

Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman

Christopher R. Mills

Patricia A. Taylor

Joseph D. Calderón

Dwayne Penick

Don R. Gerth

Acting City Manager

Manny Gomez

July 16, 2018



Hobbs City Commission
Regular Meeting
City Hall, City Commission Chamber
200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico

Monday, July 16, 2018 - 6:00 p.m.

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner - District 1

Christopher R. Mills
Commissioner - District 2

Patricia A. Taylor
Commissioner - District 3

Joseph D. Calderón
Commissioner - District 4

Dwayne Penick
Commissioner - District 5

Don R. Gerth
Commissioner - District 6

A G E N D A

*City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio
and Available via Livestream at www.hobbsnm.org*

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the July 2, 2018, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

2. Recognition of Employee Milestone Service Awards for July, 2018:
 - ▶ 5 years - Jonathan Grandi, Hobbs Fire Department
 - ▶ 5 years - Tanya Sanchez, Teen Center
 - ▶ 5 years - Matthew Olenik, Hobbs Police Department
 - ▶ 10 years - Jackie White, Motor Vehicle Department
 - ▶ 10 years - Jonathan Bilano, Hobbs Fire Department

- ▶ 10 years - Mildred English, Hobbs Police Department
- ▶ 10 years - Cortez Mackey, Hobbs Police Department
- ▶ 25 years - Robert Trevino, General Services Department

PUBLIC COMMENTS *(For non-agenda items.)*

CONSENT AGENDA *(The consent agenda is approved by a single motion. Any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.)*

3. Resolution No. 6682 - Authorizing the Mayor to Execute an Agreement Between the City of Hobbs and the Southeastern New Mexico Economic Development District/COG for Membership Renewal for FY 18 in the Amount of \$10,237.00 *(Efren Cortez, City Attorney)*

DISCUSSION

ACTION ITEMS *(Ordinances, Resolutions, Public Hearings)*

4. Resolution No. 6683 - Approving the 4th Quarter FY 2018 DFA Report for Lodgers' Tax *(Toby Spears, Finance Director)*
5. Resolution No. 6684 - Approving the 4th Quarter DFA Financial Report for FY 2018 *(Toby Spears, Finance Director)*
6. Resolution No. 6685 - Approving a Budgetary Adjustment for FY 18-19 *(Toby Spears, Finance Director)*
7. Resolution No. 6686 - Authorizing a Memorandum of Understanding with Lea County for Airline Subsidy Funding for FY 18-19 *(Efren Cortez, City Attorney)*
8. Resolution No. 6687 - Authorizing the Mayor to Execute a Professional Services Agreement with the Economic Development Corporation of Lea County for the Airline Subsidy for FY 18-19 *(EDC Representatives)*
9. Resolution No. 6688 - Approval of Publication of Terms and Conditions for the Disposition of Real Property Located at 3425 North Northwest *(Kevin Robinson, Development Director)*
10. Consideration of Approval and Clarification of the Minimum Qualifications for a City Manager *(Nicholas Goulet, Human Resources Director)*

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

11. Next Meeting Date:

- ▶ City Commission Regular Meeting
Monday, August 6, 2018, at 6:00 p.m.

ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the above meeting, please contact the City Clerk's Office at (575) 397-9207 at least 72 hours prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk's Office if a summary or other type of accessible format is needed.



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of July 2, 2018

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the minutes as presented.

Approved For Submittal By:

Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

Minutes of the regular meeting of the Hobbs City Commission held on Monday, July 2, 2018, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Call to Order and Roll Call

Mayor Cobb called the meeting to order at 6:00 p.m. and welcomed everyone in attendance to the meeting. The City Clerk called the roll and the following answered present:

Mayor Sam D. Cobb
Commissioner Marshall R. Newman
Commissioner Christopher Mills
Commissioner Patricia A. Taylor
Commissioner Joseph D. Calderón
Commissioner Dwayne Penick
Commissioner Don Gerth

Also present:

Manny Gomez, Acting City Manager/Fire Chief
Efren Cortez, Deputy City Attorney
Chris McCall, Police Chief
Clipper Miller, Police Captain
Shane Blevins, Police Captain
Brian Dunlap, Deputy Police Chief
Barry Young, Deputy Fire Chief
Shawn Williams, Fire Marshal
Kevin Shearer, Fire Captain
Mark Doporto, Fire Inspector
Ben Maynes, Building Official
Art De La Cruz, Code Enforcement Superintendent
Tim Woomer, Utilities Director
Shelia Baker, General Services Director
Doug McDaniel, Parks and Recreation Director
Tracy South, Assistant Human Resources Director
Sandy Farrell, Library Director
Ann Betzen, Executive Assistant/Risk Manager
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
13 citizens

Invocation and Pledge of Allegiance

Commissioner Penick delivered the invocation and Commissioner Taylor led the Pledge of Allegiance.

Approval of Minutes

Commissioner Calderón moved that the minutes of the regular meeting on June 18, 2018, be approved as presented. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

There were no Proclamations or Awards of Merit presented.

Public Comments

Ms. Helen Houston thanked Mayor Cobb, Commissioners Taylor and Calderón for their attendance at the Miss Black New Mexico Pageant held on Saturday, June 30, 2018, at 6:00 p.m. at the Lea County Event Center. She stated it was an awesome event which brought in 100 room nights to Hobbs and Lovington. She further stated pageant attendees had complimentary comments regarding the CORE.

Mr. Robert Lujan expressed his appreciation to the staff at the Hobbs Senior Center. He further addressed the Commission regarding the lack of a veteran's memorial or flag for the Fourth of July Holiday. He stated he understands that the Lea County Commission is working on a proposal for a veteran's memorial to be located in Lovington, New Mexico, which does not benefit veterans in Hobbs. Mr. Lujan stated he has been requesting a veteran's memorial in Hobbs for three years.

Ms. Houston thanked Acting City Manager Manny Gomez, Ms. Jan Fletcher, City Clerk and Public Transportation Director, and the staff at Hobbs Express for their services provided at the Miss Black New Mexico Pageant.

Consent Agenda

Mayor Cobb explained the Consent Agenda and the process for removing an item from the Consent Agenda and placing it under Action Items.

Commissioner Penick moved for approval of the following Consent Agenda Item(s):

Consideration of Approval of a Professional Services Agreement with Friends of the Hobbs Public Library for FY 18-19.

Commissioner Calderón seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The

motion carried. A copy of the agreement and supporting documentation are attached and made a part of these minutes.

Discussion

Fireworks Sale, Use and Safety Tips in the City Limits.

Deputy Fire Chief Barry Young, Fire Marshal Shawn Williams and Fire Captain Mark Doporto presented a PowerPoint regarding the sale and use of fireworks as well as safety tips to consider during the upcoming Fourth of July Holiday. They discussed the approved and prohibited fireworks inside City Limits. They also informed the Commission that both the Hobbs Police Department and Hobbs Fire Department can issue citations for prohibited fireworks. Deputy Fire Chief Young, Fire Marshal Williams and Fire Captain Doporto reviewed fire statistics from past holidays.

Action Items

Resolution No. 6681 - Authorizing a Memorandum of Agreement Between the Lea County Sheriff's Office and the City of Hobbs Police Department.

Police Chief Chris McCall stated the City of Hobbs currently has a Memorandum of Agreement (MOA) with Lea County to allow the Hobbs Police Officers to receive their County Commission Cards to act as Special Deputies throughout Lea County; however, with the election of a new Lea County Sheriff, a new MOA is required.

Commissioner Newman moved to approve Resolution No. 6681 as presented. Commissioner Mills seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Consideration of Approval of Proposal No. 502-18 to Furnish Meal Services for the Senior Center and Recommendation to Accept Proposal from Great Western Dining, Inc.

Ms. Dalia Conken, Senior Affairs Coordinator, introduced the Hobbs Senior Center staff present. She explained the proposal and stated the City is seeking proposals to provide meal services to meet the needs of senior citizens in Hobbs. Ms. Conken stated two bids were received and the evaluation committee selected Great Western Dining, Inc., to provide meals for the Hobbs Senior Center. She stated last year the Senior Center staff delivered 46,624 hot and cold meals to seniors. Ms. Conken stated staff travels 53 miles a day to deliver these meals which includes delivery within an eight miles radius of the Senior Center.

Commissioner Penick moved to approve the recommendation to accept the proposal from Great Western Dining, Inc., to furnish meal services to the Hobbs Senior Center. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Comments by City Commissioners, City Manager

Mayor Cobb stated the next Commission meeting will be held on Monday, July 16, 2018.

Acting City Manager/Fire Chief Manny Gomez read a letter announcing the promotion of Mr. Efren Cortez to the position of City Attorney. He stated Mr. Cortez has acted as Deputy City Attorney for the City of Hobbs for the last four years.

Acting City Manager/Fire Chief Gomez stated the CORE has 1,610 memberships to date which includes a total of 4,783 individuals. He further stated there were 38,459 visitors to the CORE from June 2, 2018, to June 30, 2018. He added the total revenue for the month of June, 2018, was in the amount of \$234,028. Acting City Manager/Fire Chief Gomez stated the CORE is still a work in progress and they are all learning from their mistakes.

Acting City Manager/Fire Chief Gomez expressed his appreciation to the Commission for the approval of the 2% COLA increase which became effective on July 1, 2018, with the new fiscal year and City employees will reap the benefit on their July 19, 2018, payroll check. He further commended the Commission for reinstating the 3% potential merit increase to employees upon their evaluations and for reducing the longevity incentive to include employees with ten or more years of employment with the City.

Acting City Manager/Fire Chief Gomez wished everyone a safe and happy Independence Day and reminded them City Offices will be closed on Wednesday, July 4, 2018.

Acting City Manager/Fire Chief Gomez congratulated Hobbs Police Captain Clipper Miller on his recent promotion as Captain.

Commissioner Gerth thanked everyone for their attendance. He wished everyone a happy Fourth of July and stated there are a lot of activities for the holiday in the community.

Commissioner Mills also wished everyone a happy holiday and stated the actual Declaration of Independence was signed on July 2. He congratulated Mr. Cortez on his promotion.

Commissioner Taylor also wished everyone a happy Fourth of July.

Commissioner Penick also wished everyone a happy holiday. He congratulated both Mr. Cortez and Captain Miller on their promotions.

Commissioner Newman stated he has received numerous calls mentioning the slowing of traffic due to the efforts of Hobbs Police Department. He thanked Police Chief McCall and the police officers for the great job. He also congratulated Captain Miller on his promotion as a Captain.

Mayor Cobb also wished everyone a safe and fun Fourth of July.

Adjournment

There being no further discussion or business, Commissioner Calderón moved that the meeting adjourn. Commissioner Newman seconded the motion the vote was recorded as follows: Newman yes, Mills yes , Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried The motion carried. The meeting adjourned at 6:40 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

July Milestones

25 years

Robert Trevino	General Services	7/6/1993
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10 years

Jackie White	DMV	7/10/2008
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Cortez Mackey	Detention	7/21/2008
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Jonathan Bilano	Fire	7/21/2008
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Mildred English	Detention	7/28/2008
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5 years

Jonathan Grandi	Fire	6/17/2013
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Tanya Sanchez	Teen Center	7/15/2013
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Matthew Olenik	HPD	7/31/2013
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CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Resolution Authorizing the Mayor to Execute an Agreement with the Southeastern New Mexico Development District/Council of Governments for FY 18-19

DEPT. OF ORIGIN: Legal Department
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Efen A. Cortez, City Attorney

Summary:

This resolution authorizes the Mayor to execute an Agreement with the Southeastern New Mexico Development District/Council of Governments for FY 2018-19. The Southeastern New Mexico District/Council of Governments (COG) is the regional council of the designated planning and development district representing district 6, consisting of Lincoln, Otero, Chaves, Eddy and Lea counties. The COG provides planning, technical assistance and capacity building services to local governments in southeastern New Mexico. The COG also assists in community and economic development, transportation and public works projects. The COG is the officially recognized regional council to receive grants-in-aid from the secretary of the department of finance and administration, in the event such payments are made. The City of Hobbs' contribution amount to the COG is \$10,237.00.

Fiscal Impact:

The funding has been approved in the 2018-19 preliminary budget.

Reviewed By: _____


Finance Department

Attachments:

Resolution;
Agreement between the City and SNMEDD/COG.

Legal Review:

Approved As To Form: _____


City Attorney

Recommendation: The Commission should approve the Resolution

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

WHEREAS, the City of Hobbs hereinafter referred to as the Municipality, is a member of and desires the services of the Southeastern New Mexico Economic Development District/COG, and

WHEREAS, in accordance with article 58, section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/COG is required, and

WHEREAS, it is the desire of the Municipality to continue as an active member of the Southeastern New Mexico Economic Development District/COG.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HOBBS THAT:

1. The Agreement attached to the Resolution expressed the desires and intent of the Municipality.
2. The Agreement attached is hereby ratified and approved and the proper official(s) of the Municipality are hereby authorized and instructed to affix their signature (s) thereto.
3. A copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/COG; and shall be made a part of the budget documentation of the Municipality.

DONE THIS 16TH day of JULY, 2018 at

City of Hobbs
New Mexico

ATTEST:

Mayor

Clerk

AGREEMENT

This Agreement, entered into by and between the Southeastern New Mexico Economic Development District/COG (hereinafter known as the "District") and the City of Hobbs, a member of said District (hereinafter known as the "Member") is as follows:

I. The District agrees to provide the following services to the Member upon request and final approval of the District budget:

- A. Undertake studies, collect data and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities and the general improvement of living and working environments.
- B. Furnish technical and management assistance in the development of planning activities.
- C. Coordinate local planning with that of other Members of the District and the State.
- D. Assist in community and economic development, transportation and public works projects.
- E. Assist member governments with their legislative activities.
- F. Assist in the preparation of applications for funding under various state, federal and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administrate project.
- G. Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- H. Engage in such other activities as are necessary to improve area development and address regional problems.

II. The Member agrees to the following:

- A. To remain an active member of the District.
- B. To make an annual contribution of \$ 10,237.00 to the District as recognition of active membership.

Entered into this 16TH day of JULY, 2018, at

HOBBS
New Mexico

ATTEST:

Clerk

Mayor/Commission Chairman

ATTEST:

SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT/COG

Dora Batista
Dora Batista, Secretary

Gary Williams
Gary Williams, President

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER	<u>2017-2018</u> <u>CURRENT</u>	<u>2018-2019</u>
Chaves County	\$8,000	\$8,000
Eddy County	\$8,000	\$8,000
Lea County	\$8,000	\$8,000
Lincoln County	\$7,000	\$7,000
Otero County	\$8,000	\$8,000
Town of Dexter	\$1,000	\$1,000
Town of Hagerman	\$1,000	\$1,000
Town of Lake Arthur	\$1,000	\$1,000
City of Roswell	\$13,588	\$13,588
City of Artesia	\$3,450	\$3,450
City of Carlsbad	\$7,641	\$7,641
Village of Hope	\$1,000	\$1,000
Village of Loving	\$1,000	\$1,000
City of Eunice	\$1,000	\$1,000
City of Hobbs	\$10,237	\$10,237
City of Jal	\$1,000	\$1,000
City of Lovington	\$3,303	\$3,303
Town of Tatum	\$1,000	\$1,000
Village of Capitan	\$1,000	\$1,000
Town of Carrizozo	\$1,000	\$1,000
Village of Corona	\$1,000	\$1,000
Village of Ruidoso	\$2,450	\$2,450
City of Ruidoso Downs	\$1,000	\$1,000
City of Alamogordo	\$9,121	\$9,121
Village of Cloudcroft	\$1,000	\$1,000
Village of Tularosa	\$1,000	\$1,000
TOTALS:	\$102,790	\$102,790

SNMEDD
Budget vs. Actual by Programs/Projects
 July 2018 through June 2019

PROPOSED BUDGET							
		District Operations		RTPO		TOTAL	
		Jul '18 - Jun 19	Budget	Jul '18 - Jun 19	Budget	Jul '18 - Jun 19	Budget
Ordinary Income/Expense							
Income							
	Contracts And Fees Income	0.00	17,000.00	0.00	85,000.00	0.00	102,000.00
	Fed. Govt.	0.00	70,000.00	0.00		0.00	70,000.00
	Grants	0.00	136,636.00	0.00		0.00	136,636.00
	Interest Income	0.00	100.00	0.00		0.00	100.00
	Member Dues	0.00	102,790.00	0.00		0.00	102,790.00
	Reimbursement Income	0.00	500.00	0.00	0.00	0.00	500.00
	St. Govt. Approp.	0.00	84,714.29	0.00		0.00	84,714.29
	Total Income	0.00	411,740.29	0.00	85,000.00	0.00	496,740.29
	Gross Profit	0.00	411,740.29	0.00	85,000.00	0.00	496,740.29
Expense							
	Administrative Fees	0.00		0.00	1,316.25	0.00	1,316.25
	Advertising	0.00	500.00	0.00	1,130.00	0.00	1,630.00
	Audit	0.00	17,000.00	0.00	0.00	0.00	17,000.00
	Communication	0.00	8,000.00	0.00	3,450.00	0.00	11,450.00
	Contract Services	0.00	55,000.00	0.00	0.00	0.00	55,000.00
	Equip Lease/Repair	0.00	6,000.00	0.00	2,800.00	0.00	8,800.00
	Equip. Purchases	0.00	4,000.00	0.00	1,500.00	0.00	5,500.00
	Fringe Benefits	0.00	55,000.00	0.00	11,735.00	0.00	66,735.00
	Payroll Taxes and Expense	0.00	14,000.00	0.00	3,265.00	0.00	17,265.00
	Program Operations	0.00	60,000.29	0.00	9,364.00	0.00	69,364.29
	Salary and Wages	0.00	161,240.00	0.00	40,856.00	0.00	202,096.00
	Travel	0.00	20,000.00	0.00	4,500.00	0.00	24,500.00
	Vehicle Debt Service	0.00	11,000.00	0.00	6,400.00	0.00	17,400.00
	Total Expense	0.00	411,740.29	0.00	86,316.25	0.00	498,056.54
	Net Ordinary Income	0.00	0.00	0.00	-1,316.25	0.00	-1,316.25
Net Income		0.00	0.00	0.00	-1,316.25	0.00	-1,316.25

**Southeastern New Mexico Economic Development District/
Council of Governments**

FY 2018-2019 ANNUAL WORK PLAN

State of New Mexico
Grant-In-Aid Program

July 1, 2018

The following are functions, measures, targets and tasks the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) will complete in fulfillment of its obligation to its member governments and the State of New Mexico Department of Finance and Administration-Local Government Division to provide planning, technical assistance and capacity building services to local governments in southeastern New Mexico.

Function 1. Submit reports, budgets and planning outcomes to the Local Government Division.

- Task 1.1 Prior to July 1, 2018 submit a Board approved Annual Work and Operations Budget to the Local Government Division.
- Task 1.2 Submit Quarterly Progress Reports and payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter. Quarterly reports must be approved by the Board of Directors prior to submittal. The Annual Report will be submitted following the Annual Meeting in January, 2019.
- Task 1.3 Provide professional development training to staff at least once annually.
- Task 1.4 Schedule and include as an agenda item for each quarterly meeting of the Board of Directors a training component to benefit local elected officials.

Task 2.6 Assist local governments with the updating of the comprehensive plans

Benefit to New Mexico Citizens: Better prepared funding assistance applications and presentations. Well implemented and administered project grants.

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

Task 3.1 Sponsor ICIP training session that will be presented to local governments and others by a member of the DFA/LGD staff.

Task 3.2 Assist and provide local governments technical assistance with the development and submittal of the ICIP.

Task 3.3 Encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP.

Task 3.4 Encourage submission of ICIP to the State

Task 3.5 Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans.

Task 3.6 Have staff attend and assist local government members to attend, through the provision of scholarships, the annual New Mexico Infrastructure Finance Conference.

Task 3.7 Conduct regional clearinghouse review, as may be necessary for all applications submitted to funding agencies.

Benefits to New Mexico Citizens: Timely and meaningful local infrastructure planning connected to financing sources.

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

- Task 5.4 Offer a training workshop to rural water associations and other non-member organizations in each county on the capital improvement project planning process.
- Task 5.5 Provide scholarships for local government staff and/or elected officials to attend capacity building training, workshops and conferences sponsored by state, regional and national planning and development organizations.
- Task 5.6 Provide US Census data information and support for the region as the US Census Bureau Affiliate.
- Task 5.7 Provide public relations for the SNMEDD and local governments through continuous media dissemination.
- Task 5.8 Meet with community elected and appointed officials and key community leaders to increase community capacity building foundation.
- Task 5.9 Educate and inform the general public, legislative and congressional law makers about the negative impact of regulatory constraints on local economies.

Function 6. Transportation—Provide local governments with assistance to improve the region's transportation system for the efficient movement of goods, services, and people.

- Task 6.1 Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region.
- Task 6.2 Maintain transportation-related technical information on the website, as available, to assist local governments and others in packaging applications that improve the infrastructure of the region.
- Task 6.3 Provide orientations or similar training to newly appointed RPO members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Approving the 4th quarter fiscal year 2018 DFA Report for Lodgers' Tax.

DEPT. OF ORIGIN: Finance
DATE SUBMITTED: July 9th, 2018
SUBMITTED BY: Toby Spears, Finance Director

Summary:

The NM Department of Finance Administration recommends approving the City of Hobbs quarterly lodgers' tax process. The following attachment is for the 4th quarter 2018 DFA report.

Fiscal Impact:

Reviewed By: 
Finance Department

The June 30, 2018 Cash Balance for the Lodgers' Tax Fund is \$1,382,920.55

Total lodgers' tax revenue for the 4th quarter fiscal year 2018 was \$678,596.70 and total expenditures were \$761,627.69

Attachments:

Resolution
6-30-2018 Financial Report

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

To be determined by City Commission.

Approved For Submittal By:


Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CITY OF HOBBS

RESOLUTION NO. 6683

A RESOLUTION APPROVING THE FY2018
LODGERS' TAX DFA 4th QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico requires the 4th quarter Lodgers' Tax DFA Financial Report to be approved annually, they now recommend that all quarterly financial reports be approved.

WHEREAS, the ending cash balance for the period ended June 30, 2018 was \$1,382,920.55 for lodgers' tax funds; and

WHEREAS, the City of Hobbs actual quarter-to-date lodgers' tax revenue and expenditures for fiscal year 2018 crosswalk the amounts to the DFA 4th quarter financial report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 4th quarter lodgers' tax financial report be approved.

PASSED, ADOPTED AND APPROVED this 16th day of July, 2018

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

INSTRUCTIONS

1. Provide quarterly and year-to-date revenue for the quarterly reporting period. Money received through joint powers agreements must be reported separately. Other sources includes private grants, donations, reimbursements, etc.
 2. Allocate revenue to the promotional, non-promotional and general funds based on the percent of tax imposed. Administrative costs may not exceed 10% of the gross pro
 3. Provide a "book cash balance" for both the promotional and non-promotional funds for the quarterly reporting period and year to date amounts.
 4. Provide quarterly and year-to-date transfers-in and transfers - out.
- [Note: The Lodgers' Tax Act does not allow transfers from the Lodgers' Tax Fund to the General Fund or other Funds of the local public body.]
5. Provide quarterly and year-to-date expenditures on the expenditures tab. Contractual service expenditures must comply with the Lodgers' Tax Act, terms of the contract and the Procurement Code 13-1-28 through 13-1-199 NMSA 1978.

REPORTING ENTITY:	City of Hobbs	5	(PERCENT IMPOSED)	QUARTER ENDING:	6/30/2018
					MONTHLY YEAR
1. REVENUE SUMMARY:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)	2. REVENUE ALLOCATION:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)
LODGERS' TAX PROCEEDS	\$ 678,597	\$ 1,852,813	NON-PROMOTIONAL FUND	\$ 0	\$ 0
INVESTMENT INCOME	2,913	24,484	PROMOTIONAL FUND	\$ 681,510	1,877,297
LATE PENALTIES			ADMINISTRATIVE COST	\$ 0	\$ 0
CONVENTION CENTER FINANCING FEES					
HOSPITALITY FEE ACT FEES					
1. _____			(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,		
2. _____			i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
TOTAL REVENUE	\$ 681,510	\$ 1,877,297			

4. TRANSFERS: IN	
INTERGOVERNMENT, INTERFUND TRANSFERS - IN	
(e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)	
1. _____	\$ _____ \$ _____
2. _____	_____
	\$ 0 \$ 0

3. CASH BALANCES:	
Carryover From Previous Fiscal Year: Non-Promotional	\$ 15,511
Carryover From Previous Fiscal Year: Promotional	251,740
(Note: 2 years maximum carryover before money must be spent).	
NON-PROMOTIONAL FUND	\$ 0 \$ 0
PROMOTIONAL FUND	\$ _____ \$ 1,131,181
Grand Total (Non-Promo)	\$ _____ \$ 15,511
Grand Total (Promo)	\$ _____ \$ 1,382,921

TRANSFERS:OUT	
NON-PROMOTIONAL FUND	
INTERFUND TRANSFERS - (OUT)	
(e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)	
1. _____	\$ _____ \$ _____
2. _____	_____
3. _____	_____
4. _____	_____
	\$ 0 \$ 0
INTERGOVERNMENTAL TRANSFERS - (OUT)	
1. _____	\$ _____ \$ _____
2. _____	_____
3. _____	_____
4. _____	_____
	\$ 0 \$ 0

PROMOTIONAL FUND	
INTERFUND TRANSFERS - (OUT)	
(e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)	
1. _____	\$ _____ \$ _____
2. _____	_____
3. _____	_____
4. _____	_____
	\$ 0 \$ 0
INTERGOVERNMENTAL TRANSFERS - (OUT)	
1. _____	\$ _____ \$ _____
2. _____	_____
3. _____	_____
4. _____	_____
	\$ 0 \$ 0

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

PROMOTIONAL FUND

CATEGORY/DESCRIPTION		YEAR-TO-DATE (Y-T-D)		YEAR-TO-DATE (Y-T-D)	
CONTRACTUAL SERVICES		Quarterly Amount	AMOUNT	Quarterly Amount	AMOUNT
EVENT or ACTIVITY	DATE	(This reporting period)	(SUM OF ALL QUARTERS)	(This reporting period)	(SUM OF ALL QUARTERS)
(attach a separate sheet if needed)					
see attached sheet				345,398	\$ 761,628
ADVERTISING CONTRACT(S)					
*VENDOR:					
EVENT/ACTIVITY	DATE				
	SUB-TOTAL	0	0	345,398	761,628
*Add additional sheets if necessary.					
OPERATING EXPENSES (IDENTIFY)					
			0		
TOURIST RELATED EVENTS (LIST)					
EVENT	DATE				
	SUB-TOTAL	0	0	0	0
CAPITAL OUTLAY (IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY					
DEBT SERVICE (IDENTIFY)					
	SUB-TOTAL				
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 345398	\$ 761628

CITY OF HOBBS
EVENT SUMMARIES
6/30/2018

PROMOTIONAL
ITEMS

17-06	LEA COUNTY COMMISSION OF THE ARTS	1,821.15
17-09	HOBBS USSSA	9,500.00
18-01	JUNETEENTH	3,700.00
18-02	NM NATIONAL BLACK CHAMBER OF COMMERCE	4,930.31
18-03	HOBBS CHAMBER OF COMMERCE - HOBBS HOLIDAY TOURNEY	10,000.00
18-04	HOBBS HISPANO CHAMBER OF COMMERCE-MARACHI CHRISTMAS	10,000.00
18-05	HOBBS HISPANO CHAMBER OF COMMERCE-FIESTA SEPTIEMBRE	15,919.04
18-06	HOBBS KENNEL CLUB	2,116.45
18-07	LEA COUNTY COMMISSION OF THE ARTS	8,127.83
18-08	SOUTHWEST SYMPHONY	22,500.00
18-09	HOBBS USSSA 2018	66,974.04
18-10	WESTERN HERITAGE MUSEUM COMPLEX	18,000.00
18-11	TUFF HEDEMAN CHAMPIONSHIP BULL RIDING	10,000.00
18-12	CYCLE CITY PROMOTIONS	17,500.00
19-02	NM NATIONAL BLACK CHAMBER OF COMMERCE	2,978.25
18-15	ROCKWIND COMMUNITY LINKS - 2018	38,823.68
18-16	C.O.R.E - 2018	62,845.83
	FIRE, EMS, SANITATION 2018	220,728.22
	AIRLINE SUBSIDY 2018	235,162.89

TOTAL

761,627.69

3/31/18

CITY OF HOBBS LODGERS' TAX PROGRAM
EXPENDITURE REPORT FOR THE 3rd QUARTER OF 2017 - 2018

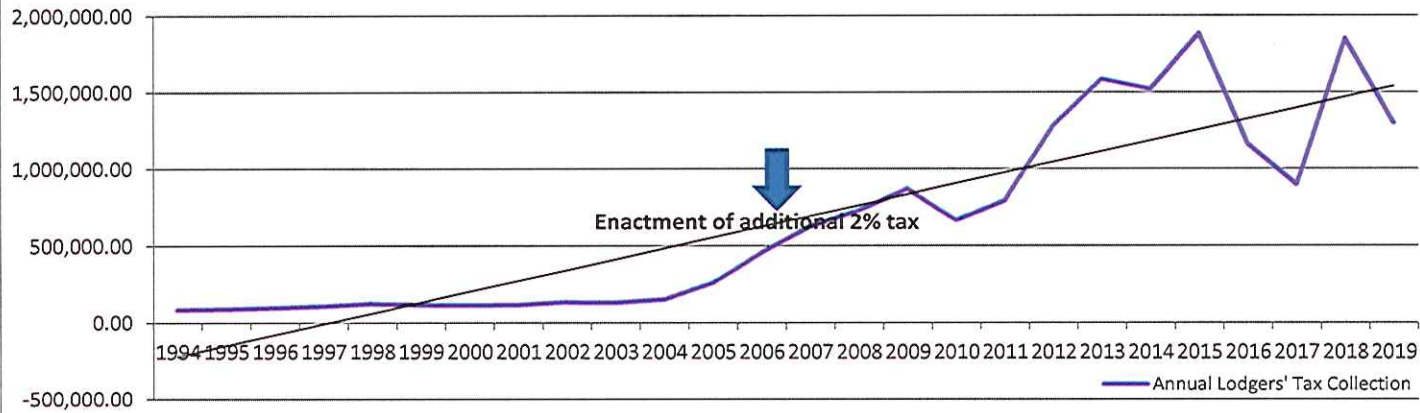
		PROMO	NON PROMO	TOTAL
CASH BAL.	6/30/17	251,740.02	15,511.46	267,251.48
FIRST QUARTER INCOME		309,806.74		309,806.74
FIRST QUARTER INTEREST		3,932.60		3,932.60
TOTAL REVENUE		313,739.34	0.00	313,739.34
FIRST QUARTER EXPENSES		46,002.48		46,002.48
CASH BAL.	9/30/17	519,476.88	15,511.46	534,988.34
SECOND QUARTER INCOME		362,170.85		362,170.85
SECOND QUARTER INTEREST		9,943.10		9,943.10
TOTAL REVENUE		372,113.95	0.00	372,113.95
SECOND QUARTER EXPENSES		73,974.04		73,974.04
CASH BAL.	12/31/17	817,616.79	15,511.46	833,128.25
THIRD QUARTER INCOME		502,238.31		502,238.31
THIRD QUARTER INTEREST		7,695.44		7,695.44
TOTAL REVENUE		509,933.75	0.00	509,933.75
THIRD QUARTER EXPENSES		296,253.31		296,253.31
CASH BAL.	3/31/18	1,031,297.23	15,511.46	1,046,808.69
FOURTH QUARTER INCOME(FORCE EXTRA TO PROMO)		678,596.70		678,596.70
FOURTH QUARTER INTEREST		2,913.02		2,913.02
TOTAL REVENUE		681,509.72	0.00	681,509.72
FOURTH QUARTER EXPENSES**		345,397.86		345,397.86
CASH BAL.	6/30/18	1,367,409.09	15,511.46	1,382,920.55
YEAR TO DATE INCOME		1,852,812.60	0.00	1,852,812.60
YEAR TO DATE INTEREST		24,484.16	0.00	24,484.16
TOTAL REVENUE		1,877,296.76	0.00	1,877,296.76
YEAR TO DATE EXPENSES		761,627.69	0.00	761,627.69
YEAR TO DATE CASH BALANCES		1,367,409.09	15,511.46	1,382,920.55

CITY OF HOBBS LODGERS' TAX REPORT

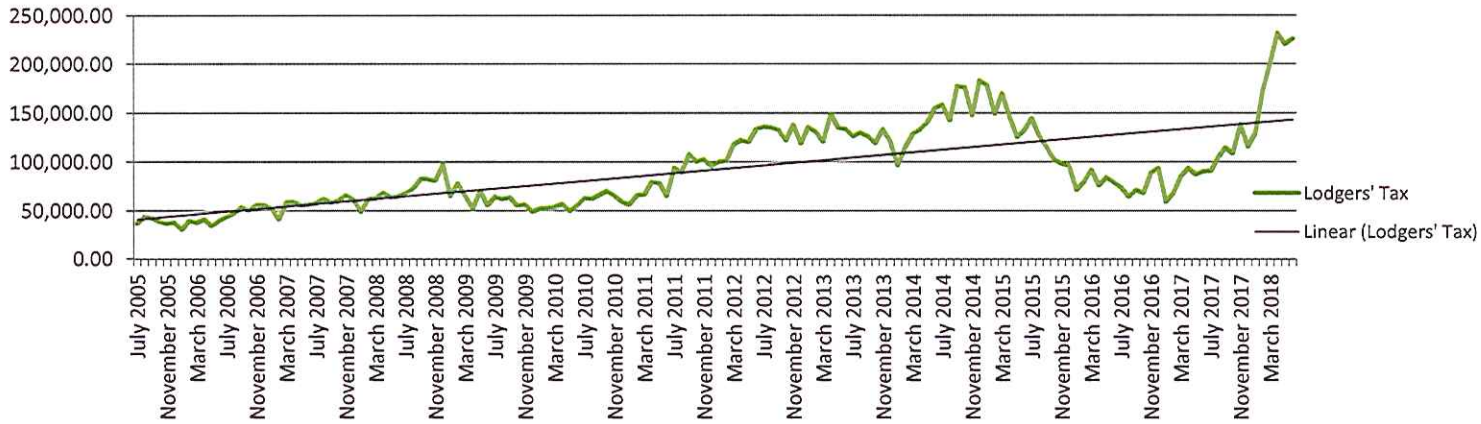
June 30, 2018

		RECEIPTS 239999-				EXPENDITURES			NET CHANGE		Cash
Month	Month	Gross Taxable Revenue	Lodgers' Tax	Other Income	TOTAL	Contract for Services	Advert & Promotion	TOTAL	For Month	YTD	Balance
SUBTOTAL		15,364,272.60	768,213.63	527.46	768,741.09	0.00	762,619.97	762,619.97			
SUBTOTAL		18,028,844.80	901,442.24	973.44	902,415.68	0.00	1,452,826.32	1,452,826.32			
CASH BALANCE	06/30/15	713,543.86	1,885,088.47	1,769.80	1,886,858.27		2,219,502.38	2,219,502.38			
July 2015		2,900,131.40	145,006.57	96.18	145,102.75		8,042.29	8,042.29	137,060.46	137,060.46	850,604.32
August 2015		2,529,784.20	126,489.21	111.19	126,600.40		144,675.09	144,675.09	(18,074.69)	118,985.77	832,529.63
September 2015		2,295,191.20	114,759.56	91.70	114,851.26		156,289.41	156,289.41	(41,438.15)	77,547.62	791,091.48
October 2015		2,048,496.80	102,424.84	125.40	102,550.24		89,784.47	89,784.47	12,765.77	90,313.39	803,857.25
November 2015		1,963,598.60	98,179.93	90.85	98,270.78		67,821.32	67,821.32	30,449.46	120,762.85	834,306.71
December 2015		1,934,861.20	96,743.06	92.58	96,835.64		559,250.02	559,250.02	(462,414.38)	(341,651.53)	371,892.33
SUBTOTAL		13,672,063.40	683,603.17	607.90	684,211.07	0.00	1,025,862.60	1,025,862.60			
January 2016		1,420,170.20	71,008.51	126.28	71,134.79		40,866.67	40,866.67	30,268.12	(311,383.41)	402,160.45
February 2016		1,600,508.40	80,025.42	231.91	80,257.33		228,045.55	228,045.55	(147,788.22)	(459,171.63)	254,372.23
March 2016		1,836,594.80	91,829.74	182.49	92,012.23		204,512.68	204,512.68	(112,500.45)	(571,672.08)	141,871.78
April 2016		1,518,952.60	75,947.63	132.27	76,079.90		94,829.98	94,829.98	(18,750.08)	(590,422.16)	123,121.70
May 2016		1,688,331.80	84,416.59	171.54	84,588.13		25,056.30	25,056.30	59,531.83	(530,890.33)	182,653.53
June 2016		1,591,457.20	79,572.86	185.02	79,757.88		73,456.67	73,456.67	6,301.21	(524,589.12)	188,954.74
SUBTOTAL		9,656,015.00	482,800.75	1,029.51	483,830.26	0.00	666,767.85	666,767.85			
CASH BALANCE	06/30/16	188,954.74	1,166,403.92	1,637.41	1,168,041.33	0.00	1,692,630.45	1,692,630.45			
July 2016		1,483,720.00	74,186.00	174.74	74,360.74		10,000.00	10,000.00	64,360.74	64,360.74	253,315.48
August 2016		1,286,676.40	64,333.82	229.08	64,562.90		35,000.00	35,000.00	29,562.90	93,923.64	282,878.38
September 2016		1,427,108.20	71,355.41	411.72	71,767.13		25,375.27	25,375.27	46,391.86	140,315.50	329,270.24
October 2016		1,363,327.20	68,166.36	508.97	68,675.33		88,717.26	88,717.26	-20,041.93	120,273.57	309,228.31
November 2016		1,783,813.00	89,190.65	574.99	89,765.64		20,000.00	20,000.00	69,765.64	190,039.21	378,993.95
December 2016		1,877,455.00	93,872.75	680.49	94,553.24		15,069.00	15,069.00	79,484.24	269,523.45	458,478.19
SUBTOTAL		9,222,099.80	461,104.99	2,579.99	463,684.98	0.00	194,161.53	194,161.53			
January 2017		1,183,489.00	59,174.45	371.91	59,546.36		291,814.62	291,814.62	-232,268.26	-232,268.26	226,209.93
February 2017		1,357,364.20	67,868.21	421.71	68,289.92		0.00	0.00	68,289.92	68,289.92	294,499.85
March 2017		1,701,676.00	85,083.80		85,083.80		12,391.92	12,391.92	72,691.88	72,691.88	367,191.73
April 2017		1,877,931.00	93,896.55	1,399.24	95,295.79		38,170.00	38,170.00	57,125.79	57,125.79	424,317.52
May 2017		1,745,164.20	87,258.21	1,253.77	88,511.98		1,133.00	1,133.00	87,378.98	87,378.98	511,696.50
June 2017		1,803,606.00	90,180.30	1,457.94	91,638.24		336,083.26	336,083.26	-244,445.02	-244,445.02	267,251.48
SUBTOTAL		9,669,230.40	483,461.52	4,904.57	488,366.09	0.00	679,592.80	679,592.80			
CASH BALANCE		267,251.48	944,566.51	7,484.56			873,754.33				
July 2017		1,815,246.20	90,762.31	976.79	91,739.10		1,372.17	1,372.17	90,366.93	90,366.93	357,618.41
August 2017		2,089,782.80	104,489.14	1,216.90	105,706.04		18,130.31	18,130.31	87,575.73	177,942.66	445,194.14
September 2017		2,291,105.80	114,555.29	1,738.91	116,294.20		26,500.00	26,500.00	89,794.20	267,736.86	534,988.34
October 2017		2,170,628.60	108,531.43	3,549.66	112,081.09		59,216.40	59,216.40	52,864.69	320,601.55	587,853.03
November 2017		2,764,121.40	138,206.07	2,979.81	141,185.88		14,757.64	14,757.64	126,428.24	447,029.79	714,281.27
December 2017		2,308,667.00	115,433.35	3,413.63	118,846.98		0.00	0.00	118,846.98	565,876.77	833,128.25
SUBTOTAL		13,439,551.80	671,977.59	13,875.70	685,853.29	0.00	119,976.52	119,976.52			
January 2018		2,580,920.60	129,046.03	3,498.85	132,544.88		229,785.48	229,785.48	-97,240.60	-97,240.60	735,887.65
February 2018		3,428,414.60	171,420.73	3,567.45	174,988.18		14,804.51	14,804.51	160,183.67	160,183.67	896,071.32
March 2018		4,035,431.00	201,771.55	629.14	202,400.69		51,663.32	51,663.32	150,737.37	150,737.37	1,046,808.69
April 2018		4,639,998.60	231,999.93	802.01	232,801.94		10,521.88	10,521.88	222,280.06	222,280.06	1,269,088.75
May 2018		4,406,434.20	220,321.71	967.59	221,289.30		9,500.00	9,500.00	211,789.30	211,789.30	1,480,878.05
June 2018		4,525,501.20	226,275.06	1,143.42	227,418.48		325,375.98	325,375.98	-97,957.50	-97,957.50	1,382,920.55
SUBTOTAL		23,616,700.20	1,180,835.01	10,608.46	1,191,443.47	0.00	641,651.17	641,651.17			
CASH BALANCE		1,382,920.55	1,852,812.60	24,484.16	1,877,296.76		761,627.69				

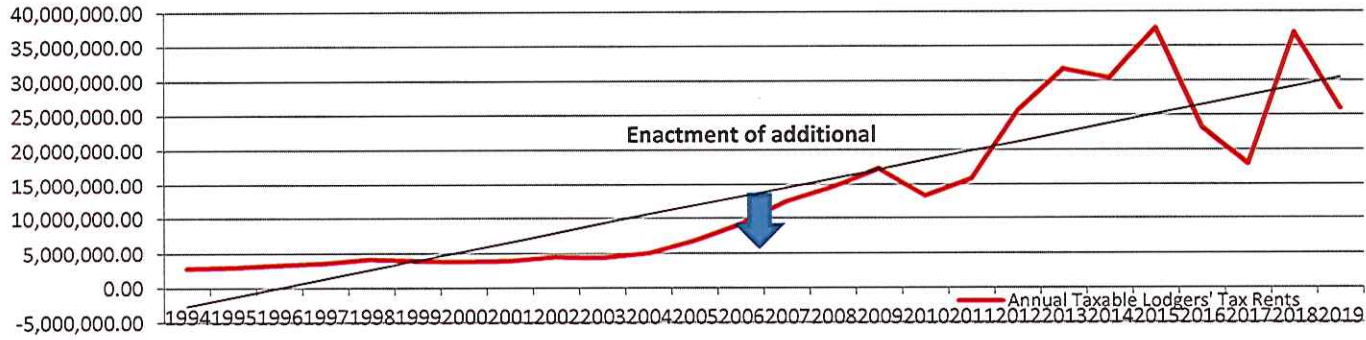
Annual Lodgers' Tax Collection



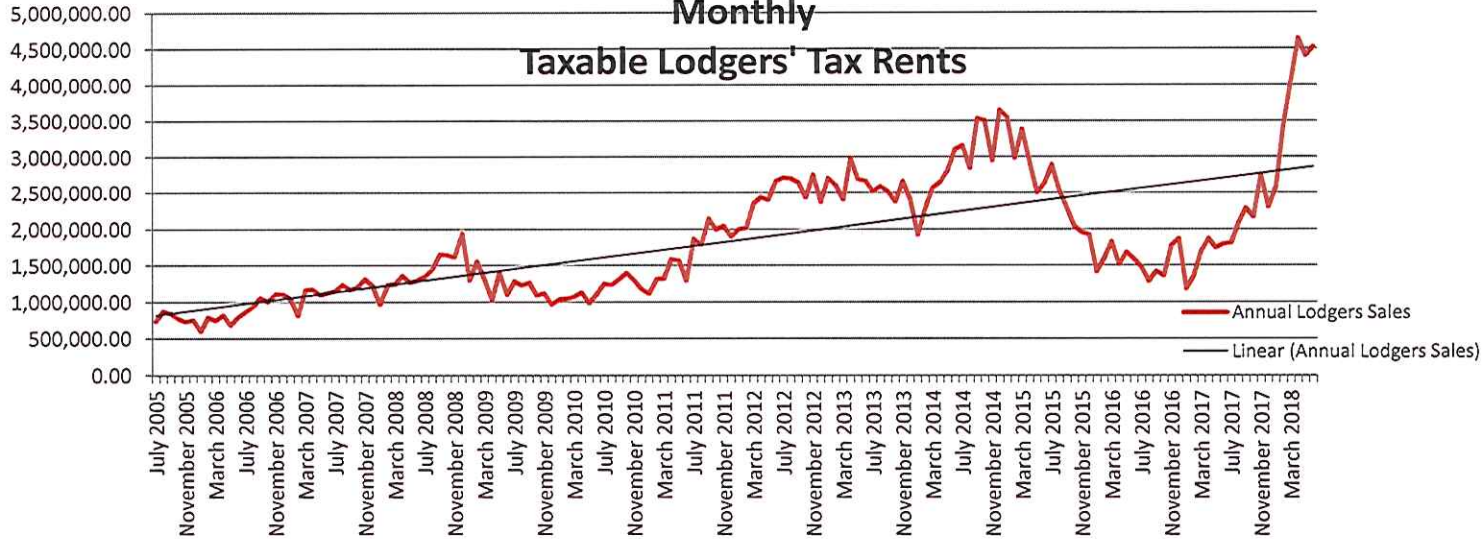
Monthly Lodgers' Tax Collection



Annual Taxable Lodgers' Tax Rents



Monthly Taxable Lodgers' Tax Rents



CITY OF HOBBS LODGERS' TAX PROGRAM							
6/30/2018	AWARD						
	PROJECT	DATE	AMOUNT	ACTUAL EXPENSE	ACTUAL OUTSTANDING GRANT	CATEGORY	
6/30/2018	CASH BALANCE				1,382,920.55		
Proof of Cash:							
Beginning Cash Available for Profit, Non-Profit, and Public Entities (20%)						124,676.18	
18-10	WESTERN HERITAGE MUSEUM COMPLEX	4/17/2017	18,000.00	18,000.00	0.00	NP	
18-11	TUFF HEDEMAN CHAMPIONSHIP BULL RIDING	4/17/2017	10,000.00	10,000.00	0.00	P	
18-12	CYCLE CITY PROMOTIONS	4/17/2017	17,500.00	17,500.00	0.00	P	
19-1	JUNETEENTH	4/16/2018	4,900.00	0.00	4,900.00	NP	
19-2	NM NATIONAL BLACK CHAMBER OF COMMERCE	4/16/2018	8,800.00	2,978.25	5,821.75	NP	
19-3	HOBBS CHAMBER OF COMMERCE - HOBBS HOLIDAY TOURNEY	4/16/2018	21,233.22	0.00	21,233.22	NP	
19-4	HOBBS HISPANO CHAMBER OF COMMERCE - MARIACHI CHRISTM	4/16/2018	20,000.00	0.00	20,000.00	NP	
19-5	HOBBS HISPANO CHAMBER OF COMMERCE - SEPTIEMBRE	4/16/2018	25,000.00	0.00	25,000.00	NP	
19-6	SOUTHWEST SYMPHONY 2019	4/16/2018	62,012.50	0.00	62,012.50	NP	
19-7	HOBBS USSSA (PERMIAN BASIN MIDLAND)	4/16/2018	80,000.00	0.00	80,000.00	NP	
19-8	WESTERN HERITAGE MUSEUM COMPLEX	4/16/2018	45,645.00	0.00	45,645.00	NP	
19-9	CINCO DE MAYO COMMITTEE	4/16/2018	10,000.00	0.00	10,000.00	NP	
19-10	TUFF HEDEMAN CHAMPIONSHIP BULL RIDING	4/16/2018	20,000.00	0.00	20,000.00	P	
19-11	CYCLE CITY PROMOTIONS	4/16/2018	50,000.00	0.00	50,000.00	P	
19-12	IMPACTO - JAG PROMOTIONS	4/16/2018	9,500.00	0.00	9,500.00	P	
TOTAL REMAINING ALLOCATION FOR PROFIT, NON-PROFIT AND PUBLIC ENTITIES			402,590.72	106,276.30	354,112.47		
Add:	20% Monthly Tax Revenue (starting April 1st, 2013)				370,562.52		
Cash Available for Allocation					141,126.23		
Beginning Cash Available for Local Government (City and County) (40%)						88,500.00	
18-13	LEA COUNTY EVENT CENTER 2018	4/17/2017	25,000.00	0.00	25,000.00	LOCAL GOV	
18-15	ROCKWIND COMMUNITY LINKS - 2018	10/16/2017	66,500.00	38,823.68	27,676.32	LOCAL GOV	
18-16	C.O.R.E - 2018	10/16/2017	99,800.00	62,845.83	36,954.17	LOCAL GOV	
19-13	ROCKWIND COMMUNITY LINKS - 2019	4/16/2018	54,655.00	0.00	54,655.00	LOCAL GOV	
19-14	C.O.R.E - 2019 - MARKETING	4/16/2018	88,800.00	0.00	88,800.00	LOCAL GOV	
19-15	C.O.R.E - 2019 - OPERATING	4/16/2018	500,000.00	0.00	500,000.00	LOCAL GOV	
19-16	CITY OF HOBBS - SLAM & JAM 2019	4/16/2018	36,500.00	0.00	36,500.00	LOCAL GOV	
TOTAL REMAINING ALLOCATION FOR LOCAL GOVERNMENT			871,255.00	101,669.51	769,585.49		
Add:	40% Monthly Tax Revenue (starting April 1st, 2013)				750,918.70		
Cash Available for Allocation					69,833.21		
Beginning Cash Available for Fire, EMS, Sanitation (15%)							
TOTAL REMAINING ALLOCATION FOR CITY OF HOBBS POLICE AND FIRE					220,728.22	-220,728.22	
Add:	15% Monthly Tax Revenue (starting April 1st, 2013)			0.00	220,728.22	277,921.89	
Cash Available for Allocation						498,650.11	
Beginning Cash Available for Airline subsidy (25%)						55,860.67	
	EDC - 2018 AIRLINE SUBSIDY (\$220,502.38 GENERAL FUND)		235,162.89	235,162.89	0.00		
	EDC - 2019 AIRLINE SUBSIDY		392,000.00	0.00			
Add:	25% Monthly Tax Revenue (starting April 1st, 2013)				463,203.15		
TOTAL REMAINING ALLOCATION FOR AIRLINE SUBSIDY			#REF!	235,162.89	0.00		
Cash Available for Allocation						519,063.82	

CLOSED PROJECTS

DESCRIPTION	AMOUNT	ACTUAL EXPENSE	ACTUAL OUTSTANDING GRANT	FLOWBACK	
16-27	CINCO DE MAYO COMMITTEE (1/15/2016	10,000.00	4,340.88	5,659.12
17-06	LEA COUNTY COMMISSION OF	4/18/2016	10,000.00	9,321.15	678.85
17-08	SOUTHWEST SYMPHONY	4/18/2016	25,000.00	25,000.00	0.00 NP
17-09	HOBBS USSSA	4/18/2016	70,000.00	67,614.27	2,385.73 NP
18-01	JUNETEENTH	4/17/2017	3,716.00	3,700.00	16.00
18-02	NM NATIONAL BLACK CHAMBEI	4/17/2017	4,930.31	4,930.31	0.00
18-03	HOBBS CHAMBER OF COMMER	4/17/2017	10,000.00	10,000.00	0.00 NP
18-04	HOBBS HISPANO CHAMBER OF	4/17/2017	10,000.00	10,000.00	0.00 NP
18-05	HOBBS HISPANO CHAMBER OF	4/17/2017	16,000.00	15,919.04	80.96
18-06	HOBBS KENNEL CLUB	4/17/2017	3,200.00	2,116.45	1,083.55
18-07	LEA COUNTY COMMISSION OF	4/17/2017	10,000.00	8,127.83	1,872.17
18-08	SOUTHWEST SYMPHONY	4/17/2017	22,500.00	22,500.00	0.00
18-09	HOBBS USSSA 2018	4/17/2017	70,000.00	66,974.04	3,025.96
					14,802.34



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Resolution approving the FY2018 DFA 4th Quarter (June 2018) Financial Report
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

The State of New Mexico requires the FY18 4th Quarter (June 2018) DFA Quarterly Financial Report be approved by the governing body. The ending cash balance for 06/30/18 will be incorporated into the Fiscal Year 2019 Final Budget.

Fiscal Impact:

Reviewed By: 
Finance Department

The ending cash balance represents actual revenue and expenditure activity from July 1, 2017 – June 30, 2018. Ending Cash Balance at 06/30/18 is \$98,600,331.10 for all funds (restricted and unrestricted). The City of Hobbs year-to-date actual revenues and expenditures for the period are \$120,707,995.14 and \$128,889,698.06 respectively.

Attachments:

4th Quarter DFA Report Recap
Resolution approving 4th Quarter DFA Report

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:


Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
File No. _____ Denied

CITY OF HOBBS
RESOLUTION NO. 6684

A RESOLUTION APPROVING THE FY2018
DFA 4th QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico requires the FY2018 DFA 4TH Quarter Financial Report be approved by the governing body; and

WHEREAS, the ending cash balance for the period ended June 30, 2018 was \$98,600,331.10 for all funds; and

WHEREAS, the City of Hobbs actual year-to-date revenue and expenditures for fiscal year 2018 crosswalk the amounts to the DFA 4th Quarter Financial Report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 4th Quarter Financial Report be approved.

PASSED, ADOPTED AND APPROVED this 16th day of July, 2018.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

State of New Mexico
Local Government Budget Management System (LGBMS)

Report Recap - Fiscal Year 2017-2018 - Hobbs (City) - FY2018 Q4

Printed from LGBMS on 2018-07-13 07:57:02

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	54,866,076.13	0.00	59,530,876.03	-3,737,207.85	55,964,268.61	-55,430.33	54,640,045.37	4,663,689.05	49,976,356.32
20100 Corrections	376,040.01	0.00	257,233.01	0.00	73,476.91	0.00	559,796.11	0.00	559,796.11
20600 Emergency Medical Services	11.00	0.00	20,000.00	0.00	19,999.73	0.00	11.27	0.00	11.27
20900 Fire Protection	794,917.39	0.00	551,954.03	0.00	902,713.24	0.00	444,158.18	0.00	444,158.18
21100 Law Enforcement Protection	87,000.00	0.00	87,000.00	0.00	87,000.00	0.00	87,000.00	0.00	87,000.00
21400 Lodgers' Tax	267,251.48	0.00	1,877,296.76	-322,397.73	439,229.96	0.00	1,382,920.55	0.00	1,382,920.55
21600 Municipal Street	1,483,100.67	0.00	1,074,439.00	0.00	532,888.99	0.00	2,024,650.68	0.00	2,024,650.68
21700 Recreation	12,596,406.29	0.00	16,849,473.62	315,760.55	29,686,888.52	248.06	75,000.00	0.00	75,000.00
21900 Senior Citizens	1,000.00	0.00	224,474.95	696,203.87	920,678.82	0.00	1,000.00	0.00	1,000.00
29900 Other Special Revenue	331,111.02	0.00	1,391,264.76	891,523.06	2,353,055.65	69,268.03	330,111.22	0.00	330,111.22
30200 CDBG (HUD) Project	449.47	0.00	62,987.42	451,863.84	514,300.73	0.00	1,000.00	0.00	1,000.00
39900 Other Capital Projects	3,527,697.58	0.00	2,462,529.77	-2,000,000.00	1,536,243.49	0.00	2,453,983.86	0.00	2,453,983.86
40400 NMFA Loan Debt Service	1,989,842.96	0.00	0.00	2,399,936.08	2,399,936.08	0.00	1,989,842.96	0.00	1,989,842.96
50100 Water Enterprise	6,262,526.09	0.00	6,560,923.86	-306,813.95	5,986,983.91	-16.12	6,529,635.97	0.00	6,529,635.97
50200 Solid Waste Enterprise	2,014,554.12	0.00	6,610,519.99	0.00	6,649,768.87	0.00	1,975,305.24	0.00	1,975,305.24
50300 Wastewater/Sewer Enterprise	9,991,393.88	0.00	7,874,122.38	-93,122.13	6,221,524.41	0.00	11,550,869.72	0.00	11,550,869.72
50400 Airport Enterprise	292,892.22	0.00	44,826.30	0.00	49,200.19	0.00	288,518.33	0.00	288,518.33
50600 Cemetery Enterprise	1,000.00	0.00	143,347.10	229,678.15	373,025.25	0.00	1,000.00	0.00	1,000.00
51800 Golf Course Enterprise	1,000.00	0.00	1,060,134.88	1,585,588.62	2,645,722.16	-1.34	1,000.00	0.00	1,000.00

69900 Other Internal Service	2,370,410.96	0.00	8,017,047.65	-248,375.37	5,255,393.99	0.00	4,883,689.25	0.00	4,883,689.25
79900 Other Trust & Agency	9,555,363.51	0.00	6,007,543.63	137,362.86	6,262,605.06	-56,827.85	9,380,837.09	0.00	9,380,837.09
Totals	106,810,044.78	0.00	120,707,995.14	0.00	128,874,904.57	-42,759.55	98,600,375.80	4,663,689.05	93,936,686.75



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Resolution adopting a budgetary adjustment for the Fiscal Year 2018-2019
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

The Preliminary fiscal budget for the City of Hobbs was approved on May 21, 2018. This adjustment incorporates the adjusted cash balances as of June 30, 2018. This adjustment also incorporates a few new items for consideration and items budgeted in the 2017-2018 fiscal year but not completed and requested for carry-over into the current year. Adjustments to transfers have been made to meet State of New Mexico requirements, while maximizing the cash balance in the General Fund.

Fiscal Impact:

Reviewed By: 
Finance Department

The approval of this budget adjustment, by the City Commission, and the Department of Finance & Administration will govern the spending in accordance with the budget document as adjusted for the fiscal year beginning July 1, 2018.

Attachments:

- Budgeted Cash Balances
- Budgeted Carryovers and Enhancements
- Resolution approving Budget Adjustment for the fiscal year 2018-2019

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:


Department Director

City Manager

CITY CLERK=S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied
Other _____ File No. _____

CITY OF HOBBS

RESOLUTION NO. 6685

BUDGETARY ADJUSTMENT
FISCAL YEAR 2018-2019

WHEREAS, the City Commission of the City of Hobbs, New Mexico, has found it necessary to amend certain items within the fiscal year budget in order to provide for additional revenues, expenditures, and transfers not contemplated at the time of the preparation of the 2018-2019 preliminary budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the items of the 2018-2019 fiscal budget be amended.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY of the City of Hobbs, New Mexico, that the budgetary adjustments be subject to the approval of the Director of Public Finance of the State of New Mexico and that a copy of this Resolution be forwarded to his office in Santa Fe, New Mexico, for approval.

PASSED, ADOPTED AND APPROVED this 16th day of July, 2018

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**City of Hobbs Final Preliminary Budget
FY19 Fund Summary**

	Beginning Cash 06/30/2018	Total Revenue	Interfund Transfer	Total Expenditures	Ending Cash
1 GENERAL	54,640,045.37	60,571,992.15	(7,809,551.63)	81,396,749.01	26,005,736.88
2 LAND ACQUISITIOI	326,192.47	100,000.00	-	100,000.00	326,192.47
General Fund Subtotal	54,966,237.84	60,671,992.15	(7,809,551.63)	81,496,749.01	26,331,929.35
11 LOCAL GOV CORR	559,796.11	280,000.00	-	755,540.01	84,256.10
12 POLICE PROTECTIC	87,000.00	80,400.00	-	79,800.00	87,600.00
13 P D N (parif, drug,	1,918.75	-	-	-	1,918.75
14 SAFER Grant	1,000.00	409,148.31	110,595.63	519,743.65	1,000.29
15 COPS GRANT	1,000.00	697,584.94	510,095.01	977,947.95	230,732.00
16 RECREATION (COR	75,000.00	8,666,664.78	2,428,255.28	11,044,920.27	124,999.79
17 OLDER AMERICAN	1,000.00	145,647.00	826,241.89	971,888.89	1,000.00
18 GOLF	1,000.00	954,700.00	2,820,291.58	3,774,991.58	1,000.00
19 CEMETERY	1,000.00	159,200.00	534,135.51	693,335.51	1,000.00
20 AIRPORT	288,518.33	41,000.00	-	110,716.20	218,802.13
23 LODGERS' TAX	1,382,920.55	1,320,000.12	(874,955.00)	850,000.00	977,965.67
27 PUBLIC TRANSPOR	-	1,070,201.60	319,742.73	1,227,614.33	162,330.00
28 FIRE PROTECTION	444,158.18	405,000.00	-	815,523.00	33,635.18
29 EMER MEDICAL SE	11.27	20,000.00	-	20,000.00	11.27
Special Revenue Subto	2,844,323.19	14,249,546.75	6,674,402.63	21,842,021.39	1,926,251.18
37 COMM DEVE CON:	1,000.00	500,000.00	135,149.00	635,149.00	1,000.00
46 BEAUTIFICATION II	1,538,849.89	-	-	402,856.00	1,135,993.89
48 STREET IMPROVEN	2,024,650.68	992,338.00	-	2,210,576.00	806,412.68
49 CITY COMM. IMPR	512,265.22	2,350,000.04	(1,861,265.22)	-	1,001,000.04
Capitla Project Subtot	4,076,765.79	3,842,338.04	(1,726,116.22)	3,248,581.00	2,944,406.61
51 UTILITY BOND	-	-	307,004.58	307,004.58	-
53 WASTEWATER BOI	1,989,842.96	-	2,105,209.23	2,105,209.23	1,989,842.96
Debt Service Subtotals	1,989,842.96	-	2,412,213.81	2,412,213.81	1,989,842.96
10 SOLID WASTE	1,975,305.24	6,500,000.00	-	6,500,000.04	1,975,305.20
44 JOINT UTILITY EXTI	402,868.75	335,000.00	1,206,326.74	1,943,196.00	999.49
60 JOINT UTILITY	5,554,307.33	-	1,001,123.52	5,417,575.37	1,137,855.48
61 JOINT UTILITY CON	1,000.00	-	5,347,415.00	5,347,415.00	1,000.00
62 WASTE WATER PL	11,548,869.72	7,563,572.00	2,568,386.88	20,971,834.00	708,994.60
63 JOINT UTILTIY - W/	1,000.00	-	2,546,799.35	2,547,799.35	-
65 JOINT UTILTIY INCL	1,000.00	6,540,000.08	(6,541,000.08)	-	0.00
66 JOINT UTILITY INCL	1,000.00	5,680,000.00	(5,680,000.00)	-	1,000.00
68 METER DEPOSIT RI	973,283.94	425,000.04	-	425,000.00	973,283.98
69 INTERNAL SUPPLY	76,262.04	300,000.00	-	300,000.00	76,262.04
Utility Subtotals	20,534,897.02	27,343,572.12	449,051.41	43,452,819.76	4,874,700.79
64 MEDICAL INSURAN	3,737,836.73	6,323,720.88	-	6,323,720.88	3,737,836.73
67 WORKERS COMP T	1,069,590.48	685,064.36	-	685,064.40	1,069,590.44
Internal Service Subtot	4,807,427.21	7,008,785.24	-	7,008,785.28	4,807,427.17
70 MOTOR VEHICLE	22,290.49	4,250,000.00	-	4,250,000.00	22,290.49
71 MUNI JUDGE BON	103,565.84	-	-	-	103,565.84
72 RETIREE HEALTH IF	9,000,000.00	1,237,414.32	-	1,237,414.32	9,000,000.00
73 CRIME LAB FUND	72,649.55	121,000.00	-	121,000.00	72,649.55
75 FORECLOSURE TRI	71.88	-	-	-	71.88
76 RECREATION TRUS	-	-	-	-	-
77 LIBRARY TRUST	5,756.00	1,000.00	-	2,000.00	4,756.00
78 SENIOR CITIZEN TF	9,088.18	2,000.00	-	10,000.00	1,088.18
79 PRAIRIE HAVEN MI	5,680.71	150.00	-	-	5,830.71
80 COMMUNITY PARI	1,519.50	100.00	-	-	1,619.50
82 EVIDENCE TRUST F	131,237.46	1,000.00	-	-	132,237.46
83 HOBBS BEAUTIFUL	24,069.53	1,000.00	-	10,000.00	15,069.53
86 CITY AGENCY TRUS	4,907.95	1,500.00	-	1,500.00	4,907.95
Trust & Agency Subtot	9,380,837.09	5,615,164.32	-	5,631,914.32	9,364,087.09
Grant Total All Funds	98,600,331.10	118,731,398.62	-	165,093,084.57	52,238,645.15
		22,452,114		60,178,822.00	

32%

FY19 Final Prelim - Revenue

FUND	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	FY18 ORIGINAL APPROP	FY18 REVISED BUDGET	FY18 YTD EXPENDED	FY18 ENCUMB	FY18 AVAILABLE BUDGET	Carryover	New	Total Additions
1	019999	30109		GROSS RECEIPTS 1.25%	(22,800,000.00)						(1,200,000.00)	(1,200,000.00)
1	019999	30309		GROSS RECEIPTS TAX-1.225%	(22,800,000.00)						(1,200,000.00)	(1,200,000.00)
1	019999	30702	00126	JAG GRANT	-25,000.00	-24,035.00	0.00	0.00	-24,035.00	(24,035.00)		(24,035.00)
1	019999	30703		OTHER(DWI REIMB RECRUIT PD)	-25,000.00	-25,000.00	0.00	0.00	-25,000.00	(25,000.00)		(25,000.00)
1	019999	30704		STATE GRANTS	-10,000.00	-40,595.52	-4,345.00	0.00	-36,250.52	(36,251.00)		(36,251.00)
1	019999	30708	00213	CITY PARK PROJECT	0.00	-3,900,000.00	0.00	0.00	-3,900,000.00	(3,900,000.00)		(3,900,000.00)
1	019999	30712		GRANT-BULLETPROOF VESTS	-7,500.00	-7,500.00	-4,575.45	0.00	-2,924.55	(2,925.00)		(2,925.00)
12	129999	30724		LEP GRANT	(79,800.00)						(600.00)	(600.00)
14	149999	30702		SAFER GRANT	-412,272.00	-528,704.69	-373,261.98	0.00	-155,442.71	(155,443.00)		(155,443.00)
15	159999	30702		FEDERAL GRANTS	-208,190.20	-237,564.95	-179,522.15	0.00	-58,042.80	(58,043.00)		(58,043.00)
15	159999	30702	04115	COPS GRANT (2)	-198,254.00	-323,496.83	-151,808.07	0.00	-171,688.76	(171,689.00)		(171,689.00)
16	169999	30472		NMJC APPROPRIATION	-150,000.00	-200,000.00	0.00	0.00	-200,000.00	(200,000.00)		(200,000.00)
16	169999	30473		HOBBS SCHOOLS APPROPRIATION	-50,000.00	-50,000.00	0.00	0.00	-50,000.00	(50,000.00)		(50,000.00)
16	169999	30475		MADDOX APPROPRIATION	0.00	-22,978,007.61	-16,535,604.40	0.00	-6,442,403.21	(6,442,403.00)		(6,442,403.00)
16	169999	30708	00254	ART FOR CORE (1)	0.00	-75,000.00	0.00	0.00	-75,000.00	(75,000.00)		(75,000.00)
17	179999	30709	00800	HOUSE BILL 2 - CONGREGATE	(36,081.00)						4,690.00	4,690.00
17	179999	30709	00801	HOUSE BILL 2 - HOME DELIVERY	(32,200.00)						4,186.00	4,186.00
17	179999	30726	00800	FED C1 - CONGREGATE MEALS	(41,020.00)						19,976.00	19,976.00
17	179999	30726	00801	FED C2 - HOME DELIVERY	(17,928.00)						8,831.00	8,831.00
17	179999	30768	00800	NSIP REVENUE - CONGREGATE	(14,445.00)						14,445.00	14,445.00
17	179999	30768	00801	NSIP REVENUE - HOME DELIVERY	(13,333.00)						13,333.00	13,333.00
27	279999	30729		FED/ST FUNDING 27	-697,653.58	-1,028,578.11	-643,302.55	0.00	-385,275.56	(385,276.00)		(385,276.00)
37	379999	30702	00232	CDBG GRANT	0.00	-500,000.00	0.00	0.00	-500,000.00	(500,000.00)		(500,000.00)
44	449999	30611		MISCELLANEOUS INCOME	0.00	-35,000.00	0.00	0.00	-35,000.00	(35,000.00)		(35,000.00)
44	449999	30645	00200	HWLC DEV. FEES (INFR/UTIL)	0.00	-1,300,000.00	0.00	0.00	-1,300,000.00	(300,000.00)		(300,000.00)
48	489999	30702	00048	SOUTHEAST BYPASS	0.00	-29,000.00	-28,597.60	0.00	-402.40	(402.00)		(402.00)
48	489999	30702	00212	EAST MAIN ST SIDEWALK	0.00	-26,936.00	0.00	0.00	-26,936.00	(26,936.00)		(26,936.00)
49	499999	30111		GROSS RECEIPTS .125%	(2,240,000.04)						(110,000.00)	(110,000.00)
62	629999	30629	00205	LOAN PROCEEDS - DIGESTER	-4,200,000.00	-6,143,300.00	-124,306.88	0.00	-6,018,993.12	(6,018,993.00)		(6,018,993.00)
62	629999	30701	00192	EFFLUENT WATER PROJECT 2014	0.00	-1,157,859.80	-81,942.17	0.00	-1,075,917.63	(1,075,918.00)		(1,075,918.00)
62	629999	30701	00235	NE EFFLUENT DESIGN	0.00	-351,840.00	0.00	0.00	-351,840.00	(351,840.00)		(351,840.00)
62	629999	30701	00238	TERTIARY TREATMENT PROJECT	0.00	-73,257.72	-56,436.85	0.00	-16,820.87	(16,821.00)		(16,821.00)
62	629999	30701	00239	EFFLUENT REUSE USR	0.00	-100,000.00	0.00	0.00	-100,000.00	(100,000.00)		(100,000.00)
65	659999	30112		GROSS RECEIPTS .0625%	(1,120,000.08)						(55,000.00)	(55,000.00)
										(19,951,975.00)	(2,500,139.00)	(22,452,114.00)

FY19 Final Prelim - Expense

FUN	ORG	OBJ	CT	PROJ	ACCOUNT DESCRIPTION	FY18 ORIGINAL APPROP	FY18 REVISED BUDGET	FY18 YTD EXPENDED	FY18 ENCUMB	FY18 AVAILABLE BUDGET	Carryover	New	Total Additions	Comment
1	010100	42601			PROFESSIONAL SERVICES	1,777,122.11	1,777,122.11	862,613.12	868,944.64	45,564.35	914,509.00		914,509.00	
1	010100	42602			DRUG ALLIANCE	100,000.00	100,000.00	100,000.00	0.00	0.00	-	54,560.00	54,560.00	CDC contract
1	010100	44901	00054		PUBLIC ARTS INITIATIVE	0.00	188,471.79	0.00	0.00	188,471.79	188,472.00		188,472.00	
1	010100	44901	00055		DRAINAGE CHANNEL/CLEANUP	0.00	40,695.64	0.00	8,589.49	32,106.15	40,696.00		40,696.00	
1	010100	44901	00169		AFFORDABLE HOUSING	0.00	2,300,000.00	1,965,000.00	0.00	335,000.00	335,000.00	500,000.00	835,000.00	funding for additional development contracts
1	010100	44901	00170		HOUSING INCENTIVE (SF HOUSING)	0.00	1,601,000.00	624,180.00	712,920.00	263,900.00	976,820.00	500,000.00	1,476,820.00	funding for additional development contracts
1	010110	42601			PROFESSIONAL SERVICES	50,000.00	78,000.00	23,713.01	13,026.57	41,260.42	54,287.00		54,287.00	
1	010125	42601			PROFESSIONAL SERVICES	50,000.00	50,000.00	400.00	1,400.00	48,200.00	900.00		900.00	for open PO's - requested by dept
1	010130	43001			COMPUTER/COMP EQUIPMENT OVER 5	16,800.00	16,800.00	8,095.30	0.00	8,704.70	8,705.00		8,705.00	
1	010140	41101			SALARIES							14,288.00	14,288.00	5% to 1 finance position for certification \$2288; reclass of 1 position to financial analyst \$12,000
1	010140	41111			FICA							1,093.00	1,093.00	Fica for salary changes
1	010140	41112			PERA							1,939.00	1,939.00	Pera for salary changes
1	010140	42601			PROFESSIONAL SERVICES	40,000.00	158,465.26	32,492.97	5,605.54	120,366.75	125,972.00		125,972.00	Open projects and contracts
1	010145	42701			COMPUTER/COMP EQUIPMENT	129,500.00	129,500.00	103,873.25	0.00	25,626.75	25,627.00		25,627.00	requested by department
1	010145	42706			EQUIPMENT UNDER 5000.00	25,000.00	61,806.25	29,081.53	0.00	32,724.72	32,725.00		32,725.00	requested by department
1	010145	43006			EQUIPMENT OVER 5000	40,000.00	113,027.00	83,290.74	0.00	29,736.26	29,736.00		29,736.00	
1	010145	43001			COMPUTER/COMP EQUIP OVER 5000	312,000.00	316,314.65	316,314.65	0.00	0.00	-	20,000.00	20,000.00	Extract data from AS400 (Prelim deferred)
1	010145	43013			BUILDING IMPROVEMENTS	0.00	14,089.18	6,240.18	0.00	7,849.00	7,849.00		7,849.00	
1	010145	43801			COPIERS	30,000.00	46,652.09	39,489.28	0.00	7,162.81	7,163.00		7,163.00	
1	010145	44901	00003		CITY WIDE PHONE SYSTEM	25,000.00	68,834.08	40,233.47	1,326.87	27,273.74	28,601.00		28,601.00	
1	010150	41101			SALARIES							7,444.00	7,444.00	increase to base salary for staff attorney
1	010150	41111			FICA							570.00	570.00	Fica for salary changes
1	010150	41112			PERA							1,009.00	1,009.00	Pera for salary changes
1	010160	43001			COMPUTER/COMP EQUIP OVER 5000	0.00	0.00	0.00	0.00	0.00	-	8,500.00	8,500.00	Interface with HPD for E-Citations (Prelim deferred)
1	010201	42203			Dues and Subscriptions	30,800.00	30,800.00	22,836.11	4,441.77	3,522.12	4,442.00		4,442.00	for open PO's - requested by dept
1	010201	42204			UNIFORMS	100,000.00	100,000.00	74,339.71	23,449.85	2,210.44	16,986.00		16,986.00	for open PO's - requested by dept
1	010201	42316			FIREARMS AMMUNITION TARGETS	75,000.00	75,000.00	40,099.84	34,036.32	863.84	33,337.00		33,337.00	for open PO's - requested by dept
1	010201	42324			MISCELLANEOUS AND EMERGENCY	20,000.00	20,000.00	8,828.48	2,077.53	9,093.99	828.00		828.00	for open PO's - requested by dept
1	010201	42706			Equipment under 5000	10,000.00	10,000.00	6,183.29	1,352.50	2,296.43	1,163.00		1,163.00	for open PO's - requested by dept
1	010201	44901	00150		OUTDOOR FIRING RANGE	20,000.00	20,000.00	0.00	0.00	20,000.00	20,000.00		20,000.00	
1	010201	44901	00209		EVIDENTIARY VEH STORAGE/PROCES	100,000.00	100,000.00	0.00	0.00	100,000.00	100,000.00		100,000.00	
1	010202	42376			SWAT	75,000.00	75,000.00	55,710.48	13,022.17	6,267.35	12,855.00		12,855.00	for open PO's - requested by dept
1	010202	42602			Travel	22,500.00	22,500.00	16,562.70	800.15	5,137.15	60.00		60.00	for open PO's - requested by dept
1	010202	43003			VEHICLE REPLACEMENT	1,218,000.00	1,218,000.00	927,253.16	517.11	290,229.73	290,747.00		290,747.00	
1	010202	43006			EQUIPMENT OVER 5000	0.00	710,979.09	251,008.84	33,685.00	426,285.25	459,970.00		459,970.00	
1	010203	43001			COMPUTER/COMP EQUIPMENT OVER 5	0.00	15,444.29	5,734.28	0.00	9,710.01	9,710.00		9,710.00	
1	010203	43006			EQUIPMENT OVER 5000	10,000.00	17,502.07	8,988.97	0.00	8,513.10	8,513.00		8,513.00	
1	010204	42361			ACADEMY/RECRUITING	45,000.00	48,500.00	43,165.14	5,392.59	-57.73	1,503.00		1,503.00	for open PO's - requested by dept
1	010205	42601			PROFESSIONAL SERVICES	1,460,626.68	1,623,352.68	1,462,534.60	0.00	160,818.08	160,818.00	109,687.00	270,505.00	carryover + new money - LCCA contract
1	010207	42210			SERVICE/MAINT. CONTRACT	60,000.00	60,000.00	29,744.62	28,978.10	1,277.28	27,543.00		27,543.00	for open PO's - requested by dept
1	010207	42305			travel meals and schools	10,000.00	10,000.00	8,222.73	866.15	911.12	1,480.00		1,480.00	for open PO's - requested by dept
1	010207	44901	00113		EAGLE IC	0.00	259,702.64	50,000.00	154,683.85	55,018.79	209,703.00		209,703.00	
1	010207	44901	00257		HPD INTERNET NETWORK	0.00	0.00	0.00	0.00	0.00	-	450,000.00	450,000.00	HPD Network/Internet Systems (prelim deferred)

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1	010220	42613	TRAINING	5,000.00	5,000.00	3,572.33	0.00	1,427.67	-	10,000.00	10,000.00	for additional training - academy related
1	010220	43003	VEHICLE REPLACEMENT	80,000.00	100,067.68	91,847.39	0.00	8,220.29	8,220.00	200,000.00	208,220.00	new grass rig
1	010220	43013	BUILDING IMPROVEMENTS	300,000.00	366,188.41	17,001.86	51,772.00	297,414.55	349,187.00		349,187.00	
1	010310	43006	EQUIPMENT OVER 5000	22,271.00	22,271.00	0.00	0.00	22,271.00	22,271.00		22,271.00	
1	010310	46325	BOND ISSUE C FUNDS	35,000.00	93,075.82	30,856.57	0.00	62,219.25	62,219.00		62,219.00	
1	010320	43006	EQUIPMENT OVER 5000	0.00	0.00	0.00	0.00	0.00	-	8,000.00	8,000.00	washer for pavillions/bird droppings (prelim deferred)
1	010320	44901	00099 PARK PLAYGROUNDS	60,000.00	60,000.00	0.00	0.00	60,000.00	60,000.00		60,000.00	
1	010320	44901	00184 TAYLOR RANCH PARK	0.00	6,873,406.44	0.00	0.00	6,873,406.44	6,873,406.00		6,873,406.00	
1	010320	44901	00213 CITY PARK PROJECT	0.00	4,423,785.94	2,956,251.06	1,443,487.57	24,047.31	1,467,535.00		1,467,535.00	
1	010320	44901	00247 SECURITY EQUIPMENT PROJECT	200,000.00	200,000.00	108,169.77	90,197.15	1,633.08	91,830.00	100,000.00	191,830.00	park security cameras in coop with HPD (prelim deferred)
1	010321	43006	EQUIPMENT OVER 5000	30,000.00	30,000.00	0.00	0.00	30,000.00	30,000.00	34,000.00	64,000.00	reel mower - Toro 3100D (prelim deferred)
1	010321	43801	BLEACHER COVERS-COMPLEX 1 & 2	42,500.00	42,500.00	0.00	0.00	42,500.00	42,500.00		42,500.00	
1	010321	44901	00186 BASEBALL COMPLEX	0.00	0.00	0.00	0.00	0.00	-	196,000.00	196,000.00	asphalt for Zia Complex parking lot (prelim deferred)
1	010321	44901	00186 BASEBALL COMPLEX	0.00	0.00	0.00	0.00	0.00	-	242,000.00	242,000.00	asphalt for HHS Varsity Baseball parking lot (prelim deferred)
1	010326	43006	EQUIPMENT OVER 5000	40,000.00	40,000.00	0.00	0.00	40,000.00	40,000.00		40,000.00	
1	010330	42642	00246 GUS MACKER - LODGERS' TAX	0.00	0.00	0.00	0.00	0.00	-	36,500.00	36,500.00	Lodgers' Tax award for Slam & Jam
1	010340	42601	PROFESSIONAL SERVICES	0.00	53,000.00	11,632.56	46.89	41,320.55	41,367.00	158,633.00	200,000.00	increasing total condmenations budet to \$300,000 for FY19
1	010410	42502	REPAIR - SIDEWALK	10,000.00	10,000.00	7,075.68	1,238.10	1,686.22	1,238.00		1,238.00	for open PO's - requested by dept
1	010410	44901	00079 MAJOR THOUROUGHFARE PLAN IMP	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00		10,000.00	
1	010410	44901	00160 DRAINAGE MASTER PLAN	0.00	450,000.00	0.00	0.00	450,000.00	450,000.00	250,000.00	700,000.00	mobile lidar acquisition all city streets (prelim deferred)
1	010410	44901	00224 CENTRAL/GRIMES/JHB INTER. IMP	0.00	775,000.00	0.00	0.00	775,000.00	775,000.00		775,000.00	
1	010412	43006	EQUIPMENT OVER 5000	90,000.00	90,000.00	58,912.50	0.00	31,087.50	31,088.00		31,088.00	
1	010412	44901	00159 TRAFFIC SIGNAL COMM UPGRADE	0.00	257,572.01	9,690.92	2,328.83	245,552.26	247,881.00		247,881.00	
1	010412	44901	00260 CITYWIDE FIBER NETWORK	0.00	0.00	0.00	0.00	0.00	-	2,500,000.00	2,500,000.00	city owned fiber network to connect all signals, buildings, parks & splash pads (prelim deferred)
1	010415	44901	00158 AERIALS DTM AND CONTOURS	0.00	350,000.00	133,501.08	153,862.05	62,636.87	216,499.00		216,499.00	
1	010421	43013	BUILDING IMPROVEMENTS	0.00	97,170.59	10,253.79	12,276.09	74,640.71	86,917.00		86,917.00	
1	010421	44901	00023 PARK RENOVATIONS	30,000.00	70,664.75	0.00	0.00	70,664.75	70,665.00		70,665.00	
1	010421	44901	00051 MISCELLANEOUS CONSTRUCTION/REM	0.00	12,889.32	7,852.25	0.00	5,037.07	-	500,000.00	500,000.00	for projects recommended by security assessment
1	010421	44901	00103 LIGHTING RENOVATION	0.00	29,196.87	3,756.81	537.88	24,902.18	25,440.00		25,440.00	
1	010421	44901	00211 DIGITAL CONTROLS	0.00	9,897.02	0.00	0.00	9,897.02	9,897.00		9,897.00	
1	010421	44901	00233 MAIN ST HOBBS PARKING LOT	0.00	275,000.00	0.00	197,825.08	77,174.92	275,000.00		275,000.00	
1	010421	44901	00242 BUILDING ROOF UPGRADES	0.00	750,000.00	0.00	56,000.00	694,000.00	750,000.00		750,000.00	
1	010421	44901	00245 GENERATORS	160,000.00	160,000.00	0.00	0.00	160,000.00	160,000.00		160,000.00	
1	010423	43003	VEHICLE REPLACEMENT	0.00	98,595.00	98,595.00	0.00	0.00	-	300,000.00	300,000.00	new street sweeper (prelim deferred)
1	010423	44901	00148 PAVING REHABILITATION	600,000.00	1,180,488.42	710,463.24	171,792.83	298,232.35	470,025.00		470,025.00	
1	010343	43006	EQUIPMENT OVER 5000	0.00	0.00	0.00	0.00	0.00	-	10,000.00	10,000.00	replacement cat kennels (prelim deferred)
1	024002	42324	MISC AND EMERGENCY	100,000.00	100,000.00	0.00	0.00	0.00	-	225,000.00	225,000.00	funding for potential property purchases
10	104010	42211	WASTE MANAGEMENT CONTRACT	5,493,394.00	5,715,541.85	6,245,573.70	0.00	-530,031.85	-	(400,000.00)	(400,000.00)	Reduce FY19 Prelim budget to reclass to missed accounts
10	104010	42248	WASTE MNGT TIPPING FEES	228,000.00	318,037.12	248,148.30	0.00	69,888.82	-	250,000.00	250,000.00	Missed in FY19 Prelim budget
10	104010	42601	PROFESSIONAL SERVICES	436,606.00	708,762.46	156,046.87	0.00	551,788.73	-	150,000.00	150,000.00	Missed in FY19 Prelim budget

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16	164016	41101	SALARIES							329,088.00	329,088.00	Pool Managers - moving salary from PT to FT \$78,624; Janitors - 1 lead & 6 janitors not in FY19 prelim \$183,249; Facility Mtc Coordinator - not in FY19 prelim \$50,835; Seasonal Office Asst - not in prelim budget \$16,380	
16	164016	41111	FICA							25,179.00	25,179.00	Fica for salary changes	
16	164016	41112	PERA							44,594.00	44,594.00	Pera for salary changes	
16	164016	42357	00246	LODGERS' TAX ADVERTISING	0.00	99,800.00	62,845.83	7,407.69	29,546.48	7,408.00	88,800.00	96,208.00	Lodgers' Tax award for CORE marketing Encumbrances from FY18 - no carryover budget available
16	164016	42601	PROFESSIONAL SERVICES	77,000.00	177,000.00	74,249.52	156,380.27	(53,629.79)			156,380.00	156,380.00	
16	164016	43006	00228	EQUIP OVER 5000.00	0.00	1,264,433.50	1,098,792.47	80,430.68	85,210.35	165,641.00	165,641.00	165,641.00	
16	164016	43007	00228	FURNITURE/APPLIANCE OVER 5000	0.00	443,640.96	417,646.70	8,417.97	17,576.29	25,994.00	25,994.00	25,994.00	
16	164016	44901	00200	HWLC (DESIGN)	0.00	1,080,125.61	468,890.29	219,303.25	391,932.07	611,235.00	611,235.00	611,235.00	
16	164016	44901	00228	HWLC (CONSTRUCTION)	0.00	32,795,754.49	26,977,243.58	3,596,047.72	2,222,463.19	5,818,511.00	5,818,511.00	5,818,511.00	
16	164016	44901	00254	ART FOR CORE (1)	0.00	75,000.00	34,451.80	0.00	40,548.20	40,548.00	40,548.00	40,548.00	
17	174017	41101	SALARIES							9,009.00	9,009.00	correction for calculation error on prelim salary	
17	174017	41111	FICA							689.00	689.00	Fica for salary changes	
17	174017	41112	PERA							1,221.00	1,221.00	Pera for salary changes	
17	174017	42706	EQUIPMENT UNDER 5000	0.00	0.00	0.00	0.00	0.00	0.00	-	3,300.00	3,300.00	radios for ease of communication (prelim deferred)
17	174017	43013	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	-	12,000.00	12,000.00	replace dining room floor
18	184316	42601	00217	GOLF COURSE MARKETING	0.00	74,500.00	38,823.68	5,000.00	30,676.32	5,000.00	54,655.00	59,655.00	Lodgers' Tax award for Golf Course marketing tractor & other misc golf mtc equipment (prelim deferred)
18	184315	43006	EQUIP OVER 5000.00	233,542.00	239,494.56	6,358.08	28,625.00	204,511.48	233,136.00	205,000.00	438,136.00	438,136.00	
18	184316	43006	EQUIP OVER 5000.00	20,000.00	20,000.00	0.00	19,277.99	722.01	20,000.00	114,804.00	134,804.00	134,804.00	lease new golf cart fleet (prelim deferred)
18	184316	43013	BUILDING IMPROVEMENTS	0.00	75,808.25	15,808.25	0.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	
19	194019	43006	EQUIPMENT OVER 5000	0.00	20,000.00	2,062.70	0.00	17,937.30	17,937.00	17,937.00	17,937.00	17,937.00	
19	194019	43011	LAND IMPROVEMENTS	120,000.00	120,000.00	75,994.91	315.00	43,690.09	44,005.00	12,000.00	56,005.00	56,005.00	Everglade Veterans Memorial Wall (prelim deferred)
27	274027	43003	VEHICLE REPLACEMENT	130,000.00	390,000.00	234,870.00	117,388.93	37,741.07	155,130.00	155,130.00	155,130.00	155,130.00	replacement of bus cameras, as needed (prelim deferred)
27	274027	43006	EQUIPMENT OVER 5000	0.00	54,217.80	49,005.00	0.00	5,212.80	5,213.00	5,500.00	10,713.00	10,713.00	
27	274027	43008	IMPROVEMENTS/RENOVATIONS	0.00	81,045.17	23,942.66	0.00	57,102.51	57,103.00	57,103.00	57,103.00	57,103.00	
28	284028	43002	COMPUTER SOFTWARE OVER 5000	20,000.00	20,000.00	0.00	0.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
28	284028	43003	VEHICLE REPLACEMENT	275,000.00	775,000.00	474,952.00	234,122.00	65,926.00	300,048.00	300,048.00	300,048.00	300,048.00	
28	284028	43006	EQUIPMENT OVER 5000	38,500.00	38,500.00	30,825.00	0.00	7,675.00	7,675.00	7,675.00	7,675.00	7,675.00	
37	374037	44901	00232	NEW CDBG PROJECT	0.00	1,149,449.47	514,300.73	487,005.06	148,143.68	635,149.00	635,149.00	635,149.00	
44	444044	44901	00073	JT UTIL EXTENSION	0.00	551,056.79	407,517.00	71,920.74	71,619.05	143,540.00	143,540.00	143,540.00	
44	444044	44901	00200	HWLC (INFR/UTIL)	0.00	2,508,176.21	958,520.51	215,795.03	1,333,860.67	1,549,656.00	1,549,656.00	1,549,656.00	
46	464046	44901	00034	HEALTH WALK/JOG TRAIL (EX-COUN	0.00	378,452.87	170,205.98	0.00	208,246.89	208,247.00	208,247.00	208,247.00	
46	464046	44901	00207	DAL PASO LANDSCAPING PROJ. IMP	0.00	194,608.64	0.00	44,608.64	150,000.00	194,609.00	194,609.00	194,609.00	
48	484048	44901	00046	MISC. STREET/DRAINAGE IMPS.	500,000.00	849,855.51	371,402.83	156,564.60	321,888.08	478,453.00	478,453.00	478,453.00	
48	484048	44901	00048	SOUTHEAST BY PASS	0.00	60,052.46	44,398.81	0.00	15,653.65	15,654.00	15,654.00	15,654.00	
48	484048	44901	00085	TRAFFIC SIGNAL IMPROVEMENTS	133,000.00	133,000.00	84,060.00	34,527.00	14,413.00	48,940.00	48,940.00	48,940.00	
48	484048	44901	00178	WEST BENDER IMPROVEMENTS	0.00	8,227.77	0.00	7,607.19	620.58	8,228.00	8,228.00	8,228.00	
48	484048	44901	00179	COLLEGE LANE INTERSECTION	0.00	90,000.00	0.00	0.00	90,000.00	90,000.00	90,000.00	90,000.00	
48	484048	44901	00236	NEW TRAFFIC SIGNAL COOP	0.00	22,288.90	12,988.40	0.00	9,300.50	9,301.00	9,301.00	9,301.00	
48	484048	44901	00244	RR CROSSING IMPROVEMENTS	300,000.00	300,000.00	0.00	0.00	300,000.00	300,000.00	300,000.00	300,000.00	
60	604610	42403	Machine Repair and Maintenance	12,000.00	12,000.00	6,854.16	4,631.55	514.29	5,146.00	5,146.00	5,146.00	5,146.00	

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- 60	604610	42404	Signs and Signals	2,000.00	2,000.00	0.00	1,772.00	228.00	1,772.00	1,772.00	for open PO's - requested by dept	
60	604610	42506	WATER DISTRIBUTION	250,000.00	250,000.00	199,675.57	9,421.92	40,902.51	4,298.00	4,298.00	for open PO's - requested by dept	
61	614061	43005	SECURITY EQUIPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	25,000.00	25,000.00		
61	614061	43006	EQUIP OVER 5000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	100,000.00	100,000.00		
61	614061	44901	00091 AUTOMATED METER READING SYS	150,000.00	150,000.00	134,027.64	13,340.00	2,632.36	15,972.00	15,972.00		
61	614061	44901	00094 WATERLINE REPLACEMENT	500,000.00	1,734,893.14	879,784.94	133,830.69	721,277.51	855,108.00	855,108.00		
61	614061	44901	00095 NEW WATER WELL	200,000.00	277,878.71	2,334.48	0.00	275,544.23	275,544.00	275,544.00		
61	614061	44901	00107 WATER DEVELOPMENT/40 YR PLAN	0.00	145,000.00	16,818.97	47,250.49	80,930.54	128,181.00	128,181.00		
61	614061	44901	00138 DEL NORTE RESERVOIR PROJ	0.00	20,683.51	0.00	0.00	20,683.51	20,684.00	20,684.00		
61	614061	44901	00203 WATER PRODUCTION PRV STATION	200,000.00	350,713.99	2,191.10	30,039.06	318,483.83	348,523.00	348,523.00		
61	614061	44901	00216 MILLEN WATER LINE EXTENSION	0.00	1,014,821.39	886,418.86	98,937.21	29,465.32	128,403.00	128,403.00		
61	614061	44901	00249 WATER SCADA PROJECT	1,000,000.00	1,800,000.00	0.00	1,800,000.00	0.00	1,800,000.00	1,800,000.00		
62	624062	43013	BUILDING IMPROVEMENTS	0.00	100,000.00	0.00	0.00	100,000.00	100,000.00	100,000.00		
62	624062	44901	00037 WWTP PLANT TREATMENT/ EXPANSIO	95,000.00	424,355.26	84,463.79	115,228.55	224,662.92	339,891.00	339,891.00		
62	624062	44901	00096 REFURBISH LIFT STATION	100,000.00	255,144.09	49,206.38	84,608.43	121,329.28	205,938.00	205,938.00		
62	624062	44901	00097 SEWER LINE REPLACEMENT	2,000,000.00	8,758,574.80	2,256,023.11	985.79	6,501,565.90	6,502,552.00	6,502,552.00		
62	624062	44901	00128 UTILITIES ENTRANCE FENCING PRO	100,000.00	100,000.00	0.00	0.00	100,000.00	100,000.00	100,000.00		
62	624062	44901	00192 EFFLUENT WATER PROJECT 2014	0.00	410,301.86	19,414.09	0.00	390,887.77	390,888.00	390,888.00		
62	624062	44901	00204 NADINE EFFLUENT LINE UPGRADES	50,000.00	64,591.66	11,215.21	0.00	53,376.45	53,376.00	53,376.00		
62	624062	44901	00205 DIGESTER PROJECT	7,000,000.00	7,671,926.03	493,613.52	507,111.53	6,671,200.98	7,178,313.00	3,143,639.00	10,321,952.00	
62	624062	44901	00235 NE EFFLUENT DESIGN	0.00	961,341.53	413,362.05	324,935.67	223,043.81	547,979.00	547,979.00		
62	624062	44901	00238 TERTIARY TREATMENT PROJ	150,000.00	208,872.74	50,334.88	63,084.77	95,453.09	158,538.00	158,538.00		
62	624062	44901	00239 EFFLUENT REUSE USR	1,500,000.00	1,600,000.00	0.00	0.00	1,600,000.00	1,600,000.00	1,600,000.00		
62	624062	44901	00248 MANHOLE REHAB PROJECT	400,000.00	400,000.00	49,280.00	0.00	350,720.00	350,720.00	350,720.00		
63	634370	42601	PROFESSIONAL SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	-	70,000.00	70,000.00	funding for rate study
63	634370	43003	VEHICLE REPLACEMENT	40,000.00	40,000.00	30,701.00	0.00	9,299.00	9,299.00	9,299.00		
63	634370	43015	UTILITY EQUIPMENT	67,500.00	77,500.00	43,400.00	0.00	34,100.00	34,100.00	34,100.00		
63	634375	43015	UTILITY EQUIPMENT	44,000.00	59,696.47	15,696.47	0.00	44,000.00	44,000.00	44,000.00		
63	634380	43015	UTILITY EQUIPMENT	75,000.00	88,000.00	29,750.41	34,926.86	23,322.73	58,250.00	58,250.00		
										49,463,741.00	10,715,081.00	60,178,822.00



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Resolution Authorizing the Mayor to Execute a Memorandum of Understanding with Lea County for Airline Subsidy for FY 18-19

DEPT. OF ORIGIN: Legal Department
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Efren A. Cortez, City Attorney

Summary:

This resolution authorizes the Mayor to execute a Memorandum of Understanding with Lea County detailing the terms and responsibilities of their joint requirements for the airline subsidy. The City of Hobbs and Lea County will each provide subsidy funding up to \$1.15 million dollars each for the service pursuant to the attached Memorandum of Understanding between the City and County.

Fiscal Impact:


The funding has been approved in the 2018-19 preliminary budget.

Reviewed By: 
Finance Department

Attachments:

- Resolution
- Memorandum of Understanding between the City and County (FY 18-19)

Legal Review:

Approved As To Form: 
City Attorney

Recommendation: The Commission should approve the Resolution

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

CITY OF HOBBS

RESOLUTION NO. 6686

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A MEMORANDUM OF UNDERSTANDING WITH
LEA COUNTY FOR AIRLINE SUBSIDY FOR FY 18-19

WHEREAS, the City of Hobbs and Lea County will each provide airline subsidy funding up to \$1.15 million dollars each pursuant to a Memorandum of Understanding between the City of Hobbs and Lea County as attached herein; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO that the Mayor be and is hereby directed to execute a Memorandum of Understanding with Lea County for Airline Subsidy for FY 18-19.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN
LEA COUNTY, NEW MEXICO AND THE
CITY OF HOBBS**

This Memorandum of Understanding is made this _____ day of July, 2018, by and between the City of Hobbs (hereinafter "CITY") and Lea County, New Mexico (hereinafter "COUNTY").

PURPOSE

The purpose of this agreement is to memorialize the terms and agreement between the CITY and COUNTY regarding their funding of airline subsidy for FY 18-19. CITY and COUNTY agree to cooperate as outlined in this Memorandum of Understanding.

WHEREAS, the CITY and COUNTY agree that a major airline service in Lea County provides significant economic benefit to Lea County;

WHEREAS, a major airline service to Lea County provides efficient transportation for its citizens and businesses;

WHEREAS, a major airline service in Lea County is required in the recruitment of new businesses and maintaining existing businesses;

WHEREAS, the Economic Development Corporation of Lea County ("EDC") has negotiated and obtained an agreement with United Airlines ("UNITED") to provide regular jet air service from Hobbs, NM, to Houston, TX;

WHEREAS, the agreement requires subsidy payments from the CITY and COUNTY, if necessary, to maintain the air service;

WHEREAS, the CITY and COUNTY desire to jointly fund any required subsidy.

SUBSIDY FUNDING

1. CITY and COUNTY agree to budget and share equally the costs of subsidy funding for FY 18-19.
2. The subsidy shall not exceed \$1.15 million dollars for each entity.
3. At the conclusion of each quarter, UNITED will provide an accounting to EDC determining subsidy requirements. CITY and COUNTY shall monitor and confirm the subsidy amounts.

4. Each entity shall pay one-half of each of the four (4) quarterly required subsidy payments.

MERGER OF AGREEMENT

This agreement incorporates all agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this Agreement. No prior statements, representations, promises or agreement of understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

SOVEREIGN IMMUNITY

CITY and COUNTY and their public employees (as defined in the New Mexico Tort Claims Act) do not waive sovereign immunity, do not waive any defense(s), and/or do not waive any limitation(s) pursuant to the New Mexico Tort Claims Act. No provision in the Agreement modifies and/or waives any provision of the New Mexico Tort Claims Act as it relates to CITY and COUNTY and their public employees.

LIABILITY

Each party agrees to bear liability and responsibility for the negligent, reckless or deliberate acts or omissions of their own officers and employees, as limited by the New Mexico Tort Claims Act.

THIRD PARTY BENEFICIARIES

It is specifically agreed between the parties executing the Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary, or to authorize anyone not a party to the Agreement to maintain, pursuant to the provisions of the Agreement, a suit of any nature, including but not limited to suits alleging wrongful death, bodily and/or personal injury to person(s), damages to property(ies), and/or any cause of action.

INSURANCE

Both CITY and COUNTY shall maintain liability insurance or qualify as a self-insured entity, as required by law.

TERM

This Memorandum of Understanding shall continue in full force and effect, for the four required quarterly payments to UNITED. Nothing in this agreement

guarantees future airline subsidy funding by either entity beyond what this agreement contemplates.

SEVERABILITY

If any provision of this Memorandum of Understanding is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum of Understanding is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

NO ORAL MODIFICATION

The forgoing constitutes the entire agreement between the Parties and may be modified only in writing signed by both Parties. Amendments and alterations to this agreement after execution may only be made in writing signed by both parties.

GOVERNING LAW

This Memorandum of Understanding shall be construed in accordance with the laws of the State of New Mexico.

EFFECTIVE DATE

This Memorandum of Understanding shall be in full force and effect upon execution and approval of the parties hereto.

ATTEST:

LEA COUNTY, NEW MEXICO

BY: _____
Ron Black,
Lea County Chairman

Date: _____

ATTEST:

CITY OF HOBBS

BY: _____
Sam Cobb,
Mayor

Date: _____

Approved as to Form:

By: _____
John W. Caldwell
County Attorney

Date: _____

By: _____
Efren A. Cortez
City Attorney

Date: _____



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Resolution Authorizing the Mayor to Execute Professional Service Agreements with Economic Development Corporation of Lea County for Airline Subsidy for FY 18-19

DEPT. OF ORIGIN: Legal Department
DATE SUBMITTED: July 10, 2018
SUBMITTED BY: Efen A. Cortez, City Attorney


Summary:

This resolution authorizes the Mayor to execute a Professional Services Agreement with the Economic Development Corporation of Lea County (EDC) to encompass both the jet airline service from Hobbs, NM, to Houston, TX, and EDC's operations and special projects. Pursuant to a Memorandum of Understanding with Lea County, the City and County will each provide a subsidy up to \$1.15 million dollars for the jet airline services. The City of Hobbs will provide an additional \$107,000 for marketing Fly Hobbs. Additionally, on June 4, 2018, the Commission approved Resolution No. 6671, authorizing FY 18-19 funding appropriations for EDC for operations and special projects in the amount of \$250,000. This Professional Services Agreement would encompass both the Airline Subsidy and marketing (\$1.257 million) and the funds for operations and special projects (\$250,000). It is important to note the new contract requires the airline to provide competitive fees for regional destination points.

Fiscal Impact:

The funding has been approved in the 2018-19 preliminary budget.

Reviewed By: _____


Finance Department

Attachments:

Resolution;
Professional Services Agreement between the City and EDC.

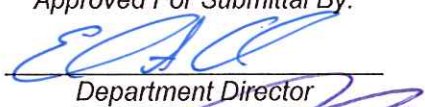
Legal Review:

Approved As To Form: _____


City Attorney

Recommendation: The Commission should approve the Resolution

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

CITY OF HOBBS

RESOLUTION NO. 6687

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A PROFESSIONAL SERVICES AGREEMENT WITH
ECONOMIC DEVELOPMENT CORPORATION OF LEA COUNTY
FOR FY 18-19

WHEREAS, the Economic Development Corporation of Lea County (EDC) agrees to negotiate and obtain a jet airline service from Hobbs, NM to Houston, TX; and

WHEREAS, the City of Hobbs and Lea County will provide Airline Subsidy funding up to \$1.15 million dollars each pursuant to a Memorandum of Understanding between the City of Hobbs and Lea County; and

WHEREAS, the City of Hobbs and EDC agree that \$107,000.00 is needed to effectively market the airline through the Fly Hobbs campaign, and thus the total Airline Subsidy for the City of Hobbs will be \$1.257 million dollars for FY 18-19; and

WHEREAS, the EDC has negotiated a provision that the airline provides competitive fees for regional destination points;

WHEREAS, in June 4, 2018, the City Commission previously approved Resolution No. 6671 authorizing FY18-19 funding appropriations for EDC for operations and special projects in the amount of \$250,000;

WHEREAS, the parties seek to enter into a single agreement which encompasses all funds allocated to EDC from the City of Hobbs for FY 18-19.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO that the Mayor be and is hereby directed to execute a Professional Services Agreement with Economic Development Corporation of Lea County for FY 18-19.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

PROFESSIONAL SERVICES AGREEMENT
CITY OF HOBBS – ECONOMIC DEVELOPMENT CORPORATION OF LEA COUNTY

FY 2018-2019

WHEREAS, NMSA 1978, §3-17-1, provides that cities are granted those powers necessary and proper to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the City and its inhabitants; and

WHEREAS, the City Commission of the City of Hobbs, Lea County, New Mexico, has determined that the services to be provided by the contracting party pursuant to this Agreement are needed by certain segments of the population of the City and are necessary to contribute to the quality of life of the citizens of the City of Hobbs; and

WHEREAS, the City of Hobbs, through its management staff, and pursuant to NMSA 1978, §13-1-126, as amended, has conducted a good faith review of available resources within Lea County and has determined that there is only one source within Lea County for the services needed.

NOW THEREFORE, the City of Hobbs (hereinafter referred to as "City") and Economic Development Corporation of Lea County (hereinafter referred to as "Contractor") and hereby do agree as follows:

1.0 SCOPE OF SERVICES

1.1 CONTRACTOR will provide the following services:

1.1.1 Promote the economic and general welfare of all citizens of the City of Hobbs;

1.1.2 Actively solicit new business and industry to Hobbs, New Mexico and the vicinity;

1.1.3 Work to retain existing businesses and their growth;

1.1.4 Furnish technical services pertaining to all economic and industrial development matters;

1.1.5 Provide economic and quality of life benefits to our community through increased industrial and retail attraction;

1.1.6 Improve the services and resources to retain and expand existing area businesses;

1.1.7 Attract desperately needed workforce to our area through an organized and targeted marketing campaign;

1.1.8 Continue to build rapport with state and national leaders to influence policy that impacts our community;

1.1.9 Improve the value of membership and engagement of cornerstone business leaders;

1.1.10 Develop better qualified and trained staff who provide leadership in the economic development field;

1.1.11 Provide the services of continuing a non-stop commercial airline jet service between Hobbs and Houston;

1.1.12 Perform such other related services as are deemed appropriate;

1.2 All persons retained by CONTRACTOR to provide the services required by this Agreement shall be employees, volunteers or contractors of CONTRACTOR, which shall be solely responsible for their acts and omissions, as well as all compensation, taxes and benefits associated with their work for CONTRACTOR.

1.3 It is expressly understood and acknowledged that CONTRACTOR is an independent contractor, that it is not an instrumentality, agent or employee of City, and that it will not so represent itself to the public.

1.4 This Agreement shall not preclude funding or other contracts from other sources.

2.0 COMPENSATION

2.1 City shall pay CONTRACTOR a sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) for services rendered under this Agreement for operating expenses. The aforesaid amount shall be paid in quarterly installments of \$50,000.00, payable at the end of each quarter after the services contracted for are actually rendered. The first such payment shall be due on or after October 1, 2018; the second shall be due on or after January 1, 2019; the third payment on or after April 1, 2019; and the last payment on or after June 1, 2019. CONTRACTOR shall submit invoices to the City of Hobbs ten (10) days prior to payment dates and shall be sent to City of Hobbs, 200 E. Broadway, Hobbs, NM 88240 Attn: Shelly Raulston.

2.2 City shall pay CONTRACTOR a sum not to exceed FIFTY THOUSAND DOLLARS (\$50,000.00) for special projects on a reimbursement basis as specified and approved by the Hobbs City Commission. CONTRACTOR shall submit invoices to City of Hobbs, 200 E. Broadway, Hobbs, NM 88240 Attn: Shelly Raulston.

2.3 City shall pay CONTRACTOR a sum not to exceed ONE MILLION TWO HUNDRED AND FIFTY SEVEN THOUSAND DOLLARS (\$1,257,000.00)(\$865,000.00 from general fund and \$392,000.00 from Lodgers' Tax Fund) for providing and maintaining non-stop commercial airline jet service between Hobbs, New Mexico and Houston, Texas. CONTRACTOR shall submit invoices and appropriate documentation for services rendered to the

City of Hobbs, 200 E. Broadway, Hobbs, NM 88240 Attn: Shelly Raulston for payment associated with the airline.

2.4 CONTRACTOR shall spend at least \$107,000.00 of the funds specified in Section 2.3 herein on marketing of Fly Hobbs.

2.5 As an express condition to payment outlined in Section 2.1 above, CONTRACTOR shall submit written quarterly reports to the City Manager ten (10) days prior to the following anticipated payment dates: October 1, 2018; January 1, 2019; April 1, 2019; and June 1, 2019. The reports shall include an overview of the services CONTRACTOR provided pursuant to the agreement during the previous quarter. CONTRACTOR shall make a presentation to the Hobbs City Commission on their second meeting in January 2019 to report all services rendered under this Agreement. CONTRACTOR shall provide ongoing reports to the City Manager regarding retail economic development and recruitment initiatives being funded by this Agreement.

2.6 CONTRACTOR shall make no claim against City for any expense incurred by it in providing the services required by this Agreement. Specifically, CONTRACTOR shall make no claim against City for travel expense, duplication costs, telephone costs, secretarial assistance, office supplies or any other cost not specifically allowed herein.

3.0 TERM AND TERMINATION

3.1 This Agreement for services is to cover City's fiscal year, beginning July 1, 2018, and ending June 30, 2019. CONTRACTOR shall not be entitled to future contracts or other funding in future fiscal years by virtue of entering into this Agreement.

3.2 This Agreement may be terminated by either party with thirty (30) days advanced written notice to the other. In the event of termination, City shall submit payment, for all services rendered up to the final date outlined in the written notice. Partial performance in a given quarter shall not entitle CONTRACTOR to full payment of the quarterly installment outlined in Section 2.1 herein.

4.0 INSURANCE

4.1 CONTRACTOR shall provide the City of Hobbs with a Certificate of Insurance naming the City of Hobbs as an additional insured on all general and/or professional liability, automobile liability, and workers' compensation insurance policies.

5.0 MISCELLANEOUS PROVISIONS

5.1 CONTRACTOR shall timely notify City of any change as to its principal place of business, the identity of all its directors, officers and members, any change of its corporate status, any change of its tax-exempt status with the Internal Revenue Service, any change in programming and any pending litigation or asserted claims or any other matter that might affect the continued rendition of services to City residents under this Agreement.

5.2 CONTRACTOR represents and warrants that the information given to City in support of its request for funding is true and correct; further, that its staff is competent to render the services which are the subject of this Agreement, and finally, that there is no other provider in Lea County of the kind of services contemplated by this Agreement.

5.3 CONTRACTOR agrees to abide by all state and federal rules, regulations and statutes pertaining to equal opportunity. In accordance with these laws and regulations, CONTRACTOR agrees to assure that no person shall, on the grounds of race, color, national origin, sex, age, handicap or medical condition, be excluded from participation in programs and services to be rendered by CONTRACTOR pursuant to this Agreement.

5.4 CONTRACTOR shall give City prompt and timely notice of any claim made or suit instituted against CONTRACTOR which may in any way, directly or indirectly, contingently or otherwise, result in a judgment against City.

5.5 CONTRACTOR agrees to and shall indemnify, defend and hold the City, the City Commission of the City of Hobbs, its individual commissioners, its officers, employees and agents harmless from any and all causes of action, suits, claims, judgments, losses, costs, expenses and liens, of every kind and nature, including but not limited to court costs and reasonable attorneys' fees arising or alleged to have arisen out of performance of CONTRACTOR's rendition of services or failure to render services pursuant to this Agreement or any breach of this Agreement.

5.6 This Agreement shall be construed pursuant to the laws of the State of New Mexico. The parties represent that the requirements of the New Mexico Procurement Code have been met as a prerequisite for entering into this Agreement. They further agree that any changes or modifications to this Agreement suggested or required by any supervising state entity, such as the New Mexico Attorney General's office or the New Mexico Department of Finance and Administration, shall be made in order to fully comply with the law as such agencies might interpret and define it to the parties.

5.7 If CONTRACTOR obtains an audit or other type of financial review of its affairs, then City shall receive a copy of same. This provision does not otherwise obligate CONTRACTOR to secure such services. City shall be entitled to a detailed current income/expense statement upon written request.

5.8 This is a professional services contract and neither City nor CONTRACTOR may assign this Agreement, or any interest herein, without prior written approval of the other.

5.9 This Agreement reflects all covenants, understandings and agreements between the parties. This Agreement may not be altered except by another writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this
____ day of _____, 2018.

ATTEST:

THE CITY OF HOBBS, NEW MEXICO

By: _____
SAM D. COBB, Mayor

By: _____
JAN FLETCHER, City Clerk

By: _____
TOBY SPEARS, Finance Director

ATTEST:

ECONOMIC DEVELOPMENT CORPORATION OF LEA COUNTY

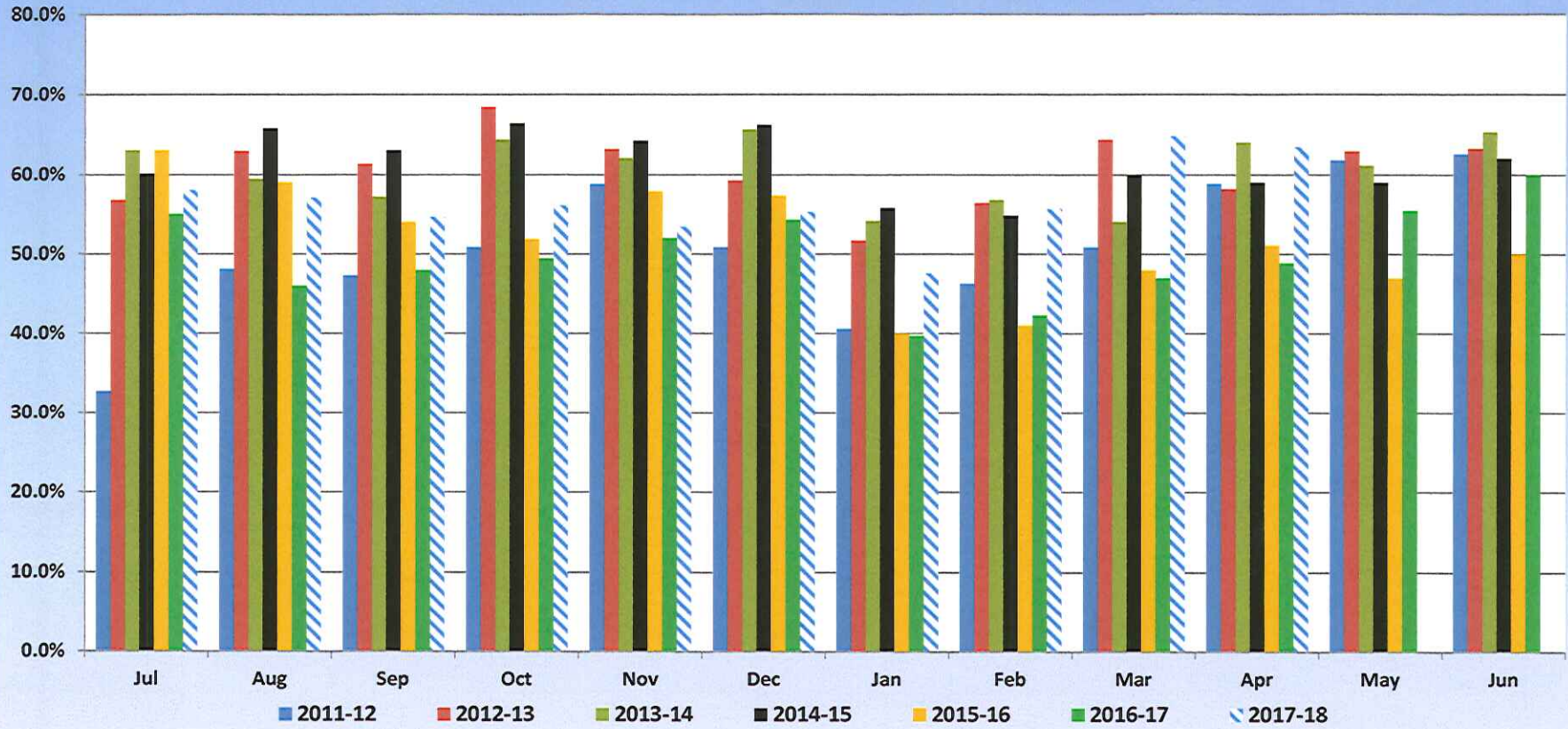
By: _____
STEVEN L. VIERCK, President & CEO

By: _____
FINN SMITH, Chairman

APPROVED AS TO FORM:

EFREN A. CORTEZ, City Attorney

HOB LOAD FACTORS BY MONTH





CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: CONSIDERATION TO APPROVE PUBLICATION OF TERMS AND CONDITIONS FOR THE DISPOSITION OF REAL PROPERTY LOCATED AT 3425 N. NORTHWEST.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: July 9, 2018
SUBMITTED BY: Kevin Robinson - Planning Department

Summary: The City of Hobbs, as a New Mexico Municipal Corporation, holds fee simple tenancy in real property located at 3425 N. Northwest. Adoption of this Resolution authorizing the publication of the Terms and Conditions is the first step in conveying this property into the private sector in a process that promotes full, fair and open competition and is compliant with NMSA 3-54-1(C). The subject property is a single family residential townhouse comprised of 1,600 square feet containing 3 bedrooms and 2 baths. The current appraisal for the property sets the fair market value at \$158,000.00 and the attached T&C requires a minimum offer of no less than \$150,100.00 or 5% below appraised value. The Terms and Conditions shall be published at least 3 times in the local paper, and there are 3 Saturday viewing times for the property. Offers will be opened on August 27, 2018.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

No Fiscal impact.

Attachments: Resolution, Terms and Conditions.

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Commission to consider approval of the attached Resolution approving the publication of Terms and Conditions for the disposition of 3425 N. Northwest.

Approved For Submittal By:

[Signature] Department Director
[Signature] City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CITY OF HOBBS

RESOLUTION NO. 6688

A RESOLUTION TO APPROVE PUBLICATION OF TERMS AND CONDITIONS FOR THE DISPOSITION OF REAL PROPERTY LOCATED AT 3425 N. NORTHWEST.

WHEREAS, the City of Hobbs holds fee simple tenancy in real property located at 3425 N. Northwest; and

WHEREAS, it is the desire of the Governing Body to convey said property to the private sector; and

WHEREAS, the publication of the attached Terms and Conditions offers a full, fair and open competition process for a public sale in compliance with NMSA 3-54-1(C), and being in the best interest of the City.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that

1. The City of Hobbs hereby approves the Terms and Conditions, which are attached hereto and made a part of this Resolution and the Mayor, and/or his designee, is hereby authorized to execute the same.
2. That City staff and officials are authorized to do any and all deeds to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 16th day of July, 2018.

Sam D. Cobb, Mayor

ATTEST:

Jan Fletcher, City Clerk

City of Hobbs

Terms and Conditions for disposition of Real Property

Located at 3425 N. Northwest

1. **AUTHORITY:** On July 16, 2018, the City of Hobbs Commission, per Resolution # ____, resolved to dispose of certain excess real property whose fee-simple title is held by the City of Hobbs, a New Mexico Municipal Corporation, pursuant to a public sale process as allowed in NMSA 3-54-1(C).

2. **ADVERTISEMENT:** The property shall be offered to the public and is subject to the requirements for full, fair, and open competition. Private sales are prohibited during the term of the public sale. This notification shall appear one day, for each of three consecutive weeks in a newspaper of general circulation within the municipality and is available at the Office of the City Clerk at 200 E. Broadway, Hobbs, NM 88240.

3. **CONDITION:** The property shall be sold in "AS IS" condition at the time of sale, including any hidden defects of any nature, known or unknown, with no representations, warranties, or guarantees whatsoever. No statement anywhere, whether express or implied, shall be deemed a warranty or representation by the City of Hobbs regarding the property. If applicable, the City of Hobbs shall have no obligation or responsibility to reconnect utilities for the purpose of inspection, or for any other reason.

4. **INSPECTION:** Offerors are invited, urged, and cautioned to inspect the property and any appurtenant structure, building, or residence to be sold within its legal description. The City of Hobbs will supervise the inspection, but will not furnish any labor for the purpose of an offeror's inspection. In no case will failure to inspect constitute grounds for a claim, the withdrawal of a successful offer, or rescission of a contract for purchase and sale. Personal property may be present, but is not included in the sale.

5. **INSPECTION PERIOD:** A public inspection of the property identified herein will occur between the hours of 1:00 p.m. and 3:00 p.m. on Saturday, July 28, 2018, Saturday, August 4, 2018, and Saturday, August 11, 2018 respectively.

6. **OFFER TO PURCHASE:** Any interested party with the financial capability to complete the sale may submit a competitive offer no less than five percent (5%) below the qualified appraisal of One Hundred Fifty Eight Thousand Dollars (\$158,000.00). The appraisal established a starting offer and does not necessarily imply the range for an acceptable final offer. An offeror has only one opportunity to submit an offer, and is, therefore, encouraged to submit his/her absolute best offer to purchase the property. An offeror who withdraws his/her offer prior to the opening date will be disqualified from the process. The opening date for receipt of all competitive offers is 12:00 noon on Monday, August 27, 2018. Offers received after this date and time will not be considered.

7. **METHOD OF TRANSMISSION:** An offer as described in paragraph 6 may be delivered in person, or via U.S. mail, courier, or other delivery system (e.g., Federal Express, UPS, etc.) to:

City of Hobbs
Attn: Legal Department
200 E. Broadway
Hobbs, NM 88240

The package or envelope delivered to the City of Hobbs shall contain:

- a. One offer envelope with the words "Offer" and the address 3425 N. Northwest written on the center of the face of the envelope. The offer envelope shall contain the completed amount of the offer typed or written clearly in U.S. dollars; and
- b. A second envelope with the words "Contract" written on the center of the face of the envelope. The Contract package shall be fully executed by offeror & notarized; any alterations or redactions will disqualify the offer. A party interested in submitting an offer may obtain a contract package at the address and department as stated above.

The City of Hobbs is not responsible for lost or misdirected offers, or offers not otherwise received for consideration due to errors not caused by the City of Hobbs or its designees. Use of a delivery method that provides a means of tracking parcels is encouraged.

8. REVIEW OF ALL RECEIVED OFFERS: At 1:00 p.m. on Monday, August 27, 2018, the City of Hobbs shall review all offers received. The highest qualified offer received will be notified by 5:00 p.m. on Monday, August 27, 2018 and required to submit a cashier check, as a non-refundable deposit, in the amount of no less than 10% of the accepted offer to City of Hobbs no later than 5:00 p.m. on Tuesday August 28, 2018.

9. EQUALLY RESPONSIVE OFFERS: In the case multiple offers are deemed to be equally responsive, the submitting parties will be given an opportunity to resubmit an additional offer of a greater value, within a 24 hour time period, using the same process as described above in paragraph 7. This process will repeat until such time as the City of Hobbs receives the highest qualified offer.

10. CLOSING: E&W Title Company shall serve as the licensed closing agent, the successful offeror will be expected to close within 45 days of Commission adoption of the Ordinance. The buyer is responsible for payment of all fees associated with the closing and transfer of title, including those fees customarily paid by Seller. If the successful offeror fails to settle through no fault of the City of Hobbs, the deposit shall be retained by City of Hobbs. The City of Hobbs shall have the right, at its sole discretion, to extend the closing date. If buyer is unable or unwilling to close on the original closing date, the City of Hobbs may elect to terminate the Contract and the buyer will be in default of the Contract of Sale.

11. PAYMENT: Final payment shall be made at closing. The property will not be released prior to verification of the payment by the issuing U.S. bank.

12. DEFAULT: Should the successful offeror fail to complete the sale as scheduled without the City of Hobbs approved extension and in the absence of a breach of Contract by the City of

Hobbs, the successful offeror shall be in breach of the Contract and shall lose his/her rights under the Contract to purchase the property. Upon default or breach of the Contract by the successful bidder, the City of Hobbs may offer to sell the parcel to the next highest offeror, or otherwise proceed with a resale of the parcel.

13. RIGHT TO REJECT/ACCEPT: The City of Hobbs reserves the right to accept or reject any or all offers. Offers containing erasures or changes must contain sufficient explanation to make the offer clear and unambiguous. An ambiguous offer will be rejected. The decision to reject an offer by the City of Hobbs shall be conclusive.

14. CANCELLATION: The City of Hobbs reserves the right to cancel this sales process for any reason and at any time to pursue another sale, marketing, or transfer of title method. An offeror who withdraws his/her offer prior to the closing date will be disqualified from the process.

15. HOLD HARMLESS: Offerors agree to release and hold harmless the City of Hobbs, its agencies, officers, employees, agents, and/or contractors from any and all demands, rights, and causes of action arising from, or to arise from, or by reason of, the seizure, forfeiture, ownership, possession, management, use, sale, inspection and/or transfer of a property.

Done and approved on the date first written above.

THE CITY OF HOBBS

Mayor Sam Cobb

ATTEST:

APPROVED AS TO FORM:

Jan Fletcher, City Clerk

Efren Cortez, City Attorney

REAL ESTATE PURCHASE AGREEMENT

for
3425 N. Northwest

THIS REAL ESTATE PURCHASE AGREEMENT (hereinafter "Agreement"), entered into this ____ day of _____, 2018, between _____, _____, _____ (hereinafter "Purchaser"); and the City of Hobbs, New Mexico, a New Mexico Municipal Corporation (hereinafter "City").

RECITALS:

The City, in consideration of the mutual covenants herein contained, agrees to sell and convey, and Purchaser agrees to purchase the real estate described below, together with all buildings and improvements and all rights, hereditaments, easements and appurtenances thereunto belonging, property located at 3425 N. Northwest, more particularly described as follows, and referred to hereinafter as "Property, " on the terms and conditions set forth herein.

LEGAL DESCRIPTION

Lot 7, Block 26, Unit 16 of the Lincoln Park Addition to City of Hobbs, Lea County, New Mexico.

NOW THEREFORE THE FOLLOWING IS AGREED BY THE PARTIES:

1. Earnest Money Deposit.

Purchaser will make a non-refundable earnest money deposit with the Closing Agent in the sum of no less than ten percent (10%) of the purchase price, within 24 hours of Commission Approval of this agreement.

2. Purchase Price.

The purchase price for the Property shall be \$_____ of which the amount paid as earnest money shall be a part.

3. Closing Date.

Closing for the sale of the Property shall occur on a mutually agreeable date, at least forty-five (45) days, but not more than one hundred eighty (180) days after the adoption of the ordinance authorizing the sale by the City, unless a referendum election is held pursuant to 3-54-1, NMSA, 1978, as amended. The parties may extend the Closing Date by mutual agreement, not to exceed 365 days following the date of the ordinance.

4. Title.

At closing, the City shall execute and deliver a Special Warranty Deed conveying the Property to the Purchaser and/or his assigns, in fee simple, subject to all patent reservations and to all other existing liens, encumbrances and other exceptions of record.

5. Risk of Loss.

All risk of loss or damage to the Property will pass from the City to Purchaser at closing. In the event that material loss or damage occurs prior to closing, Purchaser may, without liability, refuse to accept the conveyance of title, in which event the earnest money deposit, if any, shall be refunded. Possession of the Property by Purchaser shall occur at closing. Before closing, Purchaser shall be solely responsible to insure Purchaser's interest in the Property if Purchaser so chooses.

6. Default and Remedy.

A. Default by City. If City defaults in the performance of this Agreement, Purchaser may terminate this Agreement and receive a refund of the earnest money deposit, if any, or may waive default, enforce performance of this contract, and seek whatever legal remedy may be provided by law.

B. Default by Purchaser. If Purchaser defaults in the performance of this Agreement prior to closing, City may terminate this Agreement and retain the earnest money deposit.

C. Notice and Demand for Performance. In the event that either party fails to perform such party's obligations hereunder (except as excused by the other's default), the party claiming default will give written notice of demand for performance. If the party to whom such notice and demand is given fails to comply with such written demand within ten (10) days after receipt thereof, the non-defaulting party may pursue the remedies provided in this paragraph.

7. Costs and Fees.

The closing costs shall be paid as follows:

A. All closing costs shall be paid by the Purchaser, including title insurance premium costs up to or in excess of the purchase price.

B. The Purchaser and City shall each pay for their respective legal fees.

8. Notice.

All notices given pursuant to or in connection with this Agreement shall be made in writing and posted by certified mail, postage prepaid, to the City, at City of Hobbs, ATTN: City Manager, 200 East Broadway, Hobbs, NM 88241; and to Purchaser, at _____, _____, _____, or to such other address as requested by either party. Notice shall be deemed to be received on the fifth day following posting.

9. Attorney's Fees and Costs.

Both parties agree that if either is found by a court to have breached this agreement, the other party may recover reasonable attorney's fees and cost of litigation, including the costs of a City Attorney as a staff person.

10. Counterparts.

This Agreement may be executed in one or more identical counterparts, and all counterparts so executed shall constitute one agreement which shall be binding on all of the parties.

11. Successors and Assigns.

This Section refers to assignability of this Purchase Agreement and not to assignability of the Property after the land purchase has been completed. This Agreement may not be assigned by Purchaser without the prior written consent of the City. Subject to the foregoing provision, this Agreement shall inure to the benefit of and be binding upon the parties to this Agreement and their respective successors and assigns; provided that upon any assignment of this Agreement by either party, the other party shall not be released from any obligation under, or liability accruing pursuant to this Agreement. Except that Purchaser is permitted, upon City approval, to assign its interest to a Partnership or Corporation in which he is the principal party. Consent shall not unreasonably be withheld by either party.

12. Compliance with New Mexico State Statutes.

The City states that it has complied with the requirements of Section 3-54-1, NMSA, 1978, as amended, and that it has authorization to sell property pursuant to the Hobbs Municipal Code, as amended.

13. Governing Laws.

This Agreement shall be governed by the laws of the State of New Mexico. Jurisdiction and venue relating to any litigation or dispute arising out of this Agreement shall be in the District Court of Lea County, New Mexico, only. If any part of this contract shall be deemed in violation of the laws or Constitution of New Mexico, only such part thereof shall be thereby invalidated, and all other parts hereof shall remain valid and enforceable.

14. Termination.

This agreement shall be terminated on the closing date for sale of property. All of the City's warranties, representations, certifications, and agreements contained herein shall be and remain true at the time of closing.

15. Conditions For Completing The Purchase.

The following actions must occur and be performed prior to Purchaser satisfactorily closing on the Property:

- A. The City Commission must have approved the necessary Ordinance for the Sale of the Property, subject only to the referendum election issue as specified in 3-54-1 et. seq., NMSA, as amended.
- B. There shall be no material adverse change in the condition of the Property as of closing.
- C. The representations and warranties contained in this Agreement are true and correct as of the date of closing.

16. Representations and Certifications Made By The City As A Part Of This Agreement.

The City represents and warrants to the Purchaser that the following shall be true and correct, as of the date hereof and as of the date of closing:

- A. The City owns title to the Property subject only to easements, restrictions and reservations of record.
- B. There are no public improvements which have been commenced or completed for which special real property tax assessments may be or have been levied against the Property.
- C. There are no known existing violations of applicable law with respect to the Property.
- D. There is no litigation pending or threatened against the Property which might result in a lien on the Property, or might interfere with the City's ability to sell or convey the Property, or which might have a material adverse change upon the Property.
- E. The execution and delivery of the Purchase Agreement and closing of the sale by the City will not result in the breach of any agreement, decree or order to which the City is a party or by which the Property is bound.

F. There are no condemnation proceedings pending or threatened with respect to all or any portion of the Property.

G. The City is not a party to any contracts relating to the Property, except for this Agreement.

17. Time of Essence.

Time is declared to be of the essence of this Agreement.

18. Additional Documents.

The parties agree to execute further documents as may be reasonably required to effectuate the purchase and sale of the Property as provided by this Agreement.

19. Entire Document.

This instrument constitutes the entire agreement between the City and the Purchaser, and there are no agreements, understandings, warranties, or representations between the Purchaser and the City except as set forth herein. This Agreement cannot be amended except in writing executed by the Purchaser and the City.

Done and approved on the date first written above.

THE CITY OF HOBBS

PURCHASER

Mayor Sam Cobb

ATTEST:

APPROVED AS TO FORM:

Jan Fletcher, City Clerk

Mike H. Stone, City Attorney

STATE OF NEW MEXICO)
 (SS.
COUNTY OF LEA)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2018 by _____, to me personally known, and _____ acknowledged said instrument, and acknowledged that he\she executed the same as his\her free act and deed.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal in the County and State aforesaid and year first written above.

Notary Public _____

My Commission Expires: _____



RELATED PARTY DISCLOSURE FORM

1. Are you indebted to or have a receivable from any member of the City of Hobbs Commission, administration officials, department heads, and key management supervisors with the City of Hobbs?

YES ___ NO ___

2. Are you an employee of the City of Hobbs or a member of your family an employee of the City of Hobbs?

YES ___ NO ___

3. Are you related to any member of the City of Hobbs Commission, administration officials, department heads, key management supervisors of the City of Hobbs?

YES ___ NO ___

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President _____ Date _____

(Print Name and Title): _____

NON-COLLUSION AFFIDAVIT

STATE OF _____)

City OF _____)

_____ (name) being first duly sworn, deposes and says that he/she is (title) _____ of (organization) _____

who submits herewith to the City of Hobbs, an offer:

That all statements of fact in such offer are true:

That said offer was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said offer has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Hobbs, or of any offer of anyone else interested in the property; and further,

That prior to the public opening and reading of offers, said offeror;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham offer
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said offeror or anyone else would submit a false or sham offer, or that anyone should refrain from offering or withdraw his/her offer;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the offer of said offeror or of anyone else.

By: _____

Title: _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20 _____

Notary Public: _____

My Commission Expires:



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: July 16, 2018

SUBJECT: Clarification of Approval Updating Minimum Qualifications for a City Manager
DEPT. OF ORIGIN: Human Resources
DATE SUBMITTED: July 13, 2018
SUBMITTED BY: Nicholas Goulet, HR Director

Summary:

The Office of the City Manager was vacated on August 23, 2017 and an Acting City Manager has been in place since. The authority to set the minimum qualifications for the City Manager is vested with the City Commission. The minimum qualifications were updated at the September 18, 2017 Commission meeting. Amendments were made at this meeting to adjust several bullet points on the proposed City Manager minimum qualifications document. In discussions after the meeting it appeared as though the finished document did not meet the expectations of the Commission with the updated amendments. Staff requests a clarification of the approved minimum qualifications for City Manager prior to posting the position for permanent hire.

Fiscal Impact:

There is no fiscal impact at this time.

Reviewed By: _____

Finance Department

Attachments:

- **Original Document as proposed by Staff for the City Manager position**
- **Amended/previously approved by Commission for the City Manager position**
- **Proposed in February 2018 for the City Manager position**

Legal Review:

Approved As To Form: _____

City Attorney

Recommendation:

Approval of clarified minimum qualifications for the City Manager position.

Approved For Submittal By:

Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied: _____
File No. _____

Consideration of Approval and Clarification of the Minimum Qualifications for a City Manager.

Mr. Nicholas Goulet, Human Resources Director, explained the minimum qualifications for a City Manager and stated clarification is needed. He stated amendments were made at a prior Commission meeting to amend language on the proposed minimum qualifications. Mr. Goulet stated in discussions held after the meeting, it appeared that the finished document did not meet the expectations of the Commission with the updated amendments. He further stated, as the Human Resources Director, he does not feel comfortable with the document as it is currently written because it is stringent and will not draw many applicants because Department Heads are not eligible to apply.

Commissioner Joseph Calderón stated he thought that his amendment deleted the level of acting but it is still reflected in Bullets Points Number One and Two and differs from Bullet Point Number Three. He said there is some funny business going on. Mr. Goulet stated the livestream video from the meeting was viewed and transcribed exactly as the point of order amendment specified by Commissioner Joseph Calderón. Mr. Goulet stated Commissioner Joseph Calderón attempted to make changes to the document with Human Resources staff thereafter but changes could not be made as it had already been approved by an affirmative vote of the Commission.

Mayor Cobb stated he voted yes on the amended minimum qualifications for a City Manager but now realizes that it is not fair not to allow Department Head level applicants who have managed a \$100 million budget to apply. Mayor Cobb stated he would entertain a motion to table the item if desired by the Commission.

There being no further discussion, Commissioner Joseph Calderón moved to table the clarification of the minimum qualifications for a City Manager as presented. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman no, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie no, Cobb no. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.



(2017 Originally Proposed)
City Manager
Administration
Minimum of \$140,000 annually (DOEE)

ESSENTIAL DUTIES

As the Chief Administrative Officer, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of City Government.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration or a related field with ten (10) years of increasingly responsible experience managing a governmental entity, with seven years of senior management experience at a departmental level or higher.
- OR-
- Master's Degree In Public Administration, Business Administration or a related field with seven (7) years of increasingly responsible experience managing a governmental entity, with five years of senior management experience at a departmental level or higher.

In addition:

- Experience managing a community or area with a population of at least 30,000 people, or a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.
- Public labor union/ Negotiation experience preferred, but not required.
- New Mexico government experience preferred, but not required.
- Established, verifiable history of successful partnerships with community leaders and related entities.
- Established, verifiable history of successful public/private partnerships and interaction with non-profit organizations.
- Management of public information and relations.

Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern policies and practices of public administration.
- B. Skill in preparing and administering governmental budgets; skill in strategic planning; directing and administering governmental programs.
- C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively both verbally and in writing with employees, City officials and the public; ability to establish and maintain effective working relationships; ability to efficiently and effectively administer a municipal government.

Licensing and Certifications:

- A. Valid State issued Driver's License
- B. Residency requirement: must reside within the five (5) mile planning radius of the City. Requirement must be met within 12 months from date of employment.



(City Clerk transcribed from the Commission Meeting 09/18)

City Manager

Administration

Minimum of \$140,000 annually (DOEE)

ESSENTIAL DUTIES

As the Chief Administrative Officer, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of City Government.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration or a related field with ten (10) years of increasingly responsible experience managing a governmental entity, with seven years of senior management experience at a ~~departmental level or higher~~ level of Acting or Assistant City Manager or higher.
- OR-
- Master's Degree in Public Administration, Business Administration or a related field with seven (7) years of increasingly responsible experience managing a governmental entity, with five years of senior management experience at a ~~departmental level or higher~~ level of Acting or Assistant City Manager or higher.

In addition:

- Experience managing a community or area with a population of at least 30,000 people serving as City Manager, Assistant City Manager, County Manager or Assistant County Manager, or a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.
- Public labor union/ Negotiation experience preferred, but not required.
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Licensing and Certifications:

- A. Valid State issued Driver's License
- B. Residency requirement: must reside within the five (5) mile planning radius of the City. Requirement must be met within 12 months from date of employment.



(02/20/2018)
City Manager
Administration
Minimum of \$140,000 annually (DOEE)

ESSENTIAL DUTIES

As the Chief Administrative Officer, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of City Government.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in Public Administration, Business Administration or a related field preferred, with seven (7) years of increasingly responsible experience managing a governmental entity, with five (5) years of senior management experience at a level of Assistant City Manager or Assistant County Manager or higher.
- OR-
- Bachelor's Degree in Public Administration, Business Administration or a related field with ten (10) years of increasingly responsible experience managing a governmental entity, with seven (7) years of senior management experience at a level of Assistant City Manager or Assistant County Manager or higher.
- Department Heads of larger organizations will be considered.

In addition:

- Experience managing a community or area with a population of at least 30,000 people serving as City Manager, Assistant City Manager, County Manager or Assistant County Manager with a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.
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