041301	SUMMER YOUTH PRGRM COC	12,000.0	400		4,800										4,800	3,972			0	96	164	24	9,055
0.2	041301	SUMMER YOUTH PRGRM ASS	12,000.0	3600		43,200										43,200	2,979			0	864	1,473	216	48,732
0.5	041301	OFFICE SPECIALIST	13,299.1	1040		13,831					420					14,251	1,090	1,995		9,964	277	49	71	27,696
1	041301	CUSTODIAN	12,658.3	2080		26,329										26,329	2,478	3,686		9,848	527	1,370	132	44,370
		OVERTIME				4,000										4,000	1,598	560						6,158
7 FT/1 FT		TOTAL RECREATION				487,550	4,000	-	-	-	720	-	-	-	600	492,870	42,739	43,933	-	29,899	8,473	16,705	2,444	637,063
1 FT	051401	SENIOR SERVICES DIRECTOR	24,655.9	2080		51,284					720			600		52,604	4,024	3,950	5,681	23,593	1,026	179	263	87,371
1	051401	OFFICE SPECIALIST	13,299.1	2080		27,662										27,662	2,116	3,950		115	553	94	138	34,630
1	051401	PROGRAM COORDINATOR	13,768.9	2080		28,639										28,639	2,191	4,010		115	573	98	143	35,769
1	051401	PROGRAM COORDINATOR	13,565.4	2080		28,216										28,216	2,159	3,950		115	564	96	141	35,242
1	051401	CUSTODIAN	12,289.4	2080		25,562										25,562	1,955	3,579		9,964	511	1,330	128	43,029
		OVERTIME				250										250	19	35						304
5 FT		TOTAL SENIOR SERVICES				161,364	250	-	-	-	720	-	-	-	600	162,934	12,464	15,524	5,681	33,902	3,227	1,798	813	236,343
1	051402	SENIOR SVC PILOT DRIVER	13,299.4	2080		19,789										19,789	1,565	2,770		7,575	410	0	18	32,127
1 FT		TOTAL GRANT SR SVC PILOT DRIVER				19,789										19,789	1,565	2,770		7,575	410	0	18	32,127
6 FT		TOTAL SENIOR SERVICES				181,153	250	-	-	-	720	-	-	-	600	182,723	14,029	18,294	5,681	41,477	3,637	1,798	831	268,471
1	101602	WASTEWATER SUPERINTENT	33,009.6	2080		68,660								600		69,260	5,298	9,696		123	1,373	2,529	346	88,626
1	101602	WWTP SUPERVISOR (IN TOW)	22,011.7	2080		45,784								600		46,384	3,548	6,494		9,971	916	1,694	232	69,239
1	101602	WASTEWATER SUPERVISOR (	21,686.5	2080		45,108								600		45,708	3,396	6,399		11,796	902	1,669	229	81,997
0.5	101602	ENGINEER 50%	26,747.1	1040		27,817								300		28,117	2,151	3,936		556	1,014	141	141	47,712
1	101602	ADMIN ASST	15,046.8	2080		31,297										31,297	2,394	4,382		23,585	626	107	156	62,548
1	101602	WWTP ELECTRICIAN	18,298.8	2080		38,062										38,062	2,912	5,279		23,593	761	1,390	190	72,236
1	101602	WWTP LAB TECH	18,333.0	2080		38,133										39,093	2,991	5,473		9,964	763	1,428	195	59,906
1	101602	WWTP MECHANIC - SPECIALI	19,622.5	2080		40,815		1,020								42,675	3,265	4,609		9,964	837	1,300	213	62,862
1	101602	WWTP OPER II	15,198.3	2080		31,612					300					31,913	2,441	4,468		9,848	632	1,165	160	50,627



**CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024**

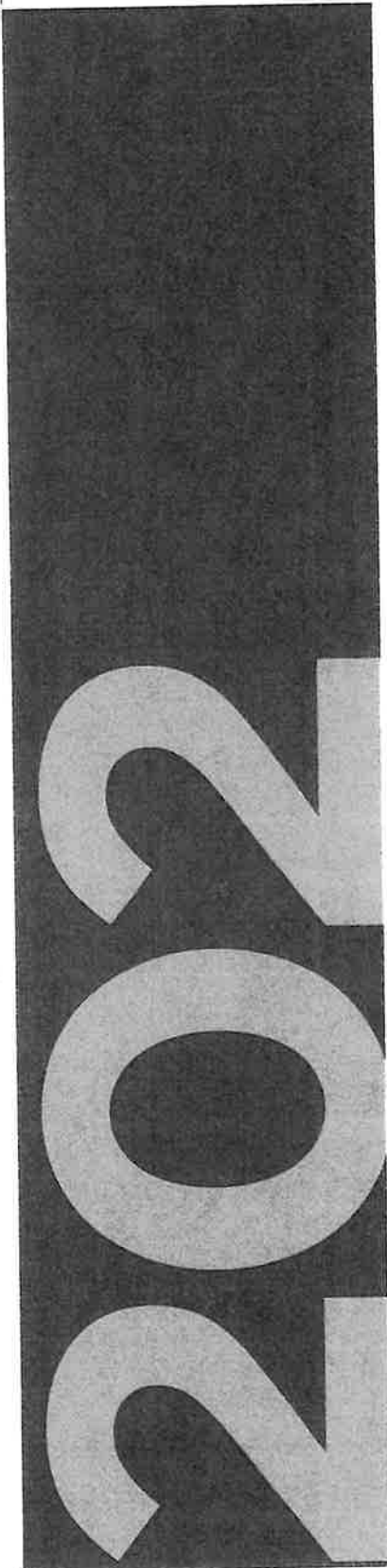
OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED	60450 RHCA	60500 WK COMP	50600 UNEMP SERVICES	TOTAL
19.5		TOTAL WWTP				686,364	55,800	1,020	19,000	1,500	766,385	58,628	82,876	18,836	172,400	13,748	23,950	3,458	1,140,281
		ON-CALL									19,000	1,454	2,660						23,114
		121701 AIRPORT DIRECTOR	35,2387	2080		73,296				600	73,897	5,653	10,346		23,593	1,466	3,885	369	119,209
		121701 AIRPORT MAINT SUPERVISOR	16,8318	2080		30,000				600	31,080	2,378		3,357	23,593	600	1,634	155	62,797
		121701 ADMIN ASST	15,0468	2080		31,297					31,777	2,431	4,449		9,971	626	1,034	159	49,521
		121701 AIRPORT MAINT TECH	14,9736	2080		30,000					30,000	2,295	4,200		23,470	600	1,577	150	62,293
		121701 AIRPORT MAINT TECH	15,7040	2080		32,664					32,664	2,499		3,528	0	653	1,717	163	41,225
		121701 AIRPORT MAINT TECH/CUSTO	14,9736	2080		31,145					31,145	2,383	4,360		9,971	623	1,620	156	40,287
		121701 OVERTIME				5,100					5,100	390	714						16,175
		ON-CALL									7,000	536	980						8,516
6 FT		TOTAL AIRPORT				228,403	5,100	-	7,000	960	242,663	18,564	25,049	6,884	90,598	4,568	10,543	1,153	400,022
1		131801 NED HOUK PARK SUPERVISO	20,9510	2080		43,578				600	45,438	3,476	6,361		9,964	872	1,549	227	67,887
1		131801 PARK MAINTENANCE SPECIA	13,2991	2080		27,662					28,142	2,153	3,940		23,593	553	960	141	59,481
1		131801 PARK MAINTENANCE SPECIA	17,1675	2080		35,708					37,208	2,846	5,209		9,964	714	1,269	186	57,396
3		131801 OVERTIME				1,000					1,000	77	140						1,217
0.5		TOTAL NHP				106,549	1,000	-	-	600	111,789	8,552	15,650	-	43,520	2,139	3,778	554	185,982
2 PT		131802 NED HOUK RANGE MAINT SP	12,9120	1248		16,114					16,114	1,233	2,256		0	322	549	81	20,555
3 FT/2 PT		131802 NED HOUK RANGE SUPERVIS	22,2131	1664		36,963					36,963	2,838	5,175		0	739	1,360	185	47,149
		TOTAL SHOOTING RANGE				53,077					53,077	4,060	7,431	-	-	1,062	1,810	265	67,705
		TOTAL NED HOUK PARK				160,025	1,000	-	-	600	164,865	12,612	23,081	-	43,520	3,201	5,588	819	253,686
1		141901 LIBRARY DIRECTOR	33,1594	2080		68,972				600	70,292	5,377	4,382		9,971	1,379	634	351	95,596
1		141901 ADMIN ASST	15,0468	2080		31,297					31,297	2,394			9,964	626	107	156	48,926
1		141901 CUSTODIAN	13,1961	2080		27,448				780	28,228	2,159	5,678		23,593	549	1,469	203	59,188
1		141901 LIBRARIAN	18,9806	2080		39,480				1,080	40,560	3,103			23,593	790	366	203	74,2

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA ALLOW	60125 CLOTH ALLOW	60128 CELL	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE MED INS	60450 RHCA	60500 WK COMP	60600 UNEMP PERSONNEL	TOTAL
1	750601	STRT MAINT EQUIPMENT OPI	15.8085	2080		32,882					420					33,302	2,548	4,662	23,593	658	2,678	167	67,606	
1	750601	STRT MAINT EQUIPMENT OPI	15.5783	2080		32,403										32,403	2,479	4,536	9,848	648	2,606	162	52,682	
1	750601	STRT MAINT EQUIPMENT OPI	14.3346	2080		29,816										29,816	2,281	4,174	23,593	596	2,398	149	63,007	
1	750601	STRT MAINT HEAVY EQUIP O	19.2094	2080		39,956					1,380					41,336	3,162	5,787	9,971	799	3,324	207	64,585	
1	750601	STRT MAINT HEAVY EQUIP O	19.2625	2080		40,066					1,500					41,566	3,180	5,819	23,593	801	3,342	208	78,509	
1	750601	STRT MAINT HEAVY EQUIP O	17.1955	2080		35,767										35,767	2,736	5,007	23,593	715	2,876	179	70,873	
1	750601	STRT MAINT HEAVY EQUIP O	17.1955	2080		35,767										35,767	2,736	5,007	23,470	715	2,876	179	70,750	
1	750601	STRT MAINT LIGHT EQUIP OP	13.9048	2080		28,922										28,922	2,213	4,049	9,848	578	2,326	145	48,081	
1	750601	STRT MAINT LIGHT EQUIP OP	13.9048	2080		28,922										28,922	2,213	4,049	23,593	567	1,931	142	60,725	
1	750601	STRT MAINT SWEEPER OPER	13.6316	2080		28,354										27,528	2,106	3,854	3,970	551	1,874	138	36,166	
1	750601	STRT MAINT SWEEPER OPER	13.2346	2080		27,528										27,941	2,137	3,912	23,585	559	1,902	140	60,176	
1	750601	STRT MAINT SWEEPER OPER	13.4331	2080		27,941										27,528	2,106	3,854	23,470	551	1,874	138	59,520	
1	750601	STRT MAINT SWEEPER OPER	13.2346	2080		27,528										35,986	2,753	5,038	9,964	711	1,096	180	55,728	
1	750601	STRT MAINT MECHANIC	16.6088	2080		34,546					420					37,049	2,069	3,787	9,964	711	1,096	180	55,728	
1	750601	CUSTODIAN	12.6583	2080		26,329					720					30,000	2,295	4,200	123	527	1,407	135	35,097	
1	750601	OVERTIME					30,000									27,000	2,066	3,780					36,495	
19 FT	750601	ON-CALL							27,000							27,000	2,066	3,780					36,495	
		TOTAL STREET MAINTENANCE				706,295	30,000	1,020	27,000		7,980				1,800	774,095	59,218	102,261	4,715	308,986	14,146	53,725	3,585	1,320,732
1	750602	CREW LEADER	14.1131	2080		29,355										29,355	2,246	4,110	9,848	587	2,541	147	48,834	
1	750602	GEN MAINT WORKER - ERT	12.9120	2080		26,857										26,857	2,055	3,760	0	537	2,325	134	35,668	
1	750602	GEN MAINT WORKER - ERT	13.1055	2080		27,259										27,259	2,085	3,816	9,848	545	2,360	136	46,051	
3 FT		OVERTIME					250									250	19	35					304	
		TOTAL ERT				83,472	250									83,722	6,405	11,721		19,697	1,669	7,226	417	130,857
1	750603	TRAFFIC CONTROL TECH HEL	14.3220	2080		29,790										29,790	2,279	4,171	23,593	596	3,493	149	64,070	
1	750603	TRAFFIC CONTROL TECH HEL	13.9048	2080		28,922										28,922	2,213	4,049	9,848	578	3,391	145	49,146	
1	750603	TRAFFIC CONTROL TECH SR	19.5493	2080		40,663					900					41,563	3,180	5,819	23,593	813	4,874	208	80,049	
1	750603	TRAFFIC CONTROL TECH SR	21.7659	2080		45,273					1,260					46,533	3,560	6,515	123	905	5,456	233	63,325	
1	750603	TRAFFIC SUPERINTENDENT	33.6970	2080		70,090					1,500					72,190	5,523	10,107	23,593	1,402	8,465	361	121,639	
1	750603	OVERTIME					6,000									6,000	459	840					7,299	
5 FT	750603	ON-CALL							13,000							13,000	995	1,820					15,815	
		TOTAL TRAFFIC				214,737	6,000		13,000		3,660				600	237,997	18,207	33,320		80,760	4,295	25,680	1,095	401,343
27 FT		TOTAL SPECIAL STREETS				1,004,504	36,250	1,020	40,000		11,640				2,400	1,095,814	83,830	147,502	4,715	409,433	20,110	86,631	5,098	1,852,932
1	929270	CATS OPERATION SUPERVISC	22.8384	2600		59,380					1,904					61,284	4,688	8,580	13,613	1,188	3,802	306	93,461	
1	929270	OFFICE SPECIALIST	18.3921	2600		47,819					1,904					49,723	3,804	6,961	32,425	956	1,70	249	94,288	
0.3	929270	DATA ENTRY CLERK PT	12.9120	1950		25,178										25,178	1,926	3,525	32,425	504	86	126	63,770	
1	929270	TRANSIT DRIVER	13.1055	2600		34,074										34,074	2,607	4,770	32,425	681	2,114	170	76,842	
1	929270	TRANSIT DRIVER	12.9120	2600		33,571										33,571	2,568	4,700	13,541	671	2,083	168	57,303	
1	929270	TRANSIT DRIVER	13.2991	2600		34,578										34,578	2,645	4,841	0	692	2,145	173	45,073	
1	929270	TRANSIT DRIVER	13.2991	2600		34,578										34,074	2,607	4,770	13,541	681	2,114	170	57,959	
1	929270	TRANSIT DRIVER	13.1055	2600		34,074										34,578	2,645	4,841	13,685	692	2,145	173	58,759	
1	929270	TRANSIT DRIVER	13.2991	2600		34,578										36,271	2,775	5,078	32,425	716	2,250	181	79,695	
1	929270	TRANSIT DRIVER	13.7656	2600		35,791										36,271	2,775	5,078	32,425	716	2,250	181	79,695	
1	929270	TRANSIT DRIVER	12.9120	2600		33,571										33,571	2,568	4,700	0	671	2,083	168	43,761	
1	929270	TRANSIT DRIVER	10.3423	2600		26,890										26,890	2,057	3,765	2,904		1,668	134	51,642	
0.5	929270	TRANSIT DRIVER	12.9291	2600		26,890										13,446	1,029	0	0	834	67	15,376		
0.5	929270	TRANSIT DRIVER-PTNB	13.4463	1040		13,984										13,984	1,070	0	0	868	70	15,991		
0.2	929270	TRANSIT DRIVER-PTNB	12.9120	600		7,747										7,747	593			0	264	39	8,643	
	929270	GROUNDKEEPER - SEASON <sup>A</sup>					17600									17,000	1,301						18,301	
		OVERTIME																						
10 FT/3																								
PT/1																								
SEASONAL		TOTAL CATS OPERATIONS				434,682	17,000	0.00	0.00	0.00	4,288	0.00	0.00	0.00	0.00	455,970	34,882	56,531	2,904	197,767	7,990	22,626	2,195	780,864
1	929271	CATS DIRECTOR	33.6538	2600		70,000					1,218					71,980	5,506	7,774	7,774	32,425	1,400	245	360	119,690
1	929271	OFFICE MANAGER	25.0551	2600		52,115					1,218					53,333	4,080	7,560	32,425	1,042	182	267	97,089	
		OVERTIME					3,000									3,000	230						3,230	
2 FT		TOTAL CATS ADMINISTRATION				122,115	3,000				2,437					128,513	9,516	13,534	13,534	64,850	2,442	427	627	220,009
		TOTAL CATS				556,797	20,000	0	0	0	6,724	0	0	0	762	584,283	44,698	56,531	16,438	262,617	10,432	23,053	2,821	1,000,872
0.5	979701	EMERGY MNGT DIR. 50%	31.0976	2080		32,342										32,942	2,520	3,558	3,558	2,523	647			42,190
0.5	979701	EMERGY MNGT SPECIALIST \$	18.0109	2080		18,731					540					19,271	1,474	2,698	7,402	375				31,220
		TOTAL GRANT EMERGENCY MGMT				51,073					540					52,213	3,994	2,698	3,558	9,925	1,021			73,410

CITY OF CLOVIS  
PERSONAL SERVICES SCHEDULE  
FISCAL YEAR ENDING 6/30/2024

# OF POS	ORG	POSITION	PAY RATE	HOURS YEAR	FLS HRS	60110 BASE TOTAL	60111 O/T	60123 TOOL ALLOW	60112 STAND BY	60113 HOL- IDAY	60127 LONG EVITY	60115 DIFF	60117 FLSA	60125 CLOTH ALLOW	60128 CELL ALLOW	GRAND TOTAL	SS & FICA TOTAL SS & FICA	60310 ICMA	60320 PERA	MED/LIFE TOTAL MED INS	60450 RHCA	60500 WK COMP	60600 UNEMP	TOTAL PERSONNEL SERVICES
	979702	POLICE OFFICERS - SAFER OVERTIME				38,724										38,724	0	0	0	0	0	0	0	38,724
		TOTAL POLICE GRANTS - SAFER NM - FICA IN 010301				38,724										38,724	0	0	0	0	0	0	0	38,724
1	979705	POL OFFICER RECRUIT	19,6466	2080		40,865			2,554	2,593						46,012	3,520	6,442	9,271	123	920	1,604	230	58,852
1	979705	POL OFFICER RECRUIT	19,6466	2080		40,865			2,554	2,593						46,012	3,520	6,442	9,271	9,964	920	1,604	230	71,522
		SAFER GRANT OT														0								
2 FT		TOTAL POLICE GRANTS - COFS GRANTS				81,730	0	0	5,108	5,187	0	0	0	0	0	92,025	7,040	6,442	9,271	10,086	1,840	3,209	460	130,374
2 FT		TOTAL GRANTS				132,803	38,724	0	5,108	5,187	540	0	0	0	0	182,962	11,034	9,140	12,839	20,012	2,862	3,209	460	242,507
10		ELECTED OFFICIALS																						
406		FULL TIME EMPLOYEES																						
25		PART-TIME EMPLOYEES																						
27		SEASONAL EMPLOYEES																						
469		TOTAL PERSONNEL SERVICES				5,773,411	511,379	8,160	293,157	521,694	115,565	16,000	469,833	3,300	47,567	20,385,012	1,555,372	1,922,621	1,066,983	5,477,570	395,023	753,027	98,730	31,654,288



# CITY OF CLOVIS

## EMPLOYEE BENEFITS GUIDE



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## **WELCOME**

We know your benefits are important to you and to your family. We also know that you lead busy lives, and it can be hard to find time to read complicated insurance materials. For that reason, we created this easy to understand and use benefit guide. This guide provides information about the options available to you as a benefits-eligible employee of City of Clovis.



*This Benefit Guide provides only a brief description of your benefit plans. We have attempted to describe important details of the plans in a clear, simple, and concise manner. If there is a conflict between this Guide and the wording of the Certificate of Coverage, The Certificate will prevail. City of Clovis reserves the right to change or modify their benefit plan at any time.*



## OVERVIEW

### ELIGIBILITY

Employees who work 20 or more hours a week are eligible for benefits on the first of the month following date of hire. You may also enroll your eligible dependents in the benefit plans when you enroll.

#### ***Eligible dependents include:***

- Your legal spouse
- Your children up to the age 26, regardless of full-time student status, marital status, or financial dependency

Under the plan, your child(ren) include your natural children, step-child(ren), legally adopted children, and any other child(ren) for whom you have legal guardianship. (Legal guardianship is established by the courts).

#### **When You Can Enroll**

You can sign up for benefits at any of the following times:

- Within 31 days of the date you are first eligible to participate
- During the annual open enrollment period
- Within 30 days of a qualifying event change
- If you do not enroll at the above times, you must wait for the next annual open enrollment

### QUALIFYING EVENT

In most cases, your benefit elections remain in effect until the next open enrollment period. However, you may be able to change your benefit choices during the year if you have a change in status including:

- Change in Marital Status
- Change in Employment Status: Termination, reduction in hours (FT to PT)
- Entitlement to Medicare/Medicaid for you or your dependents
- Gain/Loss of other coverage
- Dependent no longer satisfies eligibility
- Judgments or Orders: Resulting from a divorce, legal separation, or change in legal custody (such as a Qualified Medical Child Support Order (QMCSO)).
- Birth or adoption of a child
- Death of a dependent family member

You must contact the Finance Department within 30 days of the change. If you do not notify them within 30 days you must wait until annual open enrollment to make the benefit changes.

You may be asked to show supporting documents depending on the qualifying event.



## MEDICAL



### YOUR MEDICAL PLAN

We want to provide our employees with access to quality medical coverage. As medical care gets more expensive over the years, we still need insurance to help protect not only our physical fitness, but our financial fitness as well. City of Clovis offers the Open Access Plus (OAP) plan through Cigna, which helps you do both.

### YOUR PROVIDER NETWORK

This plan utilizes Cigna's Open Access Plus provider network. With Open Access Plus, you have the flexibility to choose any provider to receive benefits. However, if you go to a provider who is part of the Cigna Open Access Plus network you will likely pay less because in-network providers have agreed to charge lower, negotiated rates. For more info visit [myCigna.com](http://myCigna.com).

### PREVENTIVE CARE

Our Medical plan covers in-network preventive care at 100% (no deductible applies). This includes routine health care services to maintain your health and prevent disease, including services such as annual physical exams, well-woman exams, certain immunizations, and more. Preventive services received at out-of-network providers are not covered, so be sure to use Cigna contracted providers. To ensure the visit remains covered at 100%, please confirm all treatments are preventive only as defined by your plan. For more information on covered Preventive Care services login to your member profile at [myCigna.com](http://myCigna.com).

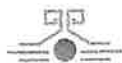
What isn't Preventive: If abnormal test results or a diagnosis is determined during a preventive care service, the visit could be considered diagnostic, not preventive. An example of diagnostic care would be having a polyp removed during a colonoscopy.



## MEDICAL



Medical Plan		
Cigna Plan Name	Open Access Plus (OAP) PPO Plan	
	<i>In-Network</i>	<i>Out-Of-Network</i>
<b>Calendar Year Deductible</b> Individual Family	\$1,000 \$3,000	\$10,000 \$20,000
<b>Out of Pocket Maximum</b> Individual Family	\$4,000 \$8,000	\$20,000 \$40,000
<b>Coinsurance</b>	You pay 20% after deductible	You pay 50% after deductible
<b>Preventive Care</b> (As billed by phys.)	Plan pays 100%	Not Covered
<b>Office Visit</b>	\$30	You pay 50% after deductible
<b>Specialist Visit</b>	\$60	You pay 50% after deductible
<b>Urgent Care</b>	\$75	You pay 50% after deductible
<b>Emergency Room</b>	\$250	\$250
<b>Lab &amp; X-ray</b> (Independent lab, Outpatient facility)	Plan pays 100%	You pay 50% after deductible
<b>Diagnostic Imaging</b> (MRI's, Pet Scans)	\$150	You pay 50% after deductible
<b>Inpatient Hospital</b>	Deductible then Plan Pays 80%	You pay 50% after deductible
<b>Outpatient Hospital</b>	Deductible then Plan Pays 80%	You pay 50% after deductible
<b>Prescription Drugs</b> 30 days 90 days	\$15/\$40/\$80 2.5 x Retail Copay	Not Covered
	Employee Share	City Share
<b>Employee Only</b> Per Pay Period (24)	\$40.37	\$363.34
<b>Emp + Family</b> Per Pay Period (24)	\$96.09	\$864.78





## ONE GUIDE



Making health care decisions can be confusing. There are so many questions: Are you paying too much for a prescription? Is this hospital in your network? How can you make healthier choices? Cigna One Guide service is there to help you find answers to questions like these and many more.

One Guide solution combines digital technology with personalized customer service. With One Guide, you have the one-on-one support you need to take control of your health and your health spending. Your Cigna One Guide representative can assist in resolving health care issues, saving you time and money, finding the right In-Network provider, getting cost estimates, understanding your bills, or exploring ways to improve your health.

You can access a personal guide via app, chat, online, or phone when you need guidance, support, or answers.

**Please call 1-888-806-5094 to speak with a representative today.**

## CIGNA'S 24-HOUR HEALTH INFORMATION LINE

Using one toll-free number, you and your family can speak with Registered Nurses on health-related adult and pediatric issues and get help making informed healthcare decisions on topics such as:

- Preventive Care
- Diseases
- Drugs
- Diagnostic and surgical procedures

Nurses can also assist callers with choosing appropriate medical care and preparing questions to discuss with your physician about treatment plans. When appropriate, the nurses will suggest care either through self-care techniques, a provider appointment, or if needed, a visit to the urgent care or emergency room.

There is also a library of recorded health-related programs in English and Spanish; they are also available as a podcast on **myCigna.com**.

**Please call: 1-800-244-6224**



## MOBILE APP



Access your health plan anytime and anywhere you go. The **myCigna Mobile App** is all about helping you stay organized and in control of your health. Options include:

- **ID cards.** View, print, or send ID card information (front and back) right from your mobile device.
- **Claims.** View, search, and bookmark claims quickly.
- **Account balances.** Instantly access your out of pocket maximums and deductibles.
- **Provider search.** Research quality and cost of in-network doctors and pharmacies.
- **Medical procedure search.** Look up common procedures and compare costs of providers.
- **What's covered.** View your plan coverage and details.
- **Health incentives.** Track progress toward achieving your goals and awards.
- **Health wallet.** Organize and manage your health information and contacts.
- **Cigna Home Delivery Pharmacy.** Manage your prescriptions right from your mobile device.
- **Drug search.** Look up drugs and compare actual costs at pharmacies nationwide.

## THE CIGNA DIABETES PROGRAM IN COLLABORATION WITH OMADA

Omada is a digital lifestyle change program that connects the dots between knowing how to get healthy and actually doing it. Participants get all the support and tools they need, including an interactive program, wireless scale, health coach, and more. Visit [go.omadahealth.com](http://go.omadahealth.com)

## GINGER

Download the Ginger app today to get started with coaching, therapy, and psychiatry. Behavioral health coaches are available to chat via text anytime you need immediate support. Licensed therapists and psychiatrists offer therapy via video with flexible hours, including weekends and evenings—all from the privacy of your smartphone. Visit [ginger.com/cigna](http://ginger.com/cigna)

## IDENTITYFORCE

Did you know there's a new victim of identity theft every 2 seconds? There's also significant emotional stress involved in identity theft and managing stress is an important part of overall health. Cigna has teamed up with IdentityForce, to protect employees enrolled in a Medical plan and their dependents up to age 26, against identity theft and help them fix any identity theft compromises – all at no additional cost. Call 833-580-2523 or visit [cigna.identityforce.com/starthere](http://cigna.identityforce.com/starthere)

## RECOVERY ONE

If nagging injuries, muscle aches, or joint pain have you down, we have good news. You have access to RecoveryOne™ for Cigna®, an online physical therapy program that's included in your health plan benefits. There's no added cost to you or your covered dependents (ages 18+) to use it. Get started at [recoveryone.com/start](http://recoveryone.com/start)



## CIGNA TELEHEALTH CONNECTION



If you are enrolled in the Cigna Medical Plan, you have access to telehealth services as part of your medical plan – **MDLIVE**.

Cigna Telehealth Connection lets you get the care you need, including most prescriptions when you can't get to your doctor for a wide range of minor conditions. You can connect with a board-certified doctor via secure video chat or phone, without leaving your home or office.

Say it's the middle of the night and your child is sick or you're at work and not feeling well. If you pre-register for MDLIVE, you can speak with a doctor for help with non-urgent conditions such as:

- Cold & flu symptoms
- Allergies
- Sore throat
- Rash
- Stomachache
- Acne
- UTIs and more



These virtual visits cost less than going to a convenience or urgent care clinic, and much less than going to the emergency room. With your plan it will be **\$10** a visit.

### Signing up is easy!

- Set up and create an account with MDLIVE
- Complete a medical history using their "virtual clipboard"
- Download the vendor app to your smartphone/mobile device

Register for MDLIVE today so you'll be ready to use the telehealth service when you need it.

**MDLIVEforCigna.com | 888-726-3171**

## MOTIVATE ME

This program gives you the opportunity to earn rewards for taking charge of your health. Activities include Preventive Exam (\$75 gift card), Personal Health Assessment (\$25 gift card), Onsite biometric screening (\$25 gift card), Apps & Activities (\$25 gift card), and Diabetes prevention (\$25 gift card). Total incentives are capped at \$100.

You will login to **myCigna.com** for information on your rewards and progress within the program.



## DENTAL

## UNITED CONCORDIA®

City of Clovis offers the choice of two Dental Plan options through United Concordia.

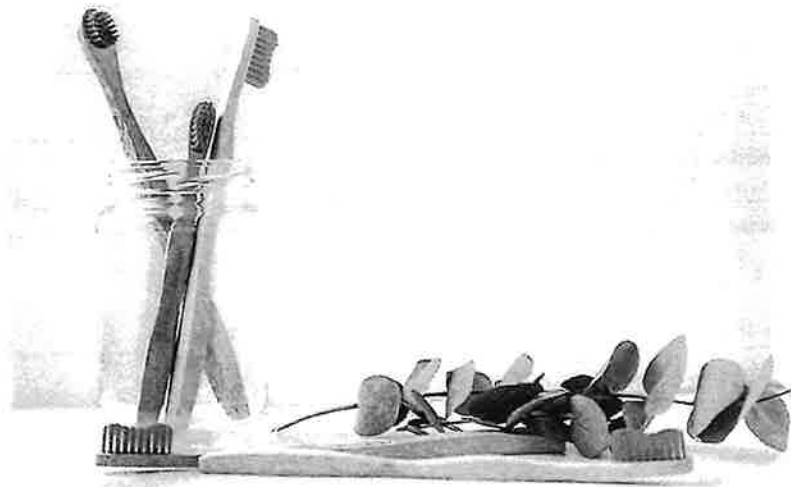
Both plans use the **Elite Plus** Network. With both dental plans you can visit any licensed dentist and still have coverage but you will save more by going to an in-network dentist.

Premiums	Low Plan Per Pay Period (24)	High Plan Per Pay Period (24)
Employee	\$8.44	\$13.24
Emp + Spouse	\$16.68	\$26.18
Emp + Child(ren)	\$16.92	\$24.70
Emp + Family	\$26.61	\$41.56

### Find a Network Provider

Visit [unitedconcordia.com/find-a-dentist/#/](http://unitedconcordia.com/find-a-dentist/#/) and select the Elite Plus network to locate nearby dentists or see if your dentist participates in your network.

Review the summaries on the next page and make your plan selection carefully. Coverage limitations and waiting periods apply.



## DENTAL

## UNITED CONCORDIA®

Low Dental Plan	
<b>Calendar Year Maximum</b>	\$1,000
<b>Calendar Year Deductible</b> (Excludes Class 1)	Individual \$50 Family \$150
<b>Class I: Preventive &amp; Diagnostic</b> (Exams, bitewing x-rays, cleanings)	100%
<b>Class II: Basic Restorative Care</b> (Fillings, extractions, oral surgery)	80%
<b>Class III: Major Restorative Care</b> (Crowns, bridges, dentures, implants)	Not Covered
<b>Waiting Periods</b> <b>Class I</b> <b>Class II</b>	None 6 months
High Dental Plan	
<b>Calendar Year Maximum</b> (Excludes Class 1 & Orthodontia)	\$1,250
<b>Calendar Year Deductible</b> (Excludes Class 1 & Orthodontia)	Individual \$50 Family \$150
<b>Class I: Preventive &amp; Diagnostic</b> (Exams, bitewing x-rays, cleanings)	100%
<b>Class II: Basic Restorative Care</b> (Fillings, extractions, oral surgery)	80%
<b>Class III: Major Restorative Care</b> (Crowns, bridges, dentures, implants)	50%
<b>Class IV: Orthodontia</b> Children up to age 19 only	50%
<b>Lifetime Orthodontia Maximum</b> Children up to age 19 only	\$1,000
<b>Waiting Periods</b> <b>Class I</b> <b>Class II</b> <b>Class III</b> <b>Orthodontics for dependents to age 19</b>	None None 6 months 12 months
<b>Smile for Health® Wellness</b> <b>Provides periodontal care for people with certain chronic medical conditions: diabetes, heart disease, lupus, oral cancer, organ transplant, rheumatoid arthritis, stroke, and pregnancy</b>	<ul style="list-style-type: none"> <li>• Covers 1 additional periodontal maintenance per year and all are covered at 100%</li> <li>• Scaling and root planing are covered at 100%</li> <li>• 4 periodontal surgery procedures are covered at 100%</li> </ul>



## VISION



City of Clovis offers a Vision Plan through Davis Vision.

Go to any licensed vision specialist and receive coverage. Just remember your benefit dollars go further when you stay in-network and visit providers contracted with the Davis Network.

Davis Vision	
Network Name	In-Network
Exam Copay	\$0
Frame Allowance	\$90 Credit
Contact Lenses Allowance In lieu of eye glasses	Vision Collection covered in full or \$105 Credit
Frequency Schedule Eye Exam/Lenses/Frames	Once every 12/12/24

Premiums	Per Pay Period (24)
Employee	\$4.26
Emp + Spouse	\$7.67
Emp + Child(ren)	\$8.08
Emp + Family	\$12.77



### Find a Network Provider

Visit

**[davisvision.com/members](http://davisvision.com/members)**

or call 1.800.999.5431 to access the Interactive Voice Response (IVR) Unit, which will supply you with the names and addresses of the network providers nearest you.

### How do you receive services from a provider in the network?

Provide your provider with your member ID number and the name & date of birth of any covered dependent needing services. ID cards are not required.



## LIFE & DISABILITY



### BASIC TERM LIFE AND AD&D INSURANCE

City of Clovis provides Basic Life and Accidental Death and Dismemberment (AD&D) coverage through Lincoln for full-time employees who are enrolled in the Short Term Disability Plan, as well as their spouses and dependents at no cost.

Employees are not required to enroll in this benefit but are encouraged to review and update their beneficiary designation as needed during the year.

Coverage	Amount
Employee Basic Life	\$40,000
Employee AD&D	\$40,000
Spouse Basic Life	\$2,000
Dependent Basic Life	14 days- 6 months: \$100 6 months - 25: \$2,000

\*Employee benefits will reduce 50% at age 70.  
Spouse benefits terminate at age 70.

### SUPPLEMENTAL TERM LIFE AND AD&D INSURANCE

You may purchase additional Term Life and AD&D for yourself, your spouse, and dependent children at reduced group rates and have the premium conveniently deducted from your paycheck. This coverage is separate from the Basic Term Life and AD&D provided by City of Clovis.

If you apply for coverage above the Non-Medical Maximum amount below, or if you enroll after your initial eligibility, you will be required to submit an evidence of insurability (EOI) to Lincoln and be approved for the amount. You must purchase coverage for yourself before you can purchase coverage for your spouse and/or child(ren). Coverage is not guaranteed.

	Employee	Spouse	Dependent
Life and AD&D Benefit	Increments of \$10,000 up to the lesser of 5 x your Annual Earnings max of \$400,000	Increments of \$10,000 up to 50% of the Employee amount max of \$200,000	Age 14 days to 6 months: \$250 6 months to age 25: \$5,000 - \$10,000

\*Employee Guarantee Issue: Under age 70 is \$180,000. Guarantee Issue for Spouse is \$30,000



# MONTHLY EMPLOYEE LIFE PREMIUM



Non-Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.08	<25	\$0.80	\$1.60	\$2.40	\$3.20	\$4.00	\$4.80	\$5.60	\$6.40	\$7.20	\$8.00
0.08	25-29	\$0.80	\$1.60	\$2.40	\$3.20	\$4.00	\$4.80	\$5.60	\$6.40	\$7.20	\$8.00
0.09	30-34	\$0.90	\$1.80	\$2.70	\$3.60	\$4.50	\$5.40	\$6.30	\$7.20	\$8.10	\$9.00
0.11	35-39	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.14	40-44	\$1.40	\$2.80	\$4.20	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00
0.21	45-49	\$2.10	\$4.20	\$6.30	\$8.40	\$10.50	\$12.60	\$14.70	\$16.80	\$18.90	\$21.00
0.35	50-54	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00	\$24.50	\$28.00	\$31.50	\$35.00
0.67	55-59	\$6.70	\$13.40	\$20.10	\$26.80	\$33.50	\$40.20	\$46.90	\$53.60	\$60.30	\$67.00
0.81	60-64	\$8.10	\$16.20	\$24.30	\$32.40	\$40.50	\$48.60	\$56.70	\$64.80	\$72.90	\$81.00
1.55	65-69	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
		\$15.50	\$31.00	\$46.50	\$62.00	\$77.50	\$93.00	\$108.50	\$124.00	\$139.50	\$155.00
2.76	70-74	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$13.80	\$27.60	\$41.40	\$55.20	\$69.00	N/A	N/A	N/A	N/A	N/A
4.75	75-79	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$23.75	\$47.50	\$71.25	\$95.00	\$118.75	N/A	N/A	N/A	N/A	N/A
4.75	80+	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$23.75	\$47.50	\$71.25	\$95.00	\$118.75	N/A	N/A	N/A	N/A	N/A

Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.13	<25	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.13	25-29	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.13	30-34	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.18	35-39	\$1.80	\$3.60	\$5.40	\$7.20	\$9.00	\$10.80	\$12.60	\$14.40	\$16.20	\$18.00
0.26	40-44	\$2.60	\$5.20	\$7.80	\$10.40	\$13.00	\$15.60	\$18.20	\$20.80	\$23.40	\$26.00
0.4	45-49	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00
0.68	50-54	\$6.80	\$13.60	\$20.40	\$27.20	\$34.00	\$40.80	\$47.60	\$54.40	\$61.20	\$68.00
1.27	55-59	\$12.70	\$25.40	\$38.10	\$50.80	\$63.50	\$76.20	\$88.90	\$101.60	\$114.30	\$127.00
1.45	60-64	\$14.50	\$29.00	\$43.50	\$58.00	\$72.50	\$87.00	\$101.50	\$116.00	\$130.50	\$145.00
2.58	65-69	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
		\$25.80	\$51.60	\$77.40	\$103.20	\$129.00	\$154.80	\$180.60	\$206.40	\$232.20	\$258.00
4.17	70-74	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$20.85	\$41.70	\$62.55	\$83.40	\$104.25	N/A	N/A	N/A	N/A	N/A
6.51	75-79	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$32.55	\$65.10	\$97.65	\$130.20	\$162.75	N/A	N/A	N/A	N/A	N/A
6.51	80+	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	N/A	N/A	N/A	N/A	N/A
		\$32.55	\$65.10	\$97.65	\$130.20	\$162.75	N/A	N/A	N/A	N/A	N/A

Refer to Program Specifications for your maximum benefit amounts. Benefit and premium amounts reflect age reductions. Employee & Spouse Premiums are calculated separately. This is an estimate of premium cost. Actual deductions may vary slightly due to rounding and payroll frequency.





## MONTHLY SPOUSE LIFE PREMIUM



Non-Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.08	<25	\$0.80	\$1.60	\$2.40	\$3.20	\$4.00	\$4.80	\$5.60	\$6.40	\$7.20	\$8.00
0.08	25-29	\$0.80	\$1.60	\$2.40	\$3.20	\$4.00	\$4.80	\$5.60	\$6.40	\$7.20	\$8.00
0.09	30-34	\$0.90	\$1.80	\$2.70	\$3.60	\$4.50	\$5.40	\$6.30	\$7.20	\$8.10	\$9.00
0.11	35-39	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.14	40-44	\$1.40	\$2.80	\$4.20	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00
0.21	45-49	\$2.10	\$4.20	\$6.30	\$8.40	\$10.50	\$12.60	\$14.70	\$16.80	\$18.90	\$21.00
0.35	50-54	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00	\$24.50	\$28.00	\$31.50	\$35.00
0.67	55-59	\$6.70	\$13.40	\$20.10	\$26.80	\$33.50	\$40.20	\$46.90	\$53.60	\$60.30	\$67.00
0.81	60-64	\$8.10	\$16.20	\$24.30	\$32.40	\$40.50	\$48.60	\$56.70	\$64.80	\$72.90	\$81.00
1.55	65-69	\$6,500	\$13,000	\$19,500	\$26,000	\$32,500	\$39,000	\$45,500	\$52,000	\$58,500	\$65,000
		\$10.08	\$20.15	\$30.23	\$40.30	\$50.38	\$60.45	\$70.53	\$80.60	\$90.68	\$100.75

Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.13	<25	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.13	25-29	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.13	30-34	\$1.30	\$2.60	\$3.90	\$5.20	\$6.50	\$7.80	\$9.10	\$10.40	\$11.70	\$13.00
0.18	35-39	\$1.80	\$3.60	\$5.40	\$7.20	\$9.00	\$10.80	\$12.60	\$14.40	\$16.20	\$18.00
0.26	40-44	\$2.60	\$5.20	\$7.80	\$10.40	\$13.00	\$15.60	\$18.20	\$20.80	\$23.40	\$26.00
0.4	45-49	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00
0.68	50-54	\$6.80	\$13.60	\$20.40	\$27.20	\$34.00	\$40.80	\$47.60	\$54.40	\$61.20	\$68.00
1.27	55-59	\$12.70	\$25.40	\$38.10	\$50.80	\$63.50	\$76.20	\$88.90	\$101.60	\$114.30	\$127.00
1.45	60-64	\$14.50	\$29.00	\$43.50	\$58.00	\$72.50	\$87.00	\$101.50	\$116.00	\$130.50	\$145.00
2.58	65-69	\$6,500	\$13,000	\$19,500	\$26,000	\$32,500	\$39,000	\$45,500	\$52,000	\$58,500	\$65,000
		\$16.77	\$33.54	\$50.31	\$67.08	\$83.85	\$100.62	\$117.39	\$134.16	\$150.93	\$167.70

## MONTHLY CHILD LIFE PREMIUM

\$5,000	\$10,000
\$0.62	\$1.24

Refer to Program Specifications for your maximum benefit amounts. Benefit and premium amounts reflect age reductions. Employee & Spouse Premiums are calculated separately. This is an estimate of premium cost. Actual deductions may vary slightly due to rounding and payroll frequency.



**MONTHLY EMPLOYEE  
LIFE & ACCIDENTAL DEATH AND  
DISMEMBERMENT PREMIUM**



Non-Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.11	<25	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.11	25-29	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.12	30-34	\$1.20	\$2.40	\$3.60	\$4.80	\$6.00	\$7.20	\$8.40	\$9.60	\$10.80	\$12.00
0.14	35-39	\$1.40	\$2.80	\$4.20	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00
0.17	40-44	\$1.70	\$3.40	\$5.10	\$6.80	\$8.50	\$10.20	\$11.90	\$13.60	\$15.30	\$17.00
0.24	45-49	\$2.40	\$4.80	\$7.20	\$9.60	\$12.00	\$14.40	\$16.80	\$19.20	\$21.60	\$24.00
0.38	50-54	\$3.80	\$7.60	\$11.40	\$15.20	\$19.00	\$22.80	\$26.60	\$30.40	\$34.20	\$38.00
0.7	55-59	\$7.00	\$14.00	\$21.00	\$28.00	\$35.00	\$42.00	\$49.00	\$56.00	\$63.00	\$70.00
0.84	60-64	\$8.40	\$16.80	\$25.20	\$33.60	\$42.00	\$50.40	\$58.80	\$67.20	\$75.60	\$84.00
1.58	<b>65-69</b>	<b>\$10,000</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$40,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$70,000</b>	<b>\$80,000</b>	<b>\$90,000</b>	<b>\$100,000</b>
		\$15.80	\$31.60	\$47.40	\$63.20	\$79.00	\$94.80	\$110.60	\$126.40	\$142.20	\$158.00
2.79	<b>70-74</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$13.95	\$27.90	\$41.85	\$55.80	\$69.75	N/A	N/A	N/A	N/A	N/A
4.78	<b>75-79</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$23.90	\$47.80	\$71.70	\$95.60	\$119.50	N/A	N/A	N/A	N/A	N/A
4.78	<b>80+</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$23.90	\$47.80	\$71.70	\$95.60	\$119.50	N/A	N/A	N/A	N/A	N/A

Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.16	<25	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.16	25-29	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.16	30-34	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.21	35-39	\$2.10	\$4.20	\$6.30	\$8.40	\$10.50	\$12.60	\$14.70	\$16.80	\$18.90	\$21.00
0.29	40-44	\$2.90	\$5.80	\$8.70	\$11.60	\$14.50	\$17.40	\$20.30	\$23.20	\$26.10	\$29.00
0.43	45-49	\$4.30	\$8.60	\$12.90	\$17.20	\$21.50	\$25.80	\$30.10	\$34.40	\$38.70	\$43.00
0.71	50-54	\$7.10	\$14.20	\$21.30	\$28.40	\$35.50	\$42.60	\$49.70	\$56.80	\$63.90	\$71.00
1.3	55-59	\$13.00	\$26.00	\$39.00	\$52.00	\$65.00	\$78.00	\$91.00	\$104.00	\$117.00	\$130.00
1.48	60-64	\$14.80	\$29.60	\$44.40	\$59.20	\$74.00	\$88.80	\$103.60	\$118.40	\$133.20	\$148.00
2.61	<b>65-69</b>	<b>\$10,000</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$40,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$70,000</b>	<b>\$80,000</b>	<b>\$90,000</b>	<b>\$100,000</b>
		\$26.10	\$52.20	\$78.30	\$104.40	\$130.50	\$156.60	\$182.70	\$208.80	\$234.90	\$261.00
4.2	<b>70-74</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$21.00	\$42.00	\$63.00	\$84.00	\$105.00	N/A	N/A	N/A	N/A	N/A
6.54	<b>75-79</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$32.70	\$65.40	\$98.10	\$130.80	\$163.50	N/A	N/A	N/A	N/A	N/A
6.54	<b>80+</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	N/A	N/A	N/A	N/A	N/A
		\$32.70	\$65.40	\$98.10	\$130.80	\$163.50	N/A	N/A	N/A	N/A	N/A

Refer to Program Specifications for your maximum benefit amounts. Benefit and premium amounts reflect age reductions. Employee & Spouse Premiums are calculated separately. This is an estimate of premium cost. Actual deductions may vary slightly due to rounding and payroll frequency.



**MONTHLY SPOUSE  
LIFE & ACCIDENTAL DEATH AND  
DISMEMBERMENT PREMIUM**



Non-Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.11	<25	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.11	25-29	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
0.12	30-34	\$1.20	\$2.40	\$3.60	\$4.80	\$6.00	\$7.20	\$8.40	\$9.60	\$10.80	\$12.00
0.14	35-39	\$1.40	\$2.80	\$4.20	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00
0.17	40-44	\$1.70	\$3.40	\$5.10	\$6.80	\$8.50	\$10.20	\$11.90	\$13.60	\$15.30	\$17.00
0.24	45-49	\$2.40	\$4.80	\$7.20	\$9.60	\$12.00	\$14.40	\$16.80	\$19.20	\$21.60	\$24.00
0.38	50-54	\$3.80	\$7.60	\$11.40	\$15.20	\$19.00	\$22.80	\$26.60	\$30.40	\$34.20	\$38.00
0.7	55-59	\$7.00	\$14.00	\$21.00	\$28.00	\$35.00	\$42.00	\$49.00	\$56.00	\$63.00	\$70.00
0.84	60-64	\$8.40	\$16.80	\$25.20	\$33.60	\$42.00	\$50.40	\$58.80	\$67.20	\$75.60	\$84.00
1.58	65-69	\$6,500	\$13,000	\$19,500	\$26,000	\$32,500	\$39,000	\$45,500	\$52,000	\$58,500	\$65,000
		\$10.27	\$20.54	\$30.81	\$41.08	\$51.35	\$61.62	\$71.89	\$82.16	\$92.43	\$102.70

Smoker											
Monthly RATE Per \$1000	AGE	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
0.16	<25	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.16	25-29	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.16	30-34	\$1.60	\$3.20	\$4.80	\$6.40	\$8.00	\$9.60	\$11.20	\$12.80	\$14.40	\$16.00
0.21	35-39	\$2.10	\$4.20	\$6.30	\$8.40	\$10.50	\$12.60	\$14.70	\$16.80	\$18.90	\$21.00
0.29	40-44	\$2.90	\$5.80	\$8.70	\$11.60	\$14.50	\$17.40	\$20.30	\$23.20	\$26.10	\$29.00
0.43	45-49	\$4.30	\$8.60	\$12.90	\$17.20	\$21.50	\$25.80	\$30.10	\$34.40	\$38.70	\$43.00
0.71	50-54	\$7.10	\$14.20	\$21.30	\$28.40	\$35.50	\$42.60	\$49.70	\$56.80	\$63.90	\$71.00
1.3	55-59	\$13.00	\$26.00	\$39.00	\$52.00	\$65.00	\$78.00	\$91.00	\$104.00	\$117.00	\$130.00
1.48	60-64	\$14.80	\$29.60	\$44.40	\$59.20	\$74.00	\$88.80	\$103.60	\$118.40	\$133.20	\$148.00
2.61	65-69	\$6,500	\$13,000	\$19,500	\$26,000	\$32,500	\$39,000	\$45,500	\$52,000	\$58,500	\$65,000
		\$16.97	\$33.93	\$50.90	\$67.86	\$84.83	\$101.79	\$118.76	\$135.72	\$152.69	\$169.65

Refer to Program Specifications for your maximum benefit amounts. Benefit and premium amounts reflect age reductions. Employee & Spouse Premiums are calculated separately. This is an estimate of premium cost. Actual deductions may vary slightly due to rounding and payroll frequency.



## LIFE & DISABILITY



### VOLUNTARY SHORT TERM DISABILITY

Short Term Disability (STD) coverage is intended to protect your income for a short duration in case you become ill or injured. This benefit is voluntary and is 100% paid by the employee.

If you elect this coverage: The maximum benefit is **70%** of your pre-disability earnings up to **\$1,400** per week. This benefit begins on the **15th** day of an accident or a sickness (including pregnancy). Benefits may continue up to maximum of **24 weeks (6 months)**.

See Certificate for more detailed information.

How to calculate your estimated Short Term Disability (STD) cost per paycheck	
List your weekly earnings (Maximum covered payroll is \$2,000 weekly)	<input type="text"/>
Multiply by premium factor	<b>0.02499</b>
Your Estimated Monthly Premium	<input type="text"/>
<b>*** This is an estimate of premium cost.</b> <i>Actual payroll deductions may vary due to rounding</i>	

Composite Rate Factor: 0.02499



## LIFE & DISABILITY



### VOLUNTARY LONG TERM DISABILITY

Long Term Disability (LTD) coverage is intended to protect your income for a long duration after you have depleted Short Term Disability or any sick leave offered to you by the City. This benefit is voluntary and is 100% paid by the employee.

If you elect this coverage: The maximum benefit is **60%** of your pre-disability earnings up to **\$5,000** per month. This benefit can begin after the **180 day elimination period**, benefits can continue up to maximum of **24 months**.

A pre-existing condition waiting period applies; you may not be eligible for benefits if you have received treatment for a condition within **3 months** prior to your effective date under this policy until you have been covered under the policy for **12 months**.

**\*You must have Short Term Disability to enroll in Long Term Disability.**

How to calculate your estimated Long Term Disability (LTD) cost per paycheck	
List your monthly earnings (Maximum covered payroll is \$8,333 Monthly)	<input type="text"/>
Multiply by premium factor	<b>0.00263</b>
Your Estimated Monthly Premium	<input type="text"/>
<b>*** This is an estimate of premium cost.</b> <i>Actual payroll deductions may vary due to rounding</i>	

Composite Rate Factor: 0.00263



## FLEXIBLE SPENDING ACCOUNTS



The Health and Dependent Care Flexible Spending Accounts (FSAs) offered by City of Clovis allow you to use tax-free dollars to reimburse yourself for a wide variety of health and/or dependent care expenses that aren't covered through your other benefit plans. The annual amount you elect to contribute to each account will be divided into equal amounts and deducted from your paycheck before federal and state income taxes are withdrawn.

### HEALTH CARE FSA

Health care expenses for yourself and your dependents, such as deductibles, coinsurance, and copays are eligible for reimbursement from your Health Care FSA.



The maximum contribution is \$2,750.

### DEPENDENT CARE ACCOUNT

This account allows you to set aside pretax dollars to pay for qualified dependent care expenses for eligible dependents. Eligible dependents are children up to age 13, a spouse, or parent (residing in your home) who is unable to care for themselves. Eligible expenses include: daycare expenses and before and after school care. *Note:* Please consult a tax advisor on the benefits on this account for your particular tax situation.

The maximum contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return). This account is a use it or lose it account so any unused funds are forfeited at the end of the year.

Plan your annual FSA contribution amounts carefully; the election you make when you enroll is binding for the entire plan year (January 1st to December 31st) unless you have a qualifying status change. Additionally, the IRS imposes some rules and restrictions on the way you can use FSAs:

- You must incur eligible expenses during the plan year
- If you incur fewer expenses than expected on your Healthcare FSA you will be able to carryover \$500.
- You have 45 days after the end of the year to submit for reimbursement.
- You cannot transfer money from one account to the other



## BENEFITS CONTACT INFORMATION

Benefit	Carrier	Phone #	Website
Medical	<b>Cigna</b>	(800) cigna24 (800) 997-1654	<b>myCigna.com</b>
Dental	<b>United Concordia</b>	(800) 332-0366	<b>unitedconcordia.com</b>
Telehealth	<b>MDLIVE</b>	(888) 726-3171	<b>MDLIVEforCigna.com</b>
Vision	<b>Versant Health bringing you Davis Vision</b>	(800) 999-5431	<b>davisvision.com</b>
Life and Disability	<b>Lincoln</b>	(800) 423-2765	<b>LincolnFinancial.com</b>
Flexible Spending Account (FSA)	<b>isolved Benefit Services</b>	(800) 300-3838	<b>isolvedbenefitservices. com/benefits/fsa</b>
Retirement	<b>MissionSquare</b>	contact the Finance Department	<b>missionsq.org</b>



## REQUIRED NOTICES

### Private Health Information

A portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) addresses the protection of confidential health information. It applies to all health benefit plans. In short, the idea is to make sure that confidential health information that identifies (or could be used to identify) you is kept completely confidential. This individually identifiable health information is known as "protected health information" (PHI), and it will not be used or disclosed without your written authorization, except as described in the Plan's HIPAA Privacy Notice or as otherwise permitted by federal and state health information privacy laws. A copy of the Plan's Notice of Privacy Practices that describes the Plan's policies, practices and your rights with respect to your PHI under HIPAA is available from your medical plan provider. For more information regarding this Notice, please contact Human Resources or the medical plan directly.

### Women's Health And Cancer Rights Act

City of Clovis medical plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services. These services include:

- All stages of reconstruction of the breast on which the mastectomy was performed
- Surgery and reconstruction of the other breast to produce symmetrical appearance
- Prostheses and treatment of physical complications resulting from mastectomy (including lymphedema)

This coverage will be provided in consultation with the attending physician and the patient, and will be subject to the same annual deductibles and coinsurance provisions that apply to the mastectomy. For more information, contact your medical plan provider.

### Premium Assistance under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed on [www.insurekidsnow.gov](http://www.insurekidsnow.gov), contact your State Medicaid or CHIP office to find out if premium assistance is available. If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

To see if any other states have added a premium assistance program since July 31, 2023, or for more information on special enrollment rights, contact either:

U.S. Department of Labor  
Employee Benefits Security Administration  
[dol.gov/ebsa](http://dol.gov/ebsa)  
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services Centers  
for Medicare & Medicaid Services  
[cms.hhs.gov](http://cms.hhs.gov)  
1-877-267-2323, Menu Option 4, Ext. 61565

### Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512. The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email [ebsa.opr@dol.gov](mailto:ebsa.opr@dol.gov) and reference the OMB Control Number 1210-0137.

*The information in this Benefits Guide is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Benefits Guide was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately summarize and simplify your benefits, discrepancies and/or errors are always possible. In case of a discrepancy between the Benefits Guide and the actual plan documents the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about this Benefit Guide, contact the Benefits Administrator.*





## **PUBLIC NOTICE DESCRIBING PROCEDURES FOR REQUESTING INSPECTION NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS**

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the City of Clovis. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the City of Clovis.

**Procedures for Requesting Inspection.** Requests to inspect public records should be submitted to the City Clerk, records custodian, located at City of Clovis Finance Department, 321 Connelly, P.O. Box 760, Clovis, NM 88102, office phone and fax 575-763-9632 or [lamelancon@cityofclovis.org](mailto:lamelancon@cityofclovis.org).

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. Written requests may be submitted in person or sent via US mail, email or facsimile. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, but not later than 15 calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reason(s) inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian receives the request for inspection.

**Procedures for Requesting Copies and Fees.** If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for printed documents is \$.25 per page. The fee for downloading copies of public records to a DVD or other electronic storage device is \$10.00. If a person requests that a copy of a public record be transmitted, a fee of \$.25 per page will be charged if printing of the record is

**required. Applicable fees for copying/downloading public records must be paid in advance. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.**

## REQUEST TO INSPECT PUBLIC RECORDS

DATE: \_\_\_\_\_

TO: LEIGHANN MELANCON, CITY CLERK  
CITY OF CLOVIS  
321 CONNELLY  
P.O. BOX 760  
CLOVIS, NM 88101  
[lamelancon@cityofclovis.org](mailto:lamelancon@cityofclovis.org)  
575-763-9632 phone/fax

FROM: Requester Name \_\_\_\_\_  
Requester Organization \_\_\_\_\_  
Requester Address \_\_\_\_\_  
Requester Telephone \_\_\_\_\_  
Requester email \_\_\_\_\_  
(for electronic requests only)

\_\_\_\_\_ I would like to inspect and have copies of the following records:  
or  
\_\_\_\_\_ I would like to inspect the following records:

If your Agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.

I agree to pay, in advance, the applicable fees for the production of documents. If the charges will exceed \$\_\_\_\_\_, please call me to discuss.

Please provide a receipt indicating the charges for each document.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_