

Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

R. Finn Smith – District 1

Christopher R. Mills – District 2

Larron B. Fields – District 3

Joseph D. Calderón – District 4

Dwayne Penick – District 5

Don R. Gerth – District 6

City Manager

Manny Gomez

April 17, 2023



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

Monday, April 17, 2023 - 6:00 p.m.

Sam D. Cobb, Mayor

R. Finn Smith
Commissioner – District 1

Joseph D. Calderón
Commissioner – District 4

Christopher R. Mills
Commissioner – District 2

Dwayne Penick
Commissioner – District 5

Larron B. Fields
Commissioner – District 3

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 April 3, 2023, Regular Commission Meeting (*Jan Fletcher, City Clerk*)

PROCLAMATIONS AND AWARDS OF MERIT

2. Proclamation Proclaiming April 17, 2023, as "*Hobbs Eagles Cheerleaders Day*"
3. Proclamation Proclaiming April 23 – 29, 2023, as "*National Library Week*" (*Bob Hamilton, Acting Library Director*)

4. Recognition of City Employees - Milestone Service Awards for the Month of April, 2023 *(Manny Gomez, City Manager)*
 - 5 years – Carmen Zaragoza, Hobbs Fire Department
 - 5 years – Tracy South, Human Resources Department
 - 10 years – Marina Barrientes, Hobbs Police Department
 - 10 years – Scot Youngblood, Engineering Department
 - 10 years – Chantley Wilson, Utilities Department
 - 15 years – Jana White, General Services Department
 - 20 years – Cecilia Tarango, Utilities Department
 - 20 years – Randy Lawson, Utilities Department

PUBLIC COMMENTS *(Citizens who wish to speak must sign the Public Comment Registration Form located in the Commission Chamber prior to the beginning of the meeting.)*

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.)*

5. Resolution No. 7329 – Authorizing the Opening of a Special Revenue Fund in Accordance with State Audit Rule 2.2.10(O) *(Deb Corral, Assistant Finance Director)*
6. Resolution No. 7330 – Approving Amendment No. 1 to an Infrastructure Extension Development Agreement with ALJO, LLC, Concerning the Development of Public Infrastructures and Extending the Completion Date to December 1, 2023 *(Kevin Robinson, Development Director)*
7. Consideration of Approval of a Revision of the Monthly Retention Incentive Amount for the Hobbs Police Department per the Allocation Disbursement from New Mexico House Bill 68 *(August Fons, Police Chief)*
8. Consideration of Approval and Acceptance of the Payment Dispersion of Retention Funding as Provided by the Law Enforcement Retention Fund (LERFA) per New Mexico House Bill 68 *(August Fons, Police Chief)*

DISCUSSION

9. 2022 Annual Report - General Services Department *(Shelia Baker, General Services Director)*

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

10. **FINAL ADOPTION:** Ordinance No. 1150 - Amending Chapter 10 of the Hobbs Municipal Code Prohibiting Parking of Heavy Trucks and Trailers on Streets *(Efren Cortez, City Attorney)*

11. FINAL ADOPTION: Ordinance No. 1151 - Proposed Ordinance Amending Chapter 1 of the Hobbs Municipal Code Establishing Non-Traffic Penalty Assessments (*Valerie Chacon, Deputy City Attorney*)
12. PUBLICATION: Proposed Ordinance Authorizing the City of Hobbs to Opt In to Local Elections for the Election of Municipal Officers (*Jan Fletcher, City Clerk*)
13. Consideration of Approval of a GSA Contract with Eaton Corporation to Furnish and Install Two New 300 HP Variable Frequency Drives in the Amount of \$208,724.00 Including NMGRT (*Tim Woomer, Utilities Director*)
14. Resolution No. 7331 – Adopting Budgetary Adjustment #4 for FY 2022-2023 (*Deb Corral, Assistant Finance Director*)
15. Resolution No. 7332 – Authorizing an Allocation of Lodgers' Tax Funds for Various Events for FY 2023 (*Toby Spears, Finance Director*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

16. Next Meeting Date:
 - City Commission Regular Meeting:
 - **Monday, May 1, 2023, at 6:00 p.m.**

ADJOURNMENT

If you are an individual with a disability who needs 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) 397-9200 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: April 17, 2023

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: April 17, 2023
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- Regular City Commission meeting held on April 3, 2023

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. _____
Ordinance No. _____
Approved _____
Other _____

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

Minutes of the regular meeting of the Hobbs City Commission held on Monday, April 3, 2023, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico. This meeting was also available to the public via Livestream on the City's website at www.hobbsnm.org.

Call to Order and Roll Call

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

Mayor Sam D. Cobb
Commissioner R. Finn Smith
Commissioner Christopher Mills
Commissioner Larron B. Fields
Commissioner Joseph D. Calderón
Commissioner Dwayne Penick (*via telephone*)
Commissioner Don Gerth

Also present:

Manny Gomez, City Manager
Efren Cortez, City Attorney
August Fons, Police Chief
Shane Blevins, Deputy Police Chief
Marina Barrientes, Police Captain
Danny Garrett, Police Captain
Chad Wright, Police Captain
Ricky Guerrero, Police Captain
Barry Young, Fire Chief
Mark Doporto, Deputy Fire Chief
Kevin Shearer, Fire Battalion Chief
Shawn Williams, Fire Marshal
Tony Alarcon, Fire Inspector
Nicholas Goulet, Human Resources Director
Tracy South, Assistant Human Resources Director
Toby Spears, Finance Director
Deb Corral, Assistant Finance Director
Bob Hamilton, Acting Library Director
Todd Randall, City Engineer
Shelia Baker, General Services Director
Tim Woomeer, Utilities Director
Julie Nymeyer, Executive Assistant
Bryan Wagner, Parks and Open Spaces Director
Matt Hughes, Rockwind Golf Course Superintendent
Doug McDaniel, Recreation Director
Christa Belyeu, I.T. Director
Meghan Mooney, Communications Director

Janie Lara, Clerk Assistant
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
68 citizens

Invocation and Pledge of Allegiance

Commissioner Fields delivered the invocation and Commissioner Gerth led the Pledge of Allegiance.

Approval of Minutes

Commissioner Calderón moved the minutes of the work session of March 20, 2023, and regular meeting of March 20, 2023, be approved as written. Commissioner Gerth seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

Mayor Cobb proclaimed April 3, 2023, as "*Hobbs Lady Eagles Day*" in honor of the 2022-2023 Hobbs Eagles Girls Basketball Team winning their Fourth State High School Basketball Championship. Coach Joey Carpenter and members of the Lady Eagles Basketball Team accepted the proclamation and thanked the Commission for the recognition.

Mayor Cobb also proclaimed April 3, 2023, as "*Gabriel Palomino Day*" in honor of Mr. Palomino's success in winning the State Districting Diving Championship. Coach Cynthia Calderon and Mr. Palomino accepted the proclamation and thanked the Commission for the recognition.

Public Comments

Mr. Nick Maxwell read a letter from Governor Michelle Lujan Grisham dated March 21, 2023, regarding SB 53 enacting a law prohibiting the activity of storing radioactive waste in Southern Lea County.

Consent Agenda

Mayor Cobb explained the process for the consent agenda which is reserved for items which are routine when the agenda is lengthy. He stated any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.

Commissioner Calderón moved for approval of the following Consent Agenda item(s):

Resolution No. 7318 – Approving the Issuance of a Junkyard License to Nickson Co., 103 North Mobile

Resolution No. 7319 - Authorizing Donation of a Used 2002 GMC Sewer Jet Rodding Truck to City of Jal, New Mexico

Resolution No. 7320 - Adopting the Required Community Development Block Grant (CDBG) Annual Certificates and Commitments

Resolution No. 7321 - Authorizing a Grant Amendment with the Department of Finance and Administration Local Government Division for Community Development Block Grant (CDBG) Project No. 21-C-NR-I-03-G-12 in the Amount of \$750,000.00

Resolution No. 7322 – Authorizing a Grant Application with the New Mexico Department of Transportation Project Fund (TPF) for Roadway Design Along SR132 Dal Paso Street

Resolution No. 7323 – Authorizing a Grant Application with the New Mexico Department of Transportation Project Fund (TPF) for Roadway Maintenance on South Grimes Street

Resolution No. 7324 – Authorizing a Grant Application with the New Mexico Department of Transportation Project Fund (TPF) for Roadway Maintenance Along Millen Drive (Lovington Hwy. to Grimes Street)

Commissioner Fields seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolutions and supporting documentation are attached and made a part of these minutes.

Discussion

Opt In - Regular Local Election Act

Ms. Jan Fletcher, City Clerk, and Ms. Mollie Maldonado, Deputy City clerk, presented a PowerPoint presentation to the Commission on election procedures. Ms. Fletcher introduced Mr. Keith Manes, Lea County Clerk, and Ms. Carrie Sandoval, Bureau of Elections Chief with Lea County. Ms. Fletcher stated the City has worked with the County throughout many years of elections. The City of Hobbs currently elects its municipal officers in March of even years. Under current New Mexico State Statute, set forth in Section 1-22-3.1(B), any municipality may by ordinance opt in to the election of its municipal officers at the regular local election which is a non-partisan election

held in November of odd years. An ordinance must be adopted no later than June 30th of the year in which the next regular local election is scheduled. Ms. Fletcher explained the ballot order in a regular local election would list municipal officers first followed by others in the election such as school boards, colleges, and special districts. Voter turnout was reviewed for the last six municipal election cycles along with voter turnout specifically by municipal voters during the last four elections in November. Ms. Fletcher stated if the City adopts an ordinance opting in to the regular local election, the voter photo I.D. requirement in the Charter would no longer be applicable since the municipality would no longer be conducting a municipal election.

Ms. Fletcher explained in an ordinance opting in to the regular local election, the Commission must determine whether the terms of elected officials will be shortened or lengthened to correspond with the new election date. She stated municipalities across the State have done it both ways. At the time of the March, 2022, municipal election, all but 26 of 106 municipalities had chosen to opt in to the regular local election. Since then, several additional municipalities have opted in and several others are currently discussing such an option.

Ms. Fletcher stated there would be increased effectiveness in operating the election, hopefully an increase in voter turnout, and a cost savings to the City as the County would pay the election costs and then be reimbursed by the Secretary of State's Office. She also commented that Senior Staff in the Clerk's Office are eligible for retirement and new staff would need transition time to learn New Mexico Election Laws which are changing and updated frequently.

Mr. Keith Manes, Lea County Clerk, stated the Hobbs City Clerk's Office does an excellent job in administering elections but he can see the benefit of potentially increasing voter turnout to combine the City's election with the regular local election in November of odd years which is more convenient for the voters. He stated administering elections can create liability as well.

Following a discussion, and in response to Mayor Cobb's question, Mr. Cortez suggested a proposed ordinance could be discussed in April, advertised for adoption and completed in May so that all action related to the ordinance would be completed and submitted to the Secretary of State's Office by the deadline of June 30, 2023.

Mayor Cobb and the Commission informally discussed whether shortening or lengthening terms would be best. Members of the public were encouraged to contact their Commissioners about support or opposition on the item.

Mayor Cobb thanked Ms. Fletcher and Ms. Maldonado for the presentation, and he thanked Mr. Manes and Ms. Sandoval for attending the meeting.

Action Items

Consideration of Approval of a CES Contract with Ramirez & Sons, Inc., for the 2023 West Bender Blvd., Improvement Project in the Amount of \$490,583.66

Mr. Todd Randall, City Engineer, stated the City entered into a grant agreement with the New Mexico Department of Transportation (NMDOT) through the State of New Mexico Capital Appropriation Program in May of 2019 for the West Bender Blvd. Improvements Project for a total of \$500,000.00 designated as NMDOT Control Number C2193354 . The project scope includes acquiring right of way and planning, designing and constructing improvements, including widening and drainage, on West Bender Blvd. in Hobbs.

Mr. Randall stated the City has utilized a portion of the grant funding to engage Souder, Miller & Associates to perform some preliminary engineering on West Bender Blvd. City Staff proposes to utilize the remainder of the grant funding to process, place, and compact approximately 4,000 linear feet of existing West Bender Blvd. Roadway beginning at West County Road and proceeding east. A layer of 3" Hot-Mix-Asphalt (HMA) would be installed as a finished course to repair a portion of the deteriorated roadway. The City did solicit CES quotes with three respondents and Ramirez & Sons, Inc., is the lowest responsive bidder for the project in the amount of \$490,583.66.

Following some discussion regarding a center turn lane and right-of-way acquisitions, Commissioner Penick moved to approve the contract with Ramirez & Sons, Inc., for the 2023 West Bender Blvd. Improvement Project in the amount of \$490,538.66. Commissioner Mills seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Consideration of Approval of an Amendment to CES Contract with Smith Engineering for the Professional Engineering Design Services of Trunk F Sewer Replacement Project (Joe Harvey and Grimes) in the Amount of \$81,900.00 Including NMGRT

Mr. Randall stated Smith Engineering is currently under contract for the final design phase of the Trunk Line F Sewer Line Replacement Project along Joe Harvey and Grimes. He explained the current design is approximately 90% complete pending additional design considerations. Mr. Randall stated the proposed design contract amendment will include additional storm drain, storm drain junction boxes, median backfill, medial intersection modifications, extension of a 12" storm drain line from the Dickey's Restaurant parking lot to the median in Joe Harvey Blvd., additional sewer design at the intersection of Millen and Grimes, traffic control modifications, and additional surveying needed to complete the additional work. He stated if the amendment is approved, the existing Cooperative Education Services (CES) purchase order will be amended to include the additional fee and scope of work.

Following a discussion regarding flooding in the Stone Elementary School area, Commissioner Gerth moved that the contract amendment be approved with Smith Engineering in the amount of \$81,900.00. Commissioner Calderón seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Resolution No. 7325 – Approving an Infrastructure Extension Development Agreement with Joe Meridyth Concerning the Development of Public Infrastructures

Mr. Randall explained the resolution and stated Mr. Joe Meridyth has requested a Public Participation Infrastructure Development Agreement concerning the projection of 14th Street north of Marland (+/- 492 Lin. Ft.) from the existing terminus north to the Developers north property line. He stated the Development Agreement would allow development of the property providing Developer's payment of the fair share public infrastructure costs related to the future projection of 14th Street north of Marland.

Mayor Cobb stated the developer will be paying for his portion but the City will not be extending the roadway at this time. Mr. Randall agreed and stated the City would deposit the money into the General Fund for use at a later date.

There being no further discussion, Commissioner Fields moved that Resolution No. 7325 be adopted as presented. Commissioner Smith seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 7326 – Approving an Infrastructure Extension Development Agreement with Arturo Ramirez Concerning the Development of Public Infrastructures

Mr. Randall explained the resolution and stated Mr. Arturo Ramirez has requested a Public Participation Infrastructure Development Agreement concerning the projection of Lorene Street west of Cobb (+/- 428 Lin. Ft.) from the intersection west to the Developer's west property line. He stated the Development Agreement would allow development of the property providing Developer's payment of the fair share public infrastructure costs related to the future projection of Lorene Street west of Cobb.

There being no discussion, Commissioner Calderón moved that Resolution No. 7326 be adopted as presented. Commissioner Gerth seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 7327 – Approving the Vacation/Replat of a Portion of Houston Adjacent to Lots 11 and 12, Block 45 of the Original Hobbs Addition

Mr. Randall stated the property owner is requesting the vacation/replat of a portion of Houston Street adjacent to Lots 11 and 12, Block 45, of the Original Hobbs Addition and comprising +/- 1,400 square feet. He stated this vacation, if approved, will allow the transfer of fee simple ownership of the vacated property to the adjacent property owner. Mr. Randall stated City Staff has placed a value on the vacated property of \$2,800.00 to be paid by the property owner prior to recordation. The Planning Board reviewed this item on March 21, 2023, and recommends approval by the Commission.

There being no discussion, Commissioner Calderón moved that Resolution No. 7327 be adopted as presented. Commissioner Mills seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 7328 – Approving the Dedication of a Portion of the Projection of Jefferson North of Glorietta

Mr. Randall explained the resolution and Dedication Plat for Right of Way of a portion of the projection of Jefferson Street north of Glorietta. He stated the dedication parcel will contain +/- 1.60 acres. The Planning Board reviewed this item on March 21, 2023, and recommends approval by the Commission.

In response to Mayor Cobb's question, Mr. Randall stated this area is located east of the Ledgestone Apartments.

Commissioner Mills stated this is an important area as there is considerable traffic near two schools, Coronado Elementary School and Highland Middle School, which affect many people and this outlet will help relieve the traffic pressure.

There being no further discussion, Commissioner Smith moved that Resolution No. 7328 be adopted as presented. Commissioner Mills seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Comments by City Commissioners, City Manager

Commissioner Gerth congratulated the Hobbs Lady Eagles Basketball Team and diver Gabriel Palomino for doing a great job in representing the City of Hobbs.

Commissioner Smith also congratulated all of the State Champions. He again encouraged citizens to let their Commissioners know how they feel about the City opting in to the Local Election Act and extending or shortening terms of office.

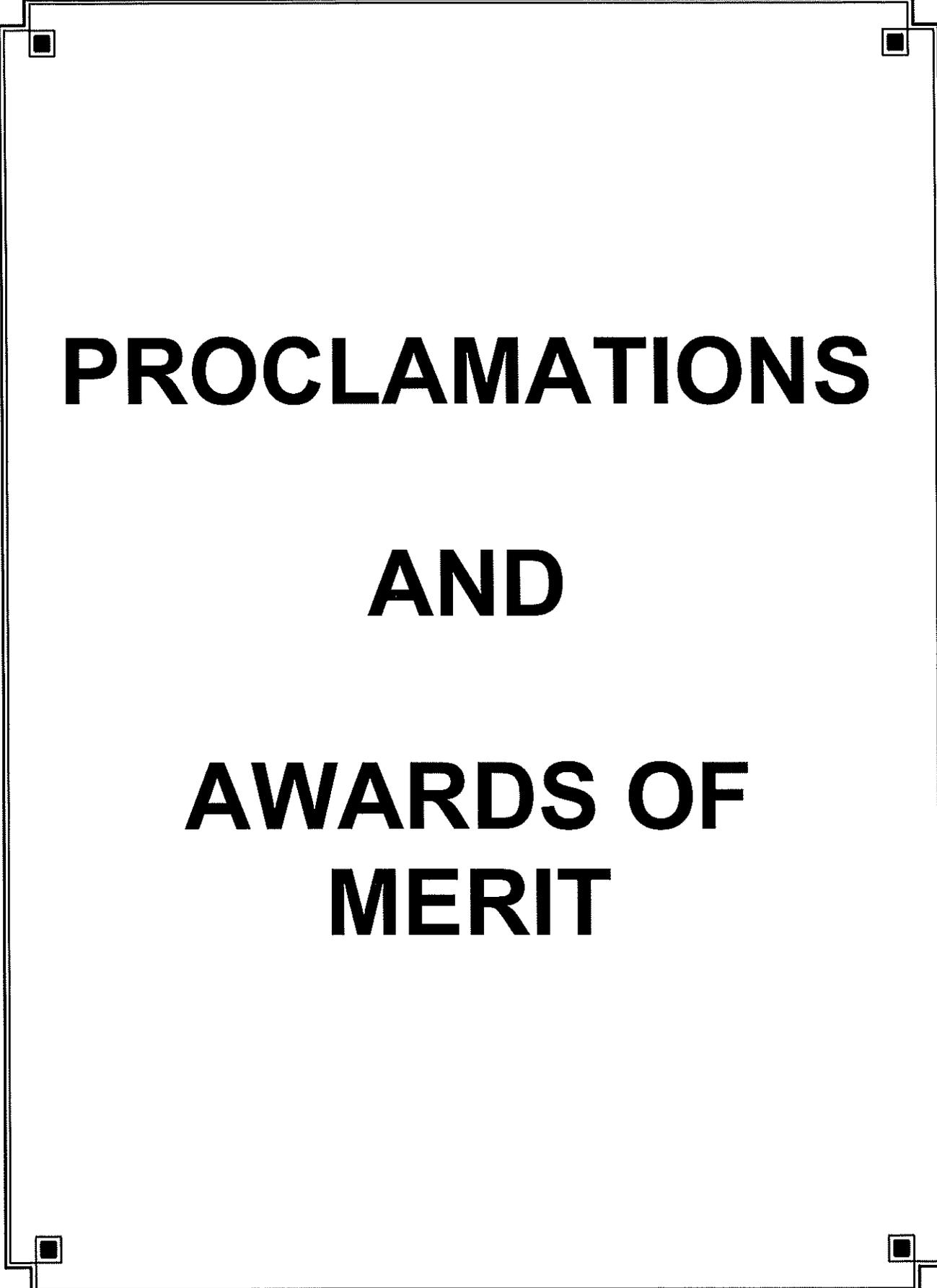
Adjournment

There being no further business or comments, Commissioner Calderón moved that the meeting adjourn. Commissioner Mills seconded the motion and the vote was recorded as follows: Smith yes, Penick yes, Calderón yes, Fields yes, Mills yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 7:10 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



PROCLAMATIONS

AND

**AWARDS OF
MERIT**

Office of the Mayor
Hobbs, New Mexico

PROCLAMATION

WHEREAS, the Hobbs Eagles Cheerleaders have completed another outstanding and successful year representing our City at numerous athletic events; and

WHEREAS, Coaches Brittanee McCleery, and Rene Gritz and Bailey Pilkington led the Eagle Cheerleaders to a reputation of excellence throughout the State of New Mexico; and

WHEREAS, the Hobbs Eagles Cheerleaders have been successful in earning the respect of their peers and others in the State for good sportsmanship and are well known for their overwhelming support; and

WHEREAS, the Hobbs Eagles Cheerleaders have proven their ability by winning the New Mexico Class 5A Co-Ed Spirit Championship title and accomplished this amazing win in their sixth year of competition.

NOW, THEREFORE, I, Sam D. Cobb, Mayor of the City of Hobbs, New Mexico, do hereby proclaim April 17th, 2023, as

“HOBBS EAGLES CHEERLEADERS DAY”

in recognition of their Title Championship and outstanding accomplishments for the 2022-2023 year. Congratulations for a job well done!

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of April, 2023, and cause the seal of the City of Hobbs to be affixed hereto.



SAM D. COBB, Mayor

ATTEST:



JAN FLETCHER, City Clerk



Office of the Mayor
Hobbs, New Mexico

PROCLAMATION

WHEREAS, libraries are full of stories in a variety of formats from picture books to large print, audiobooks to eBooks and more. But there's so much more to the story;

WHEREAS, library programming brings communities together for entertainment, education and connection through book clubs, story times, movie nights, crafting classes and lectures;

WHEREAS, library infrastructure advances communities, providing internet and technology access, literacy skills and support for businesses, job seekers and entrepreneurs;

WHEREAS, libraries are a resource for all - regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

WHEREAS, librarians hold the professional values of diversity, equity and inclusion to meet the needs of all users;

WHEREAS, this year's theme "There's More to the Story" is a great time to tell your personal library story;

NOW, THEREFORE, I, Sam D. Cobb, Mayor of the City of Hobbs, New Mexico, do hereby proclaim April 23rd – 29th, 2023 as

"NATIONAL LIBRARY WEEK"

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of April, 2023, and cause the seal of the City of Hobbs to be affixed hereto.



SAM D. COBB, MAYOR

ATTEST:



JAN FLETCHER, CITY CLERK



April Milestones 2023

5 years

Carmen Zaragoza	EMS Billing Specialist	04/09/2018
Tracy South	Asst. HR Director	04/09/2018

10 years

Marina Barrientes	Police Captain	04/10/2013
Scot Youngblood	GIS Specialist	04/17/2013
Chantley Wilson	Bacteriologist	04/08/2013

15 years

Jana White	Gen. Serv. Admin. Asst	04/16/2008
------------	------------------------	------------

20 years

Cecilia Tarango	Utility Customer Service Rep	03/12/2003
Randy Lawson	Pump Operator IV	04/07/2003



CONSENT AGENDA



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: Opening a special revenue funds in accordance with State Audit Rule 2.2.2.10 0
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: April 6, 2023
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

A new special revenue funds need to be opened for FY2024:

- Fund 310 – LEDA Fund

State Audit Rule 2.2.2.10(O) mandates that authority must be granted for the creation of a special revenue funds. The creation of this funds will allow for good accounting practices for audit and reporting purposes.

Fiscal Impact:

- Budget for this fund will be introduced in the Preliminary Budget for FY24.

Reviewed By: _____

Finance Department

Attachments:

- Resolution

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Approve the resolution to open the funds listed above in accordance with GASB No. 54.

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. 7329

A RESOLUTION AUTHORIZING THE OPENING OF
1 NEW SPECIAL REVENUE FUND IN ACCORDANCE WITH
STATE AUDIT RULE 2.2.2.10 O

WHEREAS, in order to maintain good accounting practices for audit and reporting purposes, one new special revenue funds would be beneficial.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor be and hereby is authorized and directed to effectuate this resolution authorizing the opening of Fund 310 – LEDA Fund in accordance with State Audit Rule 2.2.2.10 O.

PASSED, ADOPTED AND APPROVED THIS 17TH day of April, 2023.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: CONSIDERATION TO APPROVE AN AMENDMENT No. 1 TO AN INFRASTRUCTURE EXTENSION DEVELOPMENT AGREEMENT WITH ALJO, LLC CONCERNING THE DEVELOPMENT OF PUBLIC INFRASTRUCTURES.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: April 5th, 2023
SUBMITTED BY: Kevin Robinson – Planning Department

Summary:

The City of Hobbs entered into a Development Agreement with ALJO, LLC for Public Participation Infrastructure Development Agreement concerning the projection of Jefferson Street (+/- 954 Lin. Ft.), Glorietta Drive (+/- 4,000 Lin. Ft.), both Minor Collectors, and adjacent off-site Minor Residential Streets being the projections of Gold Street, Brazos Street and Thompson Street (+/- 2,120 Lin. Ft. combined). The Development Agreement allows for the partial reimbursement of costs to the Developer, upon certification by the Engineer of Record, in an amount not to exceed \$1,222,399.00.

Partial payments has been made for improvements installed to date. The Developer is requesting an extension of time on the agreement in order to complete the final portion of Glorietta. Approval of this Amendment No. 1 would place the termination date on December 1, 2023 or completion of all infrastructure.

Fiscal Impact:

Reviewed By: _____
Finance Department

Budget Line: 44-4044-44901-00073 (JT Util Ext.)
Total Reimbursement Not to Exceed: \$1,222,399.00
Reimbursement to Date: \$820,359.00
Remaining Balance: \$402,040.00

Attachments:

Resolution, Development Agreement Amendment No. 1, original contract

Legal Review:

Approved As To Form: Efren A. Cortez
City Attorney

Recommendation:

Commission to consider approval / denial of the attached Amendment No. 1

Approved For Submittal By:

Kevin Robinson
Department Director

[Signature]
City Manager

**CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN**

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

CITY OF HOBBS

RESOLUTION NO. 7330

**A RESOLUTION TO APPROVE AN AMENDMENT No. 1 TO AN INFRASTRUCTURE
EXTENSION DEVELOPMENT AGREEMENT WITH ALJO, LLC CONCERNING THE
DEVELOPMENT OF PUBLIC INFRASTRUCTURES.**

WHEREAS, the City of Hobbs approved Resolution 7097 to enter into an Infrastructure Extension Development Agreement with ALJO, LLC, concerning the projection Jefferson Street (+/- 954 Lin. Ft.), Glorietta Drive (+/- 4,000 Lin. Ft.), both Minor Collectors, and adjacent off-site Minor Residential Streets being the projections of Gold Street, Brazos Street and Thompson Street (+/- 2,120 Lin. Ft. combined); and

WHEREAS, the aforementioned Development Agreement terminates 550 days from ratification.

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

1. The City of Hobbs hereby approves Amendment No. 1 to the Development agreement changing the termination date.
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 17 day of April, 2023.

Sam D. Cobb, Mayor

ATTEST:

Jan Fletcher, City Clerk

AMENDMENT No. 1
Modifying a Development Agreement approved by
Resolution 7097 with Aljo LLC
(City of Hobbs Contract 2022-53)

Delete Paragraph 14. Termination from the Development Agreement and replace with the following:

- 14. TERMINATION:** This Agreement shall be terminated upon the completion of all installation and construction defined herein or December 1, 2023.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 on April 17, 2023.

CITY OF HOBBS

DEVELOPER – ALJO, LLC

Sam D. Cobb - Mayor

BY:

ATTEST:

Jan Fletcher, City Clerk

APPROVED AS TO FORM:

Efren Cortez, City Attorney

2022-53



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: September 7, 2021

SUBJECT: CONSIDERATION TO APPROVE AN INFRASTRUCTURE EXTENSION DEVELOPMENT AGREEMENT WITH ALJO, LLC CONCERNING THE DEVELOPMENT OF PUBLIC INFRASTRUCTURES.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: August 24, 2021
SUBMITTED BY: Kevin Robinson - Planning Department

Summary: ALJO, LLC has requested a Public Participation Infrastructure Development Agreement concerning the projection of Jefferson Street (+/- 954 Lin. Ft.), Glorietta Drive (+/- 4,000 Lin. Ft.), both Minor Collectors, and adjacent off-site Minor Residential Streets being the projections of Gold Street, Brazos Street and Thompson Street (+/- 2,120 Lin. Ft. combined). The attached Development Agreement would allow for the partial reimbursement of costs to the Developer, upon certification by the Engineer of Record, in an amount not to exceed \$1,222,399.00, providing said infrastructures are installed and certified within 550 days of ratification of the Agreement. Additionally, the Development Agreement will place an assessment on that portion of Glorietta Drive herein emplaced of \$132.25 per lineal foot (\$529,000.00 total assessments) and require the Developer to pay the assessment at time of development, subdivision or conveyance.

Fiscal Impact: _____ **Reviewed By:** _____
Finance Department

Budget Line: 44-4044-44901-00073 (JT UIL Extension)
Total Budget Available: \$1,790,113.92
Total Reimbursement not to exceed: \$1,222,399.00

Note: A receivable will be booked at \$529,000. Finance will recognize any future revenues as development/subdivision occurs along the North side of Glorietta.

Attachments: Resolution and Development Agreement.

Legal Review: _____
Approved As I.O. Form:
Efran A. Cortez _____
City Attorney

Recommendation:
Commission considers approval / denial of the attached Development Agreement.

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. 7097

A RESOLUTION TO APPROVE AN INFRASTRUCTURE EXTENSION DEVELOPMENT AGREEMENT WITH ALJO, LLC CONCERNING THE DEVELOPMENT OF PUBLIC INFRASTRUCTURES.

WHEREAS, the City of Hobbs is proposing to enter into an Infrastructure Extension Development Agreement with ALJO, LLC, concerning the projection Jefferson Street (+/- 954 Lin. Ft.), Glorietta Drive (+/- 4,000 Lin. Ft.), both Minor Collectors, and adjacent off-site Minor Residential Streets being the projections of Gold Street, Brazos Street and Thompson Street (+/- 2,120 Lin. Ft. combined); and

WHEREAS, the aforementioned Development Agreement requires the Developer to construct all of the public infrastructures as stated above; and

WHEREAS, after receipt of the Engineer of Records Certification of Compliance and recordation of any public infrastructure easements as required, the City shall reimburse the Developer for a portion of the costs of the Public Infrastructure so installed, not to exceed \$1,222,399.00, providing the same occurs within 550 days of ratification of the Development Agreement; and

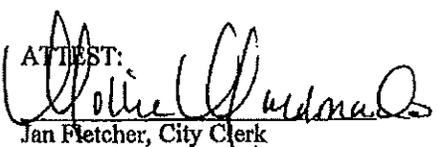
WHEREAS, Developer shall pay to the City, at time of development, subdivision or conveyance, the linear foot pro rata amount of \$132.25 per linear foot of Glorietta Drive frontage. Any assessment remaining unpaid ten (10) years after ratification of this agreement shall become due and payable by the Developer.

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 Infrastructure Extension Development Agreement, which is attached hereto and made a part of this Agreement as Exhibit #1 and the Mayor, and/or his designee, is hereby authorized to execute the Agreement.
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 7th day of September, 2021.

ATTEST:


Jan Fletcher, City Clerk



**PROJECTION OF JEFFERSON STREET NORTH OF ALBERTSON DRIVE & GLORIETTA DRIVE
BETWEEN JEFFERSON AND RANCLAND**

THIS AGREEMENT, made and entered into this 7th day of September, 2021, between the City of Hobbs, New Mexico, a New Mexico Municipal Corporation, (hereafter called the "City"); and ALJO, LLC, a New Mexico limited liability company, 3311 N. Grimes Street, Hobbs, NM 88240 (hereafter called "Developer").

RECITALS:

WHEREAS, Developer desires to develop a portion of a parent parcel located Southeast of the terminus of Glorietta Drive and the projection of Jefferson Street, within the City limits of the City of Hobbs; and

WHEREAS, the subdivision of property, per MC Title 16, requires that all public infrastructure either be in place or surety given to the City that the cost for the same will be borne by the Developer prior to acceptance of the subdivision; and

WHEREAS, the projection of Jefferson Street and the projection of Glorietta Drive are identified within the City of Hobbs Major Thoroughfare Plan as a Minor Collectors to be located within an 80' dedicated right of way and upon projection through the developers property certain portions of Jefferson Street will be adjacent to other properties not controlled by the developer there by denying the developer the benefit for adjacent development on both side of the new roadway; and

WHEREAS, Developer has proposed to construct the projection of Jefferson Street from the existing terminus to the intersection of Glorietta Drive within a 80' dedicated right of way, project Glorietta Drive from the terminus to Ranchland, as well as those off-site undeveloped public streets located south of the proposed development area and being the east/west projection of Gold St and the south/north projections of Brazos St and Thompson St; and

WHEREAS, the projection of Jefferson Street and Glorietta Drive, both designated Minor Collectors, would serve the current and future transportation and public safety response needs of the public and those off-site projections would serve the neighborhood transportation and adjacent school needs; and

WHEREAS, Developer has proposed to construct a linear walking trail / park to be located adjacent to and north of the projection of Glorietta from the proposed intersection with the projection of Jefferson Street to the intersection of Ranchland within an existing SPS Easement; and

WHEREAS, Developer has made landscaping improvements along Ranchland and desires the City to take over maintenance of landscaped medians and Ranchland right of way along from Bender and Ranchland to the future Glorietta and Ranchland intersection.

NOW, THEREFORE, in consideration of the above premises, the parties hereby agree as follows:

1. Jefferson St.:

A. The Developer shall design and develop the projection of Jefferson within a 80' dedicated right of way from the existing terminus north to the intersection of Glorietta, as a Minor Collector Section per the COH Major Thoroughfare Plan, utilizing the existing western curb line as the straight line projection.

B. The City shall, after receipt of the Engineer of Records Certification Letter and a fully compliant Subdivision Plat, reimburse the fair share costs of the projection of Jefferson Street adjacent to the Developers property; based on the approved Engineer of Records certified invoices or \$127,359.00 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.

2. Glorietta Dr.:

A. The Developer shall design and develop the projection of Glorietta Drive within an 80' dedicated right of way from the existing terminus east to the intersection of Ranchland, as a Minor Collector Section per the COH Major Thoroughfare Plan.

B. The City shall, after receipt of the Engineer of Records Certification Letter and a fully compliant Subdivision Plat, reimburse the fair share costs of the projection of Glorietta Drive within the Developers property; based on the approved Engineer of Records certified invoices or \$629,000.00 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.

C. Glorietta Dr Roadway Assessments: Developers property located north of and adjacent to the projected Glorietta Drive is hereby assessed for that portion of public funds as may be expended upon development and not to exceed \$529,000 for 4,000 linear feet of Glorietta Drive frontage. Developer shall pay to the City, at time of development, subdivision or conveyance, the linear foot pro rata amount of \$132.25 per linear foot of Glorietta Drive frontage. Any assessment remaining unpaid ten (10) years after ratification of this agreement shall become due and payable by the Developer.

3. Offsite Roadway Improvements:

A. The Developer shall develop those off-site undeveloped public streets located south of the proposed development area and being the eastwest projection of Gold St and the south/north projections of Brazos St and Thompson St, as Minor Residential Urban Sections per the COH Major Thoroughfare Plan.

B. The City shall, after receipt of the Engineer of Records Certification Letter, reimburse the costs of eastwest projection of Gold St and the south/north projections of Brazos St and Thompson St, as Minor Residential Urban Sections per the COH Major Thoroughfare Plan, not to exceed 100% of the approved Engineer of Records certified invoices or \$566,040 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.

4. Linear Walking Trail / Park: The Developer shall design to standards approved by the City's Public Open Space Department and develop a xeriscape linear walking trail / park adjacent to and north of the projection of Glorietta Drive (including an irrigation system) from the existing terminus east to the intersection of Ranchland, as a Minor Collector Section per the COH Major Thoroughfare Plan. Developer shall be allowed to construct overtime and dedicate to the City in phases acceptable by the Parks and Open Space Director. Developer shall maintain the project area and portions under construction until acceptance by the City. Any portion of the linear walking park not dedicated or accepted by the City ten (10) years after ratification of this

agreement shall be dedicated pending Parks and Open Space Directors development certification. Upon acceptance of any phase, the City reserves the right to maintain, improve and remove any elements to a level of standard determined by the Parks and Open Space Director.

5. **Ranchland Landscaping:** Developer has constructed and improved the right of way and landscaped medians along Ranchland. The City shall accept and maintain the landscaped medians and Ranchland right of way from the intersection of Ranchland and Bender to the projected intersection of Ranchland and Glorietta, after the construction of Glorietta from the projected Jefferson St. intersection to the projected Ranchland intersections. The City reserves the right to maintain, improve and remove any elements to a level of standards determined by the Parks and Open Space Director.
6. Responsibilities of the parties hereto are as follows:

A. The Developer shall:

- i. Pay for all costs for development of private property pursuant to Municipal Code Title 16, and off-site public streets as herein proposed.
- ii. Submit an Engineer of Record Certification prior to municipal acceptance for all public infrastructure proposed.

B. The City shall:

- i. The City shall, after receipt of the Engineer of Records Certification Letter and a fully compliant Subdivision Plat, reimburse the fair share costs of the projection of Jefferson Street adjacent to the Developers property; based on the approved Engineer of Records certified invoices or \$127,359 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.
- ii. The City shall, after receipt of the Engineer of Records Certification Letter and a fully compliant Subdivision Plat, reimburse the fair share costs of the projection of Glorietta Drive within the Developers property; based on the approved Engineer of Records certified invoices or \$529,000 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.
- iii. The City shall, after receipt of the Engineer of Records Certification Letter and a fully compliant Subdivision Plat, reimburse the costs of off-site public street construction located south of the proposed development area and being the east\west projection of Gold and the south\north projections of Brazos and Thompson, as Minor Residential Urban Sections per the COH Major Thoroughfare Plan. After receipt of the Engineer of Records Certification Letter the City shall, reimburse the costs of the off-site streets at 100% of the approved Engineer of Records certified invoices or \$566,040 whichever is less, providing such reimbursement occurs within 550 days of ratification of this agreement.
- iv. The City's total construction shall not exceed \$1,222,399 (One Million, Two Hundred and Twenty-Two Thousand and Three Hundred and Ninety-Nine Dollars)

7. **NOTICES:** All notices given pursuant to or in connection with this Agreement shall be made in writing and posted by regular mail, postage prepaid to the following or to such other address as requested by either party. Notice shall be deemed to be received on the fifth day following posting.

CITY: ATTN: Planning Dept. 200 E. Broadway Hobbs, NM	DEVELOPER: ALJO Development, LLC 3311 Grimes St. Hobbs, NM 88240
--	--

8. 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.

9. **REPRESENTATIONS OF CITY:**

A. City is a duly organized and validly existing municipal corporation under the laws of the State of New Mexico with full municipal power to enter into this Agreement and to carry out the terms, conditions and provisions hereof.

B. City will continue review and processing of the development plans, and forthcoming building permit application in a forthright manner and with due diligence.

10. **REPRESENTATIONS OF DEVELOPER:**

A. To the best knowledge of Developer, there is no litigation, proceeding or governmental investigation either pending or threatened in any court, arbitration board or administrative agency against or relating to Developer to prevent or impede the consummation of this Agreement by Developer.

11. **BREACH:**

A. The following events constitute a breach of this Agreement by Developer:

- i. Developer's failure to perform or comply with any of the terms, conditions or provisions of this Agreement.

B. The following events constitute a breach of this Agreement by City:

- i. City's failure to perform or comply with any of the terms, conditions or provisions of this Agreement.

12. **REMEDIES UPON BREACH:**

A. Any party may sue to collect any and all damages that may accrue by virtue of the breach of this Agreement.

B. If any party is found by a court to have breached this Agreement, the breaching party agrees to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by another party in enforcing any covenant or provision of this Agreement.

- 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 upon the completion of all installation and construction defined herein or 550 days from ratification.
- 15. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement among and between City and Developer and there are no other agreements or understandings, oral or otherwise, between the parties on the issues defined herein.

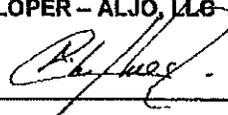
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CITY OF HOBBS

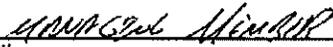
DEVELOPER - ALJO, LLC



Sam D. Cobb - Mayor



BY:



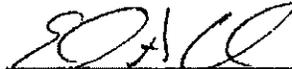
Title:

ATTEST:


for Jan Fletcher, City Clerk



APPROVED AS TO FORM:



Efrén Cortez, City Attorney



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 4/17/23

SUBJECT: Revision of HB68 monthly retention incentive amount.

DEPT. OF ORIGIN: Hobbs Police Department
DATE SUBMITTED: 4/4/23
SUBMITTED BY: Chief August Fons

Summary:

On November 7, 2022, the City of Hobbs Commission approved the allocation disbursement from the Department of Finance and Administration (DFA) in the amount of \$4,987,500.00. Department of Finance Administration approved expenditures out of this fund for hiring, recruiting and retention. The Hobbs Police Department hopes to incentivize Hobbs Police Officer to remain employed with HPD and in doing so, would recommend a retention incentive, that will be funded by the DFA allocation. Hobbs Police Department would offer a monthly Retention Incentive to every officer who meets the eligibility requirements pursuant to the Hobbs Police Department and HB68 in the amount of \$1,750 less applicable taxes. The monthly incentive period would begin on December 1, 2022 and would end on June 10, 2023.

The monthly incentive payments to all certified officers will be adjusted from \$1750.00 a month to \$7500.00 per month until June 2023.

This retention payment will be made to all current and newly hired officers serving as a retention and hiring incentive.

Fiscal Impact: This will require a reclassification of base salary for each officer.

There are currently 64 certified officers.

\$7500.00 X 64 certified officers = \$480,000.00 per month.

\$480,000.00 x 3 months = \$1,440,000.00 total fiscal impact through June of 2023.

Reviewed By: [Signature] Finance Department
Digitally signed by Eddy Sosa, CFE, CFA, DN: cn=Eddy Sosa, CFE, CFA, o=City of Hobbs, ou=Finance Director, email=edsosa@hobbsnm.org, c=US Date: 2023.04.06 14:14:53 -0500

Attachments: None

Legal Review: Approved As To Form: Efrén A. Cortez City Attorney
Digitally signed by Efrén A. Cortez, DN: cn=Efrén A. Cortez, o=City of Hobbs, ou=City Attorney's Office, email=ecortez@hobbsnm.org, c=US Date: 2023.04.07 08:42:38 -0500

Recommendation:

Motion to approve.

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
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17th, 2023

SUBJECT: Approval and accepting of the payment dispersion of retention funding as provided by the Law Enforcement Retention Fund (LERFA) per New Mexico House Bill 68.

DEPT. OF ORIGIN: Police Department
DATE SUBMITTED: 4/06/2023
SUBMITTED BY: Chief August Fons

Summary:

Nine (9) Hobbs Police Officers are listed to receive an incentive for their service as an active police officer for the state of New Mexico in accordance to NM House Bill 68, Law Enforcement Retention Fund (LERF). Total funds allotted for payout (before Medicare and Social Security) is \$33,943.92. Total payout for all nine (9) officers is \$31,531.76 after standard Medicare and Social Security deductions.

Fiscal Impact:

Each officer listed on the eligibility list (9 officers) will receive a base percentage of their salary according to the guidelines of House Bill 68. The total fiscal impact for monetary distribution will be zero cost to the City of Hobbs.

Reviewed By: 
Finance Department

Attachments:

Law Enforcement Retention Fund (LERF) Year One Revised Notice.

Law Enforcement Retention Fund (LERF) Year One Revised Roster of Eligibility.

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

To make a motion to approve

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. _____



New Mexico
Department of Public Safety

MICHELLE LUJAN GRISHAM
GOVERNOR

JASON R. BOWIE
CABINET SECRETARY

TIM Q. JOHNSON
CHIEF / DEPUTY SECRETARY

BENJAMIN A. BAKER
DEPUTY SECRETARY

March 9, 2023

City of Hobbs
200 East Broadway
Hobbs, NM 88240

Attn: Mayor Sam D. Cobb and City Manager Manny Gomez

Re: Law Enforcement Retention Fund – Audited Notice of Intent to Disburse

Dear Mayor Cobb and City Manager Gomez:

DPS is in receipt of the City of Hobbs request for a disbursement of funds from the Law Enforcement Retention Fund [“LERF”] for the purpose of providing law enforcement retention differential disbursements to the Hobbs Police Department officers listed on **Exhibit A** and paying the employer tax liability (consisting of payroll taxes outlined in the Federal Insurance Contribution Act for Social Security and Medicare but not any employer contribution for retirement or other benefit plans) related to each law enforcement retention differential disbursement to be paid.

DPS has reviewed the information the City of Hobbs submitted to the DPS as required by NMSA 1978 Section 9-19-14 and the then extant emergency rule NMAC 10.2.4.9 in order to be an agency eligible to receive monies from the LERF. The information submitted has been audited and revised and appears to substantially comply with that required to be submitted by the statute and the rule.

Based on the information provided by the City of Hobbs for each officer for whom a request was made, DPS has asked the Secretary of the Department of Finance and Administration [“DFA”] to issue a warrant to the City of Hobbs in the amount of **\$33,943.92**. Of the \$33,943.92, \$31,531.76 is attributable to the projected retention differential disbursement [“PRDD”] and \$2,412.16 is attributable to the employer tax liability for Federal Insurance Contribution Act [“FICA”] or Medicare.

Since the balance in the LERF is sufficient to pay all PRDDs requested by all eligible law enforcement agencies as well as the employer tax liability for FICA or Medicare attributable to each PRDD requested, no pro rata deduction was applied to the amounts requested.

If you believe the amount DPS has advised DFA that DPS will disburse to the City of Hobbs for the purpose of paying retention differential disbursements to the officers listed

on Exhibit A and the employer tax liability for FICA and Medicare attributable to each PRDD is correct, please sign the acknowledgement below and return the signed acknowledgement of the Notice of Intent to Disburse to DPS.LERF@dps.nm.gov no later than Wednesday March 15, 2023.

If you believe the amount DPS has advised DFA that DPS will disburse to the City of Hobbs for the purpose of paying retention differential disbursements to the officers listed on Exhibit A and the employer tax liability for FICA and Medicare attributable to each PRDD is incorrect, the City of Hobbs has thirty days from your receipt of this Notice of Intent to Disburse to submit Objections to the Notice of Intent to Disburse to DPS.LERF@dps.nm.gov.

DPS will review your objections and respond as soon as possible.

Please be advised that disbursement of LERF funds to City of Hobbs, obligates the City of Hobbs to the following:

- 1) Any monies disbursed to for the purpose of paying PRDDs and related tax liability may not be paid to an eligible officer until the date the officer attains eligibility¹⁰;
- 2) Once an officer attains eligibility, the PRDD should be paid to the officer no later than thirty (30) days following the date the officer attains eligibility. If an officer has attained eligibility, but departs from the agency prior to the disbursement of LERF funds to your agency, the officer shall remain eligible for payment;
- 3) Tax liability for FICA and Medicare related to the PRDD must be paid in accordance with applicable law;
- 4) Monies disbursed for the purpose of providing PRDDs to those officers who are projected to, but who have not yet attained eligibility therefor, should be placed in an interest-bearing account;
- 5) Monthly reporting to DPS on or before the tenth day of the month following the disbursement of funds to an eligible officer or the non-disbursement of funds to an officer projected to be but ultimately found to be ineligible for a disbursement. The monthly reporting will include the name of the officer, the amount paid or not paid and, if not paid, the reason therefore;
- 6) Monies disbursed from the LERF which are not paid out as PRDD or taxes by your agency, shall be reported to DPS as not having been paid out, **no later than July 31, 2023**. DPS will provide a reporting template for your use. All funds shall be returned to DPS for redeposit into the LERF **no later than August 31, 2023**.

If you are a **state agency and** have not been contacted by DPS with respect to the detailed account information needed to disburse funds to your agency, please contact Edwina Montano, DPS Accounts Payable Supervisor, at edwina.montano@dps.nm.gov or 505.690.1340. Disbursement will not occur until DPS has been provided with the detailed account information and financial point of contact required.

If you are **not a state agency**, a manual warrant will be issued for the monies to be disbursed to you from the LERF. If you have not already done so, please contact Edwina Montano, DPS

¹⁰ The officer attains eligibility to receive the PRDD the day following the date on which the officer completes one year more than four, nine, fourteen or nineteen consecutive years of employment with your agency.

Accounts Payable Supervisor, at edwina.montano@dps.nm.gov or 505.690.1340 and advise her:

- 1) The legal name of the entity entitled to receive the LERF funds, e.g., the City of _____, etc.;
- 2) The name or job title and preferably, both, and the address of the individual to whose attention the warrant should be addressed for delivery by certified mail, return receipt requested;

Should you have any questions regarding this Revised Notice of Intent to Disburse, please do not hesitate to contact DPS Administrative Services Division Director ["ASD"] Sylvia M. Serna at DPS.LERF@dps.nm.gov or 505.629.6865.

Very truly yours,



Jason R. Bowie
Secretary

Cc: Chief August Fons

ACKNOWLEDGEMENT

I hereby swear or affirm under penalty of perjury that I, _____ on behalf of the City of Hobbs have received this Notice of Intent to Disburse to the City of Hobbs from the LERF the sum of **\$33,943.92**. I understand that of the \$33,943.92, disbursed, \$31,531.76 is attributable to PRDD and \$2,412.16 is attributable to the employer tax liability for Federal Insurance Contribution Act ["FICA"] and Medicare. I further acknowledge the obligations placed on the City of Hobbs as set forth in the Notice of Intent to Disburse with respect to the receipt, handling, further disbursement and return of the monies disbursed from the LERF.

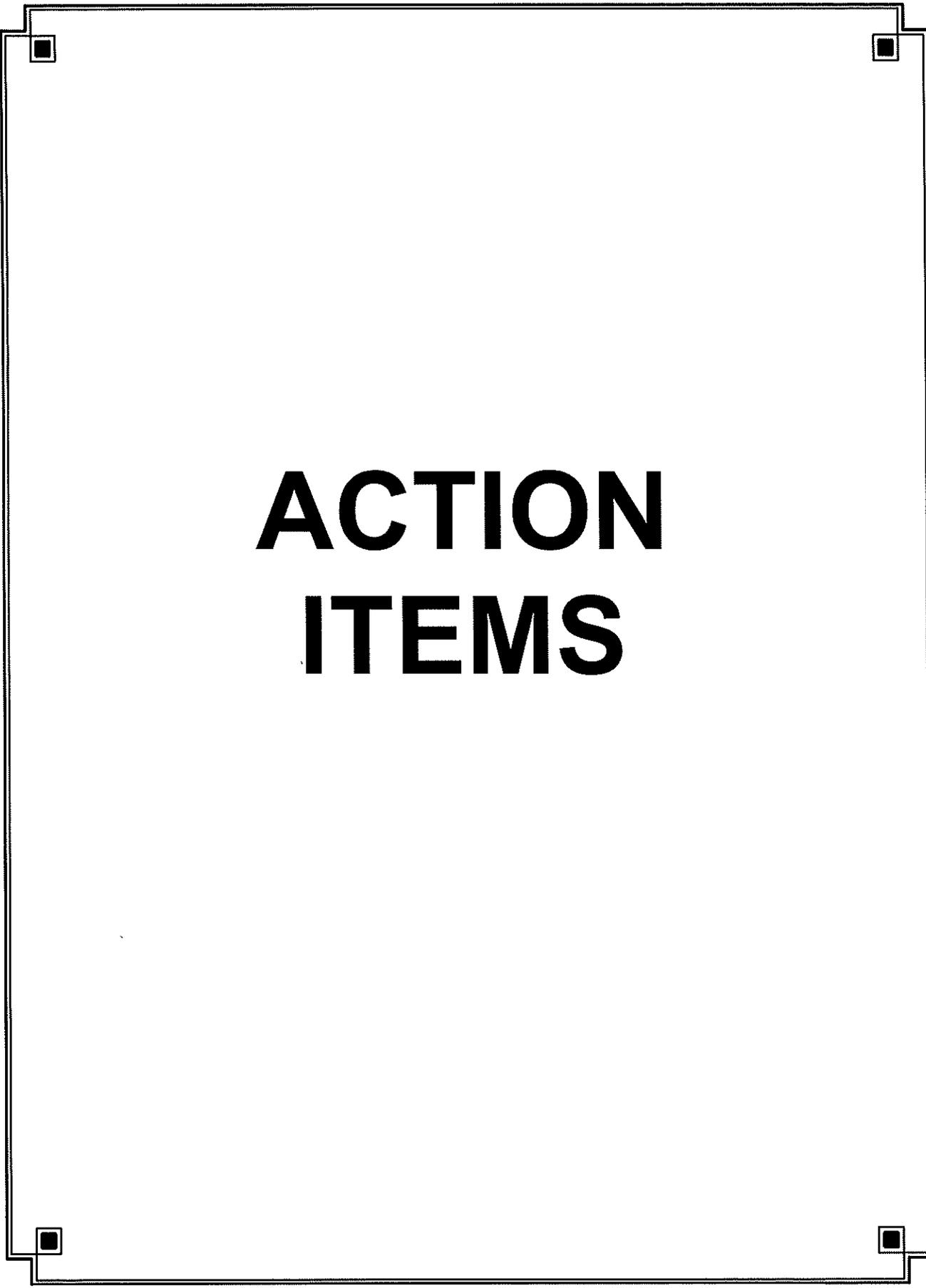
Date: _____

Printed name and job title of
individual legally authorized to bind the
agency

Signature of individual legally authorized
to bind the agency

LERF Eligible Officers Agencies
Year 1 - 2022 Audit
March 2, 2023

AGENCY NAME	OFFICER NAME	OFFICER ID #	YEARS OF SVC	ANNUAL SALARY	5% PAYOUT	MEDICARE	SOC SEC	TOTAL	Annlv Date	REVISION
Hobbs Police Department	Laura Aguirre	Officer 1571	19	76,065.60	3,803.28	55.15	235.80	4,094.23	12/15/2022	
Hobbs Police Department	Shane Blewins	Officer 1578	14	101,150.40	5,057.52	73.33	313.57	5,444.42	6/20/2022	Removed - hire date 06-20-2017 - portal included in error HPO reports hire date should be 09-28-2005 which is still ineligible
Hobbs Police Department	Joseph B Clemmer	Officer 1581	9	72,342.40	3,617.12	52.45	224.26	3,893.83	2/4/2023	
Hobbs Police Department	Jorge Jr. Colln	Officer 1589	9	59,716.80	2,985.84	43.29	185.12	3,214.25	4/10/2023	
Hobbs Police Department	Brendan Ingley	Officer 1604	4	73,736.00	3,686.80	53.46	228.58	3,968.84	7/5/2022	
Hobbs Police Department	Travis L. Jackson	Officer 1605	4	78,790.40	3,939.52	57.12	244.25	4,240.89	8/21/2022	
Hobbs Police Department	Nathan D Eubank	Officer 1577	9	77,563.20	3,878.16	56.23	240.45	4,174.84	6/24/2023	Added - hire date 06-24-2013 - portal excluded in error
Hobbs Police Department	Douglas Faulkner	Officer 1586	9	64,001.60	3,200.08	46.40	198.40	3,444.88	6/25/2023	Added - hire date 06-25-2013 - portal excluded in error
Hobbs Police Department	Troy D Brackeen	Officer 1593	14	68,702.40	3,435.12	49.81	212.98	3,697.91	6/30/2023	Added - hire date 06-30-2008 - portal excluded in error
Hobbs Police Department	Manuel Jr Espinoza	Officer 1595	9	59,716.80	2,985.84	43.29	185.12	3,214.25	6/24/2023	Added - hire date 06-24-2013 - portal excluded in error
Hobbs Police Department - audited			14	630,635.20	31,531.76	457.20	1,954.96	33,943.92		



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: ADOPTION OF AN ORDINANCE AMENDING CHAPTER 10 OF THE HOBBS MUNICIPAL CODE PROHIBITING PARKING OF HEAVY TRUCKS AND TRAILERS ON STREETS

DEPT. OF ORIGIN: Legal Department
DATE SUBMITTED: April 10, 2023
SUBMITTED BY: Efren A. Cortez, City Attorney

Summary: NMSA 1978, §§ 3-17-1 and 3-18-1 confer general welfare and police powers on the City of Hobbs. Additionally, NMSA 1978, § 66-7-415 allows a municipality to regulate the operation of commercial motor vehicles with respect to streets under their jurisdiction. The proposed ordinance would make parking any heavy truck (GVWR greater than 26,000 pounds) or any trailer longer than 20 feet (exclusive of the trailer tongue) a penalty assessment misdemeanor. The goal of the proposed ordinance is to decrease the potential for motor vehicle accidents by limiting sight obstructions and diminished travel space on roadways which are often caused by heavy trucks. The proposed ordinance was published in the Hobbs News-Sun as required by NMSA 1978, § 3-17-3.

Fiscal Impact:

Reviewed By: Finance Department

The estimated cost for the necessary signs is \$4,000.00 for five (5) signs (material only) and adequate funds will be made available within the City Engineer's budget for signals and signs for FY24 (010412-42404).

Attachments:

Proposed Ordinance; Affidavit of Publication

Legal Review:

Approved As To Form: City Attorney

Recommendation:

The Commission should consider adoption of the proposed ordinance.

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.

CITY OF HOBBS

ORDINANCE NO. 1150

AN ORDINANCE AMENDING CHAPTER 10 OF THE HOBBS MUNICIPAL CODE
PROHIBITING PARKING OF HEAVY TRUCKS AND TRAILERS ON STREETS

WHEREAS, the City of Hobbs has previously adopted the Uniform Traffic Ordinance to govern the traffic laws within the municipal limits of the City of Hobbs, New Mexico, through enactment of an amended Chapter 10 of the Hobbs Municipal Code; and

WHEREAS, NMSA 1978, §3-17-1 allows a municipality to adopt ordinances not inconsistent with the laws of New Mexico for the purpose of providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of the municipality and its inhabitants; and

WHEREAS, the Uniform Traffic Ordinance Section 12-6-6.1 authorizes the City Manager, or his or her designee, to erect and maintain signs regulating parking on streets located in the municipal boundaries; and

WHEREAS, City of Hobbs has identified the parking of heavy trucks, as that term is defined by state statute and local ordinance, on the streets of Hobbs, New Mexico to be detrimental to the safety, health, prosperity, morals, order, comfort and convenience of the Hobbs, New Mexico, and its inhabitants; and

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that Chapter 10, is hereby amended as more specifically described as follows:

TITLE 10 VEHICLES AND TRAFFIC

10.05 PARKING RESTRICTIONS FOR HEAVY TRUCKS AND TRAILERS

10.05.010 Purpose.

When parked on public streets, heavy trucks and trailers often create sight obstructions and severely limit the surface area of the public street available to other motorists. These conditions increase the probability of motor vehicle accidents. The purpose of this chapter is to protect the safety, health, prosperity, morals, order, and comfort of the residents of Hobbs, New Mexico, by prohibiting heavy trucks and trailers from being parked on public streets within the municipal corporate limits of Hobbs.

10.05.020 Authority.

This chapter is adopted pursuant to NMSA 1978, § 66-7-415, which authorizes the city to prohibit the operation of heavy trucks in addition to the general welfare and police powers conferred upon the City of Hobbs by NMSA, §§ 3-17-1, et seq. and 3-18-1, et seq. Regulation of parking on municipal streets is authorized by Article VI of the Uniform Traffic Ordinance.

10.05.030 Definitions.

For purposes of this chapter, the following definitions shall be in addition to, not exclusive of, the definitions set forth in the Article I of the Uniform Traffic Ordinance:

- A. Public Street: means every way or place generally open to the use of the public as a matter of right for the purpose of vehicular travel, even though it may be temporarily closed or restricted for the purpose of construction, maintenance, repair or reconstruction. For purposes of this chapter, public street shall include the adjacent shoulder, curb, sidewalk, parkway, and right of way.
- B. Heavy Truck: means a Class 7 or larger truck, as defined by the United States Department of Transportation and 49 C.F.R. Section 523, having a Gross Vehicle Weight Rating (GVWR) greater than 26,000 pounds.
- C. Trailer: means any vehicle, with or without power, designed for carrying persons or property and for being drawn by a motor vehicle, and so constructed that no part of its weight rests upon the towing vehicle, hitched or unhitched, longer than 20 feet measured exclusive of the trailer tongue.

10.05.040 Parking heavy trucks and trailers – prohibitions and exceptions.

- A. It shall be unlawful to park any heavy truck on any public street.

- B. It shall be unlawful to park any trailer, as defined herein, whether hitched or unhitched, on any public street. This subsection shall not in any way prohibit enforcement of unhitched trailers pursuant to Section 12-6-13.3 of the Uniform Traffic Ordinance.
- C. Temporary parking of a heavy trucks and trailers is not prohibited when the temporary parking of the heavy truck and trailer is for the purposes of loading, unloading, making pick-up, making deliveries, or providing services.
- D. Parking of authorized emergency vehicles, government vehicles, utility maintenance vehicles, and school buses, are not prohibited when parked on the public street at the residence of the vehicle's operator in light of the potential need to respond to public safety emergencies.

10.05.050 Notice.

- A. Pursuant to Uniform Traffic Ordinance Section 12-6-6.1 the City Manager or his or her designee shall erect and maintain signs designating the provisions of this section throughout the City as he or she deems appropriate. The signs shall be placed in conspicuous locations throughout the City in order to ensure visibility of the signs so as to notify possible commercial motorists and the general public. Placement of the signs contemplated herein shall be at the discretion of the City Manager who may receive recommendations from time to time from the City of Hobbs Planning Board. All signs contemplated by this chapter, at a minimum, be placed at all state highway entrance points into the municipal boundaries of Hobbs, New Mexico, and shall contain language notifying motorists of the possible penalties, including fines and towing, for a violation of this ordinance.
- B. This chapter shall not take effect unless and until such signs are erected and maintained and notice thereof is given in writing to the nearest officer or employee of the motor transportation division of the department of public safety authorized to issue special permits.

10.05.060 Penalty.

Violation of this chapter shall constitute a penalty assessment misdemeanor pursuant to Section 12-6-6.1 of the Uniform Traffic Ordinance, as amended pursuant to subsection C of that provision. The penalty assessment misdemeanor for a violation of this chapter shall be designated as "Parking Violations – Heavy Trucks and Trailers" and the authorized penalty assessment shall be specifically set forth in Section 10.04.050 of the Hobbs Municipal Code.

10.05.070 Citation and removal authorized.

- A. Pursuant to Uniform Traffic Ordinance Section 12-3-3 it is the duty of the Hobbs Police Department to enforce this chapter. Citation procedures are those outlined by Uniform Traffic Ordinance Sections 12-12-12, 12-12-13, and 12-12-4.
- B. Pursuant to Uniform Traffic Ordinance Section 12-12-18(D)(1), an officer or employee of the Hobbs Police Department who is authorized to direct traffic or enforce local parking laws, may order the impoundment of any heavy truck or trailer within the municipal corporate limits, without prior notice to the owner or operator thereof, if the heavy truck or trailer is parked in any of the manners outlined in subsections a through o, including but not limited to the following:
 - 1. The heavy truck or trailer is parked or left standing upon a public street in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic, which for purposes of this chapter shall include the ingress and egress of any private residential driveway;
 - 2. The heavy truck or trailer is parked so as to block the entrance to a public or private driveway;
 - 3. The heavy truck or trailer is parked within fifteen (15) feet of a fire hydrant, is illegally parked so as to prevent access by firefighting equipment to a fire hydrant, or is illegally parked in a properly designated fire lane;
 - 4. The heavy truck or trailer is parked in a tow-away zone;
 - 5. The heavy truck or trailer is either unattended or disabled and loaded with either a dangerous, flammable, combustible or explosive substance which, either by its presence or load conditions is likely to harm the health or safety of the public and moving the vehicle to a safe, legal location is impractical.
- C. Upon impoundment of any heavy truck or trailer as a result of this subsection, all notice procedures following summary impoundment outlined in Section 12-12-18(E) shall be followed.

PASSED, ADOPTED AND APPROVED this 17th day of April, 2023.

SAM D. COBB, Mayor

ATTEST:

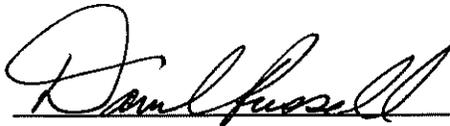
JAN FLETCHER, City Clerk

Affidavit of Publication

STATE OF NEW MEXICO
COUNTY OF LEA

I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 1 issue(s).

Beginning with the issue dated
March 28, 2023
and ending with the issue dated
March 28, 2023.



Publisher

Sworn and subscribed to before me this
28th day of March 2023.



Business Manager

My commission expires
January 29, 2027

(Seal) STATE OF NEW MEXICO
NOTARY PUBLIC
GUSSIE RUTH BLACK
COMMISSION # 1087526
COMMISSION EXPIRES 01/29/2027

This newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Laws of 1937 and payment of fees for said

LEGAL NOTICE
March 28, 2023

NOTICE OF ORDINANCE

NOTICE IS HEREBY GIVEN that on the 17th day of April, 2023, at its meeting at 6:00 p.m., in the City Commission Chamber at City Hall, 1st Floor Annex, 200 East Broadway, Hobbs, New Mexico, the governing body of the City of Hobbs proposes to adopt an ordinance amending Chapter 1 of the Hobbs Municipal Code establishing non-traffic penalty assessments. A summary of the ordinance is contained in its title and is described as follows:

AN ORDINANCE AMENDING CHAPTER 10 OF THE HOBBS MUNICIPAL CODE PROHIBITING PARKING OF HEAVY TRUCKS AND TRAILERS ON STREETS

WHEREAS, the City of Hobbs has previously adopted the Uniform Traffic Ordinance to govern the traffic laws within the municipal limits of the City of Hobbs, New Mexico, through enactment of an amended Chapter 10 of the Hobbs Municipal Code; and

WHEREAS, NMSA 1978, §3-17-1 allows a municipality to adopt ordinances not inconsistent with the laws of New Mexico for the purpose of providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of the municipality and its inhabitants; and

WHEREAS, the Uniform Traffic Ordinance Section 12-6-6.1 authorizes the City Manager, or his or her designee, to erect and maintain signs regulating parking on streets located in the municipal boundaries; and

WHEREAS, City of Hobbs has identified the parking of heavy trucks, as that term is defined by state statute and local ordinance, on the streets of Hobbs, New Mexico to be detrimental to the safety, health, prosperity, morals, order, comfort and convenience of the Hobbs, New Mexico, and its inhabitants; and

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that Chapter 10, is hereby amended as more specifically described as follows:

TITLE 10 VEHICLES AND TRAFFIC

10.05 PARKING RESTRICTIONS FOR HEAVY TRUCKS AND TRAILERS

10.05.010 Purpose.

When parked on public streets, heavy trucks and trailers often create sight obstructions and severely limit the surface area of the public street available to other motorists. These conditions increase the probability of motor vehicle accidents. The purpose of this chapter is to protect the safety, health, prosperity, morals, order, and comfort of the residents of Hobbs, New Mexico, by prohibiting heavy trucks and trailers from being parked on public streets within the municipal corporate limits of Hobbs.

10.05.020 Authority.

12-12-13, and 12-12-4.

B. Pursuant to Uniform Traffic Ordinance Section 12-12-18(D)(1), an officer or employee of the Hobbs Police Department who is authorized to direct traffic or enforce local parking laws, may order the impoundment of any heavy truck or trailer within the municipal corporate limits, without prior notice to the owner or operator thereof, if the heavy truck or trailer is parked in any of the manners outlined in subsections a through o, including but not limited to the following:

1. The heavy truck or trailer is parked or left standing upon a public street in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic, which for purposes of this chapter shall include the ingress and egress of any private residential driveway;
2. The heavy truck or trailer is parked so as to block the entrance to a public or private driveway;
3. The heavy truck or trailer is parked within fifteen (15) feet of a fire hydrant, is illegally parked so as to prevent access by firefighting equipment to a fire hydrant, or is illegally parked in a properly designated fire lane;
4. The heavy truck or trailer is parked in a tow-away zone;
5. The heavy truck or trailer is either unattended or disabled and loaded with either a dangerous, flammable, combustible or explosive substance which, either by its presence or load conditions is likely to harm the health or safety of the public and moving the vehicle to a safe, legal location is impractical.

C. Upon impoundment of any heavy truck or trailer as a result of this subsection, all notice procedures following summary impoundment outlined in Section 12-12-18(E) shall be followed.

A full copy of the ordinance is available to interested persons during regular business hours in the Office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico. The ordinance is also available for viewing online at www.hobbsnm.org.

/s/Jan Fletcher
Jan Fletcher, City Clerk

#00277020

CITY OF HOBBS FINANCE DEPT
200 E. BROADWAY ST
HOBBS, NM 88240



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: ADOPTION OF AN ORDINANCE AMENDING CHAPTER 1 OF THE HOBBS MUNICIPAL CODE ESTABLISHING NON-TRAFFIC PENALTY ASSESSMENTS

DEPT. OF ORIGIN: City Attorney's Office
DATE SUBMITTED: April 10, 2023
SUBMITTED BY: Valerie S. Chacon, Deputy City Attorney

Summary:

NMSA 1978, §§3-17-1, and 3-18-1 confer general welfare and police powers on the City of Hobbs. Additionally, the Constitution of New Mexico Art. X, §6(D) grants powers to home rule municipalities to enact civil laws governing civil relationships incident to the exercise of an independent municipal power. Additionally, staff for the City of Hobbs have identified various sections of the Hobbs Municipal Code that if violated, should not warrant incarceration for any amount of time, and should not constitute a criminal conviction. Pursuant to that authority, the proposed ordinance would make it a penalty assessment to violate the specific sections of the Hobbs Municipal Code so designated as non-traffic penalty assessments by the City Commission. This means a fine only would apply and no jail time could be imposed if the person is found to have committed the violation. The proposed ordinance sets out the necessary citation procedures.

Pursuant to NMSA 1978, § 3-17-3, the proposed title and subject matter of the proposed ordinance was published in the Hobbs News-Sun on March 28, 2023, and a copy of the proposed ordinance was available in the City Clerk's Office for inspection and public review.

Fiscal Impact:

Reviewed By: Valerie S. Chacon
Finance Department

There is no fiscal impact for this Ordinance.

Attachments:

Ordinance, Affidavit of Publication

Legal Review:

Approved As To Form: Valerie S. Chacon
City Attorney

Recommendation:

The Commission should consider final adoption of the Ordinance.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

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

CITY OF HOBBS

ORDINANCE NO. 1151

AN ORDINANCE AMENDING CHAPTER 1 OF THE HOBBS MUNICIPAL CODE
ESTABLISHING NON-TRAFFIC PENALTY ASSESSMENTS

WHEREAS, NMSA 1978, §3-17-1 allows a municipality to adopt ordinances not inconsistent with the laws of New Mexico for the purpose of providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of the municipality and its inhabitants; and

WHEREAS, the Constitution of New Mexico Art. X, §6(D) grants powers to home rule municipalities, such as the City of Hobbs, to enact civil laws governing civil relationships incident to the exercise of an independent municipal power; and

WHEREAS, pursuant to the Hobbs Municipal Code Chapter 1.16, a violation of the Hobbs Municipal Code is generally punishable by fine of not more than five hundred dollars (\$500) or imprisonment for not more than ninety (90) days or both; and

WHEREAS, staff for the City of Hobbs have identified various sections of the Hobbs Municipal Code that if violated, should not warrant incarceration for any amount of time, and should not constitute a "criminal conviction"; and

WHEREAS, the Legislature for the State of New Mexico has likewise recognized that certain violations of statutes should not warrant incarceration or constitute a criminal conviction as exemplified by the adoption of NMSA 1978, §31-19A-1, in 2019; and

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that Chapter 1, is hereby amended as more specifically described as follows:

TITLE 1

GENERAL PROVISIONS

1.14 – NON-TRAFFIC PENALTY ASSESSMENTS

1.14.010 – Not a conviction

Payment of a fine pursuant to a non-traffic penalty assessment citation shall not be considered a criminal conviction.

1.14.020 – Process for issuance of citation

- A. Whenever a person is issued a non-traffic penalty assessment under the Hobbs Municipal Code, the officer shall advise the person of the option either to accept the penalty assessment and pay it to the court or to appear in court.
- B. The officer, using a uniform non-traffic citation, shall complete the information section, prepare the penalty assessment and prepare a notice to appear in court specifying the time and place to appear.
- C. The citation shall state the address to which the penalty assessment is to be paid if the person accepts the penalty assessment and does not elect to appear in court.
- D. The officer shall have the person sign the citation as a promise either to pay the penalty assessment as prescribed or to appear in court as specified, give a copy of the citation to the person and release the person from custody.
- E. An officer shall not accept custody of payment of any penalty assessment.

1.14.030 – Warning notice permissible

The officer may issue a warning notice, but shall fill in the information section of the citation and give a copy to the person after requiring a signature on the warning notice as an acknowledgment of receipt.

1.14.040 – Signature required

In order to secure release, the person shall give a written promise to appear in court or to pay the penalty assessment prescribed or acknowledge receipt of a warning notice. In cases involving enforcement by officers other than a certified officer with the Hobbs Police Department, inability or refusal of the person to sign the non-traffic citation shall require the officer to file the unsigned citation with the Hobbs Municipal Court and

request a summons be mailed to the person alleged to be in violation of the ordinance in question.

1.14.050 – Jurisdiction and time

- A. The Hobbs Municipal Court shall have jurisdiction for any case arising from a non-traffic penalty assessment under the Hobbs Municipal Code.
- B. A non-traffic penalty assessment citation issued by any officer shall be submitted to the Hobbs Municipal Court within five business days of issuance. If the citation is not submitted within three business days, it may be dismissed with prejudice.

1.14.060 – Failure to appear

- A. A non-traffic citation with a written promise to appear in court or to pay the penalty assessment is a summons. If a person fails to appear or to pay the penalty assessment by the appearance date as outlined on any non-traffic citation or summons, a warrant for failure to appear may be issued.
- B. A written promise to appear in court may be complied with by appearance of counsel.

1.14.070 – Effect and disposition

- A. When a person issued a non-traffic penalty assessment elects to appear in court rather than to pay the non-traffic penalty assessment to the court, no fine imposed upon a later adjudication shall exceed the penalty assessment established for the particular non-traffic penalty assessment.
- B. A person who elects to appear in court shall pay the costs required by law to be collected by the Hobbs Municipal Court.
- C. Payment of any non-traffic penalty assessment must be made to the Hobbs Municipal Court either online, via mail, or in person at 301 N. Turner, Hobbs, New Mexico 88240. Payment of any non-traffic penalty assessment must be made within thirty (30) days from the date of citation. Payments of non-traffic penalty assessments are timely if postmarked within thirty (30) days from the date of citation. The Hobbs Municipal Court may issue a receipt when a non-traffic penalty assessment is paid by currency, but checks tendered by the violator upon which payment is received are sufficient receipt.

1.14.080 – Enforcement authority.

For purposes of this section, "officer" shall include all authorized personnel of the City of Hobbs tasked with enforcement of ordinances contained in the Hobbs Municipal Code.

PASSED, ADOPTED AND APPROVED this 17th day of April, 2023.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Affidavit of Publication

STATE OF NEW MEXICO
COUNTY OF LEA

I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 1 issue(s).

Beginning with the issue dated
March 28, 2023
and ending with the issue dated
March 28, 2023.



Publisher

Sworn and subscribed to before me this
28th day of March 2023.



Business Manager

My commission expires
January 29, 2027

(Seal) **STATE OF NEW MEXICO**
NOTARY PUBLIC
GUSSIE RUTH BLACK
COMMISSION # 1087526
COMMISSION EXPIRES 01/29/2027

This newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Laws of 1937 and payment of fees for said

LEGAL NOTICE
March 28, 2023

NOTICE OF ORDINANCE

NOTICE IS HEREBY GIVEN that on the 17th day of April, 2023, at its meeting at 6:00 p.m., in the City Commission Chamber at City Hall, 1st Floor Annex, 200 East Broadway, Hobbs, New Mexico, the governing body of the City of Hobbs proposes to adopt an ordinance amending Chapter 1 of the Hobbs Municipal Code establishing non-traffic penalty assessments. A summary of the ordinance is contained in its title and is described as follows:

AN ORDINANCE AMENDING CHAPTER 1 OF THE HOBBS MUNICIPAL CODE ESTABLISHING NON-TRAFFIC PENALTY ASSESSMENTS

WHEREAS, NMSA 1978, §3-17-1 allows a municipality to adopt ordinances not inconsistent with the laws of New Mexico for the purpose of providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of the municipality and its inhabitants; and

WHEREAS, the Constitution of New Mexico Art. X, §6(D) grants powers to home rule municipalities, such as the City of Hobbs, to enact civil laws governing civil relationships incident to the exercise of an independent municipal power; and

WHEREAS, pursuant to the Hobbs Municipal Code Chapter 1.16, a violation of the Hobbs Municipal Code is generally punishable by fine of not more than five hundred dollars (\$500) or imprisonment for not more than ninety (90) days or both; and

WHEREAS, staff for the City of Hobbs have identified various sections of the Hobbs Municipal Code that if violated, should not warrant incarceration for any amount of time, and should not constitute a "criminal conviction"; and

WHEREAS, the Legislature for the State of New Mexico has likewise recognized that certain violations of statutes should not warrant incarceration or constitute a criminal conviction as exemplified by the adoption of NMSA 1978, §31-19A-1, in 2019; and

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that Chapter 1, is hereby amended as more specifically described as follows:

TITLE 1

GENERAL PROVISIONS

1.14 - NON-TRAFFIC PENALTY ASSESSMENTS

1.14.010 - Not a conviction

Payment of a fine pursuant to a non-traffic penalty assessment citation shall not be considered a criminal conviction.

1.14.020 - Process for issuance of citation

A. Whenever a person is issued a non-traffic penalty assessment under the Hobbs Municipal Code, the officer shall advise the person of the option either to accept the penalty assessment and pay it to the court or to appear in court.

B. A person who elects to appear in court shall pay the costs required by law to be collected by the Hobbs Municipal Court.

C. Payment of any non-traffic penalty assessment must be made to the Hobbs Municipal Court either online via mail, or in person at 301 N. Turner, Hobbs, New Mexico 88240. Payment of any non-traffic penalty assessment must be made within thirty (30) days from the date of citation. Payments of non-traffic penalty assessments are timely if postmarked within thirty (30) days from the date of citation. The Hobbs Municipal Court may issue a receipt when a non-traffic penalty assessment is paid by currency, but checks tendered by the violator upon which payment is received are sufficient receipt.

1.14.080 - Enforcement authority.

For purposes of this section, "officer" shall include all authorized personnel of the City of Hobbs tasked with enforcement of ordinances contained in the Hobbs Municipal Code.

A full copy of the ordinance is available to interested persons during regular business hours in the Office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico. The ordinance is also available viewing online at www.hobbsnm.org.

/s/Jan Fletcher
Jan Fletcher, City Clerk

#00277019

67108146

00277019

CITY OF HOBBS FINANCE DEPT
200 E. BROADWAY ST
HOBBS, NM 88240



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: Proposed Ordinance Authorizing the City of Hobbs to Opt In to Local Elections for the Election of Municipal Officers

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: April 10, 2023
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

NMSA 1978 §1-22-3 defines Regular Local Elections and NMSA 1978 §1-22-3.1(B) provides any municipality may by ordinance opt in to the election of its municipal officers at the regular local election. The law was created with the intent to simplify elections for voters by creating a consistent election day in November in odd numbered years for the election of non-partisan local governing body members such as school boards, special districts and municipal officers. This type of election was held in Lea County in November of 2019 and 2021.

Staff believes the City of Hobbs should consider opting in to regular local elections to allow election of the City's officers during the consolidated election in November of odd years. The opt in ordinance allows uniformity of process and procedures. The regular local election would be administered by the Lea County Clerk, result in cost savings to the municipality, and provide added convenience for voters thus encouraging additional voter turnout during the election.

If the City of Hobbs chooses to opt in, the ordinance shall also determine if the terms of office for current office holders will be lengthened or shortened to correspond with the new election date. Term details are attached.

During a November regular local election administered by Lea County, Voter Photo I.D. requirements contained in the City's Charter would no longer be applicable since the City would no longer be conducting municipal elections.

Fiscal Impact:

Reviewed By: 
Finance Department

The proposed Clerk's Election Budget for FY 23-24 is \$86,108.38. This full amount would not be necessary in the budget if the City opts in. Some funds would likely be necessary to assist in advertising the regular local election which could be budgeted within the Clerk's Office Budget.

Attachments:

1. Proposed Ordinance
2. Terms of Office - Options

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the proposed ordinance for publication selecting one of the options – either to lengthen terms of office or shorten terms of office

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. _____

CITY OF HOBBS

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE CITY OF HOBBS TO OPT IN TO LOCAL
ELECTIONS FOR THE ELECTION OF MUNICIPAL OFFICERS**

WHEREAS, on July 1, 2018, the Local Election Act went into effect as Chapter 1, Article 22, NMSA 1978, establishing the Regular Local Election, a consolidated election day for non-partisan local government bodies on the first Tuesday after the first Monday in November of each odd-numbered year; *and*

WHEREAS, the Local Election Act also established the Municipal Officer Election Day on the first Tuesday in March of even-numbered years; *and*

WHEREAS, the Local Election Act provides the option for each municipality to determine if its elective officers shall be elected on the Municipal Officer Election Day on the first Tuesday of March in even numbered years or at the Regular Local Election on the first Tuesday after the first Monday in November of odd numbered years; *and*

WHEREAS, the City of Hobbs has considered the issues related to opting in to the Regular Local Election Act, including uniformity of procedures and convenience for the voters.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the City of Hobbs, New Mexico, that the City of Hobbs hereby opts in to the election of its municipal officers in the November Regular Local Election.

BE IT FURTHER RESOLVED that the terms of office for municipal officers shall be adjusted as follows to correspond with the new election date:

OPTION 1 (shortening terms):

To begin with the Regular Local Election in November 2023, the terms of office for the current municipal office holders shall be adjusted, so that:

(A) municipal officers elected or appointed to a term ending in 2024 shall serve until December 31, 2023, the new term of the position shall be elected at the regular local election in November 2023, and the new term shall commence January 1, 2024; *and*

(B) municipal officers elected or appointed to a term ending in 2026 shall serve until December 31, 2025, the new term of the position shall be elected at the regular local election in November 2025, and the new term shall commence January 1, 2026.

OPTION 2 (extending terms):

To begin with the Regular Local Election held in November 2023, the terms of office for the current municipal office holders shall be adjusted, so that:

(A) municipal officers elected or appointed to a term ending in 2024 shall serve until December 31, 2025, the new term of the position shall be elected at the regular local election in November 2025, and the new term shall commence January 1, 2026; *and*

(B) municipal officers elected or appointed to a term ending in 2026 shall serve until December 31, 2027, the new term of the position shall be elected at the regular local election in November 2027, and the new term shall commence January 1, 2028.

BE IT FURTHER RESOLVED that upon approval of this ordinance, the Municipal Clerk shall file a copy of the ordinance with the Secretary of State no later than June 30, 2023.

PASSED, ADOPTED AND APPROVED this _____ day of May, 2023.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Terms of Office

Officer	Current Term Expires	<u>Shortened Terms</u> Election date would be 11-7-23	<u>Lengthened Terms</u> Election date would be 11-4-25
Mayor	March 2024	12-31-2023	12-31-2025
District 1	March 2024	12-31-2023	12-31-2025
District 2	March 2024	12-31-2023	12-31-2025
District 3	March 2024	12-31-2023	12-31-2025
District 4	March 2026	12-31-2025	12-31-2027
District 5	March 2026	12-31-2025	12-31-2027
District 6	March 2026	12-31-2025	12-31-2027
Municipal Judge	March 2026	12-31-2025	12-31-2027



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17, 2023

SUBJECT: Approve a State Contract Agreement with Eaton Corporation to Furnish and Install Two (2) 300 Horsepower Variable Frequency Drives (VFDs).
DEPT. OF ORIGIN: Utilities
DATE SUBMITTED: April 4, 2023
SUBMITTED BY: Tim Woomey, Utilities Director

Summary:

- GSA Purchase of two (2) 300 HP Variable Frequency Drives to replace two (2) VFD's on the Effluent Water Reuse System.
- Both the current Variable Frequency Drives (VFD) are ten (10) years old, related failures, and serve the critical function of moving Reclaimed Wastewater (Effluent Water) to the beneficial reuse sites.
- This project should qualify for a rebate from our electrical energy provider, Xcel Energy, to help offset the cost.
- The newly installed drives will have a three (3) year warranty by utilizing Eaton Corporation for the products and installation.

Fiscal Impact: \$208,724.00 (Including NMGRT)

Reviewed By: 

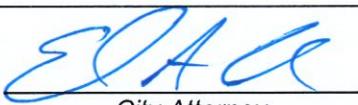
Finance Department

The total amount includes two (2) new VFD's, Installation, Supplies (\$195,640.54) and NMGRT (\$13,083.46). This equipment purchase is funded at \$208,724.00 under Utilities Enterprise Fund 634380-43801 for FY 2022-23 budget.

Attachments:

Quote No. ELK1-230306-01-CS, NM GSA Contract No. 70-000-17-00010 Supporting Documentation

Legal Review:

Approved As To Form: 

City Attorney

Recommendation:

Approve the NMGSA Purchasing Agreement with Eaton Corporation to furnish and install two (2) new 300HP VFDs in the amount of \$208,724.00 (including NMGRT).

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. _____

CITY OF HOBBS REQUISITION/QUOTE FORM

(Purchase \$20,000.00+ SPD, GSA & Quote Contract)

TO: CPO

FROM: Utilities Dept.

DATE: 3/29/2023

VENDOR NAME: 1) Eaton Corporation
7800 Trade Center Ave.

ADDRESS: Suite B
El Paso, TX 79912

PHONE NUMBER: 915-356-4175

Email: CarlosSantoyo@Eaton.com

QTY	DESCRIPTION ITEM(S) SERVICE TO BE PURCHASED	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Furnish and replace two (2) 300 hp enclosed vfd (480V) with factory service technicians, provide startup-comissioning services (to include a three year warranty), and provide a report of all data at the completetion of project per GSA pricing under contract number GS-06F-0023R and quote ELK1-230303-01-CS dated 3/23/2023	\$195,640.54	\$195,640.54		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00

TAX: \$13,083.46

TOTAL AMOUNT: 208,724.00

DELIVERY DATE: Est 44 weeks on rec. of order

ESTIMATED SHIPPING CHARGES: included

CIRCLE ONE: STATE CONTRACT / GSA CONTRACT / QUOTE CONTRACT/QUOTE NO.: 70-000-1 70-000-17-00010 EXPIRATION DATE: 12/07/2024

SPD or GSA contracts should be attached or on file in CPO, GSA contracts must have a letter from the contractor indicating a willingness to extend pricing, and all terms to the City of Hobbs.

AWARD TO: Eaton Corporation POINT OF CONTACT: Carlos Santoyo (If it is a new vendor make sure address is on th

If lowest price is not recommended, please state why (subject to approval by CPO): GSA Contract Pricing

Account No.: 63-4380-43801 Prepared By: Beu Duff Deptment Approval: Tim Woomey

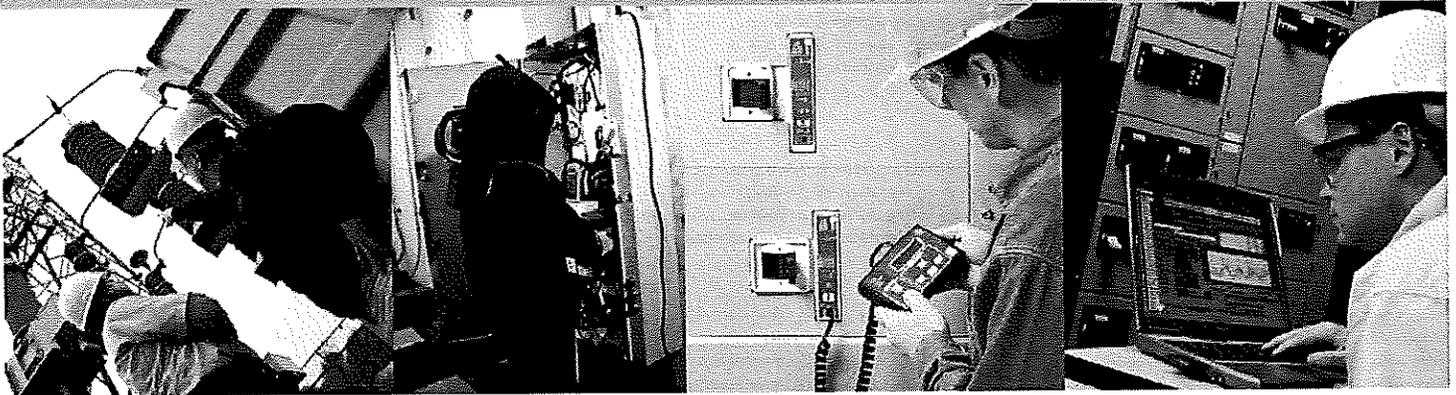
Response to Request for Proposal

HOBBS CITY OF

COH - 300HP VFD upgrades

Eaton Proposal Number ELK1-230306-01-CS

March 23, 2023



Presented By: Eaton Corporation
Electrical Engineering Services & Systems
7800 Trade Center Ave., Suite B
El Paso, TX 79912

Contacts:

Eaton Corporation
Electrical Engineering Service & Systems
Service Sales Representative:
Carlos Santoyo(ELK1)
Phone: (M)915-356-4175
Email: CarlosSantoyo@Eaton.com

Eaton Corporation
Electrical Engineering Service & Systems
Technical Application Support Engineer:
Carlos Santoyo
Phone: 915-356-4175
Email: CarlosSantoyo@eaton.com

Table of Contents

Table of Contents.....	2
Introduction	3
1. Equipment Bill of Material	3
2. Scope of Work	3
3. Pricing	3
4. Delivery	4
5. Order Entry	5
6. Qualifications / Clarifications	5
7. Safety Clarifications	5
8. Testing Clarifications	6
9. Safety Training of Eaton Field Personnel:	6
10. Safety Arc-Flash Provisional Statement:	6
11. Division of Responsibility	6
11.1 Eaton Responsibilities:.....	6
11.2 Customer Will Be Responsible for the Following:.....	7
12. Proprietary and Confidential Information	7
13. Terms and Conditions	7
Appendix A	8
Site Acceptance Testing Guidelines- LV EQUIPMENT	9
Adjustable Frequency Drive - Low Voltage	9

Introduction

Thank you for considering **Eaton's Electrical Engineering Services & Systems (EESS)** for your Site Acceptance Testing requirements. Eaton's Electrical Engineering Services & Systems is an independent division within Eaton's manufacturing factories, thus can provide an unbiased evaluation of our own equipment and other manufacturer's equipment. With the purchase of services outlined in this proposal, an additional year of warranty will apply to the Eaton equipment provided for a total of **THREE YEARS OF EQUIPMENT AND LABOR WARRANTY** at no additional charge.

1. Equipment Bill of Material

- Current Lead Times but Subject to Change – 44+ weeks
 - (2) – 300HP Enclosed VFD per attached BOM
 - Operator Elements are included
 - If approval dwgs are required, add 12 additional weeks to Current Lead Times
 - Freight Included

2. Scope of Work

Eaton Corporation will provide the necessary field service personnel, tools, materials and approved test equipment to perform the scope of work as described herein.

- Provide (2) - 300HP Enclosed VFD, 480V.
- Remove the existing VFDs and install the new VFD's in their exact location.
 - We will use the existing power cables.
 - The existing controls will be transferred from the old VFDs to the new VFDs to provide the same functionality with the assistance and direction of the facilities crew familiar with the control communication system.
 - Customer to provide a fork-lift or similar means to remove the existing equipment & to place the new equipment
 - Customer to provide a man lift that will fit inside the bldg. where the drive will be replaced
- Provide Start-Up & Commissioning on the VFD during the same mobilization.
 - A total of 3 years of warranty is provided with the Eaton Start-Up/Commissioning Services.
- Travel & Expenses have been included.

A comprehensive engineering report including findings, test data, and recommendations will be furnished after completion of work.

3. Pricing

The following pricing is based on **State of NM General Services Department Statewide Price Agreement Number 70-000-17-00010** based on the GSA Contract: GS-06F-0023R. Price for Scope of Work and Bill of Material is as follows:

Price for the above scope of work is based on performing site work at a straight time rate, Monday through Friday, normal daytime business hours.

Note: Insert the applicable tables into your GSA proposal template						
SIN		Services		GSA Price	Qty	Price
No. #	Description	Service Labor Category	Rate Type			
561210FAC	Ancillary Supplies & to Services, relating Facilities Maintenance	Project Manager	ST	\$273.65	64	\$17,513.60
		Project Manager	OT	\$273.65*1.5	8	\$3,283.80
		Field Serv Spec.	ST	\$206.65	176	\$36,370.40
		Field Serv Spec.	OT	\$206.65*1.5	64	\$19,838.40

Open Market Items			
Description	Price	Quantity	Total Price
300HP Enclosed Eaton VFD & freight	\$ 53,232.65	2	\$106,465.30
Misc. material(wire, hangers, etc.)	\$ 4,200.00	2	\$8,400.00
	\$		\$
Lodging - GSA Rate (If Applicable)	\$ 96	16	\$ 1,536
Mileage - GSA Rate (If Applicable)	\$ 0.655	1968	\$ 1289.04
Meals & Incidentals - GSA Per Diem (If Applicable)	\$ 59.00	16	\$ 944.00
Total Price for Open Market Items			\$

GSA Price Summary	
SIN 561210FAC	\$ 00.00
SIN ANCILLARY	\$77,006.20
Open Market	\$118,634.34
Total GSA Price (NM Gross Receipts Tax not included)	\$195,640.54
NM Gross Receipts Tax – 6.6875%	\$13,083.46
Grand Total with NM Gross Receipts Tax	\$208,724.00

4. Delivery

The scheduling of work will be mutually agreed upon between the customer and Eaton's Electrical Engineering Services & Systems.

Material Shipment: Standard way is L-T-L FOB Factory pre-paid and allowed. FOB Point of Destination is per Eaton Selling Policy 25-000 and is a 2% net adder.

Please allow two weeks for scheduling purposes.

5. Order Entry

Please email an electronic copy of the purchase order to CarlosSantoyo@Eaton.com. To ensure proper order processing, please include the following information in the PO:

- Addressed to: Eaton Corporation
7800 Trade Center Ave., Suite B
El Paso, TX 79912

The Eaton proposal number as listed on page 1

- The ship-to address and site contact name, number and email
- The bill-to address and purchasing contact information

6. Qualifications / Clarifications

- Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.
- All work to be completed at straight time, Monday through Friday except for scheduled outages as defined in our proposal.
- Eaton has included 15 minutes of safety training for the first workday.
- No time/labor included for site specific training meetings/classes/videos. If required, additional charges will apply and will be billed separately from this proposal.
- Any significant delays due to adverse weather will result in additional charges.
- If straight time work is required to be performed on an overtime basis, Customer will be billed the difference between the straight time and overtime rate.
- Stand-by power needs, if deemed necessary, are not included.
- Applicable fees for outage related costs, including stand-by and re-connect services, are not included.
- Method of procedure (MOP) development or meeting time not outlined in the scope of work will be treated as an extra.
- Delays beyond the control of Eaton, extras and authorized additional work will be charged in accordance with the Eaton's Electrical Engineering Services & Systems the Current Price List PL02700001E.
- Job cancellation/reschedules/delay charges:
- If a job is cancelled, delayed, rescheduled, or postponed 5 days or less prior to scheduled service, Eaton reserves the right to assess a charge of 35% of the purchase order value or actual costs, plus a 15% handling charge (whichever is greater)
- Waste Management:
 - Proposal includes disposal of debris that is brought onto the construction site by Eaton and sub-contractors only. Disposal of materials removed or found onsite will be the responsibility of others.
- Excavated soils are assumed to be non-contaminated and will be left onsite and smoothed flat
 - It is the responsibility of Customer to hire a local environmental engineering firm to perform any site-specific hazardous material testing
 - Handling or remediation of contaminated or hazardous materials or associated soil/air monitoring is not included with Eaton's scope of work.

7. Safety Clarifications

- Eaton will not perform work activities in situations where the proper level of PPE is not practical. At no time will work be performed when the arc-flash exposure levels are above 40 cal/cm².

- To establish an electrically safe work condition, the customer is to provide an up-to-date site electrical one-line diagram(s) for lockout/tagout purposes showing all sources of power.
- For electrical outages requiring utility isolation, the customer and utility shall coordinate lockout/tagout requirements with Eaton in a written plan of execution.
- Customer shall be responsible to perform all switching. Any requirement of Eaton for perform switching will require customer signature and a minimum of two EESS personnel present. Additional charges will apply.

8. Testing Clarifications

- All testing will be performed by Eaton's Electrical Engineering Services & Systems (EESS) per Eaton's standard testing guidelines unless otherwise specified.
- All test results will be evaluated in accordance with manufacturer's published data.
- Customer to provide trip unit settings and/or relay logic configuration files for protective devices. Note: Eaton can provide an adder for the required power system studies and input/output logic.
- The isolation of cables for testing will be completed by opening the line and load devices only. No unbolting of cables for isolation has been included.

9. Safety Training of Eaton Field Personnel:

- All Eaton field personnel received training to comply with OSHA CFR1910 Electrical Safety Standard, which sets minimum safety rules and practices for the design, operation, and maintenance of high-voltage systems (over 600 volts). Safety standards are in place to meet or exceed NFPA 70E requirements, and appropriate Personal Protective Equipment (PPE) have been issued.
- The customer is responsible to ensure that any supporting plant personnel have also be fully trained in electrical safety and provided with the appropriate personnel protective equipment.

10. Safety Arc-Flash Provisional Statement:

The customer supplied Arc-Flash study along with their labeled equipment to meet NFPA requirements will be used to determine the Personal Protective Equipment (PPE) required to perform the work required for this proposal. When a current study and labeling is not available, the time required to determine the proper PPE will be at the current rate per hour, unless included within the Eaton scope of work. Eaton will not perform work activities in situations where the proper level of PPE is not practical. At no time will work be performed when the arc-flash exposure levels are above 40 cal/cm².

11. Division of Responsibility

11.1 Eaton Responsibilities:

- Eaton will provide you with a minimum notice of 72 hours of intent to service any equipment.
- Eaton shall furnish test engineers, field technicians, support personnel, tools, equipment, materials, supplies and transportation as required.
- Eaton will provide and install safety locks and grounding, as required, and in accordance with the facility safety guidelines.

- Eaton will perform voltage test and install necessary circuit / equipment safety grounds to assure safe working conditions
- Upon completion of work:
 - 1) Eaton will remove safety grounds installed by Eaton
 - 2) Eaton will remove safety locks installed by Eaton.

11.2 Customer Will Be Responsible for the Following:

- Providing free access to equipment within their facility.
- Ensuring that all equipment is available upon arrival of Eaton personnel, including removal from service to permit continuous progression of work. Delay time in making equipment available will be treated as an extra.
- Identifying site contact for this project.
- Providing electricians to remove equipment covers and re-install the same when required.
- Coordinating all outages and perform all switching to de-energize and isolate equipment to be serviced.
- Ensuring that all circuits to be de-energized have been clearly identified and that all plant personnel and downstream operations are aware of the required outage date, time and duration. This includes maintaining power to vital or necessary plant equipment and processes during the performance of this scope of work.
- Supplying a complete set of electrical plans, including the plant single-line diagram, specifications, and any pertinent change orders to Eaton before commencement of work.
- Supply a suitable and stable source of power for operation of test and motorized equipment at each test site when normal power is removed or authorize Eaton to obtain a source of auxiliary power, Eaton shall specify requirements. Any non-standard generators rentals will result in a price adder to this proposal.
- Providing a place to receive and unload replacement equipment, test equipment or other supplies.

12. Proprietary and Confidential Information

This submittal contains Eaton proprietary and confidential information, which may only be used by HOBBS CITY OF to evaluate and respond to this submittal. By accepting this submittal from Eaton, HOBBS CITY OF agrees to not use this submittal, or any information contained herein, in any manner adverse to Eaton's interests; to keep in confidence the submittal and all information contained; and to not disclose to any third party or publish this submittal, any portion thereof, or any information contained herein without Eaton's prior written consent.

13. Terms and Conditions

Any order arising out of this offer will be governed by Price Agreement No. 70-000-17-00010, State of New Mexico Statewide Price Agreement, which is subject to Eaton Corporation GSA Contract No. GS-06F-0023R effective June 8, 2017 and valid until December 7, 2024. This offer is valid for 30 days unless otherwise extended, modified or withdrawn, in writing, by Eaton. Payments are due and payable with net thirty (30) days from the date of each invoice. A 3.5% surcharge will be added to all credit card transactions except where prohibited. Third party billing will be subject to an additional 15% fee

Appendix A

Site Acceptance Testing Guidelines- LV EQUIPMENT

Adjustable Frequency Drive - Low Voltage

Mechanical and Visual Inspection

- Examined the adjustable frequency drive installation
 - Shipped loose and shipped short components
 - Shipping damage
 - Loose or obviously damaged components
 - Proper identification
 - Physical damage from installation
- Inspected:
 - Grounding connections
 - Insulators for evidence of physical damage or contaminated surfaces.
 - Wiring for damaged insulation, broken leads, proper crimping, and overall general condition
- Reviewed the AFD sizing with the motor sizing and application requirements.
- Reviewed automation system to be used (as applicable) with AFD
- Performed safety inspection of the AFD installation and its associated equipment.
 - Performed a walk around of the application and equipment to determine level of preparedness for operation.
 - Surveyed the installation environment to ensure it was safe and was within Eaton Electrical AFD ambient specifications for operation.
 - Established whether AFD testing was to be performed with or without its load attached.
 - Had end user representative prepare equipment if necessary.
- Reviewed AFD and its connected load for proper installation.
 - Incoming power, outgoing motor, and control wiring are each in their own conduit.
 - All wiring had been accomplished to manufacturer's specifications for the size of the AFD and its connected load.
 - The AFD was clean and free of installation debris, equipment, or tools.

Initial Energization

- Performed Pre-Power meter checks.
 - Confirmed all power sources were tagged and locked and were de-energized.
 - With motor leads disconnected from AFD performed insulation resistance testing on motor leads
 - Performed static checks in accordance with manufacturer's model-specific instructions
 - Performed diode checks of converter rectifiers
 - Performed diode checks of inverter IGBTs
 - Measured resistance to ground of positive and negative bus using a digital multi-meter
 - Measured and recorded insulation resistance of motor leads.
 - Measured and recorded impedance and insulation resistance of line reactor (if applicable), compare to nameplate.
 - Measured and recorded insulation resistance of input isolation transformer (if applicable).

- Performed initial power on safety checks.
- Confirmed that all power were still tagged and locked out to the AFD.
- If disconnected, reconnected the line and/or motor leads.
- Ensured all appropriate control wiring had been reconnected.
- Conducted a walk around of the AFD and its connected load.
- Removed tags and locks from the disconnect supplying power to the AFD disconnect.
- When safe, energized the disconnect device supplying power to the AFD disconnect.
- Measured the AC line voltage at the supply side of the AFD disconnect device.
- Recorded phase to phase voltage and phase to ground voltage to ensure:
 - Phase to phase were balanced within < 2%
 - Phase to ground were balanced within < 2%
- Measured and recorded DC bus voltage
- Setting the AFD Parameters
 - Programed AFD parameters as specified by the customer and in accordance manufacturer's model-specific instructions
 - Typical parameters would include
 - Motor name plate information
 - Accel/Decel times
 - Min/Max speeds
 - AFD controls
 - Motor protections
- Checked motor direction of rotation
 - Had customer representative confirm that the motor was ready to rotate.
 - Bumped the motor to check its direction of rotation in the following order:
 - Checked rotation from the AFD.
 - After checking AFD rotation if a bypass is used, checked rotation from the bypass.
- Operation of the Drive and Motor
 - It is preferred that the testing from this point on be done with the motor coupled to the normal operating load.
 - Testing of an unload application or just a motor is valid but should be noted in the commissioning documentation.
 - Performed operational checks in accordance with manufacturer's model-specific instructions
- Typical operational checks included
 - Measured and recorded motor voltage and compare to AFD display
 - Measured and recorded motor current and compare to AFD display
 - Measured and recorded line voltage and line current
 - Measured and recorded clean power rectifier lead voltages (CPX/CFX AFD's)
 - Performed full power motor run
 - Confirmed control systems function

Detail Bill of Material

Project Name: COH
General Order No:

Negotiation No: ELK10307X3K1
Alternate No: 0001

Item No.	Qty	Product	Description
	1	Adjustable Frequency Drives	Catalog Number: SPX300A0-4A2N1+, SPX Series, 380V to 500V, 300 HP (220 KW) HP, 385A IH, Enclosure: OPEN (IP00), High Overload (IH)
		Catalog No	SPX300A0-4A2N2B2B4K2P1PEP
		Designation	11P-101
	Qty	List of Materials	
	1	SPX9000 300HP 480V Chassis Alfa Pnl w/Conf Coat	
	1	(K2) - Speed Pot with HOA Switch	
	1	(KB) - 115V Control Transformer - 500VA	
	1	(SB) - Standard Control Relay (D2)	
	1	(SD) - Terminal Blocks (4 Points)	
	1	(S4) - Lockable Door Handle	
	1	(SN) - Plastic Nameplate	
	1	Varnished Boards are included in the base Drive price	
	1	(CK) - Ethernet IP	
	1	(B2) - I/O Expander-Thermistor Input, 2 Relay Output	
	1	(B4) - I/O Expander-Analog Input, 2 Analog Output	
	1	(P1) - Circuit Breaker	
	1	(P7) - Power Surge Protector (MOV)	
	1	(PE) - Output Contactor	
	1	(PG) - MotoRx dv/dt Filter	
	1	INPUT CONTACTOR	

Item No.	Qty	Product	Description
	1	Adjustable Frequency Drives	Catalog Number: SPX300A0-4A2N1+, SPX Series, 380V to 500V, 300 HP (220 KW) HP, 385A IH, Enclosure: OPEN (IP00), High Overload (IH)
		Catalog No	SPX300A0-4A2N2B2B4K2P1PEP
		Designation	11P-102
	Qty	List of Materials	
	1	SPX9000 300HP 480V Chassis Alfa Pnl w/Conf Coat	
	1	(K2) - Speed Pot with HOA Switch	
	1	(KB) - 115V Control Transformer - 500VA	
	1	(SB) - Standard Control Relay (D2)	
	1	(SD) - Terminal Blocks (4 Points)	
	1	(S4) - Lockable Door Handle	
	1	(SN) - Plastic Nameplate	
	1	Varnished Boards are included in the base Drive price	
	1	(CK) - Ethernet IP	
	1	(B2) - I/O Expander-Thermistor Input, 2 Relay Output	
	1	(B4) - I/O Expander-Analog Input, 2 Analog Output	
	1	(P1) - Circuit Breaker	
	1	(P7) - Power Surge Protector (MOV)	
	1	(PE) - Output Contactor	
	1	(PG) - MotoRx dv/dt Filter	
	1	INPUT CONTACTOR	



Detail Bill of Material

Page 2 of 2

Project Name: COH
General Order No:

Negotiation No: ELK10307X3K1
Alternate No: 0001

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000067714
Eaton Corporation
8609 Six Forks Road
Raleigh, NC 27615
Email: Carolstovall@eaton.com
Telephone No.: (919) 870-3135

Number: 70-000-17-00010

Amendment No.: Two

Term: June 8, 2017 - December 7, 2024 ✓

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: 505-827-0487

Email: Clarkej.Fountain@state.nm.us

Invoice:
As Requested

Title: **Electrical Supplies and Installation**

This amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from December 8, 2020 to December 7, 2024 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Valerie Paulk
Mark Hayden, New Mexico State Purchasing Agent

Date: 8/17/2020

× **This Agreement was signed on behalf of the State Purchasing Agent**

Certificate Of Completion

Envelope Id: B7C422BE5BC54801BA4EBD42BC67F4EF

Status: Completed

Subject: Please DocuSign: SPD SPA

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Michael Saavedra

AutoNav: Enabled

13 Bataan Blvd

Envelope Stamping: Enabled

Santa Fe, NM 87508

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Michael.Saavedra@state.nm.us

IP Address: 174.237.136.66

Record Tracking

Status: Original

Holder: Michael Saavedra

Location: DocuSign

8/17/2020 10:44:18 AM

Michael.Saavedra@state.nm.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO State of New Mexico
GSD-SPD

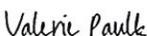
Location: DocuSign

Signer Events

Signature

Timestamp

Valerie Paulk



Sent: 8/17/2020 10:45:25 AM

valerie.paulk@state.nm.us

Viewed: 8/17/2020 10:46:56 AM

State Purchasing Agent

Signed: 8/17/2020 10:47:33 AM

New Mexico General Services

Signature Adoption: Pre-selected Style

Signing Group: 35000 - State Purchasing Agent

Using IP Address: 174.237.131.13

Security Level: Email, Account Authentication
(None)

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 5/29/2020 9:40:59 AM

ID: f12ca6d0-7cba-4de4-b58f-8180244887ff

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

8/17/2020 10:45:25 AM

Certified Delivered

Security Checked

8/17/2020 10:46:56 AM

Signing Complete

Security Checked

8/17/2020 10:47:33 AM

Completed

Security Checked

8/17/2020 10:47:33 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to “I agree to use electronic records and signatures” before clicking “CONTINUE” within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: GSD.SPInfo@state.nm.us

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to GSD.SPDinfo@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000067714
Eaton Corporation
8609 Six Forks Road
Raleigh, NC 27615
Email: Carolstovall@eaton.com
Telephone No.: (919) 870-3135

Price Agreement Number: 70-000-17-00010

Price Agreement Amendment No.: One

Term: June 8, 2017 – December 7, 2020

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist:  Clarke J. Fountain

Telephone No.: (505) 827-0487

Email: ClarkeJ.Fountain@state.nm.us

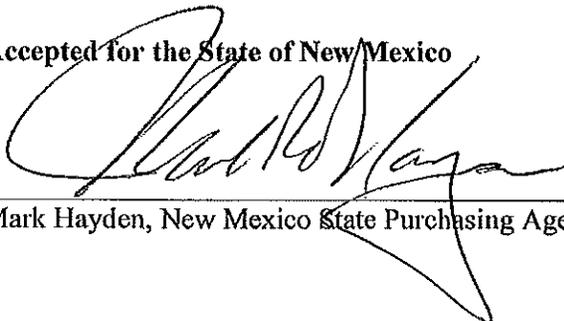
Invoice:
As Requested

Title: Electrical Supplies and Installation

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

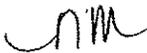
In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from December 8, 2019 to December 7, 2020 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico


Mark Hayden, New Mexico State Purchasing Agent

Date: 09/23/2019





**State of New Mexico
General Services Department**

Statewide Price Agreement

Awarded Vendor

0000067714
Eaton Corporation
8609 Six Forks Road
Raleigh, NC 27615-2966

Telephone No. (919) 870-3135

Price Agreement Number: 70-000-17-00010

Payment Terms: See Contract

F.O.B.: See Contract

Delivery: See Contract

Ship To:

All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public bodies
allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-1935

Invoice:

As Requested

Title: **Electrical Supplies and Installation**

Term: **June 8, 2017 – December 7, 2019**

This Price Agreement is made subject to the "terms and conditions" shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 06/07/2017

State of New Mexico
 General Services Department
 Purchasing Division
 Price Agreement #:

Establish a Price Agreement based on GSA Contract # GS-06F-0023R for Electrical Supplies and Installation.

This Price Agreement may be extended if the GSA Contract is extended, upon approval of all parties.

Contract orders shall be issued only to vendor(s) shown under this Price Agreement. Prices shall be equal to or less than the price stipulated under the above listed GSA Contract.

Agencies must verify that items being purchased, rented, etc., are listed on the above referenced GSA. Only those items listed may be placed on contract orders under this Price Agreement. A complete copy of the GSA catalog must be retained by the using agency for auditing purposes. Trade-ins are not allowed under this Price Agreement.

Vendors under this Price Agreement are required to furnish a complete copy of the GSA catalog to the using agency upon request. Vendors must certify upon request that only those products, supplies or services accepted by the federal government are included in GSA price list.

State and local government catalogs are not acceptable.

Note: all terms and conditions established in the referenced GSA and by the New Mexico State Purchasing Agent shall prevail.

The Contractor agrees to provide a utilization report to the agreement administrator in accordance with the following schedule:

<u>Period End</u>	<u>Report Due</u>
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

The periodic report shall include the gross total sales for the period subtotaled by procuring agency name. The report shall be accompanied with a check payable to the State Purchasing Division for an amount equal to three quarters of one percent (0.75%) of the total sales for the period.

This agreement is not intended to be used to procure "Open Market" items.

Item	Approx Qty	Unit	Article and Description	Unit Price
------	------------	------	-------------------------	------------

001	1	Ea.	Electrical Supplies and Installation	
-----	---	-----	--------------------------------------	--

*** 1 Item Total ***



SUSANA MARTINEZ
GOVERNOR

ED BURCKLE
CABINET SECRETARY

LAWRENCE O. MAXWELL
DIRECTOR
STATE PURCHASING DIVISION

State of New Mexico

General Services Department

GSD/SPD (Rev. 2/14)

ADMINISTRATIVE SERVICES DIVISION
(505) 827-2000

FACILITIES MANAGEMENT DIVISION
(505) 827-2141

STATE PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-0442

STATE PRINTING & GRAPHIC SERVICES BUREAU
(505) 476-1950

TRANSPORTATION SERVICES DIVISION
(505) 827-1958

June 7, 2017

MEMORANDUM

To: **Eaton Corporation**
From: **Brittany Christiansen, State Purchasing Agent**
RE: **Price Agreement for 70-000-17-00010 (Eaton Corporation)**

Please be advised the State Purchasing Agent is willing to establish a Price Agreement based upon your willingness to extend your pricing, terms and conditions based on Federal Supply Schedule **GS-06F-0023R** to the State of New Mexico subject to the following requirements:

1. Purchases based on 13-1-129 (A)(1) NMSA 1978 do not reflect actual purchases from a General Services Administration (GSA) contract, the vendor must agree to remit the 0.75% Industrial Funding Fee to the State of New Mexico, State Purchasing Division, on a quarterly basis to offset contract administration costs.
2. Along with submitting the required fee, the vendor must also agree to, and actually supply the State of New Mexico, State Purchasing Division a quarterly usage report broken out, at a minimum, to the state agency and local public body level in accordance with the following schedule:

<u>Period End</u>	<u>Report Due</u>
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

If you agree to the above conditions please sign at the space provided below and email back to ClarkeJ.Fountain@state.nm.us. If you have any further concerns please contact **Clarke Fountain (505) 827-1935**.

By signing this document you are certifying that you have the authorization to bind your company.

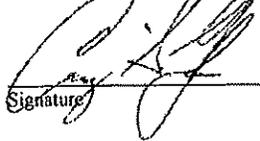
Your immediate attention to this matter is greatly appreciated.

Eaton Corporation

Company Name

Craig Gob

Print Name


Signature

Vice President / General Manager, EESS

Title

6/7/2017

Date

PHYSICAL ADDRESS: 1100 ST. FRANCIS DRIVE, ROOM #2016 · MAILING ADDRESS: P.O. BOX 6850, SANTA FE, NM 87502 · (505) 827-0472 · FAX (505) 827-2484
WWW.GENERALSERVICES.STATE.NM.US/STATEPURCHASING

"THE HEART AND SOUL OF STATE GOVERNMENT"



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17 2023

SUBJECT: Resolution Adopting Budgetary Adjustment #4 for the Fiscal Year 2022-2023
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: April 10, 2023
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

The fiscal budget of the City of Hobbs is adopted by resolution, and reviewed and approved by the Department of Finance & Administration. The budget is prepared prior to the beginning of the fiscal year, and as such, from time to time it becomes necessary to adjust the budget for items not contemplated at the time of its preparation or for issues that arise during the fiscal year.

Enclosed is a budgetary adjustment #4 for the current year. A summary of the funds adjusted is attached to this resolution. After this adjustment is approved by the Commission, it must be forwarded to the Department of Finance & Administration for their approval.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

Total revenue is increased by \$1,333,943.92 and total expense increased by \$2,365,680.80 providing a budgeted ending cash balance of \$78,064,269.20 for all funds.
General fund reserve moves from 46% to 44%.

Attachments:

- Budget Cash Balance Sheet
- Budgeted Adjustments Detail
- Resolution approving Budget Adjustment for the fiscal year 2022-2023

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN

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

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

CITY OF HOBBS

RESOLUTION NO. 7331

BUDGETARY ADJUSTMENT #4

FISCAL YEAR 2022-2023

WHEREAS, the fiscal budget for the City of Hobbs is prepared, reviewed and approved prior to the beginning of the fiscal year; and

WHEREAS, from time to time it becomes necessary to adjust the budget due to items not contemplated at the time it is prepared; and

WHEREAS, included in this budgetary adjustment total revenue is increased by \$1,333,943.92 total expense is increased by \$2,365,680.80

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced budget adjustments be approved.

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 Department of Finance and Administration of the State of New Mexico and that a copy of this Resolution be forwarded to their office in Santa Fe, New Mexico, for approval.

PASSED, ADOPTED AND APPROVED this 17th day of April, 2023.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**City of Hobbs BAR #4
FY23 Fund Summary**

	Beginning Cash 6/30/2022	Total Revenue	Interfund Transfer	Total Expenditures	Ending Cash	
001 GENERAL	69,874,044.71	61,240,688.16	(8,411,339.96)	85,214,640.48	37,488,752.43	44%
002 LAND ACQUISITION	381,763.30	100,000.00	-	100,000.00	381,763.30	
General Fund Subtotal	70,255,808.01	61,340,688.16	(8,411,339.96)	85,314,640.48	37,870,515.73	
110 LOCAL GOV CORR	1,074,296.19	145,750.00	-	487,615.69	732,430.50	
120 POLICE PROTECTION	15,820.35	123,000.00	-	138,820.35	-	
130 P D N (parif, drug, narcotics)	1,918.75	-	-	-	1,918.75	
150 COPS GRANT	26,251.09	-	(26,251.09)	-	-	
160 RECREATION (CORE)	1,000.00	1,753,230.00	3,650,619.81	5,403,849.81	1,000.00	
170 OLDER AMERICAN	1,000.00	204,762.00	971,124.20	1,175,886.20	1,000.00	
180 GOLF	1,000.00	957,000.00	4,063,016.88	5,020,016.88	1,000.00	
190 CEMETERY	1,000.00	227,850.00	806,613.75	1,034,463.75	1,000.00	
200 AIRPORT	477,531.99	174,724.00	-	20,500.00	631,755.99	
210 Legislative Appropriations	1,000.00	2,409,773.50	-	2,330,729.81	80,043.69	
220 Intergovernmental Grants	4,835,515.50	4,869,459.42	-	9,704,974.92	-	
230 LODGERS' TAX	1,086,935.57	1,402,000.00	(923,045.00)	998,248.06	567,642.51	
240 LG Abatement Fund (Opioid)	-	489,000.00	-	489,000.00	-	
250 Cannabis Excise Tax Fund	-	600,000.00	(582,000.00)	18,000.00	-	
270 PUBLIC TRANSPORTATION	46,432.79	1,784,884.28	-	1,425,296.70	406,020.37	
280 FIRE PROTECTION	1,069,786.59	637,109.25	-	1,078,962.52	627,933.32	
290 EMER MEDICAL SERV	792.28	20,000.00	-	20,000.00	792.28	
300 Law Enforcement Retention Fund	-	2,850,000.00	-	2,850,000.00	-	
Special Revenue Subtotals	8,640,281.10	18,648,542.45	7,960,078.55	32,196,364.69	3,052,537.41	
370 COMM DEVE CONST	110,420.82	750,000.00	464,806.80	1,324,227.62	1,000.00	
460 BEAUTIFICATION IMPROVEMENT	1,538,849.89	-	-	-	1,538,849.89	
480 STREET IMPROVEMENTS	4,817,036.89	2,463,245.52	(464,806.80)	6,703,940.04	111,535.57	
490 CITY COMM. IMPROVEMENTS	7,720,652.90	2,200,000.00	(2,259,515.58)	63,000.00	7,598,137.32	
Capital Project Subtotals	14,186,960.50	5,413,245.52	(2,259,515.58)	8,091,167.66	9,249,522.78	
510 UTILITY BOND	-	-	307,004.14	307,004.14	-	
530 WASTEWATER BOND	1,989,842.96	-	2,442,795.60	2,442,795.60	1,989,842.96	
Debt Service Subtotals	1,989,842.96	-	2,749,799.74	2,749,799.74	1,989,842.96	
100 SOLID WASTE	2,683,078.04	7,750,000.00	-	8,290,336.90	2,142,741.14	
440 JOINT UTILITY EXTENSIONS CAPITAL PRC	1,000.00	850,000.00	2,259,515.58	3,109,515.58	1,000.00	
600 JOINT UTILITY	1,000.00	-	6,996,527.31	6,996,527.31	1,000.00	
610 JOINT UTILITY CONST	1,000.00	-	3,809,606.09	3,809,606.09	1,000.00	
620 WASTE WATER PLANT CONST	7,325,364.88	1,413,107.66	10,392,587.97	19,130,060.51	1,000.00	
630 JOINT UTILITY - WASTEWATER	1,030.00	-	5,938,903.24	5,938,933.24	1,000.00	
650 JOINT UTILITY INCOME - WASTEWATER	9,536,173.55	8,166,300.00	(17,239,115.12)	31,500.00	431,858.43	
660 JOINT UTILITY INCOME	7,436,818.88	8,569,000.00	(12,648,309.23)	-	3,357,509.65	
680 METER DEPOSIT RES	1,220,767.82	375,000.00	-	375,000.00	1,220,767.82	
690 INTERNAL SUPPLY	67,797.49	225,000.00	-	225,000.00	67,797.49	
Utility Subtotals	28,274,030.66	27,348,407.66	(490,284.16)	47,906,479.63	7,225,674.53	
640 MEDICAL INSURANCE	3,201,377.27	7,830,000.00	(334,876.13)	7,839,200.00	2,857,301.14	
670 WORKERS COMP TRUST	1,160,937.04	725,000.00	-	725,000.00	1,160,937.04	
740 INSURANCE - RISK	5,284,206.75	2,000,000.00	451,261.41	2,535,468.16	5,200,000.00	
Internal Service Subtotal	9,646,521.06	10,555,000.00	116,385.28	11,099,668.16	9,218,238.18	
700 MOTOR VEHICLE	23,966.39	4,000,000.00	-	4,000,000.00	23,966.39	
710 MUNI JUDGE BOND FUND	107,575.34	-	-	-	107,575.34	
720 RETIREE HEALTH INSURANCE TRUST FUN	8,915,123.87	1,370,000.00	334,876.13	1,620,000.00	9,000,000.00	
730 CRIME LAB FUND	75,261.05	52,000.00	-	52,000.00	75,261.05	
750 FORECLOSURE TRUST FUND	71.88	-	-	-	71.88	
770 LIBRARY TRUST	6,220.10	1,500.00	-	1,500.00	6,220.10	
780 SENIOR CITIZEN TRUST	4,699.94	3,000.00	-	3,000.00	4,699.94	
790 PRAIRIE HAVEN MEM	5,839.42	-	-	-	5,839.42	
800 COMMUNITY PARK TRUST	1,562.02	-	-	-	1,562.02	
820 EVIDENCE TRUST FUND	210,724.33	5,000.00	-	-	215,724.33	
830 HOBBS BEAUTIFUL	8,042.66	20,965.28	-	13,660.65	15,347.29	
860 CITY AGENCY TRUST	2,169.85	1,500.00	-	2,000.00	1,669.85	
Trust & Agency Subtotals	9,361,256.85	5,453,965.28	334,876.13	5,692,160.65	9,457,937.61	
Grand Total All Funds	142,354,701.14	128,759,849.07	(0.00)	193,050,281.01	78,064,269.20	
		1,333,943.92		2,365,680.80		

BAR #4 Detail

Expense									
Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
001	010100	42601	00369	CITY COMMISSION	LEA COUNTY AIRLINE SUBSIDY	-	300,000.00	300,000.00	expense budget for Lea County airline subsidy
001	010190	42643		MOTOR VEHICLE	CREDIT CARD FEE EXPENDITURE	3,000.00	1,000.00	4,000.00	LINE ITEM OUT OF BUDGET
001	010201	42601		POLICE ADMINISTRATION	PROFESSIONAL SERVICES	-	39,000.00	39,000.00	budget to contract with a retired police officer to conduct IA's and Investigations
001	010201	43007		POLICE ADMINISTRATION	FURNITURE/APPLIANCE OVER 5000	-	125,000.00	125,000.00	purchase of furniture for old DA building
001	010202	42608		POLICE PATROL	CLAIMS BY OTHERS GEN LIABILIT	217,000.00	550,000.00	767,000.00	increase to claims by others
001	010208	41101		PD ANIMAL ADOPTION	SALARIES	332,529.60	(34,488.00)	298,041.60	please see BAR 4 HPD exhibit
001	010208	41111		PD ANIMAL ADOPTION	FICA	27,877.63	(2,638.33)	25,239.30	please see BAR 4 HPD exhibit
001	010208	41112		PD ANIMAL ADOPTION	PERA	92,264.38	(4,931.78)	87,332.60	please see BAR 4 HPD exhibit
001	010208	42601	00370	PD ANIMAL ADOPTION	HAAC SPAY & NEUTER LEA COUNTY	-	50,000.00	50,000.00	expense budget for Lea County allocation to HAAC
001	010208	42601	00371	PD ANIMAL ADOPTION	HAAC SPAY & NEUTER (LONG)	-	250,000.00	250,000.00	expense budget for Lea County allocation to HAAC (Long)
001	010209	41101		PD CODE ENFORCEMENT	SALARIES	520,707.20	35,942.40	556,649.60	please see BAR 4 HPD exhibit
001	010209	41111		PD CODE ENFORCEMENT	FICA	43,617.76	2,749.59	46,367.35	please see BAR 4 HPD exhibit
001	010209	41112		PD CODE ENFORCEMENT	PERA	150,475.81	5,139.76	155,615.57	please see BAR 4 HPD exhibit
001	010220	42608		FIRE/AMBULANCE	CLAIMS BY OTHERS GEN LIABILIT	-	25,000.00	25,000.00	increase to claims by others
001	010220	42638	00252	FIRE/AMBULANCE	RESTRICTED EXP - OXY	7,808.67	25,000.00	32,808.67	OXY donation expense budget
001	010310	42643		LIBRARY	CREDIT CARD FEE EXPENDITURE	600.00	300.00	900.00	LINE ITEM OUT OF BUDGET
001	010320	42201		PARKS	UTILITIES	650,000.00	100,000.00	750,000.00	increase due to increased cost of electric and gas services
001	010320	42608		PARKS	CLAIMS BY OTHERS GEN LIABILIT	4,000.00	10,000.00	14,000.00	increase to claims by others
001	010320	44901	00337	PARKS	CHARLIE BROWN PARK	155,000.00	75,000.00	230,000.00	expense budget for Lea County allocation to Charlie brown park
001	010330	42642	00246	RECREATION	GUS MACKER - LODGERS TAX	50,323.69	12,671.31	62,995.00	budget for Lodgers' Tax award
001	010335	42403		POOLS	MACHINE REPAIR AND MAINTENANCE	-	8,000.00	8,000.00	budget to service the boilers at Humble & Del Norte Pools
001	010415	42608		MAPPING	CLAIMS BY OTHERS GEN LIABILIT	-	6,000.00	6,000.00	increase to claims by others
001	010422	42608		CODE ENFORCEMENT	CLAIMS BY OTHERS GEN LIABILIT	-	3,000.00	3,000.00	increase to claims by others
001	010423	42608		STREETS/HIGHWAYS	CLAIMS BY OTHERS GEN LIABILIT	-	3,000.00	3,000.00	increase to claims by others
001 Total							1,584,744.95		
160	164016	41101		HEALTH WELLNESS LEARNING CNTR	SALARIES	2,273,645.67	(864.00)	2,272,781.67	please see BAR 4 CORE exhibit
160	164016	41102		HEALTH WELLNESS LEARNING CNTR	OVERTIME	20,000.00	18,000.00	38,000.00	budget to get to end of fiscal year
160	164016	41111		HEALTH WELLNESS LEARNING CNTR	FICA	178,889.15	(66.10)	178,823.05	please see BAR 4 CORE exhibit
160	164016	41112		HEALTH WELLNESS LEARNING CNTR	PERA	331,654.22	(123.55)	331,530.67	please see BAR 4 CORE exhibit
160	164016	41115		HEALTH WELLNESS LEARNING CNTR	BILINGUAL PAY	16,500.00	4,500.00	21,000.00	to cover the cost of three additional bilingual pays
160	164016	42303		HEALTH WELLNESS LEARNING CNTR	SUPPLIES-JANITOR	35,500.00	9,000.00	44,500.00	budget to get to end of fiscal year
160	164016	42315		HEALTH WELLNESS LEARNING CNTR	FOOD AND LINEN	5,000.00	1,800.00	6,800.00	\$300 for TREX; \$1500 water and coffee service
160	164016	42389		HEALTH WELLNESS LEARNING CNTR	SUPPLIES - FACILITY RENTALS	4,000.00	1,200.00	5,200.00	to cover linen cleaning for rentals
160	164016	42390		HEALTH WELLNESS LEARNING CNTR	SUPPLIES - RECREATION EQUIP	38,500.00	1,000.00	39,500.00	to cover expense for Pickleball tournament
160	164016	42403		HEALTH WELLNESS LEARNING CNTR	MACHINE REPAIR % MAINTENANCE	10,000.00	5,000.00	15,000.00	increased maintenance on equipment
160	164016	42608		HEALTH WELLNESS LEARNING CNTR	CLAIMS BY OTHERS GEN LIABILIT	-	3,000.00	3,000.00	increase to claims by others
160 Total							42,446.35		

BAR #4 Detail

Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
180	184316	42706		GOLF CLUBHOUSE	EQUIP UNDER 5000.00	5,000.00	8,200.00	13,200.00	Budget to purchase a new beverage cooler (\$3,900); a new larger flat-top grill (\$2,100); and two new larger televisions and mounting hardware for restaurant space (\$2,200)
180	184316	42801		GOLF CLUBHOUSE	SOFT GOODS	115,000.00	20,000.00	135,000.00	increase for soft goods based on increased sales
180	184316	42810		GOLF CLUBHOUSE	HARD GOODS	150,000.00	35,000.00	185,000.00	increase to hard goods based in increased sales
180	184316	43006		GOLF CLUBHOUSE	EQUIP OVER 5000.00	27,380.00	13,000.00	40,380.00	budget to purchase a new commercial ice machine for restaurant space
180 Total							76,200.00		
220	224022	41111	00368	INTERGOVERNMENTAL GRANT FUND	LERF - FICA	-	2,412.16	2,412.16	fica expense for LERF distribution
220	224022	41119	00368	INTERGOVERNMENTAL GRANT FUND	LERF - Proj. Retention Diff Disb	-	31,531.76	31,531.76	incentive expense for LERF distribution
220 Total							33,943.92		
600	604610	41101		WATER DISTRIBUTION	SALARIES	944,132.80	10,761.60	954,894.40	<i>please see BAR 4 Utilities Exhibit</i>
600	604610	41111		WATER DISTRIBUTION	FICA	85,839.33	823.26	86,662.59	<i>please see BAR 4 Utilities Exhibit</i>
600	604610	41112		WATER DISTRIBUTION	PERA	149,698.44	1,538.91	151,237.35	<i>please see BAR 4 Utilities Exhibit</i>
600	604620	41101		PRODUCTION	SALARIES	223,912.00	2,510.40	226,422.40	<i>please see BAR 4 Utilities Exhibit</i>
600	604620	41111		PRODUCTION	FICA	18,122.24	192.05	18,314.29	<i>please see BAR 4 Utilities Exhibit</i>
600	604620	41112		PRODUCTION	PERA	32,642.91	358.99	33,001.90	<i>please see BAR 4 Utilities Exhibit</i>
600 Total							16,185.21		
630	634370	41101		WASTEWATER (WWTP)	SALARIES	655,720.00	9,561.60	665,281.60	<i>please see BAR 4 Utilities Exhibit</i>
630	634370	41111		WASTEWATER (WWTP)	FICA	57,987.55	731.46	58,719.01	<i>please see BAR 4 Utilities Exhibit</i>
630	634370	41112		WASTEWATER (WWTP)	PERA	98,210.57	1,367.31	99,577.88	<i>please see BAR 4 Utilities Exhibit</i>
630 Total							11,660.37		
740	744074	42608		INSURANCE - RISK	CLAIMS BY OTHERS GEN LIABILIT	363,068.16	600,000.00	963,068.16	increase to claims by others
740 Total							600,000.00		
860	864086	42324		CITY AGENCY FUNDS	MISCELLANEOUS AND EMERGENCY	1,500.00	500.00	2,000.00	additional expense budget for employee retirement celebrations
860 Total							500.00		
Grand Total							2,365,680.80		
Expense Transfers									
Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
001	010204	41101		POLICE SUPPORT	SALARIES - CERTIFIED	1,567,409.60	(60,000.00)	1,507,409.60	reclass from salaries to overtime to cover overages
001	010204	41102		POLICE SUPPORT	OVERTIME - CERTIFIED	125,000.00	60,000.00	185,000.00	reclass from salaries to overtime to cover overages
001	010207	41101		POLICE SURVEILLANCE - EAGLE	SALARIES	408,755.20	(32,000.00)	376,755.20	reclass from salaries to overtime to cover overages
001	010207	41102		POLICE SURVEILLANCE - EAGLE	OVERTIME	45,000.00	32,000.00	77,000.00	reclass from salaries to overtime to cover overages
001	010220	41101		FIRE/AMBULANCE	SALARIES	5,340,604.84	(120,000.00)	5,220,604.84	transfer to pera ot
001	010220	41103		FIRE/AMBULANCE	OVERTIME - PERA	45,500.00	120,000.00	165,500.00	line item out of budget - budget for remainder of fiscal year
001	010330	42320	00265	RECREATION	MOVIES UNDER THE STARS	4,000.00	1,600.00	5,600.00	budget for first two movies of the summer
001	010330	42501		RECREATION	BUILDING AND GROUNDS	6,000.00	(1,600.00)	4,400.00	transfer to movies under the stars

BAR #4 Detail

Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
001	010342	42306		PUBLIC INFORMATION	PHOTOGRAPHIC SUPPLIES	2,000.00	1,500.00	3,500.00	reclass for video camera
001	010342	42706		PUBLIC INFORMATION	EQUIP UNDER 5000.00	-	(1,500.00)	(1,500.00)	reclass to photographic equipment
001	010342	42202		PUBLIC INFORMATION	COMMUNICATIONS	1,250.00	600.00	1,850.00	to cover budget overruns in communications
001	010342	42321		PUBLIC INFORMATION	SPECIAL EVENTS AND PRIZES	17,000.00	(600.00)	16,400.00	to cover budget overruns in communications
001	010342	42301		PUBLIC INFORMATION	SUPPLIES-OFFICE	1,500.00	1,800.00	3,300.00	to cover budget overruns in office supplies
001	010342	42357		PUBLIC INFORMATION	ADVERTISING	65,000.00	(1,800.00)	63,200.00	to cover budget overruns in office supplies
001	010410	42601		ENGINEERING	PROFESSIONAL SERVICES	30,000.00	(9,605.54)	20,394.46	transfer to code enf for inspection services
001	010420	42206		GENERAL SVCS-GARAGE	RENTAL-OFFICE EQUIPMENT	2,200.00	700.00	2,900.00	budget for remainder of FY23
001	010420	42208		GENERAL SVCS-GARAGE	FUEL	1,200,000.00	(134,500.00)	1,065,500.00	reclass to other object codes for expenses as described
001	010420	42307		GENERAL SVCS-GARAGE	SMALL HAND TOOLS	2,000.00	31,500.00	33,500.00	for purchase of 7 new SAE Tool Sets
001	010420	42332		GENERAL SVCS-GARAGE	FILTERS	10,000.00	5,000.00	15,000.00	budget for remainder of FY23
001	010420	42403		GENERAL SVCS-GARAGE	MACHINE REPAIR AND MAINTENANCE	170,000.00	17,000.00	187,000.00	repairs to bucket truck #1200 to be able to pass inspection (\$10,000); repairs to 2 lifts to pass inspection and adjust all 6 lifts (\$7,000)
001	010420	42501		GENERAL SVCS-GARAGE	BUILDING AND GROUNDS	2,000.00	10,000.00	12,000.00	budget to replace hot water heater
001	010420	43006		GENERAL SVCS-GARAGE	EQUIPMENT OVER 5000	-	56,000.00	56,000.00	7 tool boxes for new tools
001	010421	42201		BUILDING MAINTENANCE	UTILITIES	140,000.00	15,000.00	155,000.00	budget for remainder of FY23
001	010421	42202		BUILDING MAINTENANCE	COMMUNICATIONS	1,600.00	1,400.00	3,000.00	budget for remainder of FY23
001	010421	42601		BUILDING MAINTENANCE	PROFESSIONAL SERVICES	60,000.00	(2,100.00)	57,900.00	reclass to other object codes for expenses as described
001	010422	42601		CODE ENFORCEMENT	PROFESSIONAL SERVICES	30,000.00	9,605.54	39,605.54	budget for additional 3rd party inspection services
001 Total						-	-	-	
180	184315	42536		GOLF MTC	IRRIGATION REPAIR	-	70.00	70.00	reclass to cover overage in irrigation repair
180	184315	42536		GOLF MTC	IRRIGATION REPAIR	-	(70.00)	(70.00)	reclass to cover overage in irrigation repair
180 Total						-	-	-	
190	194019	42302		CEMETERY FUND	TRAVEL MEALS AND SCHOOLS	3,150.00	(840.00)	2,310.00	reclass to cover overage in food and linen & equip mtc
190	194019	42315		CEMETERY FUND	FOOD AND LINEN	200.00	40.00	240.00	reclass to cover overage in food and linen
190	194019	42407		CEMETERY FUND	EQUIPMENT MAINTENANCE	-	800.00	800.00	reclass to cover overage in equip mtc
190 Total						-	-	-	
300	304030	41101		Law Enforcement Recruitment Fund	SALARIES	-	(389,500.00)	(389,500.00)	reclass retention money to repurpose funds
300	304030	41102		Law Enforcement Recruitment Fund	OVERTIME	-	(140,000.00)	(140,000.00)	reclass retention money to repurpose funds
300	304030	41110		Law Enforcement Recruitment Fund	WORKERS COMPENSATION	-	500.00	500.00	reclass retention money to repurpose funds
300	304030	41111		Law Enforcement Recruitment Fund	FICA	-	55,000.00	55,000.00	reclass retention money to repurpose funds
300	304030	41112		Law Enforcement Recruitment Fund	PERA	-	(108,000.00)	(108,000.00)	reclass retention money to repurpose funds
300	304030	41113		Law Enforcement Recruitment Fund	INSURANCE-MEDICAL/DENTAL	-	33,000.00	33,000.00	reclass retention money to repurpose funds
300	304030	41114		Law Enforcement Recruitment Fund	LONG-TERM/SHORT-TERM DISABILIT	-	1,000.00	1,000.00	reclass retention money to repurpose funds
300	304030	41140		Law Enforcement Recruitment Fund	Incentive	-	1,045,572.52	1,045,572.52	reclass retention money to repurpose funds
300	304030	42302		Law Enforcement Recruitment Fund	TRAVEL MEALS AND SCHOOLS	-	(55,261.68)	(55,261.68)	reclass retention money to repurpose funds
300	304030	42357		Law Enforcement Recruitment Fund	ADVERTISING	-	(112,901.62)	(112,901.62)	reclass retention money to repurpose funds
300	304030	42361		Law Enforcement Recruitment Fund	Academy/Recruiting	-	(264,466.55)	(264,466.55)	reclass retention money to repurpose funds
300	304030	43004		Law Enforcement Recruitment Fund	Vehicle-New	-	(35,759.92)	(35,759.92)	reclass retention money to repurpose funds
300	304030	43006		Law Enforcement Recruitment Fund	EQUIPMENT OVER 5000	-	(29,182.75)	(29,182.75)	reclass retention money to repurpose funds

BAR #4 Detail

Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
300 Total							0.00		
610	614061	44901	00094	JOINT UTILITY CONST.	WATERLINE REPLACEMENT	1,425,242.93	(250,000.00)	1,175,242.93	reclass for water master plan
610	614061	44901	00335	JOINT UTILITY CONST.	WATER & WASTEWATERMASTER PLAN	300,000.00	250,000.00	550,000.00	reclass for water master plan
610 Total							-		
Grand Total							-		

Revenue

Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
001	019999	30631	00252	GENERAL FUND REVENUE	RESTRICTED DONATIONS - OXY	(7,808.67)	(25,000.00)	(32,808.67)	
001	019999	30708	00337	GENERAL FUND REVENUE	CHARLIEBROWN PARK- LEA COUNTY	(110,000.00)	(75,000.00)	(185,000.00)	expense budget for Lea County allocation to Charlie brown park
001	019999	30708	00369	GENERAL FUND REVENUE	LEA COUNTY AIRLINE SUBSIDY	-	(300,000.00)	(300,000.00)	expense budget for Lea County airline subsidy
001	019999	30708	00370	GENERAL FUND REVENUE	HAAC SPAY/NEUTER LEA COUNTY	-	(50,000.00)	(50,000.00)	expense budget for Lea County allocation to HAAC
001	019999	30708	00371	GENERAL FUND REVENUE	HAAC SPAY/NEUTER (LONG)	-	(250,000.00)	(250,000.00)	expense budget for Lea County allocation to HAAC (Long)
001 Total							(700,000.00)		
220	229999	30701	00368	INTERGOVERNMENTAL GRANT FUND	LERF - PROJ. RETENTION DIFF DISB	-	(33,943.92)	(33,943.92)	
220 Total							(33,943.92)		
740	749999	30604		INSURANCE - RISK	PREMIUM TRANSFERS	(1,400,000.00)	(600,000.00)	(2,000,000.00)	
740 Total							(600,000.00)		
Grand Total							(1,333,943.92)		

Cash Transfers

Fund	Org	Obj	Proj	Dept Description	Description	Prelim Budget	BAR #4 Request	Total Budget	Comment
110	119999	30814		LOCAL GOVT CORRECT REV	TRANSFER TO - 1	-	125,000.00	125,000.00	reclass to cover overage in irrigation repair
001	019999	30869		GENERAL FUND REVENUE	TRANSFER FROM - 11	-	(125,000.00)	(125,000.00)	transfer to pay for jail expense in general fund
001	019999	30890		GENERAL FUND REVENUE	TRANSFER TO 16	362,989.56	42,446.35	405,435.91	
160	169999	30851		HEALTH WELLNESS LEARNING CNTR	TRANSFER FROM 1	(362,989.56)	(42,446.35)	(405,435.91)	
001	019999	30804		GENERAL FUND REVENUE	TRANSFER TO - 18	1,407,118.08	76,200.00	1,483,318.08	
180	189999	30802		GOLF FUND REVENUE	TRANSFER FROM - 1	(1,407,118.08)	(76,200.00)	(1,483,318.08)	
150	159999	30815		COPS FUND	TRANSFER TO 1	-	26,251.09	26,251.09	
001	019999	30850		GENERAL FUND REVENUE	TRANSFER FROM 15	-	(26,252.09)	(26,252.09)	
660	669999	30824		JOINT UTILITY WATER INC REV	TRANSFER TO - 60	376,226.63	16,185.21	392,411.84	
600	609999	30845		WATER REVENUE	TRANSFER FROM - 66	(376,226.63)	(16,185.21)	(392,411.84)	
650	659999	30822		JOINT UTILITY WWTP INC REV	TRANSFER TO - 63	730,752.14	11,660.37	742,412.51	
630	639999	30844		WWTP REVENUE	TRANSFER FROM - 65	(730,752.14)	(11,660.37)	(742,412.51)	

FY23 BAR 4 POSD Position Reclass

Emp #	POSITION	DESCRIPTION	STATUS	# OF EMP	LAST NAME	FIRST NAME	JOB CLASS	GROUP	LOCATION	PERSONNEL STATUS	FTE %	MAX EMPLOYEES	HOURLY WAGE	SALARY - final 6 payperiods	Changes to Budgeted pay	Change to FICA	Change to PERA
	32004003	IRRIGATION TECHNICIAN	A	0	VACANT	VACANT	209	209	0320	FN	1.00	1.0000	18.72	8,985.60	(8,985.60)	(687.40)	(1,284.94)
															<i>Inactivating Irrigation Tech position</i>		
	32015001	POSD OFFICE SPECIALIST	NEW	1	NEW	NEW	209	209	0320	FN	1.00	1.0000	18.72	8,985.60	8,985.60	687.40	1,284.94
															<i>Creating a new POSD Office Specialist Position</i>		
															<i>No Change to Budget</i>		

FY23 BAR #4 CORE Positions Reclass

Emp #	POSITION	DESCRIPTION	STATUS	# OF EMP	LAST NAME	FIRST NAME	JOB CLASS	GROUP	LOCATION	PERSONNEL STATUS	FTE %	MAX EMPLOYEES	HOURLY WAGE	SALARY - final 6 payperiods	Changes to Budgeted pay	Change to FICA	Change to PERA	
	401608005	POOL MANAGER	A	0.00	VACANT	VACANT	206	206	4016	FN	1.00	1.0000	16.17	\$7,761.60	(7,761.60)	(593.76)	(1,109.91)	
	401610067	LIFEGUARD	A	0.00	VACANT	VACANT	203	203	4016	FN	1.00	1.0000	14.37	\$6,897.60	(6,897.60)	(527.67)	(986.36)	
	401610068	LIFEGUARD	A	0.00	VACANT	VACANT	203	203	4016	FN	1.00	1.0000	14.37	\$6,897.60	(6,897.60)	(527.67)	(986.36)	
	401610068	LIFEGUARD	A	0.00	VACANT	VACANT	203	203	4016	FN	1.00	1.0000	14.37	\$6,897.60	(6,897.60)	(527.67)	(986.36)	
															Removing 4 Current Full Time Positions	(28,454.40)	(2,176.76)	(4,068.98)
	401629001	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629002	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629003	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629004	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629005	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629006	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629007	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629008	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629009	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629010	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629011	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629012	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629013	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629014	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629015	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
	401629016	LIFEGUARD	I	0	NEW	NEW	203	203	4016	SEA	0.25	1.00	14.37	1,724.40	1,724.40	131.92	246.59	
															Creating 16 quarter time (.25) positions to assist in filling openings with students	27,590.40	2,110.67	3,945.43
															decrease to budget	(864.00)	(66.10)	(123.55)
															41101	41111	41112	

FY23 BAR #4 Utilities Position Reclss

Emp #	POSITION	DESCRIPTION	STA TUS	# OF EMP	LAST NAME	FIRST NAME	JOB CLASS	GROUP	LOCATI ON	PERS ONN EL	FTE %	MAX EMPLO YEEES	HOURLY WAGE	SALARY - final 6 payperiods	Hours remaining in FY	New job class	New hourly wage	New Salary	Increase to Salary	Increase to FICA	Increase to PERA			
6632	437005001	WW CONTROL OPERATOR UNCERTIFIED	A	1	TREVINO	JONAH	206	206	4370	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
6224	437013001	WASTEWATER CONTROL OPERATOR II	A	1	MURRISH	CLAYTON	210N	210N	4370	FN	1	1	19.57	9,393.60	480	211	20.64	9,907.20	513.60	39.29	73.44			
6228	437013002	WASTEWATER CONTROL OPERATOR II	A	1	KUNDO	JOHN	210N	210N	4370	FN	1	1	19.57	9,393.60	480	211	20.64	9,907.20	513.60	39.29	73.44			
4912	437004001	WW CONTROL OPERATOR IV	A	1	KIBAD	ROGER	213	213	4370	FN	1	1	25.08	12,038.40	480	214	26.58	12,758.40	720.00	55.08	102.96			
3601	437004002	WW CONTROL OPERATOR IV	A	1	BROTHERTON	KENNETH	213	213	4370	FN	1	1	31.42	15,081.60	480	214	33.30	15,984.00	902.40	69.03	129.04			
3889	437004003	WW CONTROL OPERATOR IV	A	1	COX	SHANE	213	213	4370	FN	1	1	31.51	15,124.80	480	214	33.40	16,032.00	907.20	69.40	129.73			
N/A	437006003	WW CONTROL OPERATOR UNCERTIFIED	A	1	VACANT	VACANT	206	206	4370	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
N/A	437006004	WW CONTROL OPERATOR UNCERTIFIED	A	1	VACANT	VACANT	206	206	4370	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
N/A	437006006	WW CONTROL OPERATOR UNCERTIFIED	A	1	VACANT	VACANT	206	206	4370	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
N/A	437014001	WW CONTROL OPERATOR I	A	1	VACANT	VACANT	209	209	4370	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
N/A	437009001	WW CONTROL OPERATOR IV	A	1	VACANT	VACANT	213	213	4370	FN	1	1	22.97	11,025.60	480	214	24.35	11,688.00	662.40	50.67	94.72			
4370 Total																						9,561.60	731.46	1,367.31
5106	461002002	GENERAL LABORER UTILITIES MAINT.	A	1	JACKSON	LEE	201	201	4610	FN	1	1	13.89	6,667.20	480	203	14.85	7,128.00	460.80	35.25	65.89			
6459	461004001	UTILITY MAINTENANCE UNCERTIFIED	A	1	MILLER	GARRETT	206	206	4610	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
6744	461004002	UTILITY MAINTENANCE UNCERTIFIED	A	1	BAEZA	SABYR	206	206	4610	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
6526	461004003	UTILITY MAINTENANCE UNCERTIFIED	A	1	PUCCIO	BRIAN	206	206	4610	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
5496	436002001	UTILITY MAINTENANCE I	A	1	AMAYA	GERARDO	209	209	4610	FN	1	1	19.70	9,456.00	480	210N	20.68	9,926.40	470.40	35.99	67.27			
3633	461010002	UTILITY MAINTENANCE IV	A	1	PINEDA	MIGUEL-ANGEL	213	213	4610	FN	1	1	25.29	12,139.20	480	214	26.80	12,864.00	724.80	55.45	103.65			
4479	461001001	UTILITY MAINTENANCE IV	A	1	SHARP	JUSTIN	213	213	4610	FN	1	1	26.12	12,537.60	480	214	27.69	13,291.20	753.60	57.65	107.76			
N/A	436001002	UTILITY MAINTENANCE UNCERTIFIED	A	1	VACANT	VACANT	206	206	4610	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
N/A	436001005	UTILITY MAINTENANCE UNCERTIFIED	A	1	VACANT	VACANT	206	206	4610	FN	1	1	16.17	7,761.60	480	209	18.72	8,985.60	1,224.00	93.64	175.03			
N/A	461006001	UTILITY MAINTENANCE I	A	1	VACANT	VACANT	209	209	4610	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
	461006002	UTILITY MAINTENANCE I	A	1	VACANT	VACANT	209	209	4610	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
	461006003	UTILITY MAINTENANCE I	A	1	VACANT	VACANT	209	209	4610	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
	461006004	UTILITY MAINTENANCE I	A	1	VACANT	VACANT	209	209	4610	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
	461007001	UTILITY MAINTENANCE I	A	1	VACANT	VACANT	209	209	4610	FN	1	1	18.72	8,985.60	480	210N	19.65	9,432.00	446.40	34.15	63.84			
4610 Total																						10,761.60	823.26	1,536.91
5946	462006001	PUMP OPERATOR II	A	1	RASCON	ELIJAH	210N	210N	4620	FN	1	1	22.19	10,651.20	480	211	23.31	11,188.80	537.60	41.13	76.88			
3141	462003001	PUMP OPERATOR IV	A	1	LAWSON	RANDY	213	213	4620	FN	1	1	36.75	17,640.00	480	214	38.95	18,696.00	1,056.00	80.78	151.01			
4674	462003003	PUMP OPERATOR IV	A	1	INMAN	ANTHONY	213	213	4620	FN	1	1	31.93	15,326.40	480	214	33.84	16,243.20	916.80	70.14	131.10			
4620 Total																						2,510.40	192.05	358.99
Grand Total																						22,833.60	1,746.77	3,265.20
																						41101	41111	41112



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: April 17th, 2023

SUBJECT: Authorizing an allocation of Lodgers' Tax to fund various events for fiscal year 2023. (3rd quarter)

DEPT. OF ORIGIN: Finance
DATE SUBMITTED: April 12th, 2023
SUBMITTED BY: Toby Spears, Finance Director

Summary:

On April 12th, 2023, the Lodgers' Tax Board met and recommended awarding to the Commission, various events for Fiscal Year 2023. The entities requesting lodgers' tax are as follows:

Hobbs Airfield Speedway – Flashlight Cash Day's No Prep Race	\$ 3,790.00
Hobbs USSSA – (Slow Pitch) Hobbs Superslam NIT (\$9,000.00) JB Memorial (\$2,500.00)	\$ 11,500.00
Hobbs USSSA – (Fast Pitch) Jewelz on the Turf NIT – (\$9,000.00) NM/West Texas All State – (\$3,500.00)	\$ 12,500.00
Permian Basin USSSA – BBall Moms Are the Best (\$19,760.00) Last Chance for Rings (\$24,400.00)	\$ 44,160.00
Southwest Symphony, Inc. – AMERICANA!	\$ 1,280.00
EDC of Lea County/FlyHobbs 2024 FLYHobbs Marketing Campaign	\$ 200,000.08
United Way of Lea County TURFS – Flag Bowl	\$ 9,295.00

Fiscal Impact:

Reviewed By: 

Finance Department

March 31, 2023 Estimated Cash Balance) for the Lodgers' Tax Fund is as follows:

Security and Sanitation (15%)	\$ 0.00
Non-Profit/For Profit/Public Entity (20%)	\$ 258,439.83
City and County (40%)	\$ 416,230.39
Airline (25%)	\$ 336,398.82

The 2023 adjusted budgeted lodgers' tax revenues are projected to be \$1,400,000.00.

Attachments:

Estimated Financial Report for March 31, 2023
Resolution
Requests

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

City staff recommends the following allocations: Hobbs Airfield Speedway \$3,790.00; Hobbs USSSA (slow pitch) \$11,500.00; Hobbs USSSA (fast pitch) \$12,500.00; Permian Basin USSSA \$44,160.00; Southwest Symphony \$1,280.00; EDC of Lea County/FLYHobbs \$200,000.08; United Way of Lea County \$9,295.00.

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. 7332

A RESOLUTION AUTHORIZING AN ALLOCATION OF
LODGERS' TAX FUNDS

WHEREAS, the Lodgers' Tax Advisory Board met on April 12th, 2023 and recommends awarding the following events for fiscal year 2023;

	Amount Requested	Lodgers' Tax Board Recommendation	City Commission Recommendation
Hobbs Airfield Speedway – Flashlight Cash Days No Prep Race	\$3,790.00	\$3,790.00	\$ _____
Hobbs USSSA –(Slow Pitch) Hobbs Superslam NIT (\$9,000.00) JB Memorial (\$2,500.00)	\$11,500.00	\$11,500.00	\$ _____
Hobbs USSSA – (Fast Pitch) Jewelz on the Turf NIT – (\$9,000.00) NM/West Texas All State (\$3,500.00)	\$12,500.00	\$12,500.00	\$ _____
Permian Basin USSSA – BBall Moms Are the Best (\$19,760.00) Last Chance for Rings (\$24,400.00)	\$44,160.00	\$44,160.00	\$ _____
Southwest Symphony, Inc. AMERICANA!	\$1,280.00	\$1,280.00	\$ _____
EDC of Lea County/FlyHobbs FLYHobbs Marketing Campaign (July 1, 2023 to June 30, 2024)	\$200,000.08	\$200,000.08	\$ _____
United Way of Lea County TURFS – Flag Bowl	\$9,295.00	\$9,295.00	\$ _____
TOTAL	\$282,025.08	\$282,025.08	\$ _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to allocate Lodgers' Tax Funds in the total amounts as specified herein.

PASSED, ADOPTED AND APPROVED this 17th day of April, 2023.

SAM D. COBB, Mayor

ATTEST:

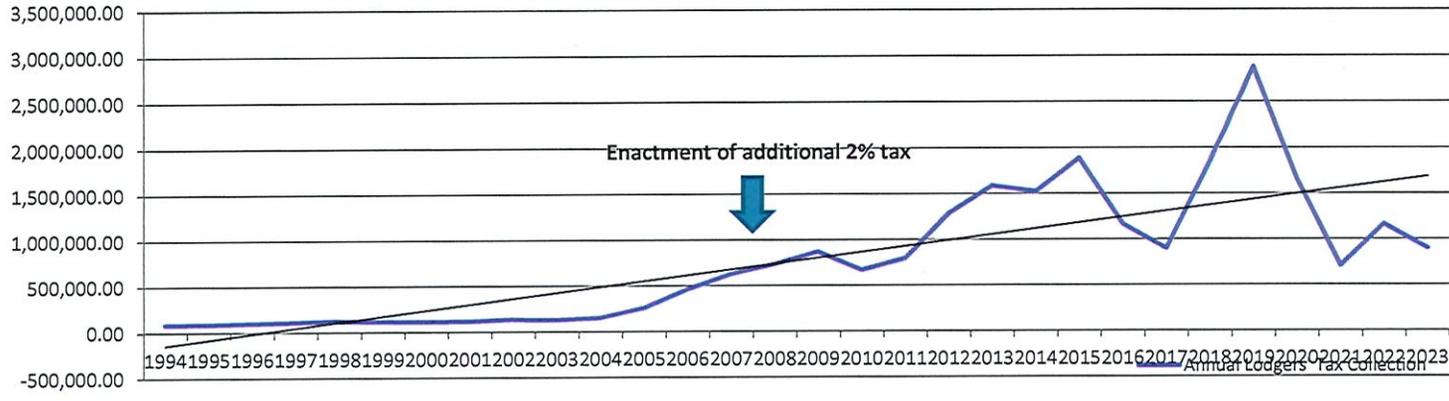
JAN FLETCHER, City Clerk

CITY OF HOBBS LODGERS' TAX REPORT

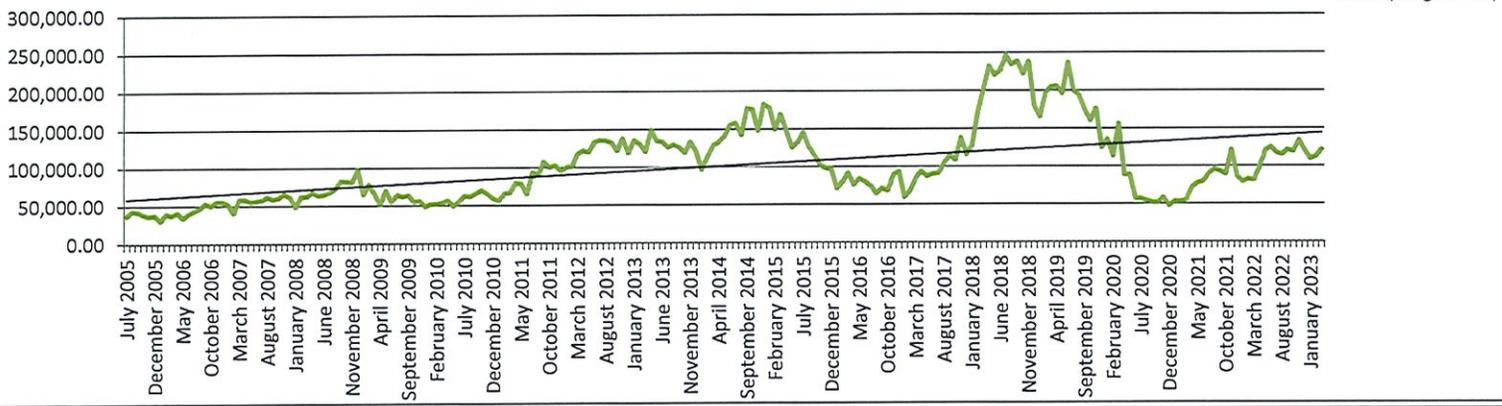
March 31, 2023

		RECEIPTS			EXPENDITURES			NET CHANGE		Cash	
Month	Month	Gross Taxable Revenue	Lodgers' Tax	Other Income	TOTAL	Contract for Services	Advert & Promotion	TOTAL	For Month	YTD	Balance
CASH BALANCE		1,826,158.69	1,668,566.83	28,209.69	1,696,776.52		2,111,012.10				
July 2020		1,138,913.00	56,945.65	399.99	57,345.64		-	-	57,345.64	57,345.64	1,883,504.33
August 2020		1,090,902.80	54,545.14	313.84	54,858.98		72,707.57	72,707.57	(17,848.59)	39,497.05	1,865,655.74
September 2020		1,040,277.60	52,013.88	204.53	52,218.41		155,580.47	155,580.47	(103,362.06)	(63,865.01)	1,762,293.68
October 2020		1,028,334.80	51,416.74	168.11	51,584.85		191,580.00	191,580.00	(139,995.15)	(203,860.16)	1,622,298.53
November 2020		1,162,426.00	58,121.30	142.03	58,263.33		110,232.00	110,232.00	(51,968.67)	(255,828.83)	1,570,329.86
December 2020		949,227.00	47,461.35	-	47,461.35		177,572.38	177,572.38	(130,111.03)	(385,939.86)	1,440,218.83
SUBTOTAL		6,410,081.20	320,504.06	1,228.50	321,732.56	0.00	707,672.42	707,672.42			
January 2021		1,067,524.20	53,376.21	89.40	53,465.61		48,389.35	48,389.35	5,076.26	5,076.26	1,445,295.09
February 2021		1,055,811.40	52,790.57	103.49	52,894.06		29,089.12	29,089.12	23,804.94	23,804.94	1,469,100.03
March 2021		1,094,322.80	54,716.14	71.28	54,787.42		369,287.22	369,287.22	-314,499.80	-314,499.80	1,154,600.23
April 2021		1,438,003.40	71,900.17	60.84	71,961.01		0.00	0.00	71,961.01	71,961.01	1,226,561.24
May 2021		1,548,735.60	77,436.78	56.89	77,493.67		0.00	0.00	77,493.67	77,493.67	1,304,054.91
June 2021		1,593,608.60	79,680.43	137.09	79,817.52		199,724.39	199,724.39	-119,906.87	-119,906.87	1,184,148.04
SUBTOTAL		7,798,006.00	389,900.30	518.99	390,419.29	0.00	646,490.08	646,490.08			
FY 2021			710,404.36								
CASH BALANCE		1,184,148.04									
July 2021		1,801,674.20	90,083.71	45.30	90,129.01		-	-	90,129.01	90,129.01	1,274,277.05
August 2021		1,915,939.00	95,796.95	45.20	95,842.15		25,355.08	25,355.08	70,487.07	160,616.08	1,344,764.12
September 2021		1,868,698.40	93,434.92	51.06	93,485.98		222,127.13	222,127.13	(128,641.15)	31,974.93	1,216,122.97
October 2021		1,780,151.80	89,007.59	38.65	89,046.24		51,709.00	51,709.00	37,337.24	69,312.17	1,253,460.21
November 2021		2,429,424.60	121,471.23	47.62	121,518.85		-	-	121,518.85	190,831.02	1,374,979.06
December 2021		1,744,665.80	87,233.29	96.08	87,329.37		305,240.26	305,240.26	(217,910.89)	(27,079.87)	1,157,068.17
SUBTOTAL		11,540,553.80	577,027.69	323.91	577,351.60	0.00	604,431.47	604,431.47			
January 2022		1,577,475.40	78,873.77	57.30	78,931.07		15,947.15	15,947.15	62,983.92	62,983.92	1,220,052.09
February 2022		1,654,709.20	82,735.46	55.26	82,790.72		0.00	0.00	82,790.72	82,790.72	1,302,842.81
March 2022		1,627,879.20	81,393.96	59.05	81,453.01		319,470.83	319,470.83	-238,017.82	-238,017.82	1,064,824.99
April 2022		1,977,060.60	98,853.03	90.76	98,943.79		20,000.00	20,000.00	78,943.79	78,943.79	1,143,768.78
May 2022		2,402,337.40	120,116.87	236.22	120,353.09			0.00	120,353.09	120,353.09	1,264,121.87
June 2022		2,498,604.00	124,930.20	515.49	125,445.69		302,631.99	302,631.99	-177,186.30	-177,186.30	1,086,935.57
SUBTOTAL		11,738,065.80	586,903.29	1,014.08	587,917.37	0.00	658,049.97	658,049.97			
CASH BALANCE		1,086,935.57	1,163,930.98				1,262,481.44				
July 2022		2,344,993.40	117,249.67	724.61	117,974.28		18,764.47	18,764.47	99,209.81	99,209.81	1,186,145.38
August 2022		2,301,976.00	115,098.80	1,312.73	116,411.53		87,372.03	87,372.03	29,039.50	128,249.31	1,215,184.88
September 2022		2,432,846.20	121,642.31	1,763.30	123,405.61		249,365.79	249,365.79	(125,960.18)	2,289.13	1,089,224.70
October 2022		2,381,193.20	119,059.66	1,928.75	120,988.41		-	-	120,988.41	123,277.54	1,210,213.11
November 2022		2,688,695.60	134,434.78	2,574.32	137,009.10		192,300.35	192,300.35	(55,291.25)	67,986.29	1,154,921.86
December 2022		2,419,647.60	120,982.38	3,328.48	124,310.86		316,325.61	316,325.61	(192,014.75)	(124,028.46)	962,907.11
SUBTOTAL		14,569,352.00	728,467.60	11,632.19	740,099.79	0.00	864,128.25	864,128.25			
January 2023		2,182,112.60	109,105.63	3,183.80	112,289.43		35,371.75	35,371.75	76,917.68	76,917.68	1,039,824.79
February 2023		2,242,822.80	112,141.14	3,788.90	115,930.04		53,799.13	53,799.13	62,130.91	62,130.91	1,101,955.70
March 2023		2,432,360.40	121,618.02	3,670.54	125,288.56		216,175.23	216,175.23	-90,886.67	-90,886.67	1,011,069.03
April 2023		0.00			0.00			0.00	0.00	0.00	1,011,069.03
May 2023		0.00			0.00			0.00	0.00	0.00	1,011,069.03
June 2023		0.00			0.00			0.00	0.00	0.00	1,011,069.03
SUBTOTAL		6,857,295.80	342,864.79	10,643.24	353,508.03	0.00	305,346.11	305,346.11			
CASH BALANCE		1,011,069.03	1,071,332.39				1,169,474.36				

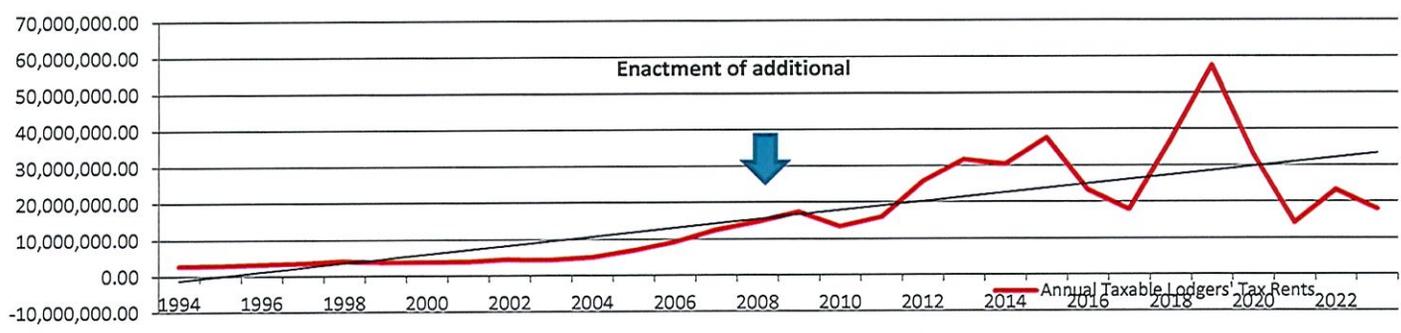
Annual Lodgers' Tax Collection



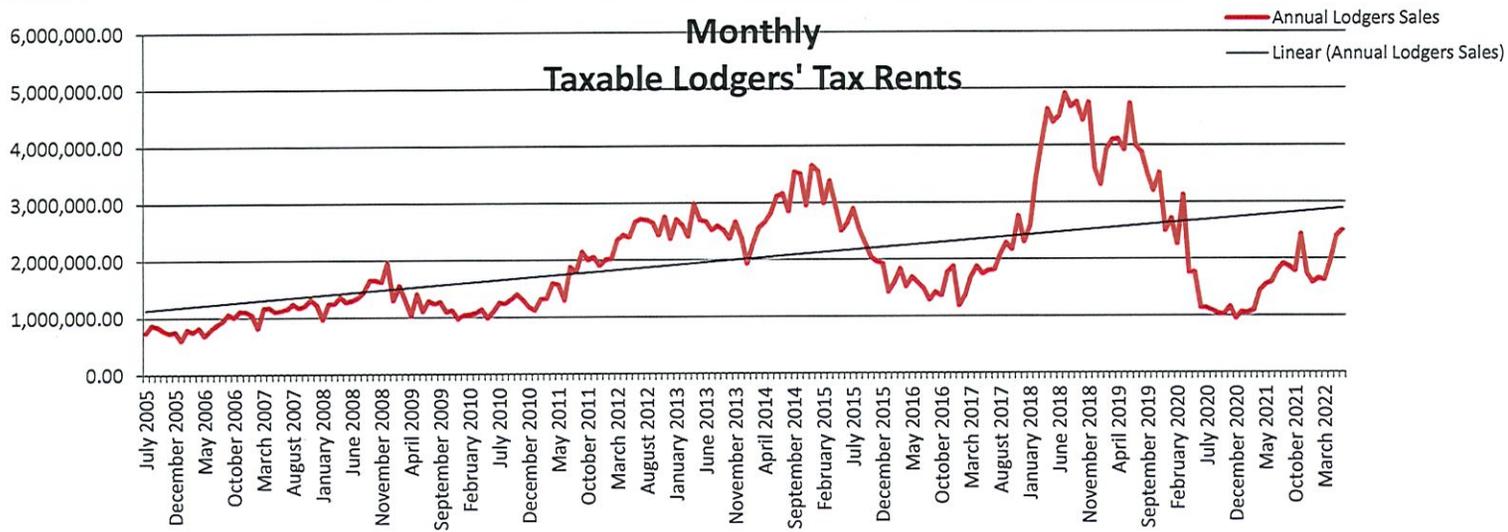
Monthly Lodgers' Tax Collection



Annual Taxable Lodgers' Tax Rents



Monthly Taxable Lodgers' Tax Rents



Hobbs Airfield Speedway



**City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023**

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees Sound and Lighting as Related to Performance	Administrative Office Overhead
Advertising/Promotion Items	Website Costs
Sanitation	Real Property
Sanction Fees	Tangible Property

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:

- Proof of non-profit status and copy of last years IRS form 990
- Proof of agency good standing with the NM Corporation Commission
- Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Journal Award
Representative

Hobbs Airfield Speedway
Name of Organization

3-15-23
date

Request for Lodgers' Tax Assistance
Contact Information

Organization	Hubbs Airfield Speedway
Name of Contact	Jamal R. Awwad
Address	1207 W. College Lane
City, State Zip	Hubbs NM 88240
Phone#/Fax#	Saturday312@yahoo.com
email	575-631-5099

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income						
Sponsorships						-
Sales	9,000.00					9,000.00
Donations						-
Prior Year Carryover						-
Other (please explain)						9,000.00
Total Income	-	-	-	-	-	-

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON-LODGERS' TAX)						
Cost of Sales Items	2,900					2,900 -
Cost of Awards	6,000					6,000 -
Building/Booth Rent						-
Advertising						-
Printing & Mailing						-
Print Media						-
Electronic Media						-
Misc. (Please explain)						-
Total NON-LODGERS' Exp.	8,900 -	-	-	-	-	8,900.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	1,290.00	-	-	-	-	1,290 -
Other (Talent)	2,500 -	-	-	-	-	2,500 -
TOTAL LODGERS' TAX REQ. SUMMARY	3,790.00	-	-	-	-	3,790.00

LODGERS'
TAX

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

Lodgers' Tax Budget - Event Number 1

Event Information

Name of Event *Flashlight Cash day's no prep by Limpy*
 Date *May, 13th 2023*
 Location *5333 N. A street Hobbs, NM 88240*
 Description *Flashlight Race with 5 classes*
Daily Drives, True street, outlaw small time, Taligate, RwyB class

Expected Attendance	<i>600</i>	# of Overnights	<i>200</i>
Is this an annual event?	<i>Yes</i>	Is this a new event?	<i>No</i>

PRINTING

	Posters (save-the-date)			Flyers	Tickets		
	Cost	Quantity	Total		Cost	Quantity	Total
Programs			-			0.00	
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
Mailings			-			-	
TOTAL PRINTING COSTS						-	

PRINT MEDIA

	Newspaper		Cost	Total
	Name	# of ads		
				-
				-
	SUBTOTAL			-
	Magazine/Other		Cost	Total
	Name	# of ads		
				-
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				-

ELECTRONIC MEDIA

	Radio		Cost	Total
	Name	# of spots		
	<i>WLOS</i>	<i>2</i>	<i>645</i>	<i>1290.00</i>
				-
Television				-
				-
Social Media				-
				-
TOTAL ELECTR. MEDIA				<i>1290.00</i>

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	<i>Chris Collins (Limp)</i>	<i>1</i>	<i>2500</i>	<i>2500.00</i>
Sound and Lighting Costs	<i>(Talent)</i>			-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				<i>2500.00</i>

TOTAL REQUEST FOR EVENT 1

3,790.00

Instructions: Please complete all areas of PINK that apply.

Hobbs
USSSA
Slowpitch



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2020 - 06/30/2021

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

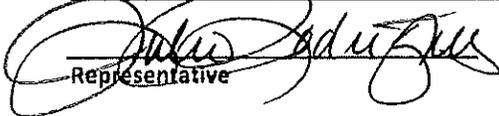
Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax.

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax annual funding must be received by **March 20, 2020**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2020-06/30/2021) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2021.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:
 - Proof of non-profit status and copy of last years IRS form 990
 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.


 Representative

Hobbs USSFA Sloupitch 3/31/2023
 Name of Organization date

Received at City Hall:

 (date and time)

CITY OF HOBBS LODGERS TAX REQUEST

HOBBS USSSA

2023 SUMMARY OF EVENT REQUEST

SLOWPITCH	AMOUNT	
Event 1	\$9000.00	Hobbs SuperSlam NIT
Event 2	\$2500.00	JB Memorial
FASTPITCH		
Event 1	\$9000.00	All American Tryouts/Jewelz on the Turf NIT
Event 2	\$3500.00	ALL STATE
<u>TOTAL REQUEST</u>	<u>\$24,000.00</u>	

Request for Lodgers' Tax Assistance

Contact Information

Organization Hobbs USSSA
 Name of Contact Julie Rodriquez
 Address PO Box 5425
 City, State Zip Hobbs, NM 88241
 Phone#/Fax# 575-602-1717/fax 575-433-1626
 email julie.rodriquez@ussa.com

Event Budget Hobbs USSSA

Income	Slowpitch Events	Event 1	Event 2
Entry Fees		\$27,500	12,500
Donations			
Total Income		\$27,500	12,500
Expense	(non-lodgers tax)	Event 1	Event 2
Cost of Umpires		\$8,000	\$3,920
Cost of Site Directors		\$2,000	\$1,000
Awards			
Scorekeepers		\$3,000	\$1,270
Umpire Lodging		\$3,000	\$1,000
Umpire Food		\$500	\$300
Softballs		Donated	
Insurance		Paid	
Golf Cart Rental		Paid	
Fees to City		\$1,500	\$875
Sanction Fees		\$13,000	\$500
Trash & Field work		\$800	
Total Expense		\$31,800	9,365

Lodgers Tax Budget Summary

	Event 1	Event 2
Promotional gifts to players		
Total Cost of Event		
Asking for sanction fees & promotional gifts	\$9,000	\$2,500
Total Requested	\$11,500	

Lodgers Tax Budget - Event Number 1

Event Information

Name of Event	<u>Hobbs SuperSlam NIT</u>		
Date	<u>April 21-23</u>		
Location	<u>Ziaplex</u>		
Description	<u>USSSA National Invitational Tournament</u>		
Expected Attendance	<u>2500</u>	# of Overnights	<u>750</u>
Is this an annual event?	<u>yes</u>	Is this a new event?	<u>no</u>
		Total Request for Event	\$ 9000.00

Lodgers Tax Budget - Event Number 2

Event Information

Name of Event	<u>JB Memorial</u>		
Date	<u>May 29th</u>		
Location	<u>Ziaplex</u>		
	<u>USSSA State Tournament Qualifier</u>		
Expected Attendance	<u>1500</u>	# of Overnights	<u>500</u>
Is this an annual event?	<u>yes</u>	Is this a new event?	<u>no</u>
		Total Request for Event	\$ 2500.00

Hobbs
USSSA
Fastpitch



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2020 - 06/30/2021

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

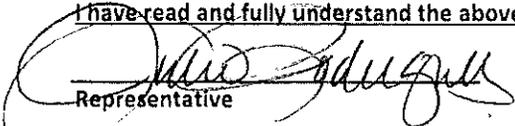
Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

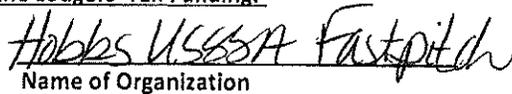
For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax.

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax annual funding must be received by **March 20, 2020**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2020-06/30/2021) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2021.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:
 - Proof of non-profit status and copy of last years IRS form 990
 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.


 Representative


 Name of Organization

3/31/2023
 date

Received at City Hall:
 (date and time)

CITY OF HOBBS LODGERS TAX REQUEST

HOBBS USSSA

2023 SUMMARY OF EVENT REQUEST

SLOWPITCH

AMOUNT

Event 1	\$9000.00	Hobbs SuperSlam NIT
Event 2	\$2500.00	JB Memorial

FASTPITCH

Event 1	\$9000.00	All American Tryouts/Jewelz on the Turf NIT
Event 2	\$3500.00	ALL STATE

TOTAL REQUEST

\$24,000.00

Request for Lodgers' Tax Assistance

Contact Information

Organization Hobbs USSSA
 Name of Contact Julie Rodriquez
 Address PO Box 5425
 City, State Zip Hobbs, NM 88241
 Phone#/Fax# 575-602-1717/fax 575-433-1626
 email julie.rodriquez@ussa.com

Event Budget Hobbs USSSA

Income	Fastpitch Events	Event 1	Event 2
Entry Fees		\$27,500	12,500
Donations			
Total Income		\$27,500	12,500
Expense	(non-lodgers tax)	Event 1	Event 2
Cost of Umpires		\$8,000	\$3,920
Cost of Site Directors		\$2,000	\$1,000
Awards			
Scorekeepers		\$3,000	\$1,470
Umpire Lodging		\$3,000	\$1,300
Umpire Food		\$500	\$500
Softballs		Donated	
Insurance		Paid	
Golf Cart Rental		Paid	
Fees to City		\$1,500	\$875
Sanction Fees		\$13,000	\$500
Trash & Field work		\$800	\$300
Total Expense		\$31,800	9,365

Lodgers Tax Budget Summary

	Event 1	Event 2
Promotional gifts to players		
Total Cost of Event		
Asking for sanction fees & promotional gifts	\$9,000	\$3,500
Total Requested	\$12,000	

Lodgers Tax Budget - Event Number 1

Event Information

Name of Event Jewelz on the Turf NIT-All American Games Tryouts

Date May 26-28 2023

Location All Youth Fields and Ziaplex

USSSA State Tournament Qualifier & National Invitational Event
All American Games Tryout held Friday night by USSSA Pride Players

Expected Attendance 1800 # of Overnights 1000

Is this an annual event? yes Is this a new event? no

Total Request for Event \$ 9000.00

Lodgers Tax Budget - Event Number 2

Event Information

Name of Event NM/WTX ALL STATE

Date August 5-6 2023

Location All youth fields and Ziaplex

Description USSSA NM/WTX All State Event formed from MVP players from the summer events from all over NM and WTX.

Expected Attendance 1500 # of Overnights 700

Is this an annual event? yes Is this a new event? no

Total Request for Event \$ 3000.00

Permian Basin USSSA



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:

- Proof of non-profit status and copy of last years IRS form 990
- Proof of agency good standing with the NM Corporation Commission
- Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Tommy E. Hankins
 Representative

Permian Basin UBSA
 Name of Organization

3/21/23
 date

Request for Lodgers' Tax Assistance

Contact Information

Organization	PERMIAN BASIN USSFA - 84-4065110
Name of Contact	TOMMY HAWKINS 501-03
Address	4487 HACKBERRY CT.
City, State Zip	MIDLAND TX 79707
Phone#/Fax#	432-520-9100 OFFICE 432-557-3229 CELL
email	TOMMY.HAWKINS@WTUSSFA.COM

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships						-
	Sales						-
	Donations						-
	Prior Year Carryover						-
	Other (please explain)						-
	Total Income	-	-	-	-	-	-
		Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON-LODGERS' TAX)	Cost of Sales Items						-
	Cost of Awards						-
	Building/Booth Rent						-
	Advertising						-
	Printing & Mailing						-
	Print Media						-
	Electronic Media						-
	Misc. (Please explain)						-
Total NON- LODGERS' Exp.	-	-	-	-	-	-	-

NON-LODGERS' TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	-	-	-	-	-	-
Other	19760	24400	-	-	-	-
TOTAL LODGERS' TAX REQ. SUMMARY	19760	24400	-	-	-	-

LODGERS' TAX

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

Lodgers' Tax Budget - Event Number 1

Event Information

Name of Event: **BASEBALL MOMS ARE THE BEST**
 Date: **MAY 13-14, 2023**
 Location: **VETERAN'S MEMORIAL COMPLEX 2501 E. SANGER**
 Description: **USSS Youth Baseball Tournament for youth 7yrs to 14yrs of age**

Expected Attendance: **3000** # of Overnighters: **1000** Room Nights: **YES**
 Is this an annual event? Is this a new event? **YES**

PRINTING

	Posters (save-the-date)			Flyers Tickets	Total		
	Cost	Quantity	Total		Cost	Quantity	Total
Programs			-			0.00	
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
Mailings			-		TOTAL PRINTING COSTS		
			-			-	

PRINT MEDIA

	Newspaper		Cost	Total
	Name	# of ads		
				-
				-
	SUBTOTAL			-
	Magazine/Other		Cost	Total
	Name	# of ads		
				-
				-
	SUBTOTAL			-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
Television				-
Social Media				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
	NATIONAL SANCTION FEES			7500-
	Home Baseballs			1500-
	Home Rings			5760-
	TEAM BANQUET			1500-
	Player Gifts			3500-
			TOTAL OTHER EXPENSE	19760-

TOTAL REQUEST FOR EVENT 1 **19,760-**

Instructions: Please complete all areas of PINK that apply.

Southwest Symphony



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:
 - Proof of non-profit status and copy of last years IRS form 990
 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Leanny Salgado
 Representative

Southwest Symphony
 Name of Organization

10/30/23
 date

Received at City Hall: _____
 (date and time) 1

**Request for Lodgers' Tax Assistance
Contact Information**

Organization	Southwest Symphony
Name of Contact	Leanne Salgado
Address	PO Box 101
City, State Zip	Hobbs, NM, 88241
Phone#/Fax#	(office) 575-738-1041/(cell) 575-390-8069
email	

Event Budget

Income		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	Sponsorships						
Sales							-
Donations							-
Prior Year Carryover							-
Other (please explain)							-
Total Income		-	-	-	-	-	-

EXPENSE (NON- LODGERS' TAX		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	Cost of Sales Items						
Cost of Awards							-
Building/Booth Rent							-
Advertising							-
Printing & Mailing							-
Print Media							-
Electronic Media							-
Misc. (Please explain)							-
Total NON- LODGERS' Exp.		-	-	-	-	-	-

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	840.00	-	-	-	-	840.00
Electronic Media	440.00	-	-	-	-	440.00
Other	-	-	-	-	-	-
TOTAL LODGERS' TAX REQ. SUMMARY	1,280.00	-	-	-	-	1,280.00

LODGERS'
TAX

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

Lodgers' Tax Budget - Event Number 1 Event Information

Name of Event: **Southwest Symphony Orchestra presents AMERICAN!**
 Date: **Sunday, June 4, 2023**
 Location: **R.N. Tydings Auditorium**
 Description: **Enjoy all American classics as the SWSO brings back nostalgic American music. Geared toward audiences of all ages. Active military, veterans and first responders free of charge.**

Expected Attendance	250	# of Overnights	72	
Is this an annual event?	Yes	Is this a new event?	No	

PRINTING								
Posters (save-the-date) Programs	Cost	Quantity	Total	Flyers Tickets	Cost	Quantity	Total	
					-			
			-				-	
SUBTOTAL					SUBTOTAL			-
Mailings	Cost	Quantity	Total					
			-	TOTAL PRINTING COSTS				-

PRINT MEDIA				
Newspaper	Name	# of ads	Cost	Total
		Hobbs News Sun	7	120.00
				-
SUBTOTAL				840.00
Magazine/Other	Name	# of ads	Cost	Total
				-
				-
SUBTOTAL				-
TOTAL PRINT MEDIA				840.00

ELECTRONIC MEDIA				
Radio	Name	# of spots	Cost	Total
		MTD	1	440.00
				-
Television	Name	# of spots	Cost	Total
				-
				-
Social Media	Name	# of spots	Cost	Total
				-
				-
TOTAL ELECTR. MEDIA				440.00

OTHER EXPENSE				
Professional Performance Fees Sound and Lighting Costs Sanction Fees Promotional Items (eg: tshirts, rings, etc.) Other: (please list)	Name	# of item	Cost	Total
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				-

TOTAL REQUEST FOR EVENT 1	1,280.00
----------------------------------	-----------------

Instructions: Please complete all areas of PINK that apply.

Proposed Budget
2022-2023 Season

	CAS	SWSO	CAS	SWSO	CAS	CAS	SWSO			
CONCERTS	One Hit Wonders	Youth Series	LCU Choir	SWSO & Guest	Playing By Air	TX Guitar Quartet	SWSO		TOTAL	Lotgers' Fax
	Tydings	Tydings	Church	Tydings	Tydings	Church	Tydings	Oper. Exp.		Request
SWS PERSONNEL:										22-23
Artistic Dir.		\$2,000.00		\$1,200.00			\$1,200.00		\$4,400.00	
SWS Musicians		\$17,500.00		\$13,000.00			\$13,000.00		\$43,500.00	
OUTSIDE ARTISTIC:										
Performances Fee	\$15,000.00		\$5,000.00		\$7,500.00	\$6,000.00			\$33,500.00	\$33,500.00
Residency Fee		\$300.00		\$300.00	\$2,500.00				\$2,800.00	
TRAVEL/LODGING:										
Airfare		\$500.00		\$500.00		\$500.00	\$500.00		\$2,000.00	
Hotel	\$2,000.00	\$6,200.00		\$10,000.00	\$900.00	\$400.00	\$9,500.00		\$29,000.00	
Mileage		\$4,800.00		\$5,000.00		\$500.00	\$5,000.00		\$15,300.00	
Meals	\$500.00	\$500.00	\$500.00	\$800.00	\$300.00	\$250.00	\$300.00		\$3,150.00	
U-haul										
Hospitality					\$50.00	\$50.00			\$100.00	
Rental Car	\$500.00	\$400.00		\$400.00	\$400.00		\$400.00		\$2,100.00	
ADMINISTRATIVE:										
Executive Director								\$48,600.00	\$48,600.00	
Prog. Coordinator								\$20,000.00	\$20,000.00	
YS/OF Coordinator								\$17,500.00	\$17,500.00	
OFFICE EXPENSES:										
Rent								\$6,600.00	\$6,600.00	
Utilities/Phone								\$4,000.00	\$4,000.00	
Office Supplies/expenses								\$6,500.00	\$6,500.00	
Postage								\$2,500.00	\$2,500.00	
Taxes								\$5,000.00	\$5,000.00	
DEVELOPMENT:										
Friends of the Symphony								\$4,000.00	\$4,000.00	
Ex Dir. Prof. Exp.								\$3,000.00	\$3,000.00	
TECHNICAL:										
Lts/sound/bkln	\$2,250.00			\$2,000.00	\$500.00	\$500.00			\$5,250.00	
Stage Crew	\$500.00	\$100.00		\$200.00			\$100.00		\$900.00	
Plano Tuning									\$0.00	
SPACE/RENTAL	\$200.00	\$200.00	\$500.00	\$200.00	\$200.00	\$250.00	\$200.00		\$1,750.00	
MARKETING	\$3,000.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00		\$21,500.00	\$21,500
radio/newspaper										
billboard/social media								\$250.00	\$250.00	
Website annual fee										
PRINTING:										
Program Booklets								\$2,100.00	\$2,100.00	\$2,100.00
Brochures (Season)								\$250.00	\$250.00	\$250.00
Misc. magnets/posters/tickets								\$592.50	\$592.50	\$592.50
OTHER:										
WAA membership								\$275.00	\$275.00	
Mem.								\$600.00	\$600.00	
Liability Ins.								\$1,600.00	\$1,600.00	
NMPA dues								\$100.00	\$100.00	
ASCAP/BMI								\$1,000.00	\$1,000.00	
Music Rental		\$500.00					\$500.00		\$1,000.00	
Misc./Benevolence fund								\$1,000.00	\$1,000.00	
TOTAL	\$23,950.00	\$36,000.00	\$9,000.00	\$37,100.00	\$15,350.00	\$11,450.00	\$33,700.00	\$125,467.50	\$291,717.50	\$57,942.50

Feb. 11, 2022

Christy,

Here is our Hobbs News-Sun advertising quote for Southwest Symphony current season.

7 ads at \$120.00 per 3 x 6 black & white (3 column wide x 6 inches tall) ad per concert for in-person concert

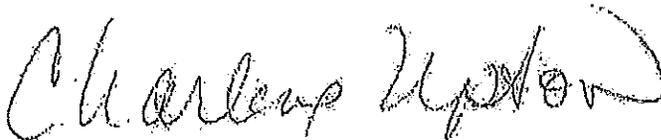
4 ads at \$120.00 per 3 x 6 black & white (3 column wide x 6 inches tall) ad per concert for virtual concert

Ad rates are as quoted for a minimum of 7 ads per in-person concert and as many ads as requested for virtual concerts with a minimum of 4 ads per virtual events.

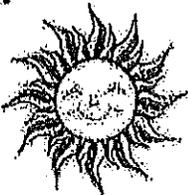
We here at the Hobbs News-Sun are anxiously anticipating the return of the wonderful Southwest Symphony events to our community!

We look forward to serving you!!

Thanks again!



Charlene Upton
Advertising Executive
Hobbs News-Sun
Ter2@hobbsnews.com
santafesundown@aol.com
575-391-5411
575-631-3112





KTUM



KWMW



KIDX



KNMB



KRUI

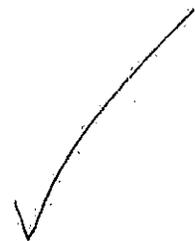
2022-2023
MTD RADIO PROPOSAL



KTUM-FM B107 The Blaze -- Top 40 music format
KWMW-FM Your Country W105 -- Country Music Format
KNMB Mix 96.7 -- Hot AC/Pop Music
KIDX-FM 101.5 The Kid -- Classic Rock
*Rates based on :30-second commercials, 6am-7pm

LIGHT COVERAGE:

3-commercials per day 7-days prior to each show
½ Paid, ½ Nonprofit Matching from Stations
22-Ads per show, per station - Cost per station \$110 + tax
Total Cost per show: \$440 + tax
Annual Cost: \$1760 + tax



MEDIUM COVERAGE:

6-commercials per day 7-days prior to each show
½ Paid, ½ Nonprofit Matching from Stations
42-Ads per show, per station, Cost \$210 + tax
Total Cost per show: \$840 + tax
Annual Cost: \$3360 + tax

HEAVY COVERAGE:

9-commercials per day 7-days prior to each show
½ Paid, ½ Nonprofit Matching from Stations
62-Ads per show, per station, Cost \$310 + tax
Total Cost per show: \$1240 + tax
Annual Cost: \$4960 + tax

ADDED VALUE TO INCLUDE:

- FREE DJ Live Reads
- Social Media Promotions
- On Air Interviews and Giveaways (if applicable)

lori@mtdradio.com

916 W. Ave D, Lovington NM 88260

c 575-390-3569



EDC
of
Lea County/Fly Hobbs



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:
 - Proof of non-profit status and copy of last years IRS form 990
 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp or Liability Insurance Coverage

RECEIVED

MAR 8 2023

OFFICE OF THE CITY CLERK

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Representative

EDC of Lea County/FlyHobbs
 Name of Organization

3/28/2023
 date

Received at City Hall: 3-30-23 Ulu

**Request for Lodgers' Tax Assistance
Contact Information**

Organization	Economic Development Corporation of Lea County
Name of Contact	Jennifer Grassham, President & CEO
Address	200 E. Broadway Suite A-201
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-397-2039
email	jennifer@edclc.org

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total	
Income	Sponsorships						-	
	Sales						-	
	Donations						-	
	Prior Year Carryover						-	
	Other (please explain)						-	
	Total Income	-	-	-	-	-	-	-
		Event 1	Event 2	Event 3	Event 4	Event 5	Total	
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items						-	
	Cost of Awards						-	
	Building/Booth Rent						-	
	Advertising	*Please see attached budget						-
	Printing & Mailing						-	
	Print Media						-	
	Electronic Media						-	
	Misc. (Please explain)						-	
	Total NON- LODGERS' Exp.	-	-	-	-	-	-	-

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	45,020.00	-	-	-	-	45,020.00
Electronic Media	144,800.00	-	-	-	-	144,800.00
Other	10,180.00	-	-	-	-	10,180.00
TOTAL LODGERS' TAX REQ. SUMMARY	200,000.00	-	-	-	-	200,000.00

LODGERS'
TAX

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

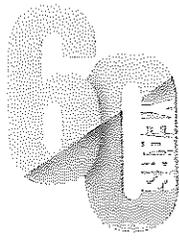
Lodgers' Tax Budget - Event Number 1 Event Information

Name of Event **FlyHobbs Marketing Campaign**
 Date **July 1, 2022 - June 30, 2023 with a 12-month average cost of \$16,667.00 per month**
 Location **SENM and west TX counties withing a 160-minel radlus; IAH and DEN markets**
 Description **This request is for marketing/advertising funds for the 22-23 FlyHobbs Annual Campaign for service to/from Housing and Denver markets. FlyHobbs seeks to promote the air service, increase ridership, and decrease leakage to other regional markets.**

Expected Attendance		# of Overnighters		
Is this an annual event?	Yes	Is this a new event?	No	

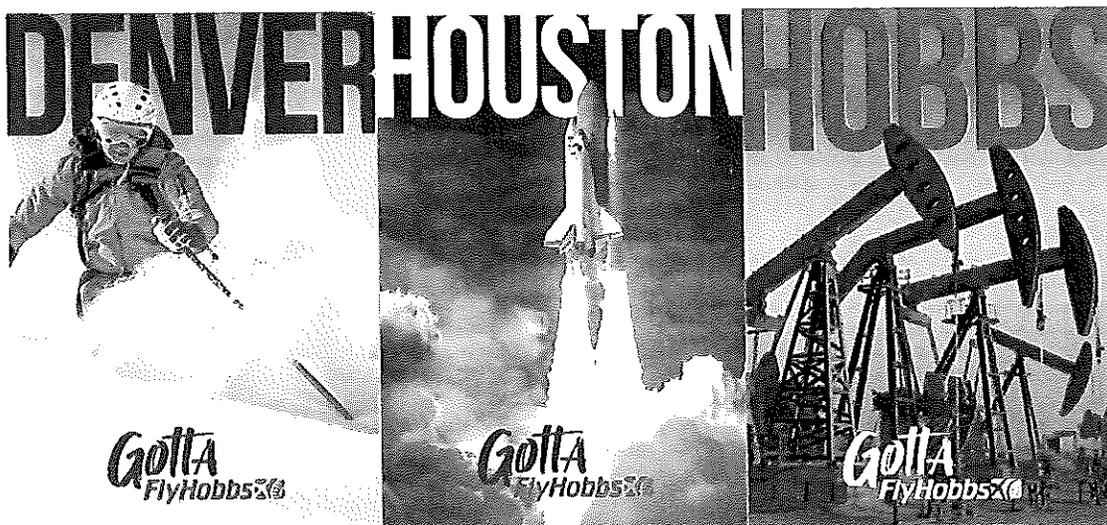
PRINTING

	Posters (save-the-date)			Flyers Tickets	Programs		
	Cost	Quantity	Total		Cost	Quantity	Total
			-			0.00	
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		
			-			-	
	SUBTOTAL				SUBTOTAL		



Economic
Development
Corporation
OF LEA COUNTY

2023-2024 Lodgers Tax Marketing Funding for FlyHobbs



SUMMARY OF BENEFITS

Scheduled airline service through Lea County Regional Airport (HOB) remains critical to the growth and viability of Hobbs' hospitality industry and our overall economy. A large percentage of guests in local hotels use the air service to travel to Hobbs. Marketing of the FlyHobbs service helps sustain flights and can significantly elevate ridership, which directly manifests into increased demand for lodging and other locally-provided goods and services. The Economic Development Corporation of Lea County (EDCLC) is requesting \$200,000, at an average of \$16,667.00/month, in Lodgers Tax funding to support both the flight service to Houston and Denver on United Airlines. These funds will be used to help increase awareness and ridership, while reinforcing the convenience for both business and leisure travel to support quality of life/quality of place initiatives within Lea County.

Background Information

The current United Airlines service began in July of 2011 as the result of a collaborative initiative that began in early 2008 between the EDCLC, City of Hobbs (COH), Lea County and other community organizations to bring air service to Lea County Regional Airport.

Because of the strong linkage of air service to the visitor industry (business and leisure), lodgers tax funding has been used for marketing the air service and to assist with the airline subsidy, which continues to bring business travelers for energy-related and other industries in the region. FlyHobbs marketing and ridership are critical to the growth and vitality of Hobbs' hospitality industry and local GRT that is generated from this service. Lodgers Tax support is required in order to effectively carry out that marketing. In 2014, the New Mexico Department of Transportation Aviation Division (DOT-AD) partnered with the University of Arizona conducted a study to analyze FlyHobbs' economic impact to the region. At that time with 17,000 enplanements, FlyHobbs was bringing \$19 million to the region. Since the pandemic restrictions have lifted, HOB has had average annual enplanements between 16,000 – 20,000, making the economic impact of the airline similar to the impact in 2014. It is our expectation that enplanements will continue to increase over the coming years (Note: It is our understanding that the New Mexico DOT-AD will update its economic impact study in 2024). We believe that the investment in advertising the convenience of having the service for business and leisure travel in the region has had a great impact on the branding of FlyHobbs in our target markets.

Marketing and Promotion Plan

The EDCLC will continue to aggressively market United Airlines flights' ridership through a multi-faceted marketing campaign directed at potential ridership through the Denver and Houston hub markets, Southeast New Mexico (SENM) counties, as well as the adjacent West Texas (WTX) counties that use these service hubs to come to Hobbs and SENM for work and as a gateway to NM tourism.

The FY2023-2024 marketing plan includes:

- Focus on alerting travelers of the restored Denver service, and potential for additional frequency beginning with the 2023-2024 contract
- Information on the current Houston schedule
- For the business traveler, convenience of FlyHobbs air service to get to the region faster
- For the leisure traveler, quality of place benefits for our residents provided by expanded travel
- Outreach to various energy corporate travel and HR contacts on the convenience of the FlyHobbs flights to the Permian/Delaware Basin for business as compared to other regional carriers.

EDCLC's staff has strong experience in marketing, graphics design, social media, research and other subject areas important to planning and implementation of an effective campaign to expand ridership to/from Houston and Denver. A professional advertising agency, The Aviation Agency, was retained in September 2021 to 1) help us develop and sharpen traditional, social media, and streaming advertising, 2) identify the most productive target sectors, and 3) to help us measure results. Utilizing the EDCLC research, as well as passenger origination data provided by Airplanners LLC, in 2019-20 we identified key initial target sectors for marketing travel between Both Houston and Denver and the SENM/WTX market: energy, renewable energy, and medical travel.

The online marketing component has been significantly expanded from pre-pandemic levels, with geofencing target areas from origination and destination flights in the region, coupled with proposed advertising on select streaming services in radio and TV in the SENM/WTX, Denver and Houston markets (subject to DOT matching grant funds). Measurement tools are employed to gauge results and direct any needed changes in marketing focus to travel trends. This ongoing campaign also involves traditional media such as radio, print and electronic billboards. In addition, the EDCLC staff has traditionally carried out a comprehensive campaign of educating the public about FlyHobbs service through regional community outreach. In the coming year, staff will conduct visits with government agencies, site selectors for prospective new business opportunities, energy sector corporate executives, travel agencies, and corporate travel centers within the scope of our work as an organization to further the FlyHobbs brand.

Gotta
FlyHobbs 

United Way
of
Lea County



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees Sound and Lighting as Related to Performance	Administrative Office Overhead
Advertising/Promotion Items	Website Costs
Sanitation	Real Property
Sanction Fees	Tangible Property

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022**. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures. **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**
6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:

- Proof of non-profit status and copy of last years IRS form 990
- Proof of agency good standing with the NM Corporation Commission
- Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Marcus Sparenberg
 Representative

United Way of Lea County
 Name of Organization

3/15/2023
 date

**Request for Lodgers' Tax Assistance
Contact Information**

Organization	United Way of Lea County
Name of Contact	Marcus Sparenberg
Address	320 N Shipp
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-397-2203
email	campaign@uwolc.org

Event Budget

Income		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	Sponsorships	15,000.00					
Sales	10,000.00						10,000.00
Donations	2,500.00						2,500.00
Prior Year Carryover							-
Other (please explain)							-
Total Income	27,500.00	-	-	-	-	-	27,500.00

EXPENSE (NON- LODGERS' TAX)		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	Cost of Sales Items	750.00					
Cost of Awards	250.00						250.00
Building/Booth Rent	-						-
Advertising	-						-
Printing & Mailing	-						-
Print Media	-						-
Electronic Media	600.00						600.00
Misc. (Please explain)							-
Total NON- LODGERS' Exp.	1,600.00	-	-	-	-	-	1,600.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	1,000.00	-	-	-	-	1,000.00
Print Media	1,200.00	-	-	-	-	1,200.00
Electronic Media	2,295.00	-	-	-	-	2,295.00
Other	4,800.00	-	-	-	-	4,800.00
TOTAL LODGERS' TAX REQ. SUMMARY	9,295.00	-	-	-	-	9,295.00

LODGERS'
TAX

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

Lodgers' Tax Budget - Event Number 1

Event Information

Name of Event	TURFS - Flag Bowl		
Date	May 27th & 28th		
Location	Watson Stadium - Hobbs High School		
Description	This is a flag football tournament raising money for the Hobbs Schools Crisis Fund. These funds help support families struggling with food, housing, and utility insecurities. Last year raised over \$8,000 with 35 teams participating and over 2,000 spectators. This was modeled to Roswell's Hike It/Spike It event		

Expected Attendance	4,000	# of Overnights	400
Is this an annual event?	Yes	Is this a new event?	No

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)	7.50	50	375.00	Flyers Tickets	1.25	500	625.00
Programs			-				-
	SUBTOTAL		375.00		SUBTOTAL		625.00
Mailings			-		TOTAL PRINTING COSTS		1,000.00

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper	TURFS - Flag Bowl Advertisement (1 day)	4	300.00	1,200.00
				-
	SUBTOTAL			1,200.00
Magazine/Other				-
				-
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				1,200.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio	B107; W105	70	8.50	595.00
	Noalmark (KZOR, KIXN)	70	12.00	840.00
Television	KLMA - RADIO (Spanish)	70	8.00	560.00
				-
Social Media	FB/IG Sponsored Ads (Monthly)	3	100.00	300.00
				-
TOTAL ELECTR. MEDIA				2,295.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)	Simply - Shirts	400	12.00	4,800.00
Other: (please list)				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				4,800.00

TOTAL REQUEST FOR EVENT 1	9,295.00
----------------------------------	-----------------

Instructions: Please complete all areas of PINK that apply.