



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

Monday, April 20, 2026 - 6:00 PM

	Jonathan Sena Mayor	
R. Finn Smith Commissioner - District 1	Christopher R. Mills Commissioner - District 2	Larron B. Fields Commissioner - District 3
Joseph D. Calderón Commissioner - District 4	Dwayne Penick Commissioner - District 5	Don R. Gerth Commissioner - District 6

AGENDA

City Commission Meetings are
Broadcast Live on KHBX FM 90.7 Radio and
View Online at www.hobbsnm.org

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the April 6, 2026, Regular Commission Meeting (*Jan Fletcher, City Clerk*)
2. Minutes of the March 30, 2026, Commission Work Session (*Jan Fletcher, City Clerk*)

PROCLAMATIONS AND AWARDS OF MERIT

3. Proclamation Proclaiming April 20, 2026, as "HOBBS LADY EAGLES DAY" in the City of Hobbs (*Jonathan Sena, Mayor*)

4. Recognition of City Employees - Milestone Service Awards for the Month of April, 2026 (*Manny Gomez, City Manager*)
 - 5 years - Alexis Arriaga, Hobbs Public Library
5. Recognition of City of Hobbs' Animal Control Officers (*Manny Gomez, City Manager*)

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.)

6. Resolution No. 7753 - Approving the Final Plat for Tract 5 of the Chaparral Subdivision into Four (4) Lots (*Angel Lopez Zamora, Planning Project Manager*)
7. Consideration and Approval of the Purchase of a Replacement Vulcan Influent Stair Screen Assembly in the Amount of \$132,797.00 from Vulcan Industries, LLC. (*Todd Randall, Assistant City Manager*)
8. Resolution No. 7754 - Amending the City of Hobbs 401(A) Plan with Nationwide (*Toby Spears, Finance Director*)
9. Resolution No. 7755 - Authorizing the Opening of a New Capital Project Fund (*Deb Corral, Assistant Finance Director*)
10. Resolution No. 7756 - Supporting the Eddy-Lea Energy Alliance (ELEA) in Pursuing Legal Action Regarding the Validity of NMSA 1978, § 74-4A-11.1 Under Federal Preemption Principles (*Medjine Desrosiers-Douyon, Deputy City Attorney*)
11. Consideration of Approval of Change Order No. 2 and Final with Entrench Inc., for the Joe Harvey Trunk Line F Emergency Replacement Project (*Anthony Henry, City Engineer*)
12. Resolution No. 7757 - Authorizing the Mayor to Execute a Memorandum of Agreement Between the Hobbs Public Library and STEM Innovation Network of New Mexico (*Nichole Lawless, Library Director*)

DISCUSSION

13. Recreation Department 2025 Annual Report (*Doug McDaniel, Recreation Director*)
14. Neighborhood Traffic Management Program Update (*Anthony Henry, City Engineer*)

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

15. PUBLICATION: Proposed Ordinance Amending Chapter 3.20 of the Hobbs Municipal Code Regarding the City of Hobbs Procurement Policy (*Toby Spears, Finance Director*)
16. Resolution No. 7758 - Authorizing an Allocation of Lodgers' Tax to Fund Various Events for FY 2026 (*Deb Corral, Assistant Finance Director*)
17. Resolution No. 7759 - Adopting Budgetary Adjustment #5 for the Fiscal Year 2025-2026 (*Deb Corral, Assistant Finance Director*)
18. Consideration of Approval of a Contract with Intermountain Slurry Seal, Inc. in the Amount of \$2,302,057.72 for Microsurfacing Various City Streets (State of New Mexico Price Agreement 40-80500-24-17089) (*Shelia Baker, General Services Director*)
19. Consideration of Approval of the Purchase of Ninety (90) XL-200P Portable Radios from Dailey and Wells Communications, Inc., Utilizing an HGAC Contract (*Mark Doport, Fire Chief*)
20. Resolution No. 7760 - Determining that Certain Properties are Ruined, Damaged and Dilapidated Requiring Removal from the Municipality (115 S. Avenue A, 407 E. Midwest, 409 W. Clinton, 615 N. Thorp, 904 E. Roxana, 2100 E. Bond, 904 N. Cochran, 1007 N. McKinley and 723 E. Gypsy *Storage Building) (*Jessica Silva, Community Services Superintendent, Amber Leija, Assistant City Attorney*)
21. Resolution No. 7761 - Approving a Development Agreement with Stuard Development, LLC, Concerning the Development of Market-Rate Single Family Housing (*Angel Lopez Zamora, Planning Project Manager*)
22. Resolution No. 7762 - Authorizing an Infrastructure Extension Development Agreement with ALJO Development, LLC for the Extension of Ranchland Road from Glorietta to Navajo (*Todd Randall, Assistant City Manager*)
23. Resolution No. 7763 - Approving an Infrastructure Extension Development Agreement with ALJO Development, LLC, for the Extension of Glorietta Drive (*Todd Randall, Assistant City Manager*)
24. Consideration of Approval of Task Order #1 to Wilson Independent Ops, LLC,

Utilizing RFP 557-26 (Construction Observation and Inspection Services)
(Anthony Henry, City Engineer)

25. Consideration of Approval of Task Order #1 to Square Root Services, LLC,
Utilizing RFP 557-26 (Construction Observation and Inspection Services)
(Anthony Henry, City Engineer)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

26. Next Meeting Dates:

City Commission Regular Meetings

- Monday, May 4, 2026, at 6:00 p.m.
- Monday, May 18, 2026, 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
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Minutes of the April 6, 2026, Regular Commission Meeting

DEPT OF ORIGIN: City Clerk

DATE SUBMITTED: 4/10/2026

SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

Minutes of the regular Commission meeting held on April 6, 2026.

Fiscal Impact:

N/A

Attachments:

April 6, 2026 - Minutes

Recommendation:

Motion to approve the minutes.

Approved By:

Jan Fletcher, City Clerk 04/10/2026

Manny Gomez, City Manager 04/10/2026

Minutes of the regular meeting of the Hobbs City Commission held on Monday, April 6, 2026, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico. This meeting was also broadcast via Livestream on the City's website at www.hobbsnm.org.

Call to Order and Roll Call

Mayor Sena 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 Jonathan Sena
Commissioner R. Finn Smith
Commissioner Chris Mills
Commissioner Larron B. Fields
Commissioner Joseph D. Calderón
Commissioner Dwayne Penick (arrived at 6:30 p.m.)
Commissioner Don Gerth

Also present:

Manny Gomez, City Manager
Todd Randall, Assistant City Manager
Medjine Desrosiers-Douyon, Deputy City Attorney
Ayana Estrada, Deputy City Attorney
Mark Doporto, Fire Chief
Ryan Herrera, Deputy Fire Chief
Anthony Henry, City Engineer
Bryan Wagner, Parks and Open Spaces Director
Lou Maldonado, Parks Superintendent
Matt Hughes, Rockwind Superintendent
Chad Littlejohn, Marketing Coordinator
Doug McDaniel, Recreation Director
Nichole Lawless, Library Director
Bobby Arther, Municipal Judge
Deborah Corral, Assistant Finance Director
Nicholas Goulet, Human Resources Director
Tracy South, Assistant Human Resources Director
Bill Griffin, WWRF Superintendent
Shelia Baker, General Services Director
Christa Belyeu, I.T. Director
Julie Nymeyer, Executive Assistant
Jan Fletcher, City Clerk
Rose Galavez, Deputy City Clerk
Alyxandra Salas, Assistant Deputy City Clerk
28 citizens

Invocation and Pledge of Allegiance

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

Approval of Minutes

Commissioner Calderón moved the minutes of the regular meeting of March 2, 2026, be approved as written. Commissioner Fields seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Gerth yes, Sena yes. The motion carried.

Proclamations and Awards of Merit

Mayor Sena proclaimed the month of April, 2026, as "FAIR HOUSING MONTH" in the City of Hobbs. He presented the proclamation to Ms. Jan Fletcher, City Clerk, to enter into the record.

Mayor Sena proclaimed Monday, April 6, 2026, as "SAMUEL PAGES DAY" in the City of Hobbs. Mayor Sena read the proclamation and introduced Mr. Samuel Pages, alongside his coach, and praised the Hobbs High School Wrestling Team for their hard work and dedication. He extended best wishes for the team's continued success in the future.

Mayor Sena proclaimed April 6, 2026, as "LINEMEN APPRECIATION DAY" in the City of Hobbs. Mayor Sena read the proclamation and honored five outstanding electrical linemen, Mr. Juan Trevino, Mr. Jesus Robles, Mr. Bryan Valdez, Mr. Zakary McPeters, and Mr. Jared Carpenter. He thanked these dedicated individuals for their tireless service, skill and bravery in keeping the community powered and safe.

Mayor Sena proclaimed the week of April 12 - 18, 2026, as "NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK" in the City of Hobbs. He read the proclamation and presented it to Ms. Angela Martinez and members of the Lea County Communications Authority. Mayor Sena expressed his appreciation for the vital role they play in keeping the community safe. He thanked these dedicated professionals for their commitment, professionalism and the critical services they provide to the citizens of Hobbs each day.

Public Comments

None.

Consent Agenda

Mayor Sena 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. 7748 - Authorizing the Mayor to Grant a Special Noise Variance to the Noise Ordinance for the Cinco de Mayo Festival to be Held on Saturday, May 2, 2026, at 300 East Broadway

Resolution No. 7749 - Authorizing Adoption of the Required Community Development Block Grant (CDBG) Annual Certifications and Commitments (2026)

Resolution No. 7750 - Consideration of Approval of the Final Plat for the Salgado Investment Properties Subdivision (4 Tracts)

Resolution No. 7751 - Consideration of Approval of Development Agreement for Berry & Gomez LLC

Consideration and Approval of Bid No. 1628-26 to Furnish a Self-Contained Valve Maintenance Trailer and Recommendation to Accept Bid from E.H. Wachs in the Amount of \$105,742.50

Consideration of Approval of RFP 557-26 for Professional Construction Observation and Inspection Services and Recommendation to Award Agreements to Wilson Independent Ops, Parkhill, Smith & Cooper, Freese and Nichols, Square Root Services, and Pettigrew & Associates

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

Commissioner Penick arrived at the meeting at 6:30 p.m.

Discussion

WIPP Transportation Routing Update

Mr. James Mason, Institutional Affairs Manager for the U.S. Department of Energy's Waste Isolation Pilot Plant (WIPP), provided an overview of proposed temporary transportation route changes due to construction and realignment issues on the existing route. In coordination with County and City officials, U.S. Highway 62-80 through the city was identified as a viable temporary option.

Mr. Mason outlined WIPP's transportation program, noting approximately 60 annual shipments over a 40-week period, a strong safety record with over 14,700 incident-free shipments, and the use of highly regulated Type B packaging designed for severe conditions. He stated the materials transported are non-liquid, non-explosive, and intrinsically safe, and that shipments undergo rigorous inspections prior to transport. He stated slower speeds through the City may reduce risk compared to

high-speed routes through oilfield traffic. Mr. Mason offered training and additional safety information to support local public safety.

Several members of the Commission raised questions regarding routing, safety, and operations. Mr. Mason stated four-lane highways are preferred and that the proposed route is temporary with alternative options such as a bypass having been considered for future use. He also confirmed that shipments cannot proceed until a final route is established.

Mayor Sena expressed his support for the temporary route until State Road 176 reopens and indicated interest in pursuing a southeast bypass in the future, budget permitting.

Mr. Mason further explained that WIPP works with the State of New Mexico and local communities to designate transportation routes, emphasizing the importance of community collaboration and public safety partnerships. He invited City officials to visit the WIPP site and confirmed that public input is welcome at upcoming meetings. He stated two drivers are used in the vehicle, rotating in compliance with Department of Transportation regulations. He described the size of the standard transport trucks and stated the proposed transit time would be between 1:00 p.m. and 2:00 p.m. in the early afternoon.

In response to Mayor Sena's open invitation to speak, no members of the audience offered any public comment on the issue.

Mayor Sena concluded by acknowledging the safety of the transportation program and its economic benefits to the region, expressing appreciation for Mr. Mason's presentation.

Action Items

PUBLIC HEARING: Resolution No. 7752 - Concerning the Transfer of Ownership and Location of Dispenser Liquor License No. DIS-001127 from Hotel Artesia, LLC, to Rielero Investments, LLC, Located at 1912 North Grimes, Hobbs, New Mexico

Mayor Sena disclosed a conflict of interest with this item as a member of his wife's family is the liquor license applicant. At this time, Mayor Pro Tem Joseph D. Calderón assumed control of the meeting. He announced the agenda item and asked Ms. Ayana Estrada, Deputy City Attorney, to proceed as the Hearing Officer for the public hearing.

Ms. Ayana Estrada, Deputy City Attorney, announced the matter before the body is a public hearing for Rielero Investments, LLC, who has applied to the Alcoholic Beverage Control, and received preliminary approval for transfer of ownership and location of a dispenser liquor license from Hotel Artesia, LLC, 203 North 2nd Street,

Artesia, New Mexico, to Rielero Investments, 1912 North Grimes in Hobbs, New Mexico. She stated the City has duly published notice of the hearing in the Hobbs New-Sun and has properly notified the applicant of such hearing by email and certified mail. Ms. Estrada then invited any parties wishing to speak, either in favor or opposition to the license, to come forward. No members of the public came forward to speak.

Ms. Kyla Stoker, a representative agent, was present via telephone conference call representing the applicant. Ms. Fletcher, City Clerk, administered the witness oath to Ms. Stoker.

Ms. Estrada posed a series of questions to Ms. Stoker regarding the transfer of ownership and location of the license. In response, Ms. Stoker stated she has received preliminary approval from the State of New Mexico Regulation and Licensing Department. In further response to Ms. Estrada, Ms. Stoker confirmed that the proposed establishment is located at 1912 North Grimes Street in Hobbs, New Mexico. Ms. Stoker stated the DBA name of the business as of now is Rielero Investments and will be updated as necessary.

In further response to Ms. Estrada's questions, Ms. Stoker stated the premises are not located within 300 feet of a church, school or military installation. Ms. Stoker stated she received written correspondence from the City of Hobbs that the City has no zoning in Hobbs. Ms. Stoker stated she is not aware of any facts or concerns that would adversely affect the public health, safety, or morals of Hobbs if the license is approved. She stated herself and the owner intend to abide by all statutory requirements regarding this liquor license.

At this time, Mr. Luis Estrello, the owner of Rielero Investments, came forward and introduced himself to the Mayor and Commission.

There being no further discussion, Commissioner Smith moved to approve Resolution No. 7752 for transfer of ownership and location of Dispenser Liquor License from Hotel Artesia, LLC, to Rielero Investments, LLC, located at 1912 North Grimes, Hobbs, New Mexico. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Penick yes, Gerth yes, Sena abstain. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Mayor Sena resumed control of the meeting as Mayor.

Consideration of Approval of Task Order #4 to Infrastructure Rehab USA Utilizing RFP 548-24, (Manhole Rehabilitation Project)

Mr. Todd Randall, Assistant City Manager, explained Task Order #4 for the Manhole Rehabilitation Project. He stated the City of Hobbs is rehabilitating 50 aging

wastewater infrastructure sites by installing cured-in-place (CIP) liners and restoring sewer manholes throughout the city. This trenchless method strengthens existing structures without the need for extensive excavation, thereby extending the lifespan of the infrastructure while minimizing disruption to streets and residents. The total project cost for all 50 sites is \$386,122.83, averaging just over \$7,000 per manhole. Project locations vary across the city, including areas such as Steven Drive, Breckon Street and College Lane, some of which have been identified as the most severely deteriorated.

There being no discussion, Commissioner Calderón moved to approve Task Order #4 with Infrastructure Rehab USA for the Manhole Rehabilitation Project as presented. Commissioner Fields seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Penick yes, Gerth yes, Sena yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Consideration of Approval of Generator Replacements for Wells 11 & 12, and 27 Utilizing a CES Contract with Kirkmeyer Electric

Mr. Todd Randall, Assistant City Manager, stated the Utilities Department is requesting approval to replace two aging emergency backup generators located at the Well 27 site and the shared Wells 11/12 site. Both units are approximately 20 years old and have become increasingly unreliable. The generator at Well 27 has a critical internal programming issue that is no longer repairable, and replacement parts and technical support are no longer available. Similarly, the generator serving Wells 11/12 consistently shuts down under load despite multiple repair attempts. Given their age, declining reliability, and the limited availability of parts and support, replacement of both generators is recommended to ensure continued operational stability.

There being no discussion, Commissioner Penick moved to approve the CES Contract with Kirkmeyer Electric for generator replacements as presented. Commissioner Mills seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Penick yes, Gerth yes, Sena yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Consideration of Award of Professional Services Contract to Smith Engineering Company for the Mills Neighborhood Street Reconstruction Project. (CES Contract No. 30-80500-22-16991)

Mr. Todd Randall, Assistant City Manager, stated the Mills Neighborhood Street Reconstruction Project will deliver roadway, sidewalk, and ADA improvements in the area surrounding Mills Elementary School to enhance mobility and safety. With the school nearby, increased pedestrian traffic is anticipated, making these upgrades

especially important. Smith Engineering will develop full design plans for two bid packages covering Cochiti/Rojo, Cielo, Copper, Acoma, and Taos. The scope includes asphalt rehabilitation, curb and gutter improvements, new sidewalk segments, and the installation of approximately 21 ADA-compliant ramps. He stated the total design cost is \$143,895.34 with construction anticipated to begin in the summer of 2027. Mr. Randall stated this project will be funded through the Roadway Fund which has a total allocation of \$10 million.

There being no further discussion, Commissioner Mills moved to approve the professional services contract with Smith Engineering Company for the Mills Neighborhood Street Reconstruction Project as presented. Commissioner Penick seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Penick yes, Gerth yes, Sena yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

Commissioner Penick apologized for his late arrival and thanked everyone for their attendance.

Commissioner Fields commented on the presentation regarding the transportation of nuclear materials through the city, emphasizing that as the Commission makes decisions affecting the safety of Hobbs, it is critical to carefully consider every aspect and detail due to the seriousness of the issue. He expressed his appreciation to staff for their continued efforts and stated the Commission is committed to doing a thorough job in ensuring the safety and well-being of Hobbs residents.

Commissioner Gerth remarked that while he may have seemed slow previously, he expects to take even more time initially as he learns to use the new iPads. However, he expressed confidence he will become proficient with them and ultimately help make the voting process more efficient.

Mayor Sena shared he recently visited Bonus Burgers, a new restaurant in town, and described it as one of the best burgers he has had in the community. He thanked the owner and staff, who were present, for their work and for attending, and also expressed appreciation to the Rhoads family for being there. He stated City staff are currently working through the budget, noting that adjustments have been necessary to ensure financial stability. Mayor Sena stated he will continue striving to make sound decisions in the coming days that support the City of Hobbs staff while advancing infrastructure, public safety and economic development initiatives.

Mr. Gomez reminded the public about the upcoming meet and greet for the Hobbs Police Department (HPD) Police Chief candidates which will be held at the Rockwind Grill, located at 5001 Jack Gomez Blvd. He stated the event offers residents of Hobbs

a valuable opportunity to meet the three finalists for the HPD Police Chief position in a casual and accessible setting.

Mr. Gomez announced the next Spring Cleanup will take place at the intersection of West Temple and South Leech on Saturday, April 11, 2026. Cleanup supplies will be provided. To register or obtain additional information, residents may contact Ms. Evelyn Nunez at enunez@hobbsnm.org.

Mr. Gomez recognized Mr. Mark Doporto, Fire Chief, Mr. Ryan Herrera, Deputy Fire Chief, and Ms. Carrie Downing, EMS Superintendent, for their efforts in organizing the first annual awards banquet held this past weekend at the Western Heritage Museum. During the event, 14 awards were presented to firefighters and fire officers in recognition of their service and achievements. He noted that the work of firefighters and emergency personnel often goes under-recognized. Mr. Gomez stated these honors are well deserved given their continued hard work and dedication to the community.

ADJOURNMENT

There being no further business or comments, Commissioner Calderón moved the meeting adjourn. Commissioner Gerth seconded the motion and the vote was recorded as follows: Smith yes, Mills yes, Fields yes, Calderón yes, Penick yes, Gerth yes, Sena yes. The motion carried and the meeting adjourned at 7:00 p.m.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Minutes of the March 30, 2026, Commission Work Session

DEPT OF ORIGIN: City Clerk

DATE SUBMITTED: 4/7/2026

SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

Minutes of the Commission work session on March 30, 2026, for discussion of a strategic plan.

Fiscal Impact:

N/A

Attachments:

March 30, 2026 - Work Session

Recommendation:

Motion to approve the minutes.

Approved By:

Jan Fletcher, City Clerk 04/10/2026
Manny Gomez, City Manager 04/10/2026

Minutes of the work session of the Hobbs City Commission held on Monday, March 30, 2026, in the banquet room of the CORE, 4827 North Lovington Hwy., Hobbs, New Mexico.

Mayor Sena called the work session to order at 9:00 a.m. and welcomed everyone to the meeting. The City Clerk called the roll and the following answered present:

Mayor Jonathan Sena
Commissioner R. Finn Smith
Commissioner Christopher Mills
Commissioner Larron B. Fields
Commissioner Joseph D. Calderón
Commissioner Dwayne Penick
Commissioner Don Gerth

Also present: Manny Gomez, City Manager
Todd Randall, Assistant City Manager
Rose Galavez, Deputy City Clerk
Jan Fletcher, City Clerk

Mr. Manny Gomez, City Manager, thanked everyone for attending today's work session on strategic planning. He introduced Mr. Patrick Ibarra, founder of The Mejorando Group. He stated Mr. Ibarra conducted a strategic planning session with the City Commission in 2023.

Mr. Ibarra provided a brief introduction of his background, discussing his time as a former City Manager and recapping his experience working with other City Council members over time. He also outlined the goals for today's meeting.

Mr. Ibarra and the City Commission reviewed the following items:

Benefits of Good Government – A group discussion was held about the positive impacts to the quality of life for residents in Hobbs, which are the result of decisions made by the Mayor and Commissioners.

What's Your Legacy – The Mayor and each Commissioner briefly shared comments regarding what they would like their legacy to be.

Refresher on the Commissioner-Manager Form of Government – A discussion was held on the various roles and expectations of Elected Officials, City Manager, Department Directors, City staff and community members.

Review and Update –Department Heads from all of the City's Departments joined the meeting at this time. Mr. Gomez, through the use of a PowerPoint Presentation, reviewed the major accomplishments from 2025 and shared major initiatives planned for 2026 with the full group. A brief discussion was held on the current status of several of the projects. Following this presentation, the Department Heads were excused to leave the meeting.

“Headwinds: Change as a Process, Not an Event” – Mr. Ibarra and the Commission group continued its discussion and explored various trends impacting the role of government, the community, and the departments.

A short lunch break was held by the group.

Role as Community Builder – A group discussion was held about the City’s role as a community builder reflecting on its past role, present approach, and possible future role.

“Hot” Topics – A discussion was held on some “hot topic” items which were provided to the facilitator prior to today’s session. Mr. Ibarra stated the focus of the discussion is to discuss these topics without necessarily determining whether or not each is a goal, at this time.

Establish Goals – Based on the entire day’s discussion, the group worked to identify and discuss a potential series of goals for the foreseeable future.

Next Steps – Mr. Gomez, working with staff, will create additional detail such as a schedule for update of the priorities/goals identified by the governing body and share this information at a future Commission meeting.

Mayor Sena adjourned the work session at 4:00 p.m. and thanked everyone for attending.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Office of the Mayor
Hobbs, New Mexico

PROCLAMATION

WHEREAS, the 2025-26 Lady Eagles Basketball Team won their fifth State Championship, and their fourth in eight years, by outscoring their opponents 60 to 33. The Lady Eagles closed out the season on a 20-game win streak and beat Rio Rancho 66-53 in the NMAA Class 5A State Championship game in Albuquerque at The Pit on March 14, 2026; and

WHEREAS, the Lady Eagles are led by Coaches; Joe Carpenter, Selena Ornelas, Terrell Wright, Syndi Hill, Gabrielle Ray, and Misty Hall; and

WHEREAS, this championship is the Hobbs High School Lady Eagles Basketball Team's fifth in school history, as the first four were in 2003, 2018, 2020 and 2023. The Lady Eagles Basketball team outscored their opponents 60-33 for the season scoring 1876 points and allowing 1031; and

WHEREAS, the Hobbs Lady Eagles have completed a successful year with a season record of 29-2 and winning their last 20 straight games, representing Hobbs High School, the City of Hobbs, and Lea County in the sport of girls' basketball; and


WHEREAS, the Hobbs Lady Eagles finished with 220 three-pointers, fourth most in a single season for girls' basketball team, and Kacelynn Muniez recorded 94 three-pointers, most in Hobbs Lady Eagles' single-season school history and fourth most in NMAA girls' single-season history, and

NOW, THEREFORE, I, Jonathan Sena, Mayor of the City of Hobbs, New Mexico, do hereby proclaim April 20th, 2026, as

"HOBBS LADY EAGLES DAY"

in recognition of the outstanding accomplishments of the 2025-26 Hobbs High Lady Eagles Basketball Team with congratulations for a job well done!

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of April, 2026, and cause the seal of the City of Hobbs to be affixed hereto.



JONATHAN SENA, Mayor

ATTEST:



JAN FLETCHER, City Clerk



April Milestones 2026

5 Years

Alexis Arriaga

Teen Librarian

04/05/2021



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7753 - Approving the Final Plat for Tract 5 of the Chaparral Subdivision into Four (4) Lots

DEPT OF ORIGIN: Planning

DATE SUBMITTED: 4/2/2026

SUBMITTED BY: Angel Lopez Zamora, Planning Project Manager

Summary:

The property owners, Rita and Jerry McCurter, request approval of a Final Plat to subdivide Tract 5 of the Chaparral Subdivision into four (4) lots (Lots 5A, 5B, 5C, and 5D).

The subject property is bordered by North Isaacs Street, West De Vargas Avenue, and West De Baca Avenue, which are dedicated but currently unimproved roadways. The lots have frontage and access to Valdez Street, an improved and maintained roadway.

The Planning Board reviewed the request on February 17, 2026, and recommended approval of the Final Plat, including a variance from the requirement to construct improvements on the surrounding unimproved roadways (North Isaacs Street, West De Vargas Avenue, and West De Baca Avenue), based on the availability of adequate access from Valdez Street.

Pursuant to Hobbs Municipal Code §16.12.010, subdivision of a tract into more than three (3) lots requires approval by both the Planning Board and the City Commission.

Fiscal Impact:

There is no direct fiscal impact associated with approval of this Final Plat.

Approval of the subdivision may facilitate future residential development; however, it does not obligate the City to construct or improve adjacent roadways.

Attachments:

RESO - Chaparral Subdivision

TRACT 5 CHAP SUB -TYPE 3A

Recommendation:

Motion to approve Resolution approving the Final Plat for Tract 5 of the Chaparral Subdivision into four (4) lots, as recommended by the Planning Board.

Approved By:

Todd Randall, Assistant City Manager	04/10/2026
Toby Spears, Finance Director	04/10/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/10/2026
Manny Gomez, City Manager	04/13/2026

CITY OF HOBBS

RESOLUTION NO. 7753

**A RESOLUTION APPROVING THE FINAL PLAT FOR TRACT 5 OF THE
CHAPARRAL SUBDIVISION INTO FOUR (4) LOTS, AS RECOMMENDED BY
THE PLANNING BOARD**

WHEREAS, Rita and Jerry McCurter have submitted a Final Plat for the subdivision of Tract 5 of the Chaparral Subdivision into four (4) lots for review and approval; and

WHEREAS, the City of Hobbs Planning Board reviewed the Final Plat at its meeting on February 17, 2026, and recommended approval; and

WHEREAS, the Planning Board recommended approval of the Final Plat with a variance from the requirement to construct improvements on North Isaacs Street, West De Baca Avenue, and West De Vargas Avenue, based on the availability of adequate access from Valdez Street; and

WHEREAS, the proposed subdivision complies with applicable provisions of the Hobbs Municipal Code, including §16.12.010;

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF THE CITY OF HOBBS, NEW MEXICO:

1. The Final Plat for Tract 5 of the Chaparral Subdivision, creating four (4) lots identified as Lots 5A, 5B, 5C, and 5D, is hereby approved as recommended by the Planning Board.
2. The City Manager, or designee, is authorized to execute any documents and take any actions necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

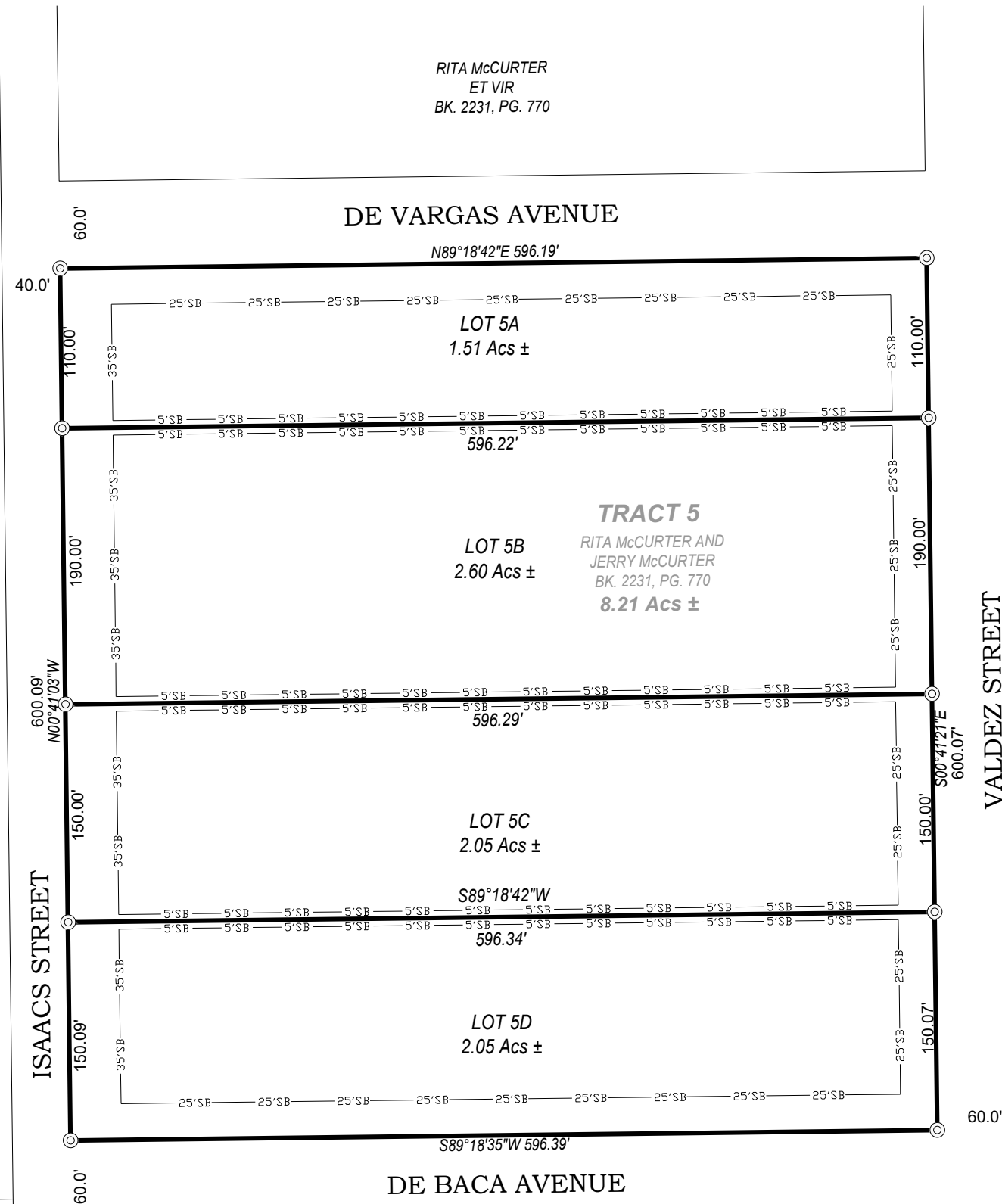
JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**SUMMARY SUBDIVISION OF TRACT 5 OF
CHAPARRAL SUBDIVISION LOCATED IN
SECTION 4, TOWNSHIP 18 SOUTH, RANGE 38 EAST, N.M.P.M.
LEA COUNTY, NEW MEXICO**

A TYPE 3A SUMMARY SUBDIVISION OF TRACT 5, "CHAPARRAL SUBDIVISION" AS SHOWN ON THE PLAT RECORDED ON AUGUST 18, 1970, IN BOOK 291, ON PAGE 10A IN THE OFFICE OF THE COUNTY CLERK OF LEA COUNTY, NEW MEXICO INTO LOTS 5A, 5B, 5C AND 5D.



CERTIFICATE OF MUNICIPAL APPROVAL BY RESOLUTION:

STATE OF NEW MEXICO)
COUNTY OF LEA)

I, JAN FLETCHER, THE DULY APPOINTED AND ACTING CITY CLERK OF THE CITY OF HOBBS, LEA COUNTY, NEW MEXICO, DO HEREBY CERTIFY THAT THE FOREGOING PLAT OF "SUMMARY SUBDIVISION OF TRACT 5 OF CHAPARRAL SUBDIVISION" WAS APPROVED BY THE COMMISSION OF THE CITY OF HOBBS BY RESOLUTION No. _____ ON THE _____ DAY OF _____, 2026 A.D.

JAN FLETCHER, CITY CLERK

ACKNOWLEDGMENT:

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2026 A.D., BY JAN FLETCHER.

NOTARY PUBLIC

CERTIFICATE OF APPROVAL BY THE LEA COUNTY PLANNING AND ZONING BOARD

BE IT KNOWN THAT THE PLAT OF LOTS WITHIN TRACT 5, CHAPARRAL SUBDIVISION, CONSISTING OF LAND SUBDIVIDED AS PROPOSED IN LEA COUNTY, NEW MEXICO, WAS SUBMITTED TO THE LEA COUNTY PLANNING AND ZONING BOARD, ASSEMBLED AT A MEETING ON THE _____ DAY OF _____, 2026 A.D., AND THE SUBDIVISION AS SHOWN IN THE ATTACHED PLAT WAS THEREBY APPROVED AND ACCEPTED BY A MAJORITY OF THE BOARD.

ATTEST:

BEN DONAHUE, CHAIRMAN

CARRIE SANDOVAL, COUNTY CLERK

ACKNOWLEDGMENT:

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2026 A.D., BY BEN DONAHUE AND CARRIE SANDOVAL.

NOTARY PUBLIC

OWNER'S STATEMENT, DEDICATION AND AFFIDAVIT:

SAID TRACT IS BEING REPLATTED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER THEREOF SURVEYED AND REPLATTED AS THE SAME APPEARS HEREON.

IN WITNESS WHEREOF, THE UNDERSIGNED OWNER OF SAID LAND, HAS HEREUNTO SET THEIR HAND THIS _____ DAY OF _____, 2025.

RITA McCURTER
OWNER: TRACT 5
BOOK 2231, PAGE 770

JERRY McCURTER
OWNER: TRACT 5
BOOK 2231, PAGE 770

ACKNOWLEDGMENT:

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025 A.D., BY RITA McCURTER.

NOTARY PUBLIC

ACKNOWLEDGMENT:

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025 A.D., BY JERRY McCURTER.

NOTARY PUBLIC

CERTIFICATE OF APPROVAL BY THE CITY PLANNING BOARD

THE PLAT, RESTRICTIONS REVIEWED AND APPROVED ON THE _____ DAY OF _____, 2026 A.D. BY THE CITY PLANNING BOARD OF HOBBS, NEW MEXICO.

CHAIRMAN: WILLIAM M. HICKS III

ACKNOWLEDGMENT:

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2026 A.D., BY WILLIAM M. HICKS III.

NOTARY PUBLIC

LEGEND:

⊙ - DENOTES SET 1/2" STL. ROD W/CAP MKD. "JWSC PS12641"

- 5' SB — 5' SB — - DENOTES 5' BUILDING SETBACK LINE
- 25' SB — 25' SB — - DENOTES 25' BUILDING SETBACK LINE
- 35' SB — 35' SB — - DENOTES 35' BUILDING SETBACK LINE

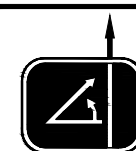
NOTE:

- 1) ALLEY EASEMENT ACROSS TRACT 5 WAS VACATED BY RESOLUTION 25-SEP-245R, SEPTEMBER 25, 2025.
- 2) BEARINGS SHOWN HEREON ARE MERCATOR GRID AND CONFORM TO THE NEW MEXICO COORDINATE SYSTEM "NEW MEXICO EAST ZONE" NORTH AMERICAN DATUM 1983. THE CONVERGENCE ANGLE TO TRUE NORTH IS -00°37'10.1" BASED ON A POINT OF ORIGIN LOCATED AT (NMSPC) N: 648060.84 E: 893012.86 ESTABLISHED FROM GPS OBSERVATIONS AND SUBSEQUENT NGS OPUS PROCESSING. DISTANCES ARE SURFACE VALUES.
- 3) WITH RESPECT TO THE "FIRM" FOR LEA COUNTY 350130 EFFECTIVE 12/16/2008. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA.

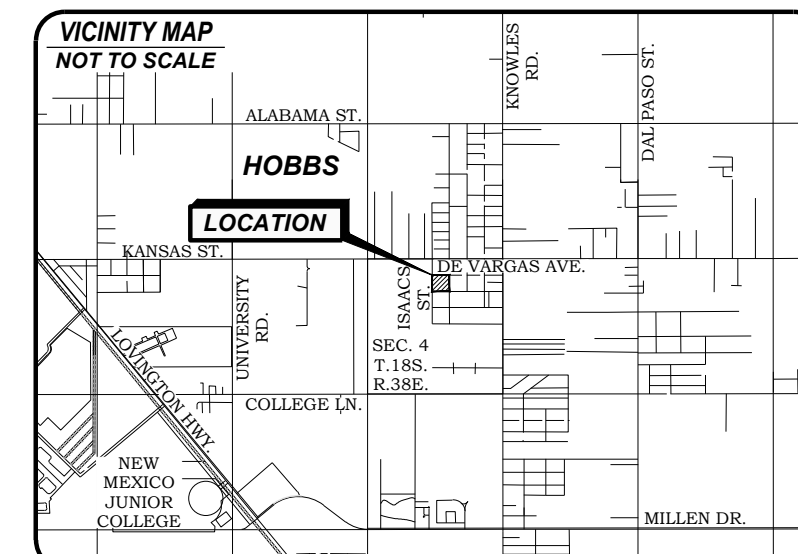
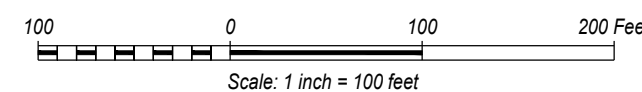
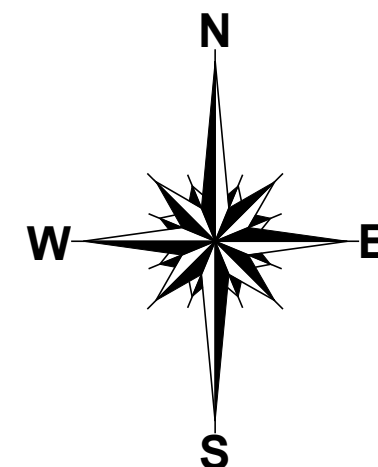
SURVEYOR'S CERTIFICATE:

I, GARY G. EIDSON, NEW MEXICO PROFESSIONAL SURVEYOR No. 12641, DO HEREBY CERTIFY THAT THIS SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, THAT I AM RESPONSIBLE FOR THIS SURVEY, THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO, AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: _____



PROVIDING SURVEYING SERVICES
SINCE 1946
JOHN WEST SURVEYING COMPANY
412 N. DAL PASO HOBBS, N.M. 88240
(575) 393-3117 www.jwsc.biz
TBPLSH# 10021000



Scale: One Inch = One Hundred Feet
CAD Drafter & Date: TTK - 08/26/2025
Checked By:
JWSC W.O. No.: 25110107
JWSC File No.: D - 1558
© Travis 2025/Claim of Exemptions/ Hector Silva/25110107 COE
TRACT 5 CHAPARRAL SUBD LEA CO/DRAFTING

**STATE OF NEW MEXICO
COUNTY OF LEA - FILED:**



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration and Approval of the Purchase of a Replacement Vulcan Influent Stair Screen Assembly in the Amount of \$132,797.00 from Vulcan Industries, LLC.

DEPT OF ORIGIN: Utilities

DATE SUBMITTED: 4/6/2026

SUBMITTED BY: Bill Griffin, WWRF Superintendent

Summary:

The WWRF uses two Stair Screens to remove large debris from the incoming waste stream. One unit experienced a catastrophic bearing failure that resulted in the machine components being damaged beyond economical repair and requiring complete replacement of the stair screen. This machine is critical to the operation of the WWRF by removing the large debris; thereby protecting downstream equipment and processes. Vulcan Industries is the OEM for this piece of equipment and this purchase qualifies as an Exempt Purchase under 3.20.035 of our Procurement Code. The delivery lead time of this machine is 36-40 weeks from receipt of the purchase order.

Fiscal Impact:

Cost: \$132,797.00

The total amount includes the Stair Screen Assembly and Freight. This equipment purchase is budgeted and funded through the Utilities Enterprise Fund.

Account: 63-4370-43015

Available: \$604,452.74

Attachments:

2026 Stair screen 2 Replacement Exception Purchase
EXEMPTIONS -NEW FORM

Recommendation:

Approve the purchase of one (1) Vulcan ESR 28/808/3 Influent Stair Screen in the amount of \$132,797.00 from Vulcan Industries, LLC.

Approved By:

Bill Griffin, WWRF Superintendent 04/06/2026

Toby Spears, Finance Director 04/08/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/08/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS REQUISITION/QUOTE FORM

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

TO: _____ CPO

FROM: _____ Utilities Dept.

DATE: _____ 4/6/2026

1) VENDOR NAME: Vulcan Industries, Inc
ADDRESS: 212 S. Kirlin Street
Missouri Valley, IA 51555
PHONE NUMBER: 712-642-2755
FAX NUMBER: ryan@vulcanindustries.com

QTY	DESCRIPTION ITEM(S) SERVICE TO BE PURCHASED	UNIT PRICE		TOTAL PRICE		2)		3)	
		UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	One (1) replacement Vulcan ESR 28/808/3 (S.S). Stair Screen Assembly, including the electric motor, to replace current unit that experienced a catastrophic bearing and frame failure rendering the unit damaged beyond repair. This equipment is critical to our process as it is a part of the system that removes debris from the incoming wastewater stream thereby protecting downstream equipment. Vulcan is the OEM for this stair screen and is the only manufacturer able to supply a drop in replacement. This purchase qualifies as an exemption according to 3.20.035 relating to Critical Equipment.	\$132,797.00	\$132,797.00		\$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		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00

TAX: NMGRT Exempt

TOTAL AMOUNT: \$132,797.00

DELIVERY DATE: 36-40 Weeks

Estimated Shipping Charges: Included

CIRCLE ONE: STATE CONTRACT / GSA CONTRACT / QUOTE **CONTRACT/QUOTE NO.:** 202604003-00001401 **EXPIRATION DATE:** 05/03/26

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: Vulcan Industries, Inc. **POINT OF CONTACT:** Ryan Hoffman (If it is a new vendor make sure address is on this form)

If lowest price is not recommended, please state why (subject to approval by CPO): Equipment meets 3.20.035

Account No.: 63-4370-43015 Prepared By: Robert Janousek Department Approval: 



QUOTATION

Vulcan Industries, LLC
212 South Kirlin Street
Missouri Valley, Iowa 51555 USA

Tel: +1 (712) 642-2755
<https://vulcanindustries.com/>

<https://komline.com/>

Quote Information

Quotation Number	20260403-00001401	Ship Via	Best Way
Quote Name	[Vulcan] Hobbs, NM	Freight Terms	F.O.B. Factory – Freight Included
Quote Date	4/3/2026	Estimated Ship Date	36-40 weeks ARO
Job Number	5598		

Contact Information

Prepared By	Ryan Hoffman	Bill To Account	City of Hobbs
Phone	+1 (712) 642-2755	Contact Name	Bill Griffin
Email	ryan@vulcanindustries.com	Email	bgriffin@hobbsnm.org

Quantity	Item Description	Unit Price	Total Price
1.00	ESR 28/808/3 Stair screen, type 304 stainless steel construction, to fit existing 42" wide x 66" deep channel, installed at a 57° incline from horizontal.	USD 132,797.00	USD 132,797.00
Total Price			USD 132,797.00

Quotation Notes

Quoted Stair Screen is an identical replacement of the existing stair screen. Includes gear reducer, motor, limit switch, lever arm, and freight. Does not include any additional electrical controls or start-up.

General Terms and Conditions

- 1) Payment terms are NET 30 days with approved credit. VISA and MasterCard are also accepted payment methods; however all credit card orders are subject to a 3% processing fee.
- 2) All orders requiring shop (submittal) drawings are subject to a 35% cancellation fee if order is cancelled after submission of drawings.
- 3) This quote is valid for 14 days from the quote date
- 4) No taxes or freight are included in this quotation unless specifically listed above.
- 5) Ship date shown above does not include transit time. If partial shipments are requested, please notify us at the time of order.
- 6) This quotation is not a binding offer. Prices shown are subject to typographical, or other errors, and Vulcan Industries reserves the right to cancel orders arising from such errors.

- 3.20.035 Exemptions. Purchases of parts and labor or maintenance agreements to repair disabled equipment or machinery if the equipment or machinery is repaired by a franchised dealer or by a factory authorized repair shop.
- Purchases of parts and labor for equipment or machinery where a breakdown of this equipment or machinery could cause an emergency or costly condition to exist and where the machinery or equipment is in immediate danger of failure.
- Purchases of computer software and ancillary services required to match other software in use is required to be used in the public interest. This includes licensing fees and services to modify or maintain proprietary software.
- Purchases of specialty goods, as defined by the Chief Procurement Officer or Finance Director, for resale to the general public at a retail business operated by the City.
Created: 2022-06-15 11:45:52 [EST] (Supp. No. 12) Page 4 of 29 Agreements for the services of attorneys and legal assistants. Contracts and expenditures in connection with court or administrative proceedings, including, but not limited to, experts, mediators, interpreters, translators, court reporters, process servers, witness fees, security services and printing and duplicating of materials for filing.
- Infrastructure development agreements. Railroad infrastructure agreements.
- Agreements for the services of lobbyists. Third party lodgers' tax awards. Social service agencies. Exempt agencies. Fully funded restricted private donations as required by the private donor. Leases, licenses, permits, exchanges, or purchases of real property and all other real property transactions.
- Purchases from regulated utilities such as gas, electricity, water, telephone, cable TV, refuse collection services.
- Purchases of books, periodicals, films, training materials, subscriptions, on-line information services, or advertising from the publishers and distributors or agents.
- Purchases of travel by common carrier or by private conveyance and related travel expenditures such as meals and lodging.
- Purchase of surety bonds.
- Agreements for the services of medical practitioners such as doctors and veterinarians.
- Purchase, lease, rental or any other financial management for the acquisition of works of art. Contracts with professional entertainers and associated expenditures. The purchase of used items if available for a limited time, such as by auction or public sale, and if determined to be at a cost advantage to the City. A memo shall be written to the Finance Director for approval describing the steps taken to determine that a cost advantage to the City exists. (Ord. No. 1123 , 4-6-2020)



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7754 - Amending the City of Hobbs 401(A) Plan with Nationwide

DEPT OF ORIGIN: Finance

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Toby Spears, Finance Director

Summary:

The City of Hobbs adopted a 401(A) Retirement Plan for certain employees in July of 2003. The City of Hobbs needs to update authorized signers and trustees to the plan document. The following are the proposed changes:

Authorized signers would be Medjine Desrosiers-Douyon - Deputy City Attorney and Jan Fletcher - City Clerk

Authorized trustees would be Manny Gomez - City Manager and Jan Fletcher - City Clerk

Fiscal Impact:

No fiscal impact

Attachments:

Resolution - Amending 401A Plan Nationwide Authorized Signers and Trustees 4 20 2026

Memo to Nationwide 401A Plan Document Authorized Signer and Trustee Change effective 4 20 2026

Recommendation:

Approve resolution with Nationwide

Approved By:

Toby Spears, Finance Director 04/09/2026

Toby Spears, Finance Director 04/09/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/09/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7754

A RESOLUTION AMENDING THE CITY OF HOBBS
401 (A) PLAN WITH NATIONWIDE

WHEREAS, the City of Hobbs adopted a 401 (A) Retirement Plan for certain employees in July, 2003; and

WHEREAS, Nationwide is requesting an amended plan document to update authorized signers which are the Deputy City Attorney and City Clerk and

WHEREAS, the plan also updates the trustees which are the City Manager and City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF HOBBS, NEW MEXICO, that the City of Hobbs 401(A) Plan with Nationwide is amended as stated herein, and that the Mayor be and hereby is, authorized and directed to effectuate this resolution on behalf of the City of Hobbs and any other required documentation evidencing the adoption of said resolution.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk



FINANCE DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9235 bus
575-397-9227 fax

April 20th, 2026

RE: City of Hobbs NM Money Purchase 401A Plan
Plan ID: 11433

Dear Nationwide:

Enclosed is a resolution to change our authorized signers and plan trustees. By this letter, we hereby make the following changes to our authorized signers and plan trustees:

Current Authorized Signers:

Mike Stone - Former City Attorney
Jan Fletcher - City Clerk

Remove Mike Stone, Former City Attorney as an authorized signer effective as of the date of this letter.

New Authorized Signer:

Medjine Desrosiers-Douyon - Deputy City Attorney
Mdesrosiers-douyon@hobbsnm.org
575-397-9226

Current Trustees:

Toby Spears - Finance Director
Jan Fletcher – City Clerk

Remove Toby Spears, Finance Director as a plan trustee effective as of the date of this letter.

New Trustees:

Manny Gomez - City Manager
mgomez@hobbsnm.org
575-391-4149

City of Hobbs has accepted appointment as authorized signer and trustee:



FINANCE DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9235 bus
575-397-9227 fax

Signatures:

Authorized Signers:-

Medjine Desrosiers Douyon, Deputy City Attorney _____ Date _____

Jan Fletcher, City Clerk _____ Date _____

Authorized Trustees.

Jan Fletcher, City Clerk _____ Date _____

Manny Gomez, City Manager _____ Date _____

Sincerely,<

Jan Fletcher, City Clerk – Authorized Plan Representative



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7755 - Authorizing the Opening of a New Capital Project Fund

DEPT OF ORIGIN: Finance

DATE SUBMITTED: 4/8/2026

SUBMITTED BY: Deb Corral, Assistant Finance Director

Summary:

A new Capital Project Fund needs to be opened for FY2026:

- Fund 430 - CORE Sinking Fund

This fund will be used to collect and house funding for the future capital needs of the CORE facility.

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

Fiscal Impact:

Budget for Fund 430 - CORE Sinking Fund will be introduced in BAR #5 for FY26.

Attachments:

New Fund Resolution

Recommendation:

Motion to approve the resolution.

Approved By:

Toby Spears, Finance Director 04/08/2026

Toby Spears, Finance Director 04/08/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/09/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7755

A RESOLUTION AUTHORIZING THE OPENING OF
A NEW CAPITAL PROJECTS 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, a new capital project fund 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 430 – CORE Sinking Fund in accordance with State Audit Rule 2.2.2.10 O.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7756 - Supporting the Eddy-Lea Energy Alliance (ELEA) in Pursuing Legal Action Regarding the Validity of NMSA 1978, § 74-4A-11.1 Under Federal Preemption Principles

DEPT OF ORIGIN: Legal

DATE SUBMITTED: 4/2/2026

SUBMITTED BY: Medjine Desrosiers-Douyon, Deputy City Attorney

Summary:

This resolution supports the Eddy-Lea Energy Alliance (ELEA), a regional joint powers entity comprised of the City of Hobbs, City of Carlsbad, Eddy County, and Lea County, in pursuing legal action to obtain a judicial determination regarding the validity of NMSA 1978, § 74-4A-11.1 under federal preemption principles.

During the 2023 legislative session, Senate Bill 53 was enacted and signed into law by the Governor on March 17, 2023, and codified as NMSA 1978, § 74-4A-11.1. The statute places restrictions on the storage and disposal of certain materials within the State of New Mexico, including requirements for state consent and the existence of a federal repository prior to certain activities. These restrictions have created legal uncertainty regarding the extent to which federal law governs this regulatory area.

Prior to the enactment of this statute, ELEA had entered into a significant economic development partnership involving the proposed use of approximately 1,000 acres in Lea County for a large-scale project. Following the codification of NMSA 1978, § 74-4A-11.1, that partnership was discontinued, resulting in the loss of a substantial economic opportunity for the region. This outcome underscores the real and immediate economic impact associated with the current statutory framework.

ELEA is evaluating litigation to clarify whether federal law preempts the State statute. Federal case law within the Tenth Circuit has previously addressed similar issues of federal preemption in this regulatory space, making judicial clarification appropriate to resolve uncertainty and guide future decision-making.

The anticipated cost of litigation is approximately \$350,000 over a two-year period, including trial-level proceedings and any appeal. ELEA currently maintains an approximate fund balance of \$418,000, which is expected to fully cover the cost of litigation. As such, no direct financial contribution from the City of Hobbs is anticipated at this time.

This action is intended to protect and advance the City's long-term economic interests by removing legal barriers and uncertainty that may impact future regional development opportunities. A favorable judicial determination could enhance the City's ability to participate in projects that generate job creation, infrastructure investment, and increased gross receipts and property tax revenues within the Hobbs community and the broader Lea County region.

Fiscal Impact:

No fiscal impact to the City of Hobbs at this time

Attachments:

Resolution - Supporting ELEA's Pursuit to seek legal action regarding the validity of 74-4A-11.1 (1)
74-4A-111 Condition

Recommendation:

Staff recommends approval of this resolution as a fiscally responsible measure that supports regional collaboration, seeks legal clarity, and positions the City to avoid future loss of significant economic development opportunities.

Approved By:

Medjine Desrosiers-Douyon, Deputy City Attorney	04/07/2026
Toby Spears, Finance Director	04/08/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/08/2026
Manny Gomez, City Manager	04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7756

A RESOLUTION SUPPORTING THE EDDY-LEA ENERGY ALLIANCE (ELEA) IN PURSUING LEGAL ACTION REGARDING THE VALIDITY OF NMSA 1978, § 74-4A-11.1 UNDER FEDERAL PREEMPTION PRINCIPLES

WHEREAS, the Eddy-Lea Energy Alliance (ELEA) is a joint powers entity comprised of the City of Hobbs, the City of Carlsbad, Eddy County, and Lea County, formed to promote regional economic development and strategic initiatives; and

WHEREAS, the City of Hobbs has a vested interest in fostering economic growth, job creation, and diversification of its local economy through regional collaboration and infrastructure development opportunities; and

WHEREAS, during the 2023 legislative session, the New Mexico Legislature enacted Senate Bill 53, which was signed into law by the Governor on March 17, 2023, and codified as NMSA 1978, § 74-4A-11.1; and

WHEREAS, NMSA 1978, § 74-4A-11.1 imposes restrictions on the storage and disposal of certain materials within the State of New Mexico, including requirements for state consent and the existence of a federal repository; and

WHEREAS, questions have been raised regarding whether NMSA 1978, § 74-4A-11.1 is preempted by federal law under the Supremacy Clause of the United States Constitution; and

WHEREAS, relevant federal case law, including decisions within the Tenth Circuit, has addressed the extent to which federal law governs the regulation of certain materials and may preempt conflicting state statutes; and

WHEREAS, ELEA is evaluating the pursuit of legal action to obtain judicial clarity on the validity and enforceability of NMSA 1978, § 74-4A-11.1 under federal preemption principles; and

WHEREAS, obtaining such clarity may remove legal uncertainty, support regional economic development opportunities, and position the City of Hobbs and its regional partners to responsibly consider future projects that could provide long-term economic and fiscal benefits to the community; and

WHEREAS, ELEA has indicated that it intends to fund any such legal action through its own available resources, thereby minimizing or eliminating direct financial impact to the City of Hobbs; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the City of Hobbs supports the Eddy-Lea Energy Alliance (ELEA) in pursuing legal action to seek judicial determination regarding the validity of NMSA 1978, § 74-4A-11.1 under federal preemption principles, where such action is undertaken in a manner that is fiscally responsible and aligned with the City's long-term economic development interests.

PASSED, ADOPTED AND APPROVED this 20th day of APRIL, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

West's New Mexico Statutes Annotated

Chapter 74. Environmental Improvement

Article 4a. Radioactive Materials (Refs & Annos)

N. M. S. A. 1978, § 74-4A-11.1

§ 74-4A-11.1. Condition

Effective: March 17, 2023

[Currentness](#)

A. A person shall not store or dispose of radioactive materials, transuranic contaminated waste or low-level waste in a disposal facility until the state has consented to or concurred in the creation of the disposal facility.

B. A person shall not store or dispose of spent fuel or high-level waste in a disposal facility until:

(1) the state has consented to or concurred in the creation of the disposal facility; and

(2) a repository, as defined in [42 U.S.C. Section 10101\(18\)](#), is in operation.

C. The state, a political subdivision of the state or an entity or authority created by a joint powers agreement shall not issue, approve or certify a permit, contract, lease or license necessary for the construction or operation of a disposal facility for spent fuel or high-level waste until the conditions of Paragraphs (1) and (2) of Subsection B of this section are met.

D. As used in this section, "disposal facility" means an engineered surface, subsurface or underground facility designed primarily for the temporary, interim or permanent isolation of radioactive materials, radioactive waste or spent fuel other than tailings or other waste from the extraction, beneficiation or processing of ores and minerals.

Credits

L. 1981, Ch. 374, § 6; L. 1991, Ch. 2, § 8; L. 2023, Ch. 25, § 3, eff. March 17, 2023.

NMSA 1978, § 74-4A-11.1, NM ST § 74-4A-11.1

Current through emergency chapters of the 2026 Second Regular Session of the 57th Legislature (2026) effective March 10, 2026. The 2026 Second Regular Session convened on January 20, 2026.

End of Document

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CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration of Approval of Change Order No. 2 and Final with Entrench Inc., for the Joe Harvey Trunk Line F Emergency Replacement Project

DEPT OF ORIGIN: Engineering

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Anthony Henry, City Engineer

Summary:

On February 1, 2026, during routine maintenance, the Utilities Department discovered a partial collapse of Trunk Line F on the south side of Joe Harvey Blvd., in front of 1101 W. Joe Harvey Blvd. To maintain service, Utility staff immediately installed a temporary by-pass pump and a fast line with associated traffic control.

On February 5, 2026, emergency procurement procedures were initiated to begin repairs. City staff contracted Entrench Inc. to perform the repair and installation. Initial estimates projected labor and material costs around \$147,269.38. However, once construction began, additional material testing and work were necessary to meet City standards and complete the project. City Commission approved Change Order No. 1 on March 16, 2026, Change Order No. 2 & Final reconciles all project quantities and costs to allow for final project payment and closeout.

Fiscal Impact:

Budget Line:	62-4062-44901-00097	Sewer Line Replacement Fund
Budget Available:	\$8,682,257.97	
Original T&M Estimate:	\$147,269.38	Purchase Order No. 22603749 (including NMGRT)
Change Order No. 1:	\$53,281.25	(including NMGRT)
Change Order No. 2 & Final:	\$46,294.03	(including NMGRT)
Final Project Cost:	\$246,844.66	(including NMGRT)

Attachments:

CO No. 2 & Final - JH Emergency Replacement

Recommendation:

Consideration and approval of emergency purchase change order no. 2 and Final with Entrench Inc. for the replacement of Trunk Line F on Joe Harvey Blvd.

Approved By:

Anthony Henry, City Engineer	04/09/2026
Toby Spears, Finance Director	04/09/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/09/2026
Manny Gomez, City Manager	04/10/2026

CHANGE ORDER NO.: 2 and FINAL

P.O.: 22603749

Owner: City of Hobbs
 Engineer: City of Hobbs Engineering Dept.
 Contractor: Entrench Inc.
 RPR: City of Hobbs Engineering Dept.
 Project: Joe Harvey Emergency Sewer Line Replacement
 Contract Name: Joe Harvey Emergency Sewer Line Replacement
 Date Issued: 4/7/2026
 Owner's Project No.: N/A
 Engineer's Project No.: N/A
 Contractor's Project No.:
 RPR's Project No.:
 Effective Date of Change Order: 3/30/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

This Final Adjusting Change Order is issued to adjust the contract amount for additional soil testing, traffic control, equipment, labor, and related costs incurred to complete the Joe Harvey Emergency Sewer Line Replacement project.

Change in Contract Price

Change in Contract Times

Original Contract Price: \$ 147,269.38	Original Contract Times: Substantial Completion: 3/30/26 Ready for final payment: 4/30/26
Increase from previously approved Change Orders: \$ 53,281.25	Increase from previously approved Change Orders: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 200,550.63	Contract Times prior to this Change Order: Substantial Completion: 3/30/26 Ready for final payment: 4/30/26
Increase this Change Order: \$ 46,294.03	Increase this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: \$ 246,844.66	Contract Times with all approved Change Orders: Substantial Completion: 3/30/26 Ready for final payment: 4/30/26

Recommended by Engineer (if required)

Accepted by Contractor

By: *Anthony Adams*
 Title: City Engineer
 Date: 4/7/26

Phillip
PRESIDENT
4-7-2026

Authorized by Owner

Approved by Funding Agency (if applicable)

By: *Tom*
 Title: ACM
 Date: 4/7/26



Start Time: _____
End Time: _____

GC Name City of Hobbs
Date 3-30-26

Project name Joe Harvey Blvd
Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	1	Demobilization of Jersey Barriers			750.00
Material Total					<u>750.00</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)		Total
			Hours/days	Rate	
	L. Moreno- Proj. Mgr	1		125.00	-
	F. Castorena - Site Superintendent	1		75.00	-
					-
Labor Total					<u>0</u>

Equipment	Description (Type/Model)	Unit	Rates		Total
			Hour/days	Rate	
	Trackhoe			175.00	
	Backhoe			150.00	
	Front End Loader			125.00	-
	Large Sheeps foot compactor			125.00	-
	Walk behind compactor			125.00	-
	Hand Compactor			50.00	-
					-
					-
Equipment Total					<u>0</u>

Material - Labor - Equipment - Sub- Contractor Total 750.00
Sub-Total 750.00
State/Local Sales Tax 6.5625% 49.22
Total 799.22

David Murphy
Signature - Entrench Inc.

B. Buie
Signature -



Start Time: _____
End Time: _____

GC Name City of Hobbs
Date 3-27-26

Project name Joe Harvey Blvd
Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" x 6' Barriers		7.00	210.00
	13	30" x 6' Barriers		5.00	65.00
Material Total					<u>275.00</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1		125.00	-	
	F. Castorena - Site Superintendent	1		75.00	-	
					-	
Labor Total					<u>0</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hours/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe			150.00		
	Front End Loader			125.00	-	
	Large Sheeps foot compactor			125.00	-	
	Walk behind compactor			125.00	-	
	Hand Compactor			50.00	-	
					-	
					-	
Equipment Total					<u>0</u>	

Material - Labor - Equipment - Sub- Contractor Total 275.00
 Sub-Total 275.00
 State/Local Sales Tax 6.5625% 18.05
Total 293.05

Paul M...
Signature - Entrench Inc.

B. Bue
Signature -



Start Time: _____
End Time: _____

GC Name City of Hobbs
Date 3-26-26

Project name Joe Harvey Blvd
Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" x 6' Barriers		7.00	210.00
	13	30" x 6' Barriers		5.00	65.00

Material Total 275.00

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1		125.00	-	
	F. Castorena - Site Superintendent	1		75.00	-	
					-	

Labor Total 0

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe			150.00		
	Front End Loader			125.00	-	
	Large Sheeps foot compactor			125.00	-	
	Walk behind compactor			125.00	-	
	Hand Compactor			50.00	-	
					-	
					-	

Equipment Total 0

Material - Labor - Equipment - Sub- Contractor Total 275.00
Sub-Total 275.00
State/Local Sales Tax 6.5625% 18.05
Total 293.05

Luis Moreno
Signature - Entrench Inc.

B. Bire
Signature -



Start Time: _____
End Time: _____

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-24-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
Material Total					275.00

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1		125.00	-	
	F. Castorena - Site Superintendent	1		75.00	-	
					-	
					-	
					-	
					-	
					-	
					-	
Labor Total					0	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe			150.00		
	Front End Loader			125.00	-	
	Large Sheeps foot compactor			125.00	-	
	Walk behind compactor			125.00	-	
	Hand Compactor			50.00	-	
					-	
					-	
Equipment Total					0	

Material - Labor - Equipment - Sub- Contractor Total 275.00
 Sub-Total 275.00
 State/Local Sales Tax 6.5625% 18.05
Total 293.05

Neil Man... Signature - Entrench Inc. B. Davis Signature -



Start Time: 7:00 AM
End Time: 4:00 PM

GC Name City of Hobbs
Date 3-23-26

Project name
Location

Joe Harvey Blvd
Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" x 6' Barriers		7.00	210.00
	13	30" x 6' Barriers		5.00	65.00
	15	State Base Course		17.00	255.00

Material Total 530.00

Labor	Position/Title	Qty	Rate (Includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1	4	125.00		500.00
	T. Salinas- Equip Oper	1	8.5	55.00		467.50
	M. Gomez- Labor	1	8.5	40.00		340.00
	J. Talavera - Labor	1	8.5	40.00		340.00
	D. Bolderama- Labor	1	8.5	40.00		340.00
	H. Aragon - CDL Driver	1	1	75.00		75.00

Labor Total 2,062.50

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe BH-3		4	150.00		600.00
	Front End Loader			125.00		
	• Large Sheeps foot compactor		3	125.00		375.00
	• Walk behind compactor		3	125.00		375.00
	Hand Compactor			50.00		
	Water Truck		2	100.00		200.00
	Dump Truck		1	75.00		75.00

Equipment Total 1,625.00

Material - Labor - Equipment - Sub- Contractor Total 4,217.50

Sub-Total 4,217.50

State/Local Sales Tax 6.5625% 276.77

Total 4,494.27

Lionel Mancoske
Signature - Entrench Inc.

B. Buie
Signature -



Start Time: 7:00 AM
End Time: 4:00 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-20-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
	13	Haulin Fresh Backfill Material	SY	42.31	550.03
Material Total					<u>825.03</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1	4.5	125.00		562.50
	F. Castorena - Site Superintendent	1	8.5	75.00		637.50
	M. Castorena - Equip Oper	1	8.5	55.00		467.50
	T. Salinas - Equip Oper	1	8.5	55.00		467.50
	M. Gomez - Labor	1	8.5	40.00		340.00
	D. Balderama - Labor	1	8.5	40.00		340.00
Labor Total					<u>2815.00</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe BH-3		5	150.00		750.00
	Front End Loader			125.00		
	Large Sheeps foot compactor		3	125.00		375.00
	Walk behind compactor		3	125.00		375.00
	Hand Compactor			50.00		
	Backhoe - BH-26		1	150.00		150.00
	Sawcut Machine		1	50.00		50.00
	Water truck		1	100.00		100.00
Equipment Total					<u>1,800.00</u>	

Material - Labor - Equipment - Sub- Contractor Total 5,440.03
 Sub-Total 5,440.03
 State/Local Sales Tax 6.5625% 357.00
Total 5,797.03

Lionel Moreno Jr.
Signature - Entrench Inc.

B. Bune
Signature -



Start Time: 7:00 AM
End Time: 5:30 PM

GC Name City of Hobbs
Date 3-19-26

Project name
Location

Joe Harvey Blvd
Hobbs, NM

Expose and secure collapsing sewer line


Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
	13	Haul off + Disposal of Cont. Soil	SY	34.62	450.06
	6	Concrete Sacks 5000 PSI		15.00	90.00
Material Total					815.06

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	5	125.00		625.00
	F. Castorena - Site Superintendent	1	10	75.00		750.00
	M. Castorena - Equip Oper	1	10	55.00		550.00
	S. Calal - Labor	1	10	40.00		400.00
	T. Salinas - Equip Oper	1	10	55.00		550.00
	M. Gomez - Labor	1	10	40.00		400.00
	J. Talavera - Labor	1	10	40.00		400.00
	D. Balderama - Labor	1	10	40.00		400.00
Labor Total					4,075.00	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe			175.00		
	Backhoe BH-3		5	150.00		750.00
	Front End Loader PL-3		1	125.00		125.00
	Large Sheeps foot compactor		3	125.00		375.00
	Walk behind compactor		3	125.00		375.00
	Hand Compactor		3	50.00		150.00
	Backhoe BH-26		2	150.00		300.00
Equipment Total					2,075.00	

Material - Labor - Equipment - Sub- Contractor Total 6,965.06
 Sub-Total 6,965.06
 State/Local Sales Tax 6.5625% 457.08
Total 7,422.14


Signature - Entrench Inc.


Signature -



Start Time: 7:00 AM
End Time: 5:30 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-18-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36"X6' Barriers		7.00	210.00
	13	30"X6' Barriers		5.00	65.00
	39	Haul of f&d dispose Cont.Soils	SY	34.62	1,350.18
	17	24" Green Sewer Pipe PVC	ft	85.00	1,445.00
	20	Concrete Sacks 5000PSI		15.00	300.00
Material Total					3,370.18

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1	6	125.00		750.00
	F. Castorena - Site Superintendent	1	10	75.00		750.00
	M. Castorena - Equip Oper.	1	10	55.00		550.00
	S. Catal - Labor	1	10	40.00		400.00
	T. Salinas - Equip Oper.	1	10	55.00		550.00
	M. Gomez - Labor	1	10	40.00		400.00
	J. Talavera - Labor	1	10	40.00		400.00
	M. Olivas - Civil Engineer	1	1	125.00		125.00
Labor Total						3,925.00

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		2	175.00		350.00
	Backhoe BH-3		5	150.00		750.00
	Front End Loader FL-3		1	125.00		125.00
	• Large Sheeps foot compactor		2	125.00		250.00
	• Walk behind compactor		3	125.00		375.00
	Hand Compactor			50.00		
	Backhoe BH-26		3	150.00		450.00
Equipment Total						2,300.00

Material - Labor - Equipment - Sub- Contractor Total 9,595.18
 Sub-Total 629.68
 State/Local Sales Tax 6.5625%
 Total 10,224.86

Luis Moreno Signature - Entrench Inc. B. Binie Signature -



Start Time: 7:00 am
End Time: 5:30 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-17-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
	14	24" Green Sewer Pipe PVC	ft	85.00	1190.00
	52	Hawthorn Fresh Backfill Mater.	SF	42.31	2,200.12
Material Total					<u>3,665.12</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1	5	125.00		625.00
	F. Castorena - Site Superintendent	1	10	75.00		750.00
	M. Castorena - Equip Oper	1	10	55.00		550.00
	S. Calal - Labor	1	10	40.00		400.00
	T. Salinas - Equip Oper	1	10	55.00		550.00
	M. Gomez - Labor	1	10	40.00		400.00
	J. Talavera - Labor	1	10	40.00		400.00
	D. Balderama - Labor	1	10	40.00		400.00
Labor Total					<u>4,075.00</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		2	175.00		350.00
	Backhoe BH-3		2	150.00		300.00
	Front End Loader FL-3		2	125.00		250.00
	Large Sheeps foot compactor		2	125.00		250.00
	Walk behind compactor		2	125.00		250.00
	Hand Compactor			50.00		
Equipment Total					<u>1,400.00</u>	

Material - Labor - Equipment - Sub- Contractor Total 9,140.12
 Sub-Total 9,140.12
 State/Local Sales Tax 6.5625% 599.82
 Total 9,739.94

Paul M... ..
Signature - Entrench Inc.

B. B... ..
Signature -



Start Time: 7:00 AM
End Time: 5:30 PM

GC Name City of Hobbs
Date 3-16-26

Project name
Location

Joe Harvey Blvd
Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" x 6' Barriers		7.00	210.00
	13	30" x 6' Barriers		5.00	65.00
	14	24" Green Sewer Pipe PVC	ft	85.00	1,190.00
	26	Haul off & dispose of Cont. Soil	SY	34.62	900.12
	45	State Base Course	Haul	17.00	765.00
		Material Total			3,130.12

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	5	125.00		625.00
	F. Castorena - Site Superintendent	1	10	75.00		750.00
	M. Castorena - Equip. Oper	1	10	55.00		550.00
	S. Cabel - Labor	1	10	40.00		400.00
	T. Scalinias - Equip. Oper.	1	10	55.00		550.00
	M. Gomez - Labor	1	10	40.00		400.00
	D. Balderama - Labor	1	10	40.00		400.00
	J. Talavera - Labor	1	10	40.00		400.00
	J. Parran - CDL Driver	1	1	75.00		75.00
	L. Aragon - CDL Driver	1	1.5	75.00		112.50
	Labor Total					4,262.50

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH5		4	175.00		700.00
	Backhoe B4-3		5	150.00		750.00
	Front End Loader FL-3		4	125.00		500.00
	Large Sheeps foot compactor		3	125.00		375.00
	Walk behind compactor		3	125.00		375.00
	Hand Compactor		2	50.00		100.00
	Dump Truck T-6		1	75.00		75.00
	Dump Truck T-3		1.5	75.00		112.50
	Equipment Total					2,987.50

Material - Labor - Equipment - Sub- Contractor Total 10,380.12
Sub-Total 10,380.12
State/Local Sales Tax 6.5625% 681.20
Total 11,061.32

Leon Moreno Jr.
Signature - Entrench Inc.

B. Buie
Signature -

ENTRENCH, Inc.

Civil Contractors

Start Time: 7:00 AM
End Time: 4:00 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-13-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" x 6' Barriers		7.00	210.00
	13	30 x 6' Barriers		5.00	65.00
	52	Haul off & dispose cont. Soil	SY	34.62	1,800.24
	14	24" Green Sewer Pipe PVC	ft	85.00	1,190.00
Material Total					3,265.24

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	4	125.00		500.00
	F. Castorena - Site Superintendent	1	8.5	75.00		637.50
	M. Castorena - Equip Oper	1	8.5	55.00		467.50
	S. Colel - Labor	1	8.5	40.00		340.00
	T. Salinas - Equip Oper	1	8.5	55.00		467.50
	M. Gomez - Labor	1	8.5	40.00		340.00
	D. Balderama - Labor	1	8.5	40.00		340.00
Labor Total					3,092.50	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH5		4	175.00		700.00
	Backhoe BH-3		5	150.00		750.00
	Front End Loader FL-3		5	125.00		625.00
	Large Sheeps foot compactor		3	125.00		375.00
	Walk behind compactor		3	125.00		375.00
	Hand Compactor		2	50.00		100.00
Equipment Total					2,925.00	

Material - Labor - Equipment - Sub- Contractor Total 9,282.74
Sub-Total 9,282.74
State/Local Sales Tax 6.5625% 609.18
Total 9,891.92

David Moreno Jr.
Signature - Entrench Inc.

B. Buie
Signature -



Start Time: 7:00 AM
End Time: 5:30 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-12-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barrriers		7.00	210.00
	13	30" X 6' Barrriers		5.00	65.00
	28	24" Green Sewer PVC	ft	85.00	2,380.00
	13	Haul off & disposed of Gen. Subst	SY	34.62	450.06
Material Total					<u>3,105.06</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)		Total
			Hours/days	Rate	
	L. Moreno - Proj. Mgr	1	5	125.00	625.00
	F. Castorena - Site Superintendent	1	10	75.00	750.00
	M. Castorena - Equip Oper	1	10	55.00	550.00
	S. Cabel - Labor	1	5	40.00	200.00
	T. Salinas - Equip Oper	1	8	55.00	440.00
	M. Gomez - Labor	1	8	40.00	320.00
	D. Balderama - Labor	1	8	40.00	320.00
	J. Talaruca - Labor	1	8	40.00	320.00
Labor Total					<u>3,525.00</u>

Equipment	Description (Type/Model)	Unit	Rates		Total
			Hour/days	Rate	
	Trackhoe TH-5		5	175.00	875.00
	Backhoe BH-3		5	150.00	750.00
	Front End Loader FL-3		5	125.00	625.00
	Large Sheeps foot compactor		3	125.00	375.00
	Walk behind compactor		3	125.00	375.00
	Hand Compactor		2	50.00	100.00
Equipment Total					<u>3,100.00</u>

Material - Labor - Equipment - Sub- Contractor Total 9,730.06
Sub-Total 9,730.06
State/Local Sales Tax 6.5625% 638.54
Total 10,368.60

David Maresca
Signature - Entrench Inc.

B. Bine
Signature -



Start Time: 7:00 AM
End Time: 3:30 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-11-20 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
	52	Haul off & dispose of Cont. Soil	SY	34.62	1,800.24
	30	Rock 57	ton	70.00	2,100.00
	14	24" Green Sewer Pipe	ft	85.00	1,190.00
		Material Total			<u>5,365.24</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	4	125.00		500.00
	F. Castorena - Site Superintendent	1	8	75.00		600.00
	M. Castorena - Equip Oper.	1	8	55.00		440.00
	S. Calcl - Labor	1	8	40.00		320.00
	T. Salinas - Equip Oper	1	8	55.00		440.00
	J. Talavera - Labor	1	8	40.00		320.00
	M. Gomez - Labor	1	8	40.00		320.00
	D. Balderama - Labor	1	8	40.00		320.00
	J. Parra - CDL Driver	1	2	75.00		150.00
	M. Olivas - Civil Engineer	1	1	125.00		125.00
	Labor Total					<u>3,535.00</u>

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		4	175.00		700.00
	Backhoe BH-3		5	150.00		750.00
	Front End Loader FL-3		4	125.00		500.00
	Large Sheeps foot compactor		2	125.00		250.00
	• Walk behind compactor		1	125.00		125.00
	- Hand Compactor		1	50.00		50.00
	Backhoe BH-26		1	150.00		150.00
	Dump Trucks		2	75.00		150.00
	Equipment Total					<u>2,675.00</u>

Material - Labor - Equipment - Sub- Contractor Total 11,575.24
Sub-Total 759.63
State/Local Sales Tax 6.5625% 12,334.87
Total 12,334.87

[Signature]
Signature - Entrench Inc.

[Signature]
Signature -

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-10-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36"X6' Barriers		7.00	210.00
	13	30"X6' Barriers		5.00	65.00
	14	24" Green Sewer PVC	ft	85.00	1190.00
Material Total					<u>1,465.00</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	5	125.00		625.00
	F. Castorena - Site Superintendent	1	10	75.00		750.00
	M. Castorena - Equip Oper.	1	10	55.00		550.00
	S. Calal - Labor	1	10	40.00		400.00
	T. Salinas - Equip Oper.	1	3	55.00		165.00
	J. Talavera - Labor	1	3	40.00		120.00
	M. Gomez - Labor	1	3	40.00		120.00
	D. Balderama - Labor	1	5	40.00		200.00
	M. Olivas - Civil Engineer	1	2	125.00		250.00
Labor Total					<u>3,180.00</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		6	175.00		1050.00
	Backhoe BH-3		6	150.00		900.00
	Front End Loader FL-3		5	125.00		625.00
	Large Sheeps foot compactor			125.00		
	Walk behind compactor		1	125.00		125.00
	Hand Compactor		3	50.00		150.00
Equipment Total					<u>2,850.00</u>	

Material - Labor - Equipment - Sub- Contractor Total 7,495.00
Sub-Total 7,495.00
State/Local Sales Tax 6.5625% 491.86
Total 7,986.86

[Signature]
Signature - Entrench Inc.

[Signature]
Signature -



Start Time: 6:30 AM
End Time: 5:00 PM

GC Name City of Hobbs Project name Joe Harvey Blvd
Date 3-9-26 Location Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
Material Total					<u>275.00</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno - Proj. Mgr	1	3	125.00		375.00
	F. Castorena - Site Superintendent	1	5	75.00		375.00
	M. Castorena - Equip Oper.	1	5	55.00		275.00
	S. Calel - Labor	1	5	40.00		200.00
	M. Olivus - Civil Engineer	1	1	125.00		125.00
Labor Total					<u>1,350.00</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		1	175.00		175.00
	Backhoe BH-3		1	150.00		150.00
	Front End Loader FL-3		2	125.00		250.00
	Large Sheeps foot compactor			125.00		
	Walk behind compactor			125.00		
	Hand Compactor			50.00		
Equipment Total					<u>575.00</u>	

Material - Labor - Equipment - Sub- Contractor Total 2,200.00
 Sub-Total 2,200.00
 State/Local Sales Tax 6.5625% 144.38
 Total 2,344.38

Leon Moreno Jr.

Signature - Entrench Inc.

B. Bunk

Signature -

GC Name City of Hobbs
Date 3-6-26

Project name
Location

Joe Harvey Blvd
Hobbs, NM

Expose and secure collapsing sewer line

Material	Quantity	Description	Unit	Rate	Total
	30	36" X 6' Barriers		7.00	210.00
	13	30" X 6' Barriers		5.00	65.00
	13	Haul off & dispose of Asphalt	SY	34.62	450.06
	14	24" Green Sewer PVC	ft.	85.00	1,190.00
Material Total					<u>1,915.06</u>

Labor	Position/Title	Qty	Rate (includes Labor/Burden/Fringes)			Total
			Hours/days	Rate	Amount	
	L. Moreno- Proj. Mgr	1	4	125.00		500.00
	F. Castorena - Site Superintendent	1	9	75.00		675.00
	M Castorena - Equip Oper	1	9	55.00		495.00
	S. Colet - Labor	1	9	40.00		360.00
Labor Total					<u>2,030.00</u>	

Equipment	Description (Type/Model)	Unit	Rates			Total
			Hour/days	Rate	Amount	
	Trackhoe TH-5		5	175.00		875.00
	Backhoe BH-3		5	150.00		750.00
	Front End Loader FL-3		1	125.00		125.00
	Large Sheeps foot compactor			125.00		
	Walk behind compactor			125.00		
	Hand Compactor			50.00		
	Saw Cut Machine		1	50.00		50.00
	Water Truck		1	100.00		100.00
Equipment Total					<u>1,900.00</u>	

Material - Labor - Equipment - Sub- Contractor Total 5,845.06
 Sub-Total 5,845.06
 State/Local Sales Tax 6.5625% 383.58
Total 6,228.64

John J. Moreno Jr.
Signature - Entrench Inc.

B. Buie
Signature -



INVOICE
Square Root Services
 7921 N World Dr.
 Hobbs, NM 88242
 (575) 231-7347
 ar@squarerootservices.net

Bill To:
 Entrench

Ship To:
 Entrench

PO:
 Project Name: **26095MT
 Emergency
 Trunk F Joe
 H**
 Invoice No: **4767**
 Status: **Open**
 Invoice Date: **3/30/2026**
 Due Date: **4/29/2026**
 Total: **\$3,968.94**

Service Date	Product/Service	Quantity	Unit Price	Total
2/18/2026	Laboratory:Sr. Field Tech Lab Took two densities on sewer line	1.25	\$115.00	\$143.75
2/18/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
2/18/2026	Laboratory:Field Tech Lab took 2 density's	1.75	\$95.00	\$166.25
2/19/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
2/19/2026	Laboratory:Sr. Field Tech Lab Took 2 densities on sewer line	1.00	\$115.00	\$115.00
2/20/2026	Laboratory:Soils Densities Soils Densities	4.00	\$25.00	\$100.00
2/20/2026	Laboratory:Field Tech Lab Densities	2.00	\$95.00	\$190.00

A 3% surcharge may be applied to credit card transactions.
 Thank you for doing business with us!



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 7921 N World Dr.
 Hobbs, NM 88242
 (575) 231-7347
 ar@squarerootservices.net

Service Date	Product/Service	Quantity	Unit Price	Total
2/23/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
2/23/2026	Laboratory:Field Tech Lab took 2 density	1.50	\$95.00	\$142.50
2/24/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
2/24/2026	Laboratory:Field Tech Lab took 2 density's	2.00	\$95.00	\$190.00
2/25/2026	Laboratory:Soils Densities Soils Densities	1.00	\$25.00	\$25.00
2/25/2026	Laboratory:Field Tech Lab Density's X1	1.25	\$95.00	\$118.75
2/27/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
2/27/2026	Laboratory:Field Tech Lab took 2 density's	1.00	\$95.00	\$95.00
3/02/2026	Laboratory:Sieve Analysis Sieve Analysis-Dark brown silt	1.00	\$110.00	\$110.00
3/02/2026	Laboratory:Atterberg Limits Atterberg limits-Dark brown silt	1.00	\$125.00	\$125.00
3/02/2026	Laboratory:Proctor (Modified/Standard) Proctor-Dark brown silt	1.00	\$285.00	\$285.00

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 Hobbs, NM 88242
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 ar@squarerootservices.net

Service Date	Product/Service	Quantity	Unit Price	Total
3/02/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
3/02/2026	Laboratory:Field Tech Lab took 2 density's and picked up material	3.00	\$95.00	\$285.00
3/03/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
3/03/2026	Laboratory:Field Tech Lab Density's X2	1.75	\$95.00	\$166.25
3/05/2026	Laboratory:Soils Densities Soils Densities	3.00	\$25.00	\$75.00
3/05/2026	Laboratory:Field Tech Lab Took density	1.25	\$95.00	\$118.75
3/11/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
3/11/2026	Laboratory:Field Tech Lab Densities	2.00	\$95.00	\$190.00
3/13/2026	Laboratory:Soils Densities Soils Densities	3.00	\$25.00	\$75.00
3/13/2026	Laboratory:Field Tech Lab took 3 densities	1.00	\$95.00	\$95.00
3/19/2026	Laboratory:Soils Densities Soils Densities	2.00	\$25.00	\$50.00
3/19/2026	Laboratory:Field Tech Lab	2.00	\$95.00	\$190.00

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 Thank you for doing business with us!



INVOICE
Square Root Services
 7921 N World Dr.
 Hobbs, NM 88242
 (575) 231-7347
 ar@squarerootservices.net

Service Date	Product/Service	Quantity	Unit Price	Total
	Took density tests			
	Subtotal: \$3451.25			
3/24/2026	Laboratory:PM/Office/Reporting Fee 15%	3451.25	\$0.15	\$517.69

Subtotal:	\$3,968.94
Tax:	\$0.00
Invoice Amount:	\$3,968.94
Previous Payment(s):	\$0.00
Amount Due (USD)	\$3,968.94

A 3% surcharge may be applied to credit card transactions.
 Thank you for doing business with us!



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution _____ - Authorizing the Mayor to Execute a Memorandum of Understanding Between the Hobbs Public Library and NM STEM Innovation Network

DEPT OF ORIGIN: Library

DATE SUBMITTED: 4/1/2026

SUBMITTED BY: Nichole Lawless, Library Director

Summary:

Authorizing the Mayor to Execute a Memorandum of Agreement Between the Hobbs Public Library and NM STEM Innovation Network.

Fiscal Impact:

Fiscal impact would require the City of Hobbs to install electrical outlets and cat6 drops for computers in the estimated amount of \$4,145.29. The City of Hobbs would record non-cash contributed capital (revenue) in the amount of \$8,498.00 and the asset acquired would be capitalized. The total non-cash value of the MOU is \$35,944.73.

Attachments:

Resolution Authorizing the Mayor to execute an MOU with NM STEM
MOU NM STEM
Invoice and maker items

Recommendation:

Approved By:

Nichole Lawless, Library Director	04/01/2026
Toby Spears, Finance Director	04/08/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/08/2026
Manny Gomez, City Manager	04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7757

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HOBBS
AND THE NEW MEXICO STEM INNOVATION NETWORK TO
SUPPORT STEM PROGRAMMING AT THE HOBBS PUBLIC LIBRARY

WHEREAS, the City of Hobbs is committed to enhancing educational opportunities and fostering innovation within the community, particularly in the areas of Science, Technology, Engineering, and Mathematics (STEM); and

WHEREAS, the Hobbs Public Library serves as a vital community resource providing educational programming and services to residents of all ages; and

WHEREAS, the New Mexico STEM Innovation Network (STEMinNM) seeks to partner with local entities to expand access to STEM education, professional development, and resources; and

WHEREAS, the proposed Memorandum of Understanding (MOU) establishes a collaborative partnership whereby STEMinNM will provide training, technical guidance, curriculum resources, and support in securing funding opportunities, while the Hobbs Public Library retains operational control over programming, staffing, equipment, and resource lending; and

WHEREAS, under the terms of the MOU, the Hobbs Public Library will be responsible for the administration of STEM programming, management of equipment and consumables, and data collection related to program usage, while STEMinNM will provide ongoing support and guidance to enhance program effectiveness; and

WHEREAS, this partnership will strengthen the City's existing Youth Program by expanding STEM learning opportunities, fostering community collaboration, and supporting long-term educational and workforce development goals;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor is hereby authorized to execute the Memorandum of Understanding between the City of Hobbs and the New Mexico STEM Innovation Network.

BE IT FURTHER RESOLVED that the City Manager and staff are authorized to take all actions necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF HOBBS AND THE NM STEM INNOVATION NETWORK**

This Memorandum of Understanding (“MOU”) is made this _____ day of April, 2026, by and between the City of Hobbs (“City”) and the New Mexico STEM Innovation Network (“NM STEM”).

PURPOSE

This is a partnership between the New Mexico STEM Innovation Network (NM STEM) and the Hobbs Public Library to enhance and grow sustainable access to Science, Technology, Engineering, and Mathematics (STEM) opportunities within Lea County. The New Mexico STEM Innovation Network supports the Hobbs Public Library Youth Program through professional development, technical guidance, curriculum resources, and assistance in securing grants and partnerships, while the Hobbs Public Library retains ownership and operational control of programming, equipment, and lending operations.

DUTIES PURSUANT TO THE AGREEMENT

The intent of the MOU is that the New Mexico STEM Innovation Network enhances and strengthens the Hobbs’s existing Youth Program, rather than operating an independent program.

I. Programming & Staffing

- 1.1 Programming staff will not be provided by the New Mexico STEM Innovation Network.
- 1.2 The HUB functions as an enhancement to the Hobbs Public Library’s existing Youth Program, intentionally bringing together educators, community partners, families, and industry to foster a collaborative environment that supports student growth, learning, and long-term success.
- 1.3 The Hobbs Public Library STEM in NM Champion / Youth Program Director serves as the primary operator of the HUB and will:
 - a. Lead and facilitate STEM sessions
 - b. Operate, troubleshoot, and maintain STEM equipment

- c. Manage consumables and materials used in programming
- 1.4 The NM STEM Innovation Network will provide professional development, technical guidance, curriculum resources, and ongoing support.

II. Role of the STEM in NM Champion / Youth Program Director

- 2.1 The Hobbs Public Library STEM in NM Champion serves as both Program Lead and Technical Operator of the HUB.
- 2.2 The Hobbs Public Library will be responsible for collecting and maintaining data related to the use of the HUB, including participation, program offerings, resource utilization, and space usage. The New Mexico STEM Innovation Network will support the development of data collection tools, systems, and reporting frameworks. The Hobbs Public Library agrees to utilize the agreed-upon system to ensure accurate and consistent data is captured, enabling both parties to evaluate impact, inform decision-making, and support reporting, funding, and sustainability efforts.
- 2.3 Responsibilities include:
 - a. Planning and delivering STEM programming
 - b. Operating, troubleshooting, and maintaining equipment
 - c. Managing consumables and materials
 - d. Coordinating scheduling and space access with at least 1 community event a quarter if possible
 - e. Serving as the primary point of contact with the New Mexico STEM Innovation Network for networking and sharing data, best practices, etc.
- 2.4 NM STEM will support through training, consultation, connection to industry and best-practice guidance.

III. Equipment Ownership

- 3.1 All STEM equipment provided under this partnership will be owned by Hobbs Public Library, unless otherwise specified in writing.
- 3.2 Equipment becomes part of the Hobbs Public Library's long-term Youth Program assets.

IV. Maintenance, Repair & Replacement

- 4.1 The Hobbs Public Library is responsible for day-to-day operation and routine maintenance.
- 4.2 The New Mexico STEM Innovation Network will assist with:
 - a. Training on proper equipment care
 - b. Guidance on repairs, upgrades, and replacement planning
 - c. Identifying grant and partnership opportunities for sustainability

V. Consumables & Materials

- 5.1 The Hobbs Public Library will be responsible for the ongoing management of consumables (e.g., 3D printer filament, laser-cutting materials). The NM STEM Innovation Network may support an initial investment in consumables; however, continued replenishment cannot be guaranteed. Both parties agree to collaboratively pursue industry partnerships, grants, and other funding avenues to maintain an adequate supply of materials.
- 5.2 The NM STEM Innovation Network will support replenishment as feasible, emphasizing:
 - a. Grant opportunities
 - b. Community and industry partnerships
 - c. Collaborative funding and donation efforts

VI. STEM Resource Lending the Hobbs Public Library

- 6.1 The HUB will include a STEM Resource Lending the Hobbs Public Library consisting of kits, tools, and educational materials available for checkout.
- 6.2 The Hobbs Public Library staff will support the operational aspects of the lending system including:
 - a. Checking materials in and out
 - b. Maintaining checkout records
 - c. Applying existing the Hobbs Public Library lending policies where appropriate

- 6.3 The New Mexico STEM Innovation Network will support the content and sustainability of the lending the Hobbs Public Library by:
- a. Assisting with keeping materials current, relevant, and aligned with STEM priorities
 - b. Supporting replenishment and replacement of kits and resources as feasible and contingent on state supported funding.
 - c. Helping identify grants, donations, and partnerships to expand and refresh the collection
- 6.4 This shared approach ensures the lending the Hobbs Public Library is well-managed, sustainable, and continuously evolving without placing undue burden on the Hobbs Public Library staff or budgets.

VII. Filament Storage & Equipment Care

- 7.1 Proper storage (sealed containers, desiccant, and/or dryers) is recognized as necessary.
- 7.2 These needs fall under the Hobbs Public Library-operated equipment management, with Network guidance and support for funding where possible.

VIII. Content & Safety Restrictions

- 8.1 All activities will follow:
- a. Hobbs Public Library policies
 - b. City of Hobbs policies
 - c. Applicable safety and legal standards
- 8.2 The Hobbs Public Library retains final authority over acceptable use.

IX. TERM AND TERMINATION

- 9.1 This MOU shall commence on the Effective Date and shall remain in effect for a period of one (1) year unless sooner terminated.
- 9.2 Either party may terminate this MOU without cause upon thirty (30) days written notice to the other party. Upon termination, the parties shall cooperate in an orderly wind-down of activities. Ownership of equipment shall remain with the Hobbs Public Library unless otherwise agreed in writing.

X. **GOVERNING LAW AND VENUE**

10.1 This MOU shall be governed by and construed in accordance with the laws of the State of New Mexico. Venue for any dispute arising under this MOU shall lie exclusively in the courts of Lea County, New Mexico.

XI. **INDEMNIFICATION**

11.1 To the extent permitted by law, NM STEM agrees to defend, indemnify, and hold harmless the City of Hobbs, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, and expenses arising out of or resulting from NM STEM's negligent acts, errors, omissions, or willful misconduct in connection with this MOU.

11.2 Nothing in this section shall be construed as a waiver of the City's immunities or limitations of liability under the New Mexico Tort Claims Act.

XII. **LIABILITY**

12.1 Each party shall be responsible for its own acts and omissions and those of its officers, employees, and agents. Nothing in this MOU shall be construed to create a joint venture, partnership, or agency relationship between the parties.

12.2 The City of Hobbs does not assume liability for the acts or omissions of NM STEM, and NM STEM does not assume liability for the acts or omissions of the City, except as expressly provided herein.

XIII. **ENTIRE AGREEMENT**

13.1 This MOU represents the entire understanding between the parties and may be amended only by written agreement signed by both parties.

ATTEST:

NEW MEXICO STEM INNOVATION NETWORK

BY: _____ Date: _____

Devon Fite,
Regional Director

ATTEST:

CITY OF HOBBS

BY: _____ Date: _____

Jonathan Sena,
Mayor

Approved as to Form:

By: _____ Date: _____

Medjine Desrosiers-Douyon,
Deputy City Attorney

**REGIONAL EDUCATION COOPERATIVE 6
REQUISITION**

**BILL TO:
REGIONAL EDUCATION COOPERATIVE 6**

PO Box 847
ENMU, Station #9
1500 S. Avenue K
Portales, NM 88130
(575) 562-4456 Phone
(575) 562-4460 Fax

(1) School: _____

(2) Requested By: _____

(3) LEA Approval By: _____

(Authorized LEA Signature Required)

Date: _____

SHIP TO:	SUGGESTED SOURCE (VENDOR)
Hobbs Public Library	STEMFINITY LLC
Attn: Alexis Arriaga / Nikki Lawless	9841 W Emerald Street, Boise, ID 83704
509 N. Shipp St. Hobbs NM 88240	fax#
phone# 575-397-9328	phone# 800.985.7836 Email: support@stemfinity.com

PLEASE TYPE INFORMATION BELOW

(6) QUANTITY REQUESTED	(7) UNIT	(8) DESCRIPTION OF ITEM (Be specific in Name, Model No., etc...)	(9) UNIT PRICE	(10) TOTAL AMOUNT
1	TCG-1822-81-KWI-S TEAM	Maker Cart 2.0: The Ultimate STEM - STEAM	\$8,498.00	\$ 8,498.00
1	PCS-EDS-17112	Flight STEAMventures	\$425.00	\$ 425.00
1	PCS-BLB-1202	BrickLAB Core Ultimate Set (Grades 1-6)	\$1,195.00	\$ 1,195.00
2	MAT-2015-00114	MatataStudio MT3 Digital Microscope	\$449.90	\$ 899.80
1	PCS-EDS-13503	Scratch Camp	\$495.00	\$ 495.00
1	BOX-E4_T EACHER_BUNDLE	Robo E4 Educational 3D Printer Teacher Bund	\$2,999.00	\$ 2,999.00
2	MOD-8551-65004598	Cubelets Curiosity Set	\$399.00	\$ 798.00
1	STEM 101-3D Printing-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00
1	STEM 101-AR/VR/XR (Extended Reality)-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00
1	STEM 101-Project-Based Learning-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00
1	STEM 101-Coding-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00

1	STEM 101-Circuitry-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00
1	STEM 101-Robotics-Virtual PD	STEM 101: One Day Training	\$495.00	\$ 495.00
1	KUBO-BN DL-CKB	KUBO Complete Coding Bundle	\$454.00	\$ 454.00
1	TCT-TTE-SA-CP35	STEM Activate Complete Package (3rd-5th)	\$599.99	\$ 599.99
1	TCT-TTE-SA-CPK2	STEM Activate Complete Package (K-2nd)	\$549.99	\$ 549.99
1	SNP-SCS C3CP	Snap Circuits® STEM Classroom Activity Kit	\$651.49	\$ 651.49
1	DISC-Price Match	Eduporium Price Match (\$499)	-\$152.49	\$ (152.49)
1	PCS-EDS-13506	Science of the Human Body Camp	\$675.00	\$ 675.00
1	JLZ-MMC K	Makey Makey STEM Pack - Classroom Inventi	\$699.95	\$ 699.95
1	PCS-EDS_52010	Dirt Camp Second Edition	\$895.00	\$ 895.00
1	PCS-EDS-13505	Flight & Aerodynamics Camp	\$1,025.00	\$ 1,025.00
1	PCS-EDS-22021	Build a Better World Camp	\$1,095.00	\$ 1,095.00
2	OZO-5060 1ARI	Ozobot Ari Classroom Kit	\$1,450.00	\$ 2,900.00
1	PCS-EDS-12517	Simple Machines Camp	\$1,545.00	\$ 1,545.00
1	BBT-8041 0004	Strawbees STEAM Classroom Robotics - micr	\$2,387.00	\$ 2,387.00
1	PCS-EDS_15613	Ready, Set, Drone! Third Edition	\$2,995.00	\$ 2,995.00
1	PCS-EDS-15007	Claymation Camp	\$1,345.00	\$ 1,345.00
				\$ -
				\$ -
SUBTOTAL				\$ 35,944.73
SHIPPING				\$ -
TOTAL				\$ 35,944.73

FOR LEA'S INFORMATION:

FUNCTION-OBJECT #'S

VENDOR

PO #

REC #6 Office Only:

Unencumbered Budget Balance Available?

YES NO

Approved: _____

Disapproved: _____

REC 6 DIRECTOR or BUSINESS MANAGER SIGNATURE

EMAIL COMPLETED REQUISITION TO tgates@rec6.net



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: PUBLICATION: Proposed Ordinance Amending Chapter 3.20 of the Hobbs Municipal Code Regarding the City of Hobbs Procurement Policy

DEPT OF ORIGIN: Finance

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Toby Spears, Finance Director

Summary:

The City of Hobbs is a “home rule charter” government which enacts its own procurement ordinance. The City of Hobbs adopted the home rule procurement ordinance # 1080 on November 17th, 2014. The last update of the procurement ordinance was April 6, 2020. The City of Hobbs needs to update its ordinance to incorporate additional needed processes and procedures for guidance on procurement. The following is a list of the proposed changes:

Objective change to encourage departments to shop local

Adds additional cooperative purchasing for Sourcwell, Buyboard and TIPs

Changes thresholds to: best obtainable price <30K, written quotes from 30K to <90K, >90K requires RFP or Bid.

Exemptions added: purchases of local indefinite quantity commodities such as food and supplies (only up to authorized budgeted amounts). Land acquisitions or right of way acquisitions.

CPO (certified procurement officer) maintained in the Finance Department

P-Card section (only to be used for online subscription-based services and travel (excluding meals)

Fixed Asset changes on dual control. Capital asset components must be budgeted in the same line item and fund to determine total capital cost of the fixed asset.

Vendor contracts associated with federal grant revenues will require proof the vendor was screened for possible debarment with the federal government

Allows for deposits related to professional service contracts with artists and entertainers

Internal control Office of the State Auditor policies require the City of Hobbs to mail vendor checks on file.

If approved, effective date would be July 1, 2026

Fiscal Impact:

No changes are anticipated with the publication of this proposed ordinance

Attachments:

Recommendation:

Staff recommends publication of the Ordinance

Approved By:

Toby Spears, Finance Director	04/09/2026
Toby Spears, Finance Director	04/09/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/09/2026
Manny Gomez, City Manager	04/10/2026

Chapter 3.20 CITY PROCUREMENT POLICY¹

Article 1. General Provisions

[3.20.010 Title.]

[This chapter shall constitute and be referred to as the official "procurement policy" of the City. This chapter shall apply to all purchases of the City.]

3.20.020 Objective.

The objective of this policy is to guide City of Hobbs employees in the legal steps required to purchase quality materials and services needed at competitive prices in accordance with regulations set forth by the Hobbs City Commission and the State of New Mexico. This objective is also to strengthen the local economy by prioritizing the procurement of goods and services from locally owned businesses whenever feasible, thereby supporting job creation, fostering community investment, and enhancing the overall economic resilience of the municipality.

1. Administration. The City of Hobbs Central Purchasing Office (CPO) staff are charged with the responsibility of procuring all materials and services effectively and efficiently. The City Manager and CPO shall have the responsibility and authority to insure that all provisions of the law and this policy are followed and shall be authorized to issue any supplement consistent with this policy deemed necessary to administer, manage or clarify this policy. Supplements shall be approved by the City Manager and copies of all supplements shall be attached to and made a part of this policy. The CPO shall be responsible for having the knowledge to insure that all provisions of this policy and all other purchasing concerns and activities of the City of Hobbs are appropriate and consistent with the most current, generally accepted purchasing techniques, and all provisions of the law. CPO personnel are available to answer any questions concerning the methods and policies regarding procurement of materials and services.
2. Scope. Except as otherwise provided, this procurement policy applies to every expenditure by the City of Hobbs for the procurement of items of tangible personal property, services and construction (13-1-30 NMSA 1978).
3. Consistency with State Procurement Code. The provisions of this policy are subject to change as per State Procurement Code revisions. Any revision thereof that is inconsistent with the provisions of this policy shall control. All purchase users shall be given a copy of such revisions and notified that they are in effect.
4. Unauthorized Purchases. Any purchase which does not substantially comply with the provisions of this policy shall be considered an unauthorized purchase. Any individual initiating any unauthorized purchase may be subject to disciplinary action and may be held solely responsible for payment.

¹Editor's note(s)—Ord. No. 1101, §§ I—XIII, adopted April 17, 2017, repealed the former Ch. 3.20, §§ 3.20.010—3.20.095, and enacted a new Ch. 3.20 as set out in §§ 3.20.010—3.20.105 herein. The former Ch. 3.20 pertained to similar subject matter and derived from Ord. No. 1080, adopted Nov. 17, 2014; and Ord. No. 1084, adopted May, 19, 2015.

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5. Approval of Unauthorized Purchases. All purchases determined to be an unauthorized purchase shall be considered by the City of Hobbs Finance Director, who will make a recommendation to the City Manager to approve or not approve an unauthorized purchase for payment. Unauthorized purchases shall not be processed for payment prior to City Manager approval. The City Manager will make a determination, based on the facts and circumstances of each case, of whether or not to pay for any unauthorized purchase.
 6. Civil Penalties. Persons knowingly violating the State Procurement Code, or this policy based on State law, may be subjected to a penalty not to exceed one thousand dollars (\$1,000.00) per occurrence (13-1-196 NMSA 1978).

Items not specifically identified in this policy are regulated by Chapter 13 NMSA 1978.

(Ord. No. 1101, § I, 4-17-2017)

3.20.030 Definitions.

"Authorized department employees" authorized department employees are designated and authorized by each Department Head to approve purchases within their department.

"Central purchasing office (CPO)" means the Central Purchasing Office (CPO) is defined as the Finance Department and other departmental staff assigned or delegated the responsibility to ensure compliance with the City of Hobbs procurement policy for all purchases. The CPO personnel are responsible to verify that each expenditure is coded to the proper account, and that each expenditure is allowable considering the budget as adopted by the City Commission with amendments.

"Change order" means a written order signed and issued by a procurement officer directing the contractor to make changes which the changes clause of the contract authorizes the procurement officer to order with or without the consent of the contractor.

"Contract modification (amendment)" means any written alteration in the provisions of a contract accomplished by mutual action of the parties to the contract.

"Construction management and construction manager" means consulting services related to the process of management applied to a public works project for any duration from conception to completion of the project for the purpose of controlling time, cost and quality of the project. "Construction manager" means a person who acts as an agent for the City of Hobbs for construction management, for whom the City of Hobbs shall assume all the risks and responsibilities.

"Construction manager at risk" means a person who, pursuant to a contract with a governing body, provides the preconstruction services and construction management required in a construction manager at risk delivery method.

"Construction manager at risk delivery method" means a construction method for the City of Hobbs wherein a construction manager at risk provides a range of preconstruction services and construction management, including cost estimation and consultation regarding the design of the building project, preparation and coordination of bid packages, scheduling, cost control, value engineering and, while acting as the general contractor during construction, detailing the trade contractor scope of work, holding the trade contracts and other subcontracts, prequalifying the evaluating trade contractors and subcontractors and providing management and construction services, all at a guaranteed maximum price for which the construction manager at risk is financially responsible.

"Cooperative procurement" means procurement conducted by or on behalf of more than one (1) state agency or local public body, or by a state agency or local public body with an external procurement unit. This also means purchasing agreements when the agreement has been evaluated through a Federal or a State of New

Mexico formal bidding process. (Examples: Cooperative Educational Services, HGAC, [Sourcewell, Buy Board, TIPS Purchasing Cooperative](#)-.)

"Exemptions." See Section 3.20.035.

"Indefinite quantity contract" means a contract which requires the contractor to furnish an indeterminate quantity of specified services, items of tangible personal property or construction during a prescribed period of time at a definite unit price or at a specified discount from list or catalogue prices.

"Invitation for bids (IFB)" means all documents, including those attached or incorporated by reference, utilized for soliciting sealed bids.

"Lease option" means an operating lease for acquiring tangible equipment and "lease purchase options" means a capital lease for acquiring tangible equipment. The City of Hobbs can enter into either an operating lease or a capital lease in acquiring tangible equipment. Thresholds still apply as to the total value of the leased asset. All lease agreements valued at under ~~seventy-five thousand dollars (\$75,000.00)~~ [ninety thousand dollars \(\\$90,000.00\)](#) must be signed by the City Manager or designee. All lease agreements with tangible equipment valued at over ~~seventy-five (\$75,000.00)~~ [ninety thousand dollars](#) must be processed through bidding, request for proposal, GSA, or cooperative purchasing and be approved by the City Commission.

"Multi-term contract" means a contract having a term longer than one (1) year.

"Public works contracts" means a construction project of the City of Hobbs, to construct, repair, alter or extend an improvement on real property or to improve real property owned, used or leased by the City of Hobbs.

"Purchase order" means the document issued by the central purchasing office which directs a contractor to deliver items of tangible personal property, services or construction pursuant to an existing contract.

"Purchase request" means the document by which a using department or division requests that a contract be obtained for a specified service, construction or item of tangible personal property and may include but is not limited to the technical description of the requested item, delivery schedule, transportation requirements, suggested sources of supply and supporting information.

"Request for proposal (RFP)" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Task order" means a written contract associated with a multi-award RFP or bid.

"Total cost" means total cost of the materials or services required, defined as all costs associated with the purchase, including shipping and any applicable taxes.

(Ord. No. 1101, § II, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.035 Exemptions.

Purchases of parts and labor or maintenance agreements to repair disabled equipment or machinery if the equipment or machinery is repaired by a franchised dealer or by a factory authorized repair shop.

Purchases of parts and labor for equipment or machinery where a breakdown of this equipment or machinery could cause an emergency or costly condition to exist and where the machinery or equipment is in immediate danger of failure.

[Purchases of local indefinite quantity commodities such as food and supplies. \(only up to authorized budgeted amounts\)](#)

Purchases of computer software and ancillary services required to match other software in use is required to be used in the public interest. This includes licensing fees and services to modify or maintain proprietary software.

Purchases of specialty goods, as defined by the Chief Procurement Officer or Finance Director, for resale to the general public at a retail business operated by the City.

Agreements for the services of attorneys and legal assistants.

Contracts and expenditures in connection with court or administrative proceedings, including, but not limited to, experts, mediators, interpreters, translators, court reporters, process servers, witness fees, security services and printing and duplicating of materials for filing.

Infrastructure development agreements.

Land Acquisitions or Right of Way Acquisitions

Railroad infrastructure agreements.

Agreements for the services of lobbyists.

Third party lodgers' tax awards.

Social service agencies.

Exempt agencies.

Fully funded restricted private donations as required by the private donor.

Leases, licenses, permits, exchanges, or purchases of real property and all other real property transactions.

Purchases from regulated utilities such as gas, electricity, water, telephone, cable TV, refuse collection services.

Purchases of books, periodicals, films, training materials, subscriptions, on-line information services, or advertising from the publishers and distributors or agents.

Purchases of travel by common carrier or by private conveyance and related travel expenditures such as meals and lodging.

Purchase of surety bonds.

Agreements for the services of medical practitioners such as doctors and veterinarians.

Purchase, lease, rental or any other financial management for the acquisition of works of art.

Contracts with professional entertainers and associated expenditures.

The purchase of used items if available for a limited time, such as by auction or public sale, and if determined to be at a cost advantage to the City. A memo shall be written to the Finance Director for approval describing the steps taken to determine that a cost advantage to the City exists.

(Ord. No. 1123, 4-6-2020)

3.20.036 Approval of Contracts.

The following contracts must be approved by the City Commission:

1. Any contract for professional/technical services in an amount exceeding ~~seventy-five thousand dollars (\$75,000.00)~~, ninety thousand dollars (\$90,000.00) including, but not limited to, legal service contracts.
2. Any amendment to a professional/technical services contract which causes the amount of that contract to exceed ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00).
3. Any CES/HGAC/SourceWell/BuyBoard/TIPS Purchasing Cooperative contracts exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00).-Note: Items that utilize

NM/~~Federal/NASPO~~ GSA contracts are excluded from the ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) threshold but must be approved in the current fiscal year budget.

4. Any amendment to a GSA/CES/HGAC/~~Sourcewell/BuyBoard/TIPS Purchasing Cooperative~~ contract which causes the amount of that contract to exceed ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00).
5. Any exempt agency contract in an amount exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) and any amendment to an exempt agency contract which causes the amount of that contract to exceed ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00)
6. Any social service agency contract in an amount exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) and any amendment to a social service agency contract which causes the amount of that contract to exceed ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00)
7. Concession contracts expected to generate revenues to the contractor in excess of ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), over a twelve (12) month period.
8. Sole source contracts for goods, services or construction in excess of ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) for a single project.
9. Emergency service contracts for goods, services or construction in excess of ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) Note: The City Manager must determine that urgent and compelling reasons requiring an emergency procurement of professional/technical services exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) or social service exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00); the City Manager shall notify the Mayor and City Commission at its regularly scheduled meeting. The City Manager shall give a full description of the urgent and compelling reasons, the scope of work, the contract amount, and the name of the contractor.
10. Contracts with the New Mexico State Auditor, or other contracts required by law.

Note: City Manager may require contracts under ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) to be approved by City Commission on a case by case basis. Land Acquisition or Right of Way Acquisition exceeding ninety thousand dollars (\$90,000.00) in value can be negotiated by the City Manager with ratification by the City Commission.

(Ord. No. 1123, 4-6-2020)

3.20.040 Purchasing policies.

- A. Certificates of Insurance. Vendors must provide a certificate of insurance to the CPO, or have a certificate on file with the City Clerk's office prior to any purchase that includes labor exceeding ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00). The certificate of insurance shall include all general liability, auto liability, and worker's compensation coverage as required by the CPO. Certificates of insurance may also be required for other purchases as deemed necessary.
- B. Certification of Procurement Officer. ~~The City of Hobbs is required to maintain a Certified Public Accountant within the Finance Department.~~ The certification of a procurement officer is ~~optional~~ mandatory within the Finance Department. ~~as it relates to the City of Hobbs Certified Public Accountant status.~~

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- C. Competitive Sealed Proposals (Request for Proposal). When the City of Hobbs requires competitive sealed proposals, the entire proposal document must be reviewed and approved by the Department Head originating the proposal, CPO, City Attorney, and City Manager. Additional department staff may be required to review the proposal document. Notice of proposals must clearly identify the City of Hobbs, Finance Department, 200 E. Broadway, Hobbs, NM 88240 as the location and time for submittal.
1. Public notices must be published at least ten (10) calendar days prior to the deadline for submission and posted to the City of Hobbs website. (13-1-113 NMSA 1978). Proposals will not be opened prior to the scheduled deadline for submission. Proposals are not publicly opened.
 2. After the deadline for submission, proposals will be evaluated based on the evaluation criteria set forth in the proposal document, by an evaluation committee designated by the City Manager or his designee (13-1-114 NMSA 1978). A minimum of twenty (20) percent cost factor must be included in the evaluation criteria. (Note: only on non-qualification based proposals will the minimum cost factor be applied.)
 3. Any negotiations will be conducted by the City Manager or his designee. Negotiations may be conducted with responsible offeror who submit proposals found to be reasonably likely to be selected for award (13-1-115 NMSA 1978, 1997 Repl.). The contents of any proposal shall not be disclosed so as to be available to competing offeror during the negotiation process (13-1-116 NMSA 1978).
 4. After award, all proposals are subject to the "Inspection of Public Records Act" (14-2-1 through 14-2-12 NMSA 1978).
 5. Proposals that are rejected and never awarded are not subject to the Inspection of Public Records Act (14-2-1 through 14-2-12 NMSA 1978).
 6. In addition to the requirements above, proposals for the services of architects, engineers, landscape architects and surveyors must also comply with Sections 13-1-120 through 13-1-124 NMSA 1978 (Section 13-1-115 NMSA 1978).
 7. If federal grant revenues are associated with a proposal, the proposal must contain language as it relates to the specific federal grant guidelines.
 8. All proposers shall be required to sign an affidavit attesting that collusion has not occurred.
 9. All proposers shall be required to sign a Related Party Form, disclosing any financial interest the proposer may have with the City of Hobbs.
 10. All proposers shall be required to sign a Debarment Certificate disclosing any debarment from the State of New Mexico, Federal Government and or the City of Hobbs.
- D. Construction Manager at Risk Delivery Method.
1. Construction manager at risk delivery method authorized; multiphase selections procedure.
 - a. A construction manager at risk delivery method may be used when the City Commission or designee determines that it is in its interest to use that method on a specific project, provided that the construction manager at risk shall be selected pursuant to the provisions described of this section.
 - b. The City Commission or designee shall form a selection committee of at least three (3) members with at least one (1) member being an architect or engineer. The selection committee shall develop an evaluation process, including a multiphase procedure consisting of three (3) steps. The three (3) step process shall consist of a request for qualifications, a request for proposals and an interview.

A request for qualifications shall be published and shall include at a minimum the following:

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- i. A statement of the minimum qualifications for the construction manager at risk, including the requirements for:
 - (A) A contractor's license for the type of work to be performed, issued pursuant to the Construction Industries Licensing Act;
 - (B) Registration pursuant to 13-4-13.1 NMSA 1978; and
 - (C) A minimum bond capacity;
 - ii. A statement of the scope of work to be performed, including:
 - (A) The location of the project and the total amount of money available for the project
 - (B) A proposed schedule, including a deadline for submission of the statements of qualification;
 - (C) Specific project requirements and deliverables;
 - (D) The composition of the selection committee;
 - (E) A description of the process the selection committee shall use to evaluate qualifications;
 - (F) A proposed contract; and
 - (G) A detailed statement of the relationships and obligations of all parties, including the construction manager at risk, agents of the City Commission or designee, such as an architect or engineer;
 - iii. A verification of the maximum allowable construction cost; and
 - iv. A request for a proposal bond as required by Section 13-1-146 NMSA 1978.
 - v. All proposers shall be required to sign an affidavit attesting that collusion has not occurred.
 - vi. All proposers shall be required to sign a Related Party Form, disclosing any financial interest the proposer may have with the City of Hobbs.
 - vii. All proposers shall be required to sign a Debarment Certificate disclosing any debarment from the State of New Mexico, Federal Government and or the City of Hobbs.
- c. The selection committee shall evaluate the statements of qualifications submitted and determine the offerors that qualify for the construction manager at risk. The committee shall issue a request for proposal to the offerors that qualify.
 - d. The selection committee shall issue a request for proposal and evaluate the proposals pursuant to Sections 13-1-112 through 13-1-117 NMSA 1978 except that:
 - i. The request for proposals shall be sent only to those determined to be qualified.
 - ii. The selection committee shall evaluate the proposals and conduct interviews with up to three (3) of the highest-ranked offerors instead of negotiating with responsible offerors found to be reasonably likely to be selected; and
 - e. After conducting interviews with the highest-ranked offerors and after considering the factors listed in this section, the selection committee shall recommend to the City Commission the offeror that will be most advantageous to the City of Hobbs. Should the City Commission or designee be unable to negotiate a satisfactory contract with the offeror considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that offeror

shall be formally terminated. The City Commission or designee shall then undertake negotiations with the second most qualified offeror. Failing accord with the second most qualified offeror, the City Commission or designee shall formally terminate negotiations with the offeror. The City Commission or designee shall then undertake negotiations with the third most qualified offeror. Should the governing body or designee be unable to negotiate a contract with any of the offerors selected by the committee, additional offerors shall be ranked in order of their qualifications and the City of Hobbs or designee shall continue negotiations in accordance with this section until a contract is signed with a qualified offeror or the procurement process is terminated and a new request for proposal is initiated.

- f. In evaluating and ranking statements of qualifications, proposals and results of interviews, and in the final recommendations of a construction manager at risk, the selection committee shall consider:
 - i. The offeror's experience with construction of similar types of projects;
 - ii. The qualifications and experience of the offeror's personnel and consultants and the role of each in the project;
 - iii. The plan for management actions to be undertaken on the project, including services to be rendered in connection with safety and the safety plan for the project;
 - iv. The offeror's experience with the construction manager at risk method; and
 - v. All other selection criteria, as stated in the request for qualifications and the request for proposals.
 - g. Nothing in this section precludes the selection committee from recommending the termination of the selection procedure and repeating the selection process pursuant to this section. Any material received by the selection committee in response to a solicitation that is terminated shall not be disclosed so as to be available to competing offerors.
 - h. After a contract is awarded, the selection committee shall make the names of all offerors and the names of all offerors selected for interview available for public inspection along with the selection committee's final ranking and evaluation scores. Offerors who were interviewed but not selected for contract award shall be notified in writing within fifteen (15) days of the award.
2. Responsibilities of construction manager at risk following award of project.
- a. The contract with the construction manager at risk shall specify:
 - i. The guaranteed maximum price; and
 - ii. The percentage of the guaranteed price that the construction manager at risk will perform with its own work force.
 - b. The construction manager at risk, in cooperation with the City Commission or designee, shall seek to develop subcontractor interest in the project and shall furnish to the City Commission or designee and any architect or engineer representing the City Commission or designee a list of subcontractors who state in writing that they are a responsible bidder or a responsible offeror, including suppliers who are to furnish materials or equipment fabricated to a special design and from whom proposals or bids will be requested for each principal portion of the project. The governing body and its architect or engineer shall promptly reply in writing to the construction manager at risk if the governing body, architect or engineer knows of any objection to a listed subcontractor or supplier, provided that the receipt of the list shall not require the City Commission or designee, architect or engineer to investigate the qualifications of proposed

subcontractors or suppliers, nor shall it waive the right of the City Commission or designee, architect or engineer later to object to or reject any proposed subcontractor or supplier.

- c. The construction manager at risk shall:
 - i. Conduct pre-bid or pre-proposal meetings;
 - ii. Advise the City Commission or designee about bidding or proposals;
 - iii. Enter into contracts; (only on City Commission approval) and
 - iv. Assist the City Commission or designee in evaluating submissions by responsible bidders and offerors.

- E. Competitive Sealed Bids (Invitation for Bids). When the City of Hobbs requires sealed bids, the entire bid document must be reviewed and approved by the Department Head originating the bid, CPO, City Attorney, and City Manager. Additional department staff may be required to review the bid document. Notice of bids must clearly identify the City of Hobbs, Finance Department, 200 E. Broadway, Hobbs, NM 88240 as the location and time for submittal.
 - 1. Public notice must be published at least ten (10) calendar days prior to the scheduled bid opening and posted to the City of Hobbs website. (13-1-104 NMSA 1978). Bids will not be opened prior to the scheduled bid opening. All bids shall be opened publicly in the presence of one or more witnesses. (13-1-107 NMSA 1978). Award shall be made to the lowest responsible bidder. The City reserves the right to waive technicalities and accept the bid deemed to be in the best interest of the City.
 - 2. Price negotiations can be conducted in order to avoid rejection of all bids only if the lowest responsible bid has otherwise qualified, and if there is no change in the original terms and conditions, if the lowest bid was up to ten (10) percent higher than budgeted project funds. (Section 13-1-105 NMSA 1978).
 - 3. All bids are subject to the Inspection of Public Records Act (14-2-1 through 14-2-12 NMSA 1978).
 - 4. Addendums to bids must be disclosed by the CPO within twenty-four (24) hours of prior bid opening date.
 - 5. If federal grant revenues are associated with a bid, the bid must contain language as it relates to the specific federal grant guidelines.
 - 6. All proposers shall be required to sign an affidavit attesting that collusion has not occurred.
 - 7. All proposers shall be required to sign a Related Party Form, disclosing any financial interest the proposer may have with the City of Hobbs.
 - 8. All proposers shall be required to sign a Debarment Certificate disclosing any debarment from the State of New Mexico, Federal Government and or the City of Hobbs.

- F. Expenditure Categories. The following policies are to be applied by the CPO for all expenditures of the City of Hobbs. The application of the policy is based on the appropriate cost category that each purchase fits into; as well as the additional requirements for public works contracts, see section 3.20.060; and miscellaneous purchases, see section 3.02.050.
 - 1. Category #1—Total Cost is Less Than ~~Twenty Thousand Dollars (\$20,000.00)~~ Thirty Thousand Dollars (\$30,000.00)—Price quotes for these purchases are required, however a good faith effort must be made to acquire the materials or services at the best obtainable price. All departments can purchase services, construction or items of tangible personal property having a value not exceeding ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) by issuing a direct small purchase order. (Note: all purchase requisitions must have a quote before a conversion to a purchase order) Purchases made in this category must obtain prior approval from an authorized department employee.

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2. Category #2—Total Cost is More Than ~~Twenty Thousand Dollars (\$20,000.00)~~ Thirty Thousand Dollars (\$30,000.00), but less than ~~Seventy-Five Thousand Dollars (\$75,000.00)~~ Ninety Thousand Dollars (\$90,000.00). Purchase of services, construction or items of tangible personal property having a value not exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) are accomplished by obtaining three (3) written quotes. The quotes will be turned in to the CPO with a quote/purchase request form for issuance of a purchase order. Purchases made in this category must obtain prior approval from an authorized department employee.
 3. Category #3—Total Cost is More Than ~~Seventy-Five Thousand Dollars (\$75,000.00)~~ Ninety Thousand Dollars (\$90,000.00). Purchases of services, construction or items of tangible personal property in this category must be procured using formal sealed bids or competitive sealed proposals through the CPO. Only the CPO can distribute bid and proposal documents, maintain an approved bidder list, or issue any addendum to bids or proposals. Purchases made in this category must obtain prior approval from the Department Head and approved by the City Manager and City Commission.

Purchases are not to be artificially divided to shift the classification of the purchase into an inappropriate expenditure category. Violation of this policy is subject to possible disciplinary action as defined in the personnel policy.

- G. Freight Designations. The City of Hobbs will not accept title of any goods until they are received by an agent of the City of Hobbs (13-1-157, 13-1-158 NMSA 1978).
 1. The shipping terms of all purchases made by the City of Hobbs must be F.O.B. destination or F.O.B. destination, freight prepaid by the vendor.
 2. In most instances, the City of Hobbs will not prepay freight on any purchases. The CPO will make an assessment of the facts and circumstances, and determine if pre-payment of freight is the only available means of purchasing the goods in the best interest of the City of Hobbs.
- H. Gross Receipts Tax. In accordance with state law, the City of Hobbs is responsible to pay New Mexico gross receipts tax on all payments for labor (7-9-1 through 7-9-85 NMSA 1978). Some materials for construction projects may also be subject to New Mexico gross receipts tax.
- I. Indefinite Quantity Contract Purchases. Purchases of the same materials or services at various times during the year may require formal bids if the total cost for the fiscal year exceeds ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) for all departments. Examples of these types of purchases are fertilizer, asphalt, chlorine, lime, concrete, uniforms, janitorial, etc.
 1. The City of Hobbs may procure multiple indefinite quantity construction contracts pursuant to a price agreement for multiple projects under a single RFP, provided that the total amount of a contract and all renewals does not exceed two million dollars (\$2,000,000.00) over four (4) years and the contract provides that any one (1) purchase order under the contract may not exceed five hundred thousand dollars (\$500,000.00). (13-1-154.1 - B)
- J. Multi-Year Contracts. The City of Hobbs may enter into multi-year contracts that are in the best interest of the City of Hobbs as determined by the CPO.
 1. The maximum length of any contract for tangible personal property, construction or services under ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) is not to exceed four (4) years, over ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) is not to exceed eight (8) years including extensions and renewals.
 2. The maximum length of any contract for professional services is not to exceed four (4) years with all extensions and renewals (13-1-150 NMSA 1978)
 3. The terms of these multi-year contracts must be specified in the specifications of the bid or proposal (13-1-150 NMSA 1978).

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4. Task orders can be issued as it relates to multi-award bids and proposals. Task orders between ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) and ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) shall obtain approval from, the Department Head Committee (Department Head Committee defined as a Department Head and one or more evaluators) and the City Manager. The committee shall have a written justification of why the chosen contractor is in the best interest of the City. Any artificial divide of task orders exceeding the ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) threshold would require City Commission approval. (e.g.: three (3) task orders to the same contractor, with each task order amount at ~~twenty five thousand dollars (\$25,000.00)~~ ninety thousand dollars (\$90,000.00)). Task orders exceeding ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) must obtain prior approval from the Department Head and approved by the City Manager and City Commission. In determining the contractor for multi-award task orders exceeding ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), the Department Head Committee will make the recommendation based on the best interest of the City.
 5. The City of Hobbs may procure multiple architectural or engineering services contracts for multiple projects under a single qualifications-based RFP; provided that the total amount of multiple contracts and all renewals for a single contractor does not exceed two million dollars (\$2,000,000.00) over four (4) years and that a single contract, including any renewals, does not exceed five hundred thousand dollars (\$500,000.00) (13-1-154.1 - A)
- K. Professional Services Expenditures. "Professional services" means the services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services (13-1-76 NMSA 1978).

Professional services are procured at the direction of the City Manager for contracts under ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) including for the services of architects, landscape architects, engineers or surveyors for state public works projects or local public works projects, in accordance with professional services procurement regulations promulgated by the Department of Finance and Administration, the General Services Department or a Central Purchasing Office with the authority to issue regulations. Professional services between ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) and ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), not related to public works projects, shall obtain three (3) written competitive quotes with justification (when applicable) before the City Manager may approve the contract. Contracts over ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) are procured at the direction of the City Manager with City Commission approval, and are subject to the competitive sealed proposal requirements. The CPO will issue a contract after documentation of the appropriate approval is delivered to the CPO.

NOTE: The City of Hobbs is subject to 2.22 NMAC State Audit Rule in contracting for the audit services.

- L. Cooperative Purchasing Agreements. "Cooperative procurement" means procurement conducted by or on behalf of more than one (1) state agency or local public body, or by a state agency or local public body with an external procurement unit. Purchases of services, construction or items of tangible personal property can be made through the use of a "cooperative purchase agreement". The cooperative agency agreement must be approved by the City Commission. If multiple purchasing agreements exists with vendors for a project, and the project exceeds two hundred thousand dollars (\$200,000.00), the Department Head must attempt and obtain multiple quotes. The multiple quotes can be compared to all cooperative purchasing agreements as it relates to CES, GSA, HGAC, Sourcwell, BuyBoard and TIPS Purchasing Cooperative. Purchases exceeding ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00) must obtain prior approval from the Department Head and approved by the City Manager and City Commission.

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- M. Amendments to Contracts. Any amendment exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ **ninety thousand dollars (\$90,000.00)** must obtain prior approval from the Department Head and approved by the City Manager and City Commission.
 - N. Change Orders. Any change order on a contract exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ **ninety thousand dollars (\$90,000.00)** must obtain prior approval from the Department Head and approved by the City Manager and City Commission.
 - O. Purchases from Elected Officials or Employees. The City of Hobbs shall follow the NM Governmental Conduct Act as it relates to purchases from elected officials or employees. Procedures for related party expenditures are in Section 3.20.100 of the City of Hobbs Procurement Ordinance.
 - P. Quotations. When the City of Hobbs Procurement Policy requires quotations, either written or oral, all vendors must be given the same information concerning the material or service required and any other specifications. Each vendor contacted must be given an equal opportunity to supply the material or service. If an addendum to a request for a quotation is required, it must be provided to all vendors that were asked to respond.
 - Q. Resident Bidder's Preference. Vendors registered with the State of New Mexico who have received a resident bidder's preference number are eligible for a five (5) percent preference in the evaluation of their bid price (13-1-21 NMSA 1978). This five (5) percent resident bidder's preference is applicable to formal sealed bids and proposals. The resident bidder's preference does not apply to the expenditure of federal funds (13-1-21 NMSA 1978). The CPO is responsible for the verification of the resident bidders' preference number with the State of New Mexico.
 - R. Resident Veteran Business Preference. Vendors registered with the State of New Mexico who have received a resident veteran business preference number are eligible for the following bidder preference (13-1-21 or 13-1-22 NMSA 1978): (Note: The resident veteran business preference is applicable to formal sealed bids and proposals).
 - 1. Resident veteran business with annual revenues of three million dollars (\$3,000,000.00) or less to be ten (10) percent lower than the bid actually submitted and a ten (10) percent factor for a request for proposal.

The CPO is responsible for the verification of the resident veteran business preference number with the State of New Mexico.

~~S.~~ **S.** Sole Source and Emergency Purchases.

- 1. "Sole source purchases" are defined as a purchase for which there is only one known source for the required service, construction or item of tangible personal property (13-1-126 NMSA 1978). At least thirty (30) days before a sole source contract is awarded, the CPO or designee of either shall post notice of the intent to award a sole source contract on its website and forwarded to the State of New Mexico Department of Information Technology for posting on the sunshine portal. The notice shall identify at a minimum:
 - a. The parties to the proposed contract.
 - b. The nature and quantity of the service, construction or item of tangible personal property being contracted for; and
 - c. The contract amount.

Any qualified potential contractor who was not awarded a sole source contract may protest to the CPO. The protest shall be submitted in writing within fifteen (15) calendar days of the notice of intent to award a contract being posted by the CPO. (13-1-126.1, A B, 13-1-128)

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2. Emergency purchases are valid only when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions (13-1-127 NMSA 1978). An emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:
 - a. The functioning of government;
 - b. The preservation or protection of property; or
 - c. The health or safety of any person (13-1-127 NMSA 1978).
 3. Every effort should be made to purchase competitively if the situation allows (13-1-127 NMSA 1978). A written determination of the basis for the emergency procurement and for the selection of the particular contractor shall be included in the procurement file (13-1-128 NMSA 1978).
 4. Written documentation of these types of purchases must be submitted to the CPO by the Department Head making the purchase (13-1-128 NMSA 1978). This documentation must be maintained for a minimum of three (3) years (13-1-128 NMSA 1978).
 5. Within three (3) business days of awarding an emergency procurement contract, the CPO or designee of either shall post notice of the intent to award the emergency purchase contract on its website and forwarded to the State of New Mexico Department of Information Technology for posting on the sunshine portal. The notice shall identify at a minimum:
 - a. The parties to the proposed contract;
 - b. The nature and quantity of the service, construction or item of tangible personal property being contracted for; and
 - c. The contract amount.

FU. State of New Mexico Purchasing Contracts and, State GSA and Federal GSA contracts. The CPO may make purchases utilizing any State of New Mexico Purchasing Contract, or any State/Federal GSA contract deemed to be in the best interest of the City of Hobbs. The CPO is not required to obtain quotes or formal sealed bids for purchases under these contracts regardless of the total cost (13-1-129 NMSA 1978), but may utilize these contracts as one (1) of the price quotes when quotations are required.

1. When using GSA contracts the contractor (not the distributor) must indicate in writing a willingness to extend to the City of Hobbs the terms and conditions specified in the GSA contract (13-1-129 NMSA 1978).
2. The CPO must have a complete copy of the State contract or GSA contract (13-1-129 NMSA 1978). The CPO will verify the terms of the contract as well as the effective date of the contract prior to issuance of a purchase order.

V. Prepayments/deposits of professional service contracts with artists and entertainers are allowed (subject to approval by City Manager and Finance Director

(Ord. No. 1101, § III, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.050 Public works contracts.

- A. Public works contracts are subject to the policies detailed above as well as the following additional procedures.
- B. All contracts of more than sixty thousand dollars (\$60,000.00), must contain a provision stating the minimum wages to be paid to various classes of laborers and mechanics as determined by State of New Mexico.

Contractors must pay the laborers at least weekly, on the job site. The wage scale must be prominently posted by the contractor at the work site (13-4-11 NMSA 1978). If the City of Hobbs is utilizing a cooperative purchase agreement, the determination of wage rates for the agreement must be forwarded and filed with the City of Hobbs CPO. Non-submittal of wage rate determinations from the cooperative service agency could result in a delay of payment.

- C. For all contracts of more than ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), the City of Hobbs must receive a performance bond from the contractor equal to one hundred (100) percent of the contract price, and a payment bond from the contractor equal to one hundred (100) percent of the contract price.
- D. The CPO can require performance bonds and payment bonds on any public works contract.
- E. The City of Hobbs may require a close out fee of no greater than five (5) percent be held from each partial payment to the contractor until the job is completed.
- F. Any vendor submitting a bid for a public works construction project more than five thousand dollars (\$5,000.00), shall submit a subcontractor list of who will perform work or labor or render service. The subcontractor's list shall give in detail the nature of the work which will be done by each subcontractor. Any bid submitted by any person which fails to comply with this policy will be considered a non-responsive bid and will not be accepted by the City of Hobbs (13-4-34 NMSA 1978).
- G. In order to submit a bid, proposal or to be considered for award of any portion of a public works project greater than sixty thousand dollars (\$60,000.00), the public works project is subject to the Public Works Minimum Wage Act. The contractor, serving as a prime contractor or not, shall be registered with the labor and industrial division of the labor department. The City shall not accept a bid on a public works project subject to the Public Works Minimum Wage Act from a prime contractor that does not provide proof of required registration for itself.
- H. The City of Hobbs may procure multiple architectural or engineering services contracts for multiple projects under a single qualifications-based RFP; provided that the total amount of multiple contracts and all renewals for a single contractor does not exceed two million dollars (\$2,000,000.00) over four (4) years and that a single contract, including any renewals, does not exceed five hundred thousand dollars (\$500,000.00) (13-1-154.1 - A).

(Ord. No. 1101, § IV, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.060 Miscellaneous expenditures.

- A. Some miscellaneous expenditures do not lend themselves to classification as services or materials, and are not handled in the same way as most purchases.
- B. Travel expenditures, meal reimbursements, postage, dues/subscriptions and registration fees are several examples.
- C. Check requests can be utilized for these expenditures. It is encouraged to use purchase orders whenever necessary to assure budgeted funds are available.
- D. Documentation for the expenditure should be attached to the request, and submitted directly to the Finance Department for payment.

(Ord. No. 1101, § V, 4-17-2017)

3.20.061 Procurement Cards (P-cards)

A. P-Cards simplify the buying process and may be used by specific authorized individuals. P-cards are only to be used for online subscription-based services and travel (EXCLUDING MEALS) as it relates to City of Hobbs business. The P-Card shall only be used in accordance with established guidelines and procedures and only for purchases that are otherwise authorized. Purchase Cards should not be used to circumvent standard procurement requirements. The Finance Department is charged with administering and establishing the rules and procedures of the City's P-Card program. The Finance Director or designee reviews and approves all City Departmental requests for the assignment of a P-Card. The Finance Director or designee shall establish and determine in writing all individual dollar limitations for P-Cards. In addition, the Finance Director or designee shall determine the limitation per transaction for each P-Card. No individual shall exceed his or her individual limitations without the Finance Director or designee express written approval. P-Card holders are responsible for the security of their cards; the cards should be treated with the same level of care individuals would use with their own personal credit or debit cards. Unsolicited requests for account information should be verified prior to releasing any information. P-Card holders suspected or accused of fraud, theft, or misuse will have their P-Cards suspended or terminated. Violation of the City's P-Card program will subject the P-Cardholder to the following sanctions:

- Card holder may be required to reimburse the City for the cost of unauthorized purchases;
- Revocation of the individual's P-Card; and/or Revocation of the individual's P-Card; and/or
- Termination of employment

3.20.070 Fixed asset policy.

- A. Capital outlay items are budgeted annually and approved by the City Commissioners.
- B. Purchases from funds budgeted as a capital outlay must have an Inventory Data Sheet attached when submitted to the Finance Department for payment.
- C. All capital expenditures are accounted for in a fixed asset inventory and not charged to an operating expense account.
- D. Generally, expenditures for items with an original cost of more than five thousand dollars (\$5,000.00), and an estimated life of more than one (1) year, are classified as fixed assets.
- E. Generally, expenditures of less than five thousand dollars (\$5,000.00) are charged to the current year's operating expenses.
- F. Repairs should be charged to an operating expense account.
- G. Purchases for shrubbery, trees, sod, fencing, carpeting, roofing, plumbing, etc. should not be considered fixed assets.
- H. Installation, engineering services, architectural services and repairs extending the life of the asset should be charged and budgeted directly to the fixed asset as to assure proper value of the fixed asset. Note: When budgeting fixed assets, items F through H should be considered in the code series of the budgeting process. Operations should be budgeted in the 42000 object code series and capital should be budgeted in the 43000 or higher object code series.
- I. Disposition of any item requires prior approval from the Department Head (13-6-1 NMSA 1978), and completion of an inventory data sheet-transfers and deletions. Items are deemed to have a salvage value and are believed to be sold at a public auction must be specified on the inventory data sheet - transfers and deletions form. Minimum bid amounts for auction items may be determined by the Department Head and Finance Director prior to auction and communicated in writing to the auctioneer. The Finance Department is responsible for organizing the auction and will communicate when and where to transport the items before

and after the auction. For chain of custody control, the Department is required to obtain a signature, with time and date, from the auctioneer and City staff once the item has been delivered. Signature sheets will be forwarded to the Finance Department.

- J. Each Department Head is responsible for maintaining an accurate inventory of all fixed assets assigned to their department.
- K. The results of the physical inventory shall be recorded in a written inventory report, certified as to correctness. The Finance Department will incorporate dual control and second level review of the fixed asset balances for accuracy. The fixed asset listing and balances will be presented to the governing authority of the agency, and signed by the governing authority of the agency (NMAC 2.20.1.16.E)
- L. Annexing of property will be evaluated and added to the fixed asset inventory list at the end of every fiscal year (when applicable). The basis for valuation will be determined by reasonable methods determined by GAAP (Generally Accepted Accounting Principles).
- M. Donation of property will be evaluated and added to the fixed asset inventory list at the end of every fiscal year (when applicable). The basis for valuation will be determined by reasonable methods determined by GAAP (Generally Accepted Accounting Principles).
- N. Trade in of property. Where it is desired to trade-in or exchange used articles as part payment on the purchase price of new articles, the Finance Department shall, in requesting vendor offers, describe such used property, inform prospective vendor offerors where the used property can be examined, and notify prospective vendor offerors that the sale price of the new article and the allowance as credit for the trade-in or exchange shall be stated separately. The difference between the sale price of the new article and the trade-in allowance shall be deemed the offer of the seller. Note: If the trade-in item is on the physical certified asset list, all necessary approvals required by 13-6-1 NMSA 1978 must be processed first prior to the trade-in transaction.
- O. Recycled materials (scrap material which retains a salvage value) will be sold through a competitive process determined by the Finance Director. Note: If the sale of recycled material/item is on the physical certified asset list, all necessary approvals required by 13-6-1 NMSA 1978 must be processed prior to the recycled material transaction.

(Ord. No. 1101, § VI, 4-17-2017; Ord. 1123, 4-6-2020)

3.20.075 Budgeting policy/procedures.

- A. In order to comply with Section 6-6-2 NMSA 1978, local governments have the following deadlines to adhere to:

June 1	Budget (preliminary) requests are due to New Mexico Local Government Division
July 31	Budget (final) Final Day to submit budget adjustment resolutions for current fiscal year
	Final budget requests for next fiscal year including the approving resolution due at New Mexico Local Government Division
	Fiscal year-end financial reports due at New Mexico Local Government Division

The New Mexico Local Government Division requires the City of Hobbs to establish and maintain a cash balance in the general fund equal to one-twelfth (1/12) of the budgeted expenditures at fiscal year-end (June 30).

The City of Hobbs will hold a minimum of one (1) budget public work session prior to the first Commission meeting in May.

A portion of the general fund cash balance can be reserved in a separate reserve fund by direct action of the City of Hobbs Commission. The action to set up a reserve must specify the purpose, the amount and the expected date for its use. Reserves which remain unused for a period of three (3) years will revert to the general fund.

B. Budget Fund Establishment:

1. General Fund. Accounts for all financial resources, except those required to be accounted for in another fund.
2. Special Revenue Fund. Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
3. Capital Projects Fund. Accounts for financial resources to be used for the acquisition or construction of major capital facilities.
4. Debt Service Fund. Accounts for the accumulation of resources for the payment of general obligation and long-term debt principal and interest.
5. Proprietary Fund. Accounts for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City Commission is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
6. Internal Service Fund. Accounts for the financing of goods or services provided by one (1) department or agency to other departments or agencies of the City of Hobbs on a cost-reimbursement basis.
7. Fiduciary Fund (Trust and Agency). Accounts for assets held by the City of Hobbs in a trustee capacity or as an agent for individuals, private organizations, or other governmental units, and/or other funds.

C. Adjustments and Reclassifications.

1. Definitions.

"Budget adjustment" means any revenue or expenditure adjustment made after June 1, increasing or decreasing budgeted cash fund balance.

"Budget reclassification" means any revenue or expenditure reclassification made after June 1, having no effect on budgeted cash fund balance.

2. Budget Fund Adjustments.

- a. New Mexico Local Government Division approval is required to adjust the budget after the budget is adopted. The following list establishes the criteria:
 - i. Meeting date that the City Commission approved the adjustments.
 - ii. Fund or funds affected by the adjustments.
 - iii. Department affected by the adjustments.
 - iv. The dollar amount of the adjustment and the available resources to fund the adjustment.
 - v. A brief explanation stating why the adjustment is necessary.
- b. The signature of the Mayor, Commission Chair or designate (Manager, Finance Officer, etc) with attestation by the Municipal Clerk must be provided.
- c. Budget adjustments requiring Local Government Division approval include:
 - i. Any budget increases.
 - ii. Any transfer of budget between funds.

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- iii. Transfers of cash, both permanent and temporary, between funds.
 - iv. Any combination of the above.
 - d. All budget increases, transfers (permanent and temporary) must be approved by the New Mexico Local Government Division prior to making the actual increase or transfer.
 - e. Budget increases or transfers from the general fund requiring the use of cash balances may not be approved if the result reduces estimated ending cash balance below LGD requirements.
 - f. Quarterly budget review establishes the second Commission meeting at the end of each quarter. The quarterly review requires the City of Hobbs to examine fiscal performance and make budget adjustments, if needed. The examination should include a comparison of revenues and expenditures to date to the approved budget.
3. Budget Categories.
- a. The City of Hobbs establishes budget categories within the funds and Departments as the following:
 - Revenue—(Object code beginning with a 30)
 - Personnel and Benefits—(Object code beginning with a 41)
 - Operating—(Object code beginning with a 42)
 - Capital Assets (Tangible Equipment)—(Object code beginning with a 43)
 - Capital Projects—(Object code beginning with a 44, includes a project number)
 - Debt Service—(Object code beginning with a 46)
 - b. All budget reclassifications must be approved by the City Manager or Finance Director. Any budget reclassifications must be between budget categories. (example: reclassifications from personnel to personnel, reclassifications from operating to operating, reclassifications from capital assets to capital assets.) The budgetary cash fiscal impact on reclassifications should be zero with ratification of those adjustments at the quarterly budget review Commission meeting.
 - c. Any budget adjustment reducing the budgeted cash by ~~sixty thousand dollars~~ ninety thousand dollars (~~\$60,000.00~~), (\$90,000.00). Commission approval must be obtained prior to the adjustment being recorded.
 - d. Budget adjustments that do not reduce budgeted cash balance by ~~sixty thousand dollars~~ ninety thousand dollars (~~\$60,000.00~~), (\$90,000.00), ratification of the adjustment at the quarterly budget review must be approved by the City Commission.
 - e. End of the year fiscal year budget adjustments must be approved by the City Commission and submitted for approval to the Local Government Division by July 31.
- D. Procedures for Submitting Fiscal Year Preliminary Budget.
- 1. Salary and Benefits.
 - a. Finance Department will create the fiscal year budget file (in the MUNIS system) in the second week in December for the upcoming fiscal budget year.
 - b. Finance Department will create a point in time, personnel projection file, in the MUNIS system prior to January 31.
 - c. Any added departments must be approved by Finance Director prior to January 31.

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- d. Department Heads will submit to the Human Resource Department by January 31, any added positions or reclassifications of personnel for the upcoming fiscal year budget.
 - e. The Human Resource Department will update the personnel projection file with changes submitted by Department Heads by the second week in February.
 - f. Once the projection file is updated, the salary projection will be executed and posted no later than March 1. The final projection must be compiled in the budget book by FTE by department, with salary amounts and compared to prior year. (Note: State of NM Local Government Division requires FTE counts and salary amounts with an average increase or decrease from prior budget year)
 - g. Benefit projections will be determined by City management and updated in the salary/benefit projection prior to March 1.
2. Operating.
 - a. Finance Department will create the fiscal year budget file (in the MUNIS system) in the second week in December for the upcoming fiscal year budget year.
 - b. Departments must input detailed line item budgets (within the MUNIS system) no later than March 1. (Note: detail input is required with justifications.)
 - c. Any additions of departments or object codes must be approved by Finance Director prior to March 1.
 3. Capital Assets and Capital Projects.
 - a. Finance Department will create the fiscal year budget file (in the MUNIS system) in the second week in December for the upcoming fiscal year budget year.
 - b. Departments adding new fiscal year budgeted projects must submit those projects to Finance no later than March 1. Any grant revenues associated with new projects also needs to be submitted to Finance. (Note: project numbers need to be added within the MUNIS system)
 - c. Departments must input detailed line item capital asset and capital project budgets no later than March 1. (Note: detail input is required with justifications.) NOTE: CAPITAL ASSET COMPONENTS MUST BE BUDGETED IN THE SAME LINE ITEMS AND FUND TO DETERMINE TOTAL CAPITAL COST OF ASSET.
 - d. Existing budgeted projects will be carried over into the next budget year. These existing budgeted should not be re-budgeted in the preliminary budget process unless an enhancement or addition needs to be made to the project after July 1.
 4. Finance Department will project, an input revenues as it relates to the General Fund, Special Revenue Funds, Capital Asset Funds, Debt Service Funds, Enterprise Funds and Fiduciary/Trust Funds by March 1.
 5. After March 1, the Finance Department will roll all components of the preliminary budget to the City Manager for review. The City Manager may establish departmental meetings during this review process.
 6. Once City Manager review is complete, the Finance Department will compile preliminary fiscal year budget and create a projected budgeted cash fund balance report. The minimum general fund cash reserve as a percentage of general fund revenues shall be thirty (30) percent. (Note: City Commission reserves the right to set the reserve percent from fiscal year to fiscal year). The State of New Mexico Local Government Division requires one-twelfth (1/12) (8.33 percent) of general fund budgeted expenditures as the cash reserve.

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7. The City of Hobbs preliminary budget will hold two (2) public meetings regarding the preliminary budget. The two (2) public meetings are as follows:
 - 1) Preliminary budget work session discussions; and
 - 2) Final adoption of fiscal year preliminary budget. The timeline for work session is the second Commission meeting in April and the first Commission meeting in May.
 8. Once the preliminary budget is adopted, the budget will be cross walked to the required DFA forms and submitted prior to June 1.

(Ord. No. 1101, § VII, 4-17-2017)

3.20.080 Contract policy/procedures.

- A. Contract Background. Typically, the City of Hobbs requires contracts for any labor/services over ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00). There are some cases that might require a contract under ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) if the department and vendor need to detail out certain attributes that would otherwise not reflect on the purchase order (examples of these are timelines, quantity amounts, methods of payment, scope of work, expectations etc.) All C contracts under twenty thousand dollars (\$20,000) will be assigned a purchase order. The signed contract will serve as backup to the purchase order issued. Contracts are not to be artificially divided to shift the classification of the purchase into an inappropriate expenditure category. ~~In obtaining a contract the following procedures must be followed as to make your department and vendor, an enjoyable experience with the Finance Department.~~
- B. Procedure.
 1. Determine if labor or services are over the ~~twenty thousand dollar (\$20,000.00)~~ thirty thousand dollar (\$30,000.00) threshold.
 2. Contracts under ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) will be assigned a purchase order (authorized contract will serve as backup to the purchase order). If over the ~~twenty thousand dollar (\$20,000.00)~~ thirty thousand dollar (\$30,000.00) threshold, three (3) written quotes (use quote/purchase request form) must be obtained. Any professional service between ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) and ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), not related to public works projects, should obtain three (3) competitive written quotes with justification (when applicable) before the City Manager can approve the contract. Once the authorized contract is approved, a purchase order will be issued. The authorized contract and documentation will serve as backup to the purchase order
 3. Obtain an electronic version contract on the City's Intranet page or contact Finance for a proforma contract. (Note: the contract pro forma version has been vetted through the Finance Department and Legal Department. Any other contract form used will be subject to additional review by the Legal/Finance Department.)
 4. Update the contract with the vendor, scope of service, amounts, quantity or any other language is deemed necessary for clarification.
 5. Check budget for available funds and update contract with coding instructions.
 6. Contract needs to be signed by the Department Head, Finance Director, City Attorney, City Manager and vendor before work is to begin. If a contract is obtained through a bidding process or RFP process then the Mayor must sign contract.

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7. Once signatures are obtained, the contract must be forwarded to Purchasing (along with the three (3) written quotes) for encumbering into the MUNIS system. (via purchase order) This assures that the City of Hobbs has the most current status of contractual liabilities owed to vendors.
 8. Invoices associated with the ~~contracts~~ purchase order will be submitted to accounts payable and disseminated to the Department who ~~issued~~ requested the ~~contract.~~ purchase order
 9. The Department Head will sign off on the invoice verifying the work was complete and satisfactory. The Department Head will then forward to accounts payable for payment. (Note: all invoices must be paid within fifteen (15) days of receipt of payment per ordinance.)
 10. All contracts will be drafted for a one (1) year term with a three (3) year option to renew (when applicable). Before the contract year, a reminder notice will be sent by the Finance Department to the department who initiated the contract for review. The department will review and update any terms, scope of services, or any other terms set in the initial contract. Once reviewed, the department will sign the contract reminder notice along with the vendor. This constitutes exercising one (1) of the three (3) year options. A new purchase order will be issued in the budget year reflecting the exercised option. Any significant changes to the initial contract will need to be reflected in an amendment to the initial contract and purchase order, identifying any updates. The amended contract must be signed by all parties listed in the initial contract.
 11. Employment Contracts vs. Contracts of Independent Contractors. All contracts will be subject to review by the City Manager, Human Resources Director and Finance Director as it relates to determining whether a contract is considered to be an employment contract or a contract with an independent contractor. (IRS rules apply) Employment contracts will be reviewed annually by the City Manager during his/her evaluation process for the employee. Contracts with an independent contractor will follow the review procedure mentioned in procedure 9 Section 3.20.080 of procedures for obtaining a contract.
 12. Any vendor contract associated with Federal grant revenues will require proof the vendor was screened for possible debarment with the Federal Government. No contract or purchase order will be issued to a vendor if debarred.

(Ord. No. 1101, § VII, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.085 Procedures for obtaining a purchase order.

- A. Purchase Order Background. The City of Hobbs requires a purchase order for any tangible property, labor, and services under ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00). A purchase order can also be obtained for any tangible property over ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) and under ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), however, three (3) written quotes (use quote/purchase request form) must be obtained. (note: in obtaining three (3) quotes, the lowest quote does not have to be lowest, but a statement as to why lowest quote was not chosen) A purchase order can be obtained for tangible property or indefinite quantity amounts over ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), but a formal bid, sole source, emergency request, GSA, cooperative purchasing (see ordinance policy) or formal RFP process would have to occur first. Any purchase orders over ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) needs to be created in the Finance Department - Purchasing. It is noted the City of Hobbs uses a purchase order system for two (2) reasons; 1) that authorization of public funds has occurred before the purchase, and 2) only authorized personnel from the City of Hobbs can spend public funds. The purchase order system also tracks by department, checks availability of funds and contractually encumbers public funds. Any vendor purchase order associated with Federal grant revenues will require proof the vendor was screened for possible debarment with the Federal Government. No purchase order

will be issued to a vendor if debarred. The City of Hobbs uses an electronic report and planning system (MUNIS) to obtain a purchase order. The steps involved in the City of Hobbs electronic procurement process is first, creating a requisition, converting to a purchase order, receiving an invoice, department receiving the item indicating the product or service was adequate and then a check is processed. Purchase orders are not to be artificially divided to shift the classification of the purchase into an inappropriate expenditure category. (example: creating purchase orders to one (1) vendor, same budget line item, three ~~(3)~~ (4) different times at ten thousand dollars (\$10,000.00) per PO making the total purchase to the vendor ~~thirty thousand dollars (\$30,000.00)~~ forty thousand dollars (\$40,000.00). This purchase should have obtained three (3) written quotes since total purchase to one (1) vendor exceeded ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00). In the prior example, if total purchases exceeded ~~seventy five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00), then a formal bid or RFP process would need to be followed. In obtaining a purchase order, the following procedures must be followed as to make your department and vendor, an enjoyable experience with the Finance Department.

B. Procedure—Requisition to Purchase Order.

1. Complete a requisition entry in MUNIS. Please include a detailed description of the item or items purchased in the line detail field.
2. All requisitions must have documentation (such as a quote, contract under ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000.00) or an estimate) attached to justify the price, timeline, and/or quantity needed.
3. Release the requisition in MUNIS so that it can be processed through the workflow in MUNIS.
4. Once all approvals have been made, the requisition will be converted into a purchase order.
5. The originator will receive two (2) copies of the purchase order by email - the department copy and the vendor copy. Please provide your vendor with the vendor copy of the purchase order.

C. Procedure—Receiving on a Purchase Order.

1. Per the purchase order, the invoice should be received by the Finance Department.
2. Finance will email a copy of the invoice to the department for authorization to pay.
3. Please receive using the MUNIS receiving module any items on the invoice you have physically received.
 - a. Please contact Finance as soon as possible if you have received an invoice from us and you do not have your merchandise.
 - b. Receiving documentation should be scanned and attached (when applicable) within the receiving module to verify that all merchandise shipped was properly vetted. Examples are to verify that no prepayments exist between the vendor and the City of Hobbs, quantities are correct, and no damage of goods occurred.
4. If you have more than one (1) line item on your purchase order, please be sure you are receiving on the correct line item.
5. Please do not put a quantity in your receiving record - only a cost.
6. Please utilize the comments section to communicate any necessary information regarding your invoice.
 - a. This is especially useful if you have multiple invoices paying against the same line on your PO. Please provide the invoice number in the comments section for multiple invoices.
7. Please receive one (1) invoice at a time in the receiving record.

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- D. Checks are Written Once Per Week. (Thursday afternoon). All purchase orders, invoices and receiving must be done by 5:00 p.m. Tuesday for payment to the vendor on Thursday of that week. (note: during holidays, the check run may be changed.) Internal control Office of the State Auditor policies require the City of Hobbs to mail the checks to the vendor address on file.

(Ord. No. 1101, § IX, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.090 Procedures for obtaining a request for proposal (RFP).

- A. RFP (Request for Proposals) Background. Request for proposals follow the same procedure noted in the State of New Mexico Procurement Code. RFP's are done when other factors need to be considered for tangible property, capital projects, professional services and other services. This section of RFP does not fully encompass the process when public works projects are being considered for an RFP. This section details out the basic process, thru RFP, in procuring services exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00).
- B. Procedure for Creating an RFP.
1. Obtain pro forma RFP form on the City's intranet page or request from purchasing an electronic copy of the pro forma request for proposal.
 2. Once the department has a working template of the RFP, the following items need to be either updated or changed:
 - a. The proposal number (obtain thru purchasing).
 - b. The specific timeline from publishing to opening of the RFP. The date, time and place of opening (minimum time from publication to opening is ten (10) business days). Also, note that all RFP's need to be evaluated and submitted to the City Commission for approval.
 - c. A detail description of the scope of service needing to be performed.
 - d. Evaluation criteria ranked on a grading scale or point scale. (examples: cost forty (40) percent-timeline twenty (20) percent - personnel experience on similar services twenty (20) percent - responsiveness to RFP ten (10) percent).
 - e. RFPs not related to public works projects shall have a minimum cost factor of twenty (20) percent.
 - f. Resident preference of five (5) percent-and veteran's preference of ten (10) percent need to be included as an evaluation criteria factor. Note: a combination of preferences cannot exceed 10%. Bidder preferences DO NOT APPLY TO FEDERAL FUNDING.
 - g. A cost sheet needs to be included in the RFP if cost is an evaluation factor.
 - h. A campaign contribution form needs to be included in the RFP.
 - i. All proposers shall be required to sign an affidavit attesting that collusion has not occurred.
 - j. All proposers shall be required to sign a Related Party Form, disclosing any financial interest the proposer may have with the City of Hobbs.
 - k. All proposers shall be required to sign a Debarment Certificate disclosing any debarment from the State of New Mexico, Federal Government and or the City of Hobbs.
 3. The department will submit a proposer list to purchasing for filing and submission of RFP to prospective proposers.

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4. Once the department has updated and completed the RFP, the department will submit to Purchasing for review. Purchasing will then make any suggestions or corrections before a check route is established. (a check route is a sign off sheet in order for complete compliance review). Purchasing creates a check route, with authorized signatures, in the following order:
 - a. Author of the RFP.
 - b. Department Head.
 - c. Purchasing.
 - d. Finance Director.
 - e. Legal.
 - f. City Manager.
 5. The check route needs to contain the budgeted funds available and the account number the RFP is budgeted in.
 6. When the check route is complete, the City Manager shall sign the notice to publish. The RFP publication will also be submitted to IT for publication on the City of Hobbs website.
 7. Any addendums to the RFP must be submitted twenty-four (24) hours in advance.
- C. Procedure for Evaluating an RFP. Specific guidelines in evaluating an RFP are detailed in the State of NM Procurement Code. The following procedures establish a benchmark for departments in completing the RFP process:
1. Finance Department will receive all RFP's and time/date stamp.
 2. Finance Department will compile an evaluation form specific to the criteria established in the formal RFP.
 3. The department will establish an evaluation committee with a minimum of three (3) evaluators. At least one (1) member needs to be independent of the RFP origination department. (refer to NM State Procurement Code for specific procedures)
 4. The evaluation team will score the RFP and submit scoring sheets to the Finance Department. An average score sheet will be calculated and submitted to the Finance Department as well. Any possible proposers deemed non-responsive must be vetted through the Finance Department and Legal Department.- This includes verifying the proposer was screened for possible debarment with the State of New Mexico and Federal Government. Bidder preferences, or veterans preferences do not apply if the proposal is being encumbered with Federal funding.
 5. The RFP origination department will create a staff summary and start negotiations of a contract agreement (see contract procedure). If contract negotiations fail with the highest rated proposer, the department will begin negotiations with the second highest proposer. (see detailed RFP negotiations in NM State Procurement Code) The staff summary, average scoring sheet and contract (when necessary) will be submitted to the City Commission for approval.
 6. Upon City Commission approval, purchasing will submit an award letter to the highest rated proposer and notify (in writing) the non-successful proposers.
 7. Once all contract documents are signed, the department will submit to purchasing a copy of the contract, and a purchase order will be encumbered~~enter the document~~ into the MUNIS system. All contracts that are processed through the RFP process must be signed by the Mayor.

(Ord. No. 1101, § X, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.095 Bid policy/procedures.

- A. Bid Background. Bids follow the same procedure noted in the State of New Mexico Procurement Code. Bids are done when only costs need to be considered for tangible property, capital projects, and other services deemed necessary for the City of Hobbs. This section of bidding does not fully encompass the process when public works projects are being considered for a bid. It is also noted that a construction manager assigned to assist the City of Hobbs, thru a prior RFP, can process bids, evaluate and make recommendations to the City of Hobbs Commission or designee. This section details out the basic process, thru bidding, in procuring tangible property, capital projects and other services exceeding ~~seventy-five thousand dollars (\$75,000.00)~~ ninety thousand dollars (\$90,000.00).
- B. Procedure for Creating a Bid.
1. Obtain pro forma bid form on the City's intranet page or request from purchasing an electronic copy of the pro forma bid document.
 2. Once the department has a working template of the bid document, the following items need to be either updated or changed:
 - a. The bid number (obtain thru purchasing).
 - b. The specific timeline from publishing to opening of the bid. The date, time and place of opening (minimum time from publication to opening is ten (10) business days). Also, note that all bids need to be evaluated and submitted to the City Commission for approval.
 - c. A detail description of the tangible property, capital project or other service.
 - d. Resident preference of five (5) percent and veteran's preference of ten (10) percent need to be included as a cost factor.
 - e. A cost sheet needs to be included in the bid document.
 - f. A campaign contribution form needs to be included in the bid document.
 - g. All bidders shall be required to sign an affidavit attesting that collusion has not occurred.
 - h. All bidders shall be required to sign a Related Party Form, disclosing any financial interest the bidder may have with the City of Hobbs.
 - i. All bidders shall be required to sign a Debarment Certificate disclosing any debarment from the State of New Mexico, Federal Government and or the City of Hobbs.
 3. The department will submit a bidders list to purchasing for filing and submission of bid to prospective bidders.
 4. Once the department has updated and completed the bid document, the department will submit to Purchasing for review. Purchasing will then make any suggestions or corrections before a check route is established. A check route is a sign off sheet in order for complete compliance review). Purchasing creates a check route, with authorized signatures, in the following order:
 - a. Author of the bid document.
 - b. Department Head.
 - c. Purchasing.
 - d. Finance Director.
 - e. Legal.

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- f. City Manager.
 - g. The check route needs to contain the budgeted funds available and the account number the bid is budgeted in.
 - h. When the check route is complete, the City Manager shall sign the notice to publish. The bid document will also be submitted to IT for publication on the City of Hobbs website.
 - i. Any addendums to the bid document must be done twenty-four (24) hours in advance.
- C. Procedure for Evaluating a Bid. Specific guidelines in evaluating a bid are detailed in the State of NM Procurement Code. It is also noted that if the City of Hobbs is contracting with a construction manager then the following process does not apply. The following procedures establish a benchmark for departments in completing the bid process (without a construction manager):
1. Finance Department will receive all bids and time/date stamp.
 2. Finance Department will compile an evaluation form specific to the cost established in the formal bid process.
 3. All bids will be publicly opened and read out loud.
 4. The bid will be summarized and checked for completeness. Any possible bidders deemed non-responsive must be vetted through the Finance Department and Legal Department. . This includes verifying the proposer was screened for possible debarment with the State of New Mexico and Federal Government. Bidder preferences, or veteran's preferences do not apply if the bid is being encumbered with Federal funding.
 5. The bid origination department will create a staff summary and create a contract agreement (see contract procedure). The staff summary, bidding sheet and contract (when necessary) will be submitted to the City Commission for approval.
 6. Upon City Commission approval, purchasing will submit an award letter to the apparent low bidder and notify (in writing) the non-successful bidders.
 7. Once all contract documents are signed, the department will submit to purchasing a copy of the contract, and a purchase order will be encumbered enter the document into the MUNIS system. All contracts that are processed through the bidding process must be signed by the Mayor.

(Ord. No. 1101, § XI, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.100 Related party expenditures procedures.

Pursuant to the NM Governmental Conduct Act, the following procedures shall be followed by any employee/elected official conducting business with the City of Hobbs:

1. All employees and elected officials shall be required to submit a Financial Disclosure Form to the Finance Department annually.
2. All signed disclosure forms by employees/elected officials shall be filed in their personnel file.
3. Any possible conflict of interests with employees/elected officials may be reviewed by the Finance Director, City Attorney and City Manager.
4. If a conflict of interest arises with an employee/elected official, any future goods or services provided by the related party shall be subject to a competitive process and disclosed at a future City Commission meeting.

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- a. A competitive process is defined as written quotes with a minimum of three (3) vendors. The dollar amount threshold for the written quotes is one thousand dollars (\$1,000.00) to ~~seventy-five thousand dollars (\$75,000.00)~~ **ninety thousand dollars (\$90,000.00)**. The recommended vendor, if an employee or elected official, shall require disclosure at a City Commission meeting.
 - b. Formal bid or RFP above ~~seventy-five thousand dollars (\$75,000.00)~~ **ninety thousand dollars (\$90,000.00)** shall require a formal competitive process of sealed bids/proposals with a disclosure of conflict of interest from the vendor. All formal bids or RFPs shall be disclosed at a City Commission meeting.
5. Any change in financial interest during the calendar year, the employee/elected official shall disclose the change to the Finance Department in writing.
 6. All new employees/elected officials shall submit a Financial Disclosure Form upon hire or start of election term.

(Ord. No. 1101, § XII, 4-17-2017; Ord. No. 1123, 4-6-2020)

3.20.105 Inventory management policy.

- A. Objective. The policy aims to achieve the following objectives which are to:
1. Provide guidelines that employees of the City of Hobbs must follow in the management and control of inventory, including safeguarding and disposal of inventory.
 2. Procure inventory in line with the established City of Hobbs Procurement Ordinance.
 3. Eliminate any potential misuse of inventory and possible theft.

- B. Definitions. [The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

"Cost" shall comprise costs of purchase, costs conversion, shipping and other costs incurred in bringing the inventories to their present location and condition.

"Inventories" are assets:

1. In the form of material or supplies to be consumed or distributed in the rendering of services.
2. Held for sale or distribution in the ordinary course of operations.

"Warehouse manager" means the official responsible for the requisition, receipt, issue, recording, safeguarding of inventory and cost-effective and efficient management of inventory.

"Obsolete inventory" means items that have expired, are redundant or damaged.

"Reorder level" means the level of inventory at which inventory is reordered.

"Net realizable" means the estimated selling price in the ordinary course of operations less the estimated costs of completion and estimated costs necessary to make the sale exchange or distribution.

"Purchase requisition" means an electronic request that performs a budget check and detailing inventory items as to description, quantity, cost, and shipping.

"Purchase order" means an electronic authorized contract which is converted from a purchase requisition, detailing inventory items as to description, quantity, cost and shipping.

"Receiving" means ordered inventory items from an authorized purchase order are received by the warehouse manager, against the purchase order by line item.

"Invoice" means vendor billing document that matches authorized purchase order.

- C. Scope. This policy applies to City of Hobbs inventory received by the warehouse manager and when applicable, the golf course manager.
- D. Inventory Procedures. The procedures for inventory must be followed to ensure that:
1. Inventory is safeguarded at all times.
 2. There are accurate records of quantities on hand at all times.
 3. Optimum inventory levels are maintained to meet the needs of users.
 4. Only authorized issues of inventory are made to users.
 5. Items placed in warehouse are secured and only used for the purpose for which they were purchased.
- E. Ordering of Inventory.
1. Each department must set its own inventory reorder levels for all items in consultation with the Utilities Director or Golf Pro Shop Manager, the inventory levels must indicate the minimum and maximum inventory that can be maintained.
 2. Due diligence and care shall be exercised in identifying low value and high value items of inventory.
 3. Minimum inventory level of high value items shall be ordered, any maximum order shall be based on specific requirement/need in order to avoid large amount of cash tied up on inventory.
 4. The purchase requisition will be requested by the warehouse manager/golf course manager detailing out description, items, cost, shipping and other costs and submitted through the MUNIS system or equivalent.
 5. The purchase requisition will be converted to an authorized purchase order by the Finance Department and forwarded to the warehouse/golf pro shop for the receiving warehouse manager/golf pro manager to match the goods received against the order once goods are delivered.
 6. Purchase orders must thereafter be filed in date sequence.
 7. This file must form the basis for follow up of orders and for matching goods that are delivered to the warehouse department/golf course pro shop.
 8. The orders file should be reviewed weekly by the warehouse manager/golf course manager and any orders, which have not been delivered as per the agreement with the buyer, must be followed up immediately.
- F. Receipt of Inventory.
1. The quantity and quality of the inventory received from suppliers must be according to specifications and information on the purchase order.
 2. The warehouse manager/golf course manager must compare the delivery receiving document to the purchase order before accepting the goods.
 3. The invoice or delivery receiving document must match the supplier name and order number.
 4. The warehouse manager/golf course manager must create an electronic receiving input into the MUNIS system or equivalent to record all the inventory items delivered in good condition.
 5. The warehouse manager/golf course manager must ensure that:
 - a. All receiving documents or invoices are signed by him/her and the driver.

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- b. All incorrect delivery items are rejected and clearly identified on both copies of the delivery receiving document and or invoice.
 - c. The supplier signs all amendments.
6. The inventory received must then be transferred to the secured warehouse/golf course pro shop by the warehouse/golf pro shop designated staff, and the goods received are numbered and quantities captured on the bin by the warehouse manager (when applicable by the golf course manager).
 7. The inventories must be stored in their respective sections once they have been received.
 8. The inventory record/database system must be updated on the day the goods are received by the warehouse manager/golf course manager.
- G. Storage of Inventory:
1. Inventory must be stored in a secured, exclusive use area, under lock and key, furthermore the inventory must be insured.
 2. The area must be used exclusively for the storage of inventory, with limited authorized access only.
 3. Inventory must be positioned to facilitate efficient handling and checking.
 4. All items must be stored separately, with proper segregation.
 5. Inventory must be clearly labeled for easy identification. Inventory tag/bin labels may be used to identify each item and to aid in the physical verification of the items.
 6. Where possible, all items of the same typed and reference must be stored together as per the description on the inventory records.
 7. Due diligence and care must be exercised to prevent damage of, or deterioration of inventory.
 8. Steps must be taken to ensure safe custody of items, including precautions against loss or theft.
 9. The warehouse manager is responsible for the custody and care of inventory and must ensure that in his/her absence, such items, where applicable, are securely stored.
 10. No unauthorized persons/officials shall obtain entry to premises, buildings or containers where inventory is kept, unless accompanied by the warehouse manager or designee.
- H. Issuing of Inventory:
1. Only the warehouse manager is authorized to issue inventory from the warehouse.
 2. Inventory must only be issued in terms of the approved "pick ticket" form generated by the City of Hobbs MUNIS system.
 3. The warehouse manager must update quantities in the MUNIS database any inventory items issued from the "pick ticket".
 4. Inventories must be issued and used for official purposes only.
- I. Obsolete Inventory:
1. The preparatory work for the disposal of obsolete inventory must be undertaken by the warehouse manager and verified by the Utilities Director/Parks Director.
 2. The Finance Officer must approve the disposal of obsolete inventory.
 3. The final approval of write-off of obsolete inventory would be executed by resolution with approval of the Hobbs City Commission.

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4. The obsolete inventory must satisfy that:
 - a. The inventory has expired and is redundant.
 - b. The inventory is of a specialized nature and has become outdated due to the introduction of upgraded and more effective products.
 - c. The inventory cannot be used for the purpose for which it was originally intended.

J. Inventory Count:

1. Items may be subject to an inventory spot count on a monthly basis.
2. Inventory counts may be carried out on a four (4) monthly basis with a full inventory count at the end of each fiscal year.
3. All approved City of Hobbs procedures and processes must be complied with during the inventory count.
4. The warehouse manager/golf course manager must document and report to the Utilities Director, Parks Director and Finance Director, any discrepancies between the inventory records database and the physical inventory.
5. Once reported to the Utilities Director/Parks Director and Finance Director, the amount will be forwarded to City Commission by resolution for write-off of any inventory losses or write ups of surpluses.
6. The appropriate disciplinary action must be instituted when applicable.
7. The inventory record database must be updated accordingly.

K. Inventory Records. An inventory record database must be maintained for all inventory items, electronically. All relevant information must be included for the proper management and control of all inventory items. It is recommended that details include but are not limited to:

1. Order number/date.
2. Item description.
3. Quantity and value of stock on hand.
4. Quantity and value of stock received.
5. Quantity and value of stock issued.
6. Reorder level.
7. Optimum inventory level.
8. Quantity and value of obsolete stock.
9. Opening and closing balance.

An inventory database must be printed monthly and the hard copy filed in a chronological order to maintain a proper audit trail.

L. Reporting.

1. A report must be submitted at each stock count to the Finance Department, Parks Director and Utilities Director detailing the following:
 - a. Any inventory shortages or surpluses and the reasons for such.
 - b. Any inventory deficits proposed to be written-off.

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- c. Any obsolete inventory items.
 2. Inventories purchased during the fiscal year must be disclosed at cost.
 3. All fiscal year reports must be submitted to the Finance Department which will be forwarded to the City of Hobbs external auditors.

(Ord. No. 1101, § XIII, 4-17-2017)



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7758 - Authorizing an Allocation of Lodgers' Tax to Fund Various Events for FY 2026

DEPT OF ORIGIN: Finance

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Toby Spears, Finance Director

Summary:

On April 8th, 2026, the Lodgers' Tax Board recommended lodgers' tax funding for the following events:

	Request Description	Amount Requested	LT Board Recommend	Staff Recommend
1	Lea County Fair & Rodeo 2026 "Hispanic Heritage Celeb Night" (\$136,750.00) July 31, 2026 2026 "Volunteer Appreciation Night" (\$136,800.00) August 8, 2026 2026 "New Mexico Junior High & High School Rodeo Assoc. Finals" (\$22,200.00) May 19 to 25, 2026	\$136,750.00 \$136,800.00 <u>\$22,200.00</u> \$295,750.00	\$136,750.00 \$136,800.00 <u>\$ 22,200.00</u> \$295,750.00	\$100,000.00 \$100,000.00 <u>\$22,200.00</u> \$222,200.00
2	Hobbs Chamber of Commerce, Inc. Hobbs August Nites (\$25,000.00) August 28th and 29th, 2026	\$25,000.00	\$25,000.00	\$25,000.00
3	Hobbs Hispano Chamber of Commerce Fiestas de Septiembre (\$25,000.00) September 19th, 2026	\$25,000.00	\$0.00 (fail 2-1 abstention)	\$25,000.00
4	Economic Development Corporation of Lea County FlyHobbs Marketing Campaign (\$200,000.00) July 1, 2026 thru June 30, 2027	\$200,000.00	\$0.00 (fail 2-1 abstention)	\$200,000.00
5	American Legion Post 26 Pilots Baseball Desert Diamond Classic (\$15,000.00) June 4th, 2026 thru June 7th, 2026	\$15,000.00	\$15,000.00	\$15,000.00
6	Sun Country Amateur Golf Association SCAGA Southeastern NM Shootout (\$5,400.00) May 16th, 2026 and May 17th, 2026	\$5,400.00	\$5,400.00 (passed by lodgers tax)	\$5,400.00 (passed by lodgers tax)

			board < 10K)	board < 10K)
7	Hobbs Airfield Speedway <i>(to commission as vendor is over Lodgers' Tax annual limit)</i> Legal Pit Day (\$3,500.00) May 16, 2026 Hobbs Summer Showdown #4 (\$2,000.00) June 13, 2026 Flashlight Cash Days No Prep (\$2,500.00) June 20, 2026	\$3,500.00 \$2,000.00 <u>\$2,500.00</u> \$8,000.00	\$3,500.00 \$2,000.00 <u>\$2,500.00</u> \$8,000.00	\$3,500.00 \$2,000.00 <u>\$2,500.00</u> \$8,000.00
8	City of Hobbs — Recreation Department NM Recreation and Parks Assoc. State Conf - (\$49,000.00) Oct 14th, 2026 thru Oct 16, 2026	\$49,000.00	\$49,000.00	\$49,000.00
9	The Works Combat Academy Beatdown 3 (\$11,112.00) May 2, 2026 <i>(lower recommendation due to disallowed items in request)</i>	\$11,112.00	\$11,112.00	\$10,500.00
10	New Mexico Junior College Foundation 26th Annual NMJC Foundation Golf Tournament (\$17,675.00) June 6, 2026	\$17,675.00	\$17,675.00	\$17,675.00
11	New Mexico Junior College Western Heritage Museum Summer Exhibits — American Adventure 1607 & T- Rex Stan(\$22,815.00) May 1,2026, thru April 30, 2027	\$22,815.00	\$22,815.00	\$22,815.00
12	Hobbs Juneteenth Committee Juneteenth Freedom Festival (\$61,280.00) June 19, 2026 thru June 21, 2026	\$61,280.00	\$0.00 (fail 2-1 abstention)	\$25,000.00
13	Tru Roping Production King of All Truck Roping	\$9,000.00	\$9,000.00 (passed by lodgers' tax board <10K	\$9,000.00 (Passed by lodgers' tax board <10K)
14	Zia Park Casino Hotel & Racetrack Drake White Concert (\$46,500.00) May 30th, 2026 Jesse McCartney Concert (\$88,000.00) July 18th, 2026	\$46,500.00 <u>\$88,000.00</u> \$134,500.00	\$0.00 (fail 2-1 abstention) \$0.00 (fail 2-1 abstention)	\$25,000.00 <u>\$25,000.00</u> \$50,000.00
15	Permian Basin USSSA Last Chance for Rings (\$25,434.00) July 25th, 2026/July 26th, 2026	\$25,434.00	\$0.00 (no	\$0.00

			vote)	
	TOTAL	\$904,966.00	\$458,752.00	684,590.00

Additionally, United Way had submitted two events (in June 2026) totaling \$27,475.00 that did not make the lodgers' tax agenda. The request was emailed on March 6, 2026, but the City of Hobbs never received the email due to a server switch upgrade which caused some issues regarding email. The following items are to be considered:

16	United Way of Lea County			
	TURFS - Flag Football Tournament (\$15,450.00) June 13th, 2026	\$15,450.00	N/A	\$15,450.00
	Pickleball Tournament-United We Play (\$12,025.00) June 6th, 2026	\$12,025.00	N/A	\$12,025.00
		<u>\$27,475.00</u>		<u>\$27,475.00</u>
	Total Allocation including United Way			\$712,065.00

Fiscal Impact:

March 31, 2026 Estimated Unencumbered Cash Balance for the Lodgers' Tax Fund is as follows:

Security and Sanitation (15%)	\$	0.00
Non-Profit/For Profit/Public Entity (20%)	\$	428,698.20
City and County (40%)	\$	857,396.41
Airline (25%)	\$	679,985.33

The 2027 budgeted lodgers' tax revenues are projected to be **\$1,850,000.00**

Attachments:

- Resolution -Lodgers Tax Allocation for 4 20 2026 after lodgers tax meeting
- Financial Summary for Lodgers Tax 3 31 2026
- April 8, 2026 Lodgers Tax Full Packet
- lodgers tax- June events UNITED WAY 4 20 2026

Recommendation:

Motion to approve the resolution.

Approved By:

Toby Spears, Finance Director	04/09/2026
Toby Spears, Finance Director	04/09/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/09/2026
Manny Gomez, City Manager	04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7758

A RESOLUTION AUTHORIZING AN ALLOCATION OF
LODGERS' TAX FUNDS

WHEREAS, the Lodgers' Tax Advisory Board met on April 8th, 2026 and recommends lodgers' tax funding for the following events:

	Request Description	Amount Requested	Lodgers' Tax Board Recommendation	Commission Award
1	Lea County Fair & Rodeo 2026 "Hispanic Heritage Celeb Night" 2026 "Volunteer Appreciation Night") 2026 "New Mexico Junior High & High School Rodeo Assoc. Finals"	\$136,750.00 \$136,800.00 <u>\$22,200.00</u> \$295,750.00	\$136,750.00 \$136,800.00 <u>\$22,200.00</u> \$295,750.00	
2	Hobbs Chamber of Commerce, Inc. Hobbs August Nites (\$25,000.00)	\$25,000.00	\$25,000.00	
3	Hobbs Hispano Chamber of Commerce Fiestas de Septiembre	\$25,000.00	\$0.00 (failed 2-1 abstention)	
4	Economic Development Corporation of Lea County FlyHobbs Marketing Campaign	\$200,000.00	\$0.00 (failed 2-1 abstention)	
5	American Legion Post 26 Pilots Baseball Desert Diamond Classic	\$15,000.00	\$15,000.00	
6	Sun Country Amateur Golf Association SCAGA Southeastern NM Shootout	\$5,400.00	\$5,400.00	
7	Hobbs Airfield Speedway Legal Pit Day Hobbs Summer Showdown #4 Flashlight Cash Days No Prep	\$3,500.00 \$2,000.00 <u>\$2,500.00</u> \$8,000.00	\$3,500.00 \$2,000.00 <u>\$2,500.00</u> \$8,000.00	
8	City of Hobbs - Recreation Dept. NM Recreation and Parks Assoc. State Conf	\$49,000.00	\$49,000.00	

9	The Works Combat Academy Beatdown 3	\$11,112.00	\$11,112.00	
10	New Mexico Junior College Foundation 26th Annual NMJC Foundation Golf Tournament	\$17,675.00	\$17,675.00	
11	New Mexico Junior College Western Heritage Museum Summer Exhibits - American Adventure 1607 & T-Rex Stan	\$22,815.00	\$22,815.00	
12	Hobbs Juneteenth Committee Juneteenth Freedom Festival	\$61,280.00	\$0.00 (failed 2-1 abstention)	
13	Tru Roping Production King of All Truck Roping	\$9,000.00	\$9,000.00	
14	Zia Park Casino Hotel & Racetrack Drake White Concert Jesse McCartney Concert	\$46,500.00 <u>\$88,000.00</u> \$134,500.00	\$0.00 <u>\$0.00</u> \$0.00 (failed 2-1 abstention)	
15	Permian Basin USSSA Last Chance for Rings	\$25,434.00	\$0.00 (no vote)	
16	United Way of Lea County TURFS – Flag Football Tournament United We Play – Pickleball Tourney	\$15,450.00 <u>\$12,025.00</u> \$27,475.00	N/A N/A	
	TOTAL	\$932,441.00	\$458,752.00	

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 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

CITY OF HOBBS LODGERS' TAX REPORT

March 31, 2026

RECEIPTS 239999-

EXPENDITURES

CASH BALANCE	1,701,057.56	1,794,079.61	82,347.93	1,876,427.54	1,238,024.50				
July 2024	3,045,254.80	152,262.74	8,340.39	160,603.13	7,119.83	7,119.83	153,483.30	153,483.30	1,854,540.86
August 2024	2,849,193.60	142,459.68	8,564.84	151,024.52	35,457.99	35,457.99	115,566.53	269,049.83	1,970,107.39
September 2024	3,117,568.60	155,878.43	9,658.93	165,537.36	280,737.16	280,737.16	(115,199.80)	153,850.03	1,854,907.59
October 2024	2,662,619.00	133,130.95	8,933.70	142,064.65	-	-	142,064.65	295,914.68	1,996,972.24
November 2024	1,420,680.40	71,034.02	8,941.93	79,975.95	27,868.90	27,868.90	52,107.05	348,021.73	2,049,079.29
December 2024	4,922,850.00	246,142.50	8,904.11	255,046.61	284,451.51	284,451.51	(29,404.90)	318,616.83	2,019,674.39
SUBTOTAL	18,018,166.40	900,908.32	53,343.90	954,252.22	0.00	635,635.39	635,635.39		
January 2025	2,790,845.40	139,542.27	8,692.23	148,234.50	39,797.80	39,797.80	108,436.70	108,436.70	2,128,111.09
February 2025	3,059,984.20	152,999.21	8,220.57	161,219.78	237,252.98	237,252.98	-76,033.20	-76,033.20	2,052,077.89
March 2025	3,109,734.00	155,486.70	7,440.22	162,926.92	279,279.98	279,279.98	-116,353.06	-116,353.06	1,935,724.83
April 2025	3,536,941.00	176,847.05	8,022.66	184,869.71	2,500.00	2,500.00	182,369.71	182,369.71	2,118,094.54
May 2025	3,354,031.80	167,701.59	8,255.99	175,957.58	32,088.21	32,088.21	143,869.37	143,869.37	2,261,963.91
June 2025	3,487,652.40	174,382.62	8,702.43	183,085.05	356,016.71	356,016.71	-172,931.66	-172,931.66	2,089,032.25
SUBTOTAL	19,339,188.80	966,959.44	49,334.10	1,016,293.54	0.00	946,935.68	946,935.68		
ESTIMATED CASH BAL	2,089,032.25	1,867,867.76	102,678.00	1,970,545.76	1,582,571.07				
July 2025	3,228,592.80	161,429.64	8,705.26	170,134.90	10,000.00	10,000.00	160,134.90	160,134.90	2,249,167.15
August 2025	2,904,337.20	145,216.86	9,227.62	154,444.48	85,620.10	85,620.10	68,824.38	228,959.28	2,317,991.53
September 2025	3,016,872.00	150,843.60	9,661.54	160,505.14	206,561.62	206,561.62	(46,056.48)	182,902.80	2,271,935.05
October 2025	2,772,350.80	138,617.54	9,384.61	148,002.15	276,286.62	276,286.62	(128,284.47)	54,618.33	2,143,650.58
November 2025	3,252,348.40	162,617.42	8,718.92	171,336.34	78,015.40	78,015.40	93,320.94	147,939.27	2,236,971.52
December 2025	3,113,760.80	155,688.04	8,549.66	164,237.70	212,797.33	212,797.33	(48,559.63)	99,379.64	2,188,411.89
SUBTOTAL	18,288,262.00	914,413.10	54,247.61	968,660.71	0.00	869,281.07	869,281.07		
January 2026	2,625,952.40	131,297.62	8,737.49	140,035.11	257,348.45	257,348.45	-117,313.34	-117,313.34	2,071,098.55
February 2026	3,128,213.60	156,410.68		156,410.68	38,874.93	38,874.93	117,535.75	117,535.75	2,188,634.30
March 2026	3,840,310.20	192,015.51		192,015.51	237,158.79	237,158.79	-45,143.28	-45,143.28	2,143,491.02
April 2026	0.00			0.00		0.00	0.00	0.00	2,143,491.02
May 2026	0.00			0.00		0.00	0.00	0.00	2,143,491.02
June 2026	0.00			0.00		0.00	0.00	0.00	2,143,491.02
ESTIMATED CASH BAL	2,143,491.02	479,723.81	8,737.49	488,461.30	533,382.17				
Fiscal Year to Date Total		1,394,136.91	62,985.10	1,457,122.01	0.00	1,402,663.24	869,281.07		

CITY OF HOBBS LODGERS' TAX PROGRAM

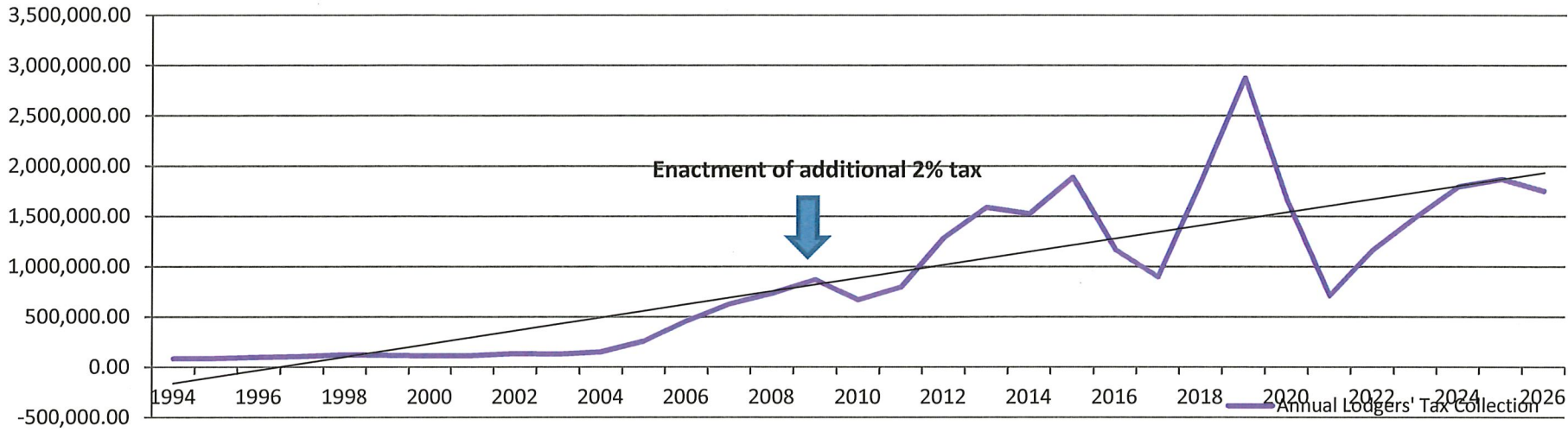
3/31/2026

AWARD

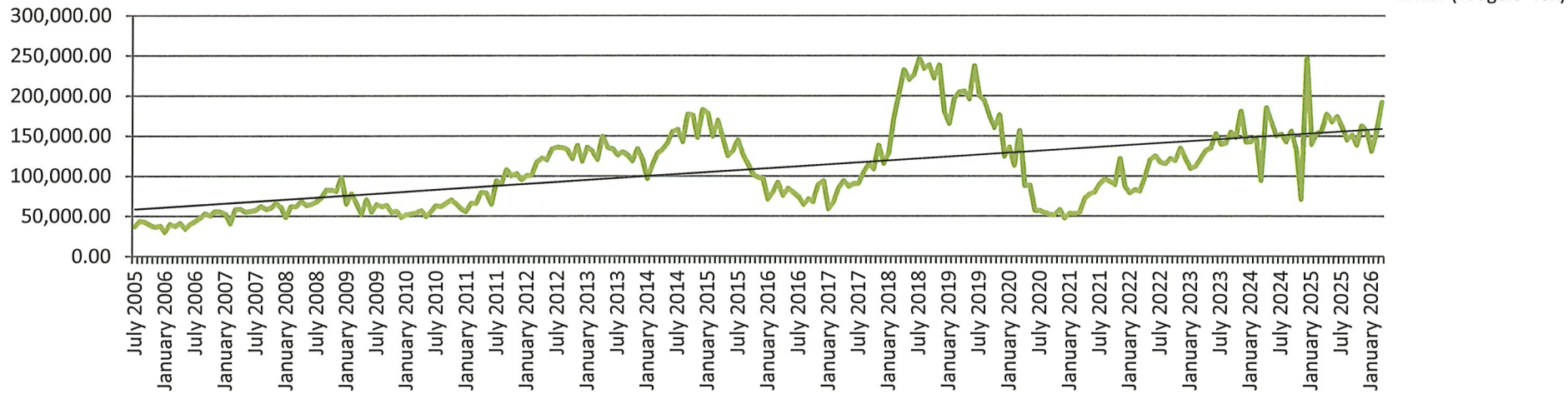
Resolution	PROJECT	DATE	AMOUNT	EXPENSE	ACTUAL GRANT	
3/31/2026	ESTIMATED CASH BALANCE				2,143,491.02	
Proof of Cash:						
Beginning Cash Available for Profit, Non-Profit, and Public Entities (20%)					363,770.41	
22503818	Sheri's House of Hope, Inc. - Knock out Domestic Violence	1/21/2025	10,000.00	10,000.00	0.00	
22503822	Hobbs Airfield Speedway - Flashlight Cash Days with Limpy Ma	1/21/2025	3,143.00	2,500.00	643.00	
22505533	United Way of Lea County - TURFS Flag Bowl 6 14 2025	4/9/2025	12,000.00	12,000.00	0.00	
22602051	Hobbs Chamber of Commerce - Hobbs August Nites 8-19/8-30	4/9/2025	23,179.77	20,469.92	2,709.85	
22602671	Hobbs Hispano Chamber Foundation - Fiestas de Septiembre	4/9/2025	25,000.00	20,703.82	4,296.18	
	Hobbs Airfield Speedway - Summer Melt Down/Flashlight Cash	4/9/2025	5,000.00	3,500.00	1,500.00	
22505538	Hobbs USSSA -Jewelz on the Turf NIT-9,000, NM/WTX All State-9,000 Playing with the Stars Draft - 5,000	4/9/2025	23,000.00	19,296.87	3,703.13	
22505539	Permian Basin USSSA - Baseball Moms are the Best 24,988, L for Rings \$24,988.00	4/9/2025	49,976.00	41,053.30	8,922.70	
226001670	Tru Roping Productions	4/9/2025	9,800.00	9,800.00	0.00	
22505816	The Works Combat Academy	4/9/2025	9,779.05	9,779.05	0.00	
22601151	United Way of Lea County - Chili Fest September 26 and 27th	7/21/2025	17,650.00	14,220.21	3,429.79	
22601152	NMJC - Homecoming Weekend & 60th Anniversay 10 31 25/11	7/21/2025	6,630.00	0.00	6,630.00	
22601153	Hobbs Airfield Speedway - Summer Banger Cash Days 9 27 20 Wild West Drive & Dash 10 25 2025	7/21/2025	6,000.00	6,000.00	0.00	
22601701	New Mexico Rodeo Pageant and Scholarship Association 10-3-	7/21/2025	5,000.00	0.00	5,000.00	
22601155	Hobbs USSSA - Inseparables 2025 - Oct 10 12 2025	7/21/2025	9,000.00	8,019.83	980.17	
22602487	NMJC - Scholarship Gala Nov 11, 2025	10/20/2025	8,130.00	0.00	8,130.00	
22602489	NMJC Western Heritage Museum - Stan the TRex	10/20/2025	40,000.00	0.00	40,000.00	
22602528	Hobbs Hispano Chamber Foundation - Mariachi Christmas 202	10/20/2025	25,000.00	23,610.65	1,389.35	
22602530	Hobbs Chamber of Commerce - Hobbs Holiday Tournament 20	10/20/2025	24,999.60	24,589.95	409.65	
22602526	United Way of Lea County - MLK Day of Service 2026	10/20/2025	6,197.50	4,476.28	1,721.22	
22602534	Hobbs Airfield Speedway - Smoke Mayhem 2.0 Hobbs 1 24 20	10/20/2025	3,500.00	2,500.00	1,000.00	
22602634	Downtown Improvement Association of Hobbs (DIA) - Dia de Los Muertos/Downtown Christmas Tree Lighting	10/20/2025	26,111.55	0.00	26,111.55	
22602285	Option Inc.Runway to Resilience 10 18 2025-CITY MGR APPR	10/20/2025	5,105.50	5,105.50	0.00	
22603497	7725 United Way of Lea County - Reading Under the Lights 4 17 202	1/20/2026	10,725.00	0.00	10,725.00	
22603500	7725 Hobbs Airfield Speedway (3-20-3-21 2026)	1/20/2026	4,700.00	0.00	4,700.00	
22603503	7725 Hobbs USSSA (app tourney, march mad, blind, angel, supersla	1/20/2026	34,500.00	0.00	34,500.00	
22603504	7725 Hobbs Hispano Chamber (dia festival, cinco de mayo)	1/20/2026	47,398.00	0.00	47,398.00	
Add:			TOTAL REMAINING ALLOCATION FOR PROFIT, NON-PROFIT AND PUBLIC	451,524.97	237,625.38	213,899.59
			20% Monthly Tax Revenue (starting April 1st, 2013)			278,827.38
Cash Available for Allocation					428,698.20	
Beginning Cash Available for Local Government (City and County) (40%)						
483,511.65						
	CORE SUBSIDY 2026	7/1/2025	500,000.00	375,000.00	125,000.00	
	County of Lea - Fair and Rodeo - Reso # 7609	4/9/2025	208,680.00	208,680.00	0.00	
	CITY OF HOBBS - JULY 4TH 2026	10/20/2025	46,430.00	0.00	46,430.00	
7725	CITY OF HOBBS - Gus Macker	1/20/2026	12,340.00	0.00	12,340.00	
Add:			TOTAL REMAINING ALLOCATION FOR LOCAL GOVERNMENT	767,450.00	583,680.00	183,770.00
			40% Monthly Tax Revenue (starting April 1st, 2013)			557,654.76
Cash Available for Allocation					857,396.41	
Beginning Cash Available for Fire, EMS, Sanitation (15%)						
209,120.54						
Add:			TOTAL REMAINING ALLOCATION FOR CITY OF HOBBS POLICE AND FIRE	209,120.54	209,120.54	0.00
			15% Monthly Tax Revenue (starting April 1st, 2013)			209,120.54
Cash Available for Allocation					-	
Beginning Cash Available for Airline subsidy (25%)						
349,446.73						
22601684	EDC - Marketing of Airline 2026	4/9/2025	200,000.00	182,004.37	17,995.63	
22601684	EDC - MRG Subsidy 2026	4/9/2025	225,000.00	225,000.00	0.00	
Add:			25% Monthly Tax Revenue (starting April 1st, 2013)			348,534.23
			TOTAL REMAINING ALLOCATION FOR AIRLINE SUBSIDY			348,534.23
Cash Available for Allocation					679,985.33	

COMPLETED PROJECTS FISCAL YEAR 2026		Resolution	Award Date	TOTAL
22601684	EDC - Marketing of Airline 2026	7609	4/9/2025	182,004.37
22601684	EDC - MRG Subsidy 2026	7640	7/7/2025	225,000.00
Check Request # 58968	County of Lea - Fair and Rodeo - Reso # 7609	7609	4/9/2025	208,680.00
Prelim Budget	CORE SUBSIDY 2026	Prelim Budget	7/1/2025	375,000.00
Ordinance	City of Hobbs Security and Sanitation	ordinance	7/1/2025	209,120.54
22505533	United Way of Lea County - TURFS Flag Bowl 6 14 2025	7609	4/9/2025	12,000.00
22503818	Sheri's House of Hope, Inc. - Knock out Domestic Violence	7579	1/21/2025	10,000.00
22503822	Hobbs Airfield Speedway - Flashlight Cash Days with Limpy March 1	7579	1/21/2025	2,500.00
22505539	Permian Basin USSSA - Baseball Moms are the Best 24,988, Last Chanc	7609	4/9/2025	16,065.30
22601670	Tru Roping Productions	7609	4/9/2025	9,800.00
22601153	Hobbs Airfield Speedway - Summer Banger Cash Days 9 27 2025	7650	7/21/2025	6,000.00
22602051	Hobbs Chamber of Commerce - Hobbs August Nites 8-19/8-30 2025	7609	4/9/2025	20,469.92
22602671	Hobbs Hispano Chamber Foundation - Fiestas de Septiembre 9-9-2025	7609	4/9/2025	20,703.82
22505538	Hobbs USSSA -Jewelz on the Turf NIT-9,000, NM/WTX All State-9,000	7609	4/9/2025	19,296.87
22601155	Hobbs USSSA - Inseparables 2025 - Oct 10 12 2025	7650	7/21/2025	8,019.83
22601151	United Way of Lea County - Chili Fest September 26 and 27th	7650	7/21/2025	14,220.21
Check Request # 58992	Hobbs Airfield Speedway - Summer Cash Days/Wild West	7609	4/9/2025	3,500.00
22602534	Hobbs Airfield Speedway - Smoke Mayhem 2.0 Hobbs 1 24 2026	7689	10/20/2025	2,500.00
22602528	Hobbs Hispano Chamber Foundation - Mariachi Christmas 2025	7689	10/20/2025	23,610.65
22602530	Hobbs Chamber of Commerce - Hobbs Holiday Tournament 2025	7689	10/20/2025	24,589.95
22602526	United Way of Lea County - MLK Day of Service 2026	7689	10/20/2025	4,476.28
22602285	Option Inc.Runway to Resilience 10 18 2025-CITY MGR APPROVED		10/20/2025	5,105.50
TOTAL				1,402,663.24

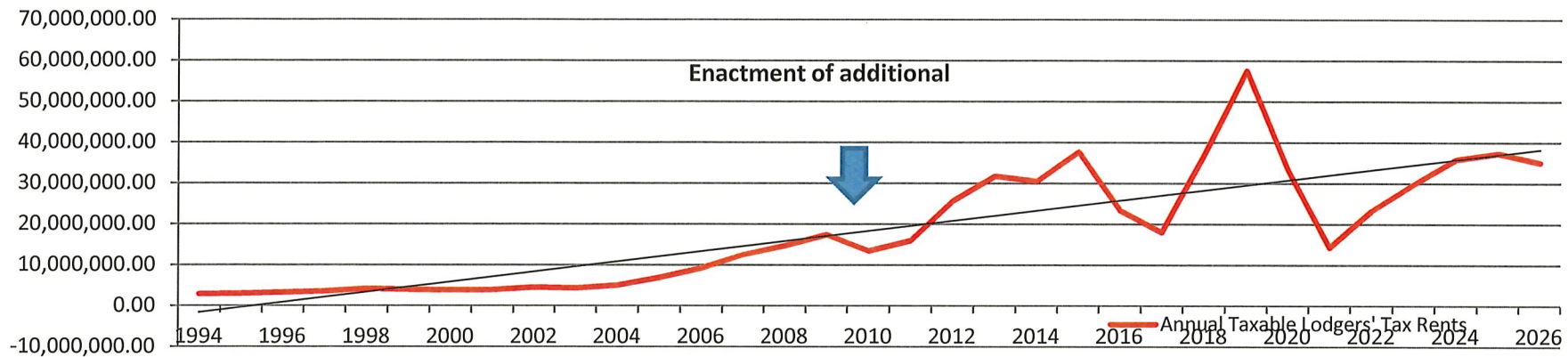
Annual Lodgers' Tax Collection



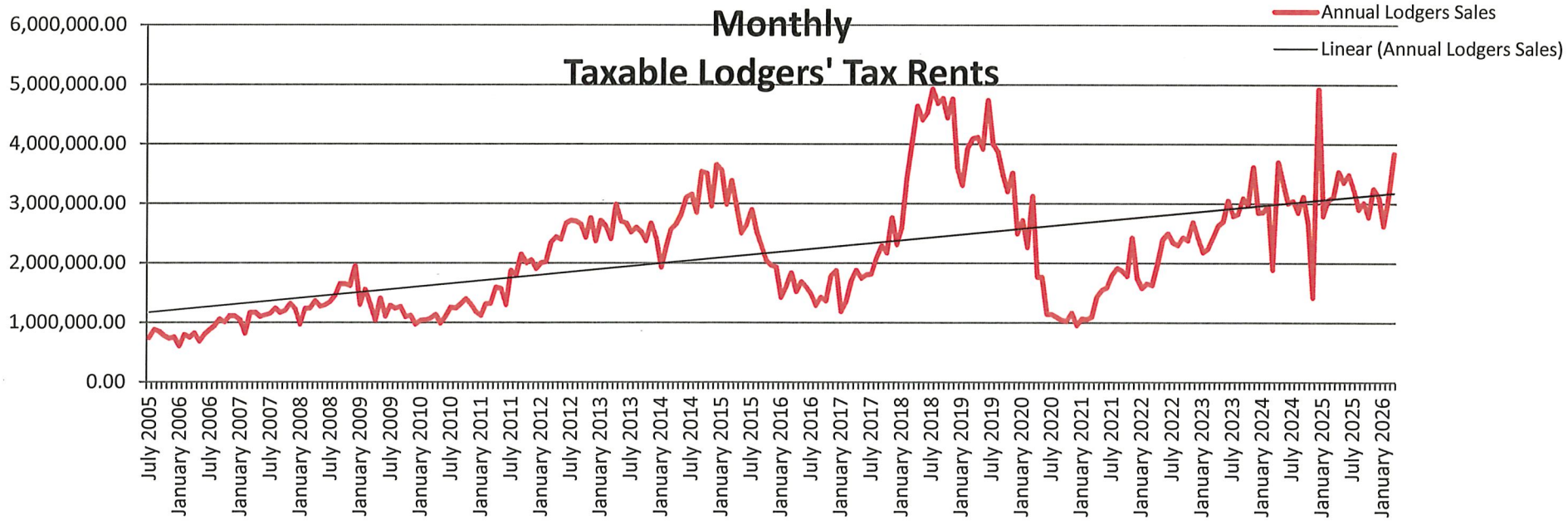
Monthly Lodgers' Tax Collection



Annual Taxable Lodgers' Tax Rents



Monthly Taxable Lodgers' Tax Rents



Lodgers' Tax Agenda



Chairperson

Vacant

Members

Oscar Gonzalez
Thomas K. Wilson II
Lahcen Tigui
Kenneth Goetz

April 8, 2026



LODGERS' TAX BOARD AGENDA

Regular Meeting Agenda

Date: Wednesday, April 8, 2026

Place: 200 E. Broadway, 1st Floor City Hall Annex, Hobbs, New Mexico

Time: 3:00 p.m.

*Vacant, Chairperson
Tourist Industry Related*

*Lahcen Tigui
Lodging Industry Related*

*Thomas K. Wilson II
Lodging Industry Related*

*Oscar Gonzalez
Member-At-Large*

*Kenneth Goetz
Tourist Industry Related*

-
1. **Call to Order**
 2. **Roll Call**
 3. **Pledge of Allegiance**
 4. **Approval of Minutes:** April 9, 2025
 5. **Communications from Citizens** (3-minute limit per citizen)
 6. **Discussion/Updates:**
 - a. **Financial Report** (*Deborah Corral, Assistant Finance Director*)
 7. **Action Items**
 - a. **Annual Open Meetings Act Notice** (*Medjine Desrosiers-Douyon, Deputy City Attorney*)

b. Lea County Fair & Rodeo

- *2026 "Hispanic Heritage Celebration Night" (\$136,750.00)
July 31, 2026*
- *2026 Volunteer Appreciation Night (\$136,800.00)
August 8, 2026*
- *New Mexico Junior High & High School Rodeo Association 2026
Finals (\$22,200.00)
May 19 - 25, 2026*

c. Hobbs Chamber of Commerce, Inc.

- *Hobbs August Nites (\$25,000.00)
August 28 - 29, 2026*

d. Hobbs Hispano Chamber of Commerce

- *Fiestas de Septiembre (\$25,000.00)
September 19, 2026*

e. Economic Development Corporation of Lea County

- *FlyHobbs Marketing Campaign (\$200,000.00)
July 1, 2026 - June 30, 2027*

f. American Legion Post 26 Pilots Baseball

- *Desert Diamond Classic (\$15,000.00)
June 4 - 7, 2026*

g. Sun Country Amateur Golf Association

- *SCAGA Southeastern NM Shootout (\$5,400.00)
May 16 - 17, 2026*

h. Hobbs Airfield Speedway

- *Legal Pit Day (\$3,500.00)
May 16, 2026*
- *Hobbs Summer Showdown #4 (\$2,000.00)
June 13, 2026*
- *Flashlight Cash Days No Prep (\$2,500.00)
June 20, 2026*

i. City of Hobbs Recreation Department

- *NM Recreation and Parks Association State Conference
(\$49,000.00)
October 14 - 16, 2026*

- j. The Works Combat Academy**
 - *Beatdown 3 (\$11,112.00)*
May 2, 2026

- k. New Mexico Junior College Foundation**
 - *26th Annual NMJC Foundation Golf Tournament (\$17,675.00)*
June 6, 2026

- l. New Mexico Junior College Western Heritage Museum Summer Exhibits**
 - *American Adventure 1607 and Tyrannasouras Rex Stan (\$22,815.00)*
May 1, 2026 - July 31, 2026

- m. Tru Roping Productions**
 - *King of ALL Truck Roping (\$9,000.00)*
May 2 - 3, 2026

- n. Hobbs Juneteenth Committee**
 - *Juneteenth Freedom Festival (\$61,280.00)*
June 19 - 21, 2026

- o. Zia Park Casino Hotel & Racetrack**
 - *Drake White Concert (\$46,500.00)*
May 30, 2026
 - *Jesse McCartney Concert (\$88,000.00)*
July 18, 2026

- p. Permian Basin USSSA**
 - *Last Chance for Rings (\$25,434.00)*
July 25 - 26, 2026

8. Event Summaries

9. Adjournment

The City will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting. Please notify the City at least 24 hours before the meeting by calling 575-397-9208.

Notice is hereby given that a quorum of the Hobbs City Commission may be in attendance at City Advisory Board meetings.

Next Meeting Date:
Wednesday, July 8, 2026, at 3:00 p.m.

Minutes of the regular meeting of the Lodgers' Tax Board held on Wednesday, April 9th, 2025, at 3:00 p.m. in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Chairperson Pro-Tem Oscar Gonzalez called the meeting to order. The following members were present:

Oscar Gonzalez, Chairperson Pro-Tem
Lahcen Tigui
Thomas K. Wilson II

Absent: Jack Robertson
Terry Sowell

Also Present: Toby Spears, Finance Director
Jan Fletcher, City Clerk
5 Citizens

Pledge of Allegiance

Chairperson Pro-Tem Oscar Gonzalez led the Pledge of Allegiance.

Approval of Minutes

Mr. Lahcen Tigui moved that the minutes of the meeting held January 8, 2025, be approved as presented. Mr. Thomas Wilson seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Financial Report

Mr. Toby Spears, Finance Director, presented the revenue report and explained the funding cycle and the annual/monthly collection for the Lodgers' Tax fund. He stated the ending balances as of March 31, 2025, are as follows:

Ending Cash Balance	\$ 1,928,178.55
Year to Date Revenue	\$ 1,419,087.14
Year to Date Expenditures	\$ 1,191,966.15
Available for Profit, Non-Profit & Public Entities	\$ 377,900.88
Available for Local Government (City and County)	\$ 1,136,258.13
Available for Airline Subsidy	\$ 414,019.55

Mr. Spears reminded all requesters they will need to have an organization representative attend the next meeting of the Hobbs City Commission on Monday, April 21, 2025, regarding their requests.

Request for Funding

Presentations were made by the following organizations and recommendations were made by the Board as follows:

United Way of Lea County

TURFS – Flag Football Bowl

June 14, 2025

Original Request: \$12,000.00

Board Recommendation to Commission: \$12,000.00

Ms. Rebecca Titus and Ms. Brittany Embry, representatives for United Way of Lea County, presented the request for funding for TURFS (Teams United Representing Field Sports) Flag Football Bowl in the amount of \$12,000.00.

Ms. Titus explained that United Way raises funds for the Hobbs Schools Crisis Fund but is now looking to expand support to the Lea County Schools Crisis Fund, which provides assistance to students facing homelessness. Their efforts include providing mattresses, hotel stays, eviction assistance, and bus passes through Hobbs Express for students who do not qualify for a school bus route, due to the hotel stay.

She emphasized that all proceeds from this event will go directly to the Hobbs Schools Crisis Fund, with no overhead or administrative costs deducted. United Way of Lea County works closely with the McKinney-Vento program in schools, which supplies hygiene products, while United Way steps in to fill additional gaps in student needs.

For promotion, Ms. Titus shared that they have expanded their outreach to Lubbock, Roswell, and Midland. She noted that they modeled this event after Hike It and Spike It, a now-dissolved sports event. Two teams have already registered, and four others from Roswell have expressed interest.

During the meeting, Mr. Tigui inquired whether the one-day event would result in significant overnight stays. Ms. Titus responded that they plan to track attendance numbers, and Ms. Embry added that a mandatory coaches' meeting the night before the event would likely lead to some overnight stays.

Mr. Wilson moved that funding in the amount of \$12,000.00 be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Robertson yes. The motion carried.

Lea County Fair & Rodeo

2025 Hispanic Heritage Celebration Night

August 1, 2025

2025 American Hero's Night

August 8, 2025

Original Request: \$104,315.00

Board Recommendation to Commission: \$104,315.00

Original Request: \$104,365.00

Board Recommendation to Commission: \$104,365.00

Mr. Wyatt Duncan, Lea County Fairgrounds Director and representative for Lea County Fair & Rodeo, presented the request for two events the 2025 Hispanic Heritage Celebration Night in the amount of \$104,315.00, and 2025 American Hero's Night in the amount of \$104,365.00.

Mr. Duncan announced that the Lea County Fair and Rodeo is scheduled to take place from August 1st to August 8th. He shared that the event will feature six different artists performing over six nights, with the first evening dedicated to Hispanic Heritage Night.

He explained that the requested funds would cover artist fees, sound and production costs, and advertising, including placements in newspapers, billboards, and radio ads in markets such as Carlsbad, Roswell, and Lubbock and more. According to Mr. Duncan, last year's Fair and Rodeo attracted 15,000 visitors per night, and many of the performing artists typically stay at Zia Park Hotel for at least two nights.

Additionally, Mr. Duncan presented a separate request for American Heroes Night, an event dedicated to honoring first responders. He noted that the night will end with a concert, which is expected to draw between 10,000 and 15,000 attendees.

Mr. Wilson moved that funding in the amount of \$104,315.00 for 2025 Hispanic Heritage Celebration Night be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Mr. Wilson moved that funding in the amount of \$104,365.00 for 2025 American Hero's Night be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Hobbs Chamber of Commerce, Inc.

Hobbs August Nites

August 29 and 30, 2025

Original Request: \$23,179.77

Board Recommendation to Commission: \$23,179.77

Mr. Amancio Cruz, representative for Hobbs Chamber of Commerce, Inc., presented the request for Hobbs August Nites in the amount of \$23,179.77.

Mr. Cruz explained that the requested funding would be used for advertising the event through local newspapers and statewide radio promotions, including select cities in Texas. Additionally, funds would cover the cost of t-shirts distributed at the event to attendees traveling from out of town.

Mr. Wilson moved that funding in the amount of \$23,179.77 for the Hobbs Chamber of Commerce, Inc. be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Hobbs Hispano Chamber Foundation

Fiestas de Septiembre

September 6, 2025

Original Request: \$25,000.00

Board Recommendation to Commission: \$25,000.00

Mr. Saul Villarreal and Ms. Rosa Carrillo, representatives for Hobbs Hispano Chamber Foundation, presented the request for funding for the Fiestas de Septiembre, in the amount of \$25,000.00.

Mr. Villarreal explained that Fiestas de Septiembre is an annual concert event celebrating the independence of Mexico and several other Latin American countries. The event is scheduled for early September, so it will not conflict with the timing of a major boxing match, which typically occurs around the middle of the month.

He highlighted that last year's event was highly successful, drawing approximately 5,000 to 6,000 attendees. The featured band, Banda Los Recoditos, attracted a large crowd. This year, the event will showcase Banda Crusillos, a group known for its vibrant and energetic performances that appeal to all generations, particularly younger audiences. It is expected that 1,000 to 2,000 attendees will be traveling from out of town.

The requested funds will be used exclusively for advertising in West Texas and Southeast New Mexico to promote the event. Fiestas de Septiembre is a free event, featuring food trucks, live performances, face painting, and more.

During the meeting, the event was not put to a vote due to a conflict with one member abstaining, leaving only two other Board Members present. Mr. Wilson moved that funding in the amount of \$25,000.00 for Fiestas de Septiembre be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion, and the vote was recorded as follows: Gonzalez abstained, Tigui yes, Wilson yes. The motion failed.

Hobbs Airfield Speedway

Summer Melt Down No Prep #4

July 5, 2025

Flashlight Cash Days No Prep

August 2, 2025

Original Request: \$2,500.00

Board Recommendation to Commission: \$2,500.00

Original Request: \$2,500.00

Board Recommendation to Commission: \$2,500.00

Mr. Jamal R. Awwad, representative for Hobbs Airfield Speedway, presented the request for funding for the Summer Melt Down no Prep #4, in the amount of \$2,500.00 and Flashlight Cash Days No Prep, in the amount of \$2,500.00. He explained the funding requested will be used for radio advertising and for professional performance fees to the promoter of each event.

Mr. Awwad stated the first race is a two-day event with approximately sixty to eighty cars. Most drivers are from out of town; some from Albuquerque, Arizona, El Paso and some from East Texas. The promoter for this event is Cory Escobedo.

Mr. Awwad said the second race's promoter is from East Texas, named Robert Smith. He said both races are no prep events with street racers which attracts many racers.

Mr. Wilson moved that funding in the amount of \$2,500.00 for Summer Melt Down No Prep #4 be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Mr. Wilson moved that funding in the amount of \$2,500.00 for Flashlight Cash Days No Prep be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Hobbs USSSA

Jewelz on the Turf NIT

May 23 through 25, 2025

NM/WTX All State

August 9 and 10, 2025

Playing with the Stars Draft Tournament

August 1 through 3, 2025

Original Request: \$9,000.00

Board Recommendation to Commission: \$9,000.00

Original Request: \$9,000.00

Board Recommendation to Commission: \$9,000.00

Original Request: \$5,000.00

Board Recommendation to Commission: \$5,000.00

Ms. Julie Rodriguez, representative for Hobbs USSSA, presented the request for funding for three events the Jewelz on the Turf Tournament in the amount of \$9,000.00, the NM/WTX All State Tournament in the amount of \$9,000.00, and the Playing with the Stars Draft Tournament in the amount of \$5,000.00.

Ms. Rodriguez explained that the first event is a National Invitation Tournament which is limited to 60 teams based on the available field capacity.

She then described the New Mexico All State Tournament which consists of MVP All-Star teams. Last year, 600 players registered and participated in the competition.

The final request is for the Playing with Stars Draft Tournament, an event designed for adult players who sign up individually, are drafted onto teams, and are coached by Conference players. All tournaments are two-day events, with the majority of participants traveling in from out of town.

Mr. Wilson moved that funding in the amount of \$9,000.00 for the Jewelz on the Turf Tournament be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Mr. Wilson moved that funding in the amount of \$9,000.00 for the NM/WTX All State Tournament be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Mr. Wilson moved that funding in the amount of \$5,000.00 for the Playing with the Stars Draft Tournament be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Permian Basin USSSA

Baseball Moms are the Best

May 10 and 11, 2025

Last Chance for Rings

July 26 and 27, 2025

Original Request: \$24,988.80

Board Recommendation to Commission: \$24,988.80

Original Request: \$24,988.80

Board Recommendation to Commission: \$24,988.80

Ms. Julie Rodriguez, standing in for Mr. Tommy Hawkins, representative of Permian Basin USSSA, presented the funding request for two events: Baseball Moms are the Best in the amount of \$24,988.80, and Last Chance for Rings, in the amount of \$24,988.80.

Ms. Rodriguez explained that Baseball Moms are the Best is held on Mother's Day weekend and consistently performs well. The tournament hosts approximately 80 to 85 teams, with only 10 local teams, the majority of teams come from out of town.

She further noted that Last Chance for Rings serves as a World Event qualifier, also averaging 80 to 85 teams. The requested funding would be used solely for promotional items, including rings, t-shirts, banner awards, MVP medals, and more.

Mr. Wilson moved that funding in the amount of \$24,998.80 for the Baseball Moms are the Best Tournament be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Mr. Wilson moved that funding in the amount of \$24,988.80 for the Last Chance for Rings Tournament be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Economic Development Corporation of Lea County

FlyHobbs Marketing Campaign

July 1, 2025 through June 30, 2026

Original Request: \$200,000.00

Board Recommendation to Commission: \$200,000.00

Ms. Jennifer Grassham, representative of the Economic Development Corporation of Lea County, presented a \$200,000.00 funding request for the FlyHobbs Marketing Campaign.

She provided a PowerPoint presentation highlighting brand awareness efforts and strategies to reduce the loss of travelers opting for flights out of Midland/Odessa and Lubbock instead of Hobbs. The campaign is executed in partnership with an advertising agency and a consulting partner who directly engages with United Airlines.

The campaign's central message is: "If you gotta fly somewhere, Fly Hobbs." Rather than focusing on the airline itself, the marketing efforts emphasize the destination, aiming to attract both business and leisure travelers.

Ms. Grassham also presented data from the past 12 months, showing that 53% of passengers come from New Mexico, Texas, and Colorado. Currently, flights are available to Colorado and Houston, with plans to expand service to Dallas Lovefield. Additionally, she noted that approximately 6,300 visitors have stayed in local hotels.

During the meeting, Mr. Gonzalez inquired whether the campaign primarily utilizes digital advertising or television commercials. Ms. Grassham explained that television commercials are significantly more expensive so most advertising efforts focus on printed materials. She also mentioned that 80% of available airline seats are usually occupied.

Mr. Wilson moved that funding in the amount of \$200,000.00 for the Fly/Hobbs Marketing Campaign be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Hobbs Juneteenth Committee

Hobbs Juneteenth Freedom Festival

June 20 through 22, 2025

Original Request: \$57,287.50

Board Recommendation to Commission: \$25,000.00

Mr. Byron Marshall representative of Hobbs Juneteenth Committee, presented the request for funding for the Hobbs Juneteenth Freedom Festival in the amount of \$57,287.50.

Mr. Marshall announced that this year marks the 30th Annual Juneteenth Celebration, a nationally recognized holiday commemorating freedom, often regarded as the Fourth of July for the Black community. The requested funds will be used for advertising and securing artists for the event, which will be held at

Booker T. Washington Elementary Park. Featured artists will be brought in from Amarillo, El Paso, and Albuquerque.

Additionally, Mr. Marshall shared that they are partnering with Lea County Children's Librarian Jaime Walters, who will host a story reading and craft session for children. A certified chef will also be present to teach kids how to make "pizza" using watermelon and fruit.

The celebration will feature food vendors, games, a three-on-three basketball tournament, and an educational program inside Booker T. Washington Elementary.

In response to Chairperson Pro-Tem Gonzalez' question, Mr. Spears stated the maximum funding available for non-profit and for-profit organizations is \$25,000.00.

Mr. Wilson moved that funding in the amount of \$25,000.00 for the Hobbs Juneteenth Freedom Festival be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Tru Roping Productions

King of All Truck Ropings

May 3 and 4, 2025

Original Request: \$25,000.00

Board Recommendation to Commission: \$16,600.00

Ms. Kimberly Trujillo, a representative for Tru Roping Productions, presented the request for funding for King of All Truck Ropings in the amount of \$25,000.00.

Ms. Trujillo explained the organization began as a local team roping event in their backyard and has since gained popularity across the country. Their main event has traditionally been held in Clovis but due to numerous requests, they are working on expanding. Last year, they hosted an event in Hobbs, which was completely sold out and highly successful.

She stated the prize fund is set at a total of \$100,000.00 regardless of whether one team or the maximum of 320 teams participates. The grand prize is a fully loaded F-350 4x4 King Ranch Diesel dually truck, making them the only organization to offer such a high-value award. Additionally, numerous giveaways are provided for families in attendance.

Ms. Trujillo noted the event has been featured in the Team Roping Journal and Super Looper, two widely recognized magazines that reach an audience of over

300,000 readers. Teams from Canada, Florida, and across the United States have entered their competition.

During the meeting, Mr. Spears inquired whether the organization was structured as an LLC. Ms. Trujillo responded the organization is for profit and she has a printout available for him.

Ms. Trujillo confirmed that 20 hotel rooms have already been secured for family and friends attending the event. Given that the competition is a two-day event, she emphasized that most participants and attendees will be coming from out of town, ensuring multiple overnight stays.

After a short discussion, Mr. Wilson moved that funding in the amount of \$16,600.00 for the Tru Roping Productions be forwarded to the Hobbs City Commission for consideration. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

The Works Combat Academy

Beatdown on Broadway

May 3, 2025

Original Request: \$9,779.05

Board Recommendation to Commission: \$9,779.05

Ms. Angelica Sparenberg, a representative for The Works Combat Academy, presented the request for funding for the Beatdown on Broadway in the amount of \$9,779.05.

Ms. Sparenberg announced this will be the second annual Beatdown on Broadway, a boxing event featuring local fighters as well as competitors from Lubbock, Midland, Arizona, Denver, and California. The event is free to the community with some sponsorships secured, though no profit is made from the fights. All funds raised will be reinvested in youth programs.

She explained the organization is partnered with Humphrey House, CYFD (Children, Youth & Family Department), and Hobbs Schools, providing a safe space for young athletes to develop their skills, stay out of trouble, and showcase their talent. The initiative also helps parents who cannot afford to send their children to out-of-town fights, as opportunities for local competition in Hobbs are limited.

Coach Llamas emphasized that boxing is a sport, and the athletes involved train rigorously, just like football, track, or basketball players. He described the event as a valuable opportunity for fighters to demonstrate the skills they work on daily.

Ms. Sparenberg stated the event will be hosted at Shipp Street Plaza, welcoming all members of the community. She advised attendees to bring their own chairs and canopies, as temperatures tend to get high. Currently, 120 fighters are registered, with many traveling from Southeast Texas, New Mexico, Arizona and California.

Coach Llamas stated the boxing commission will be present to officiate, along with a traveling doctor, ensuring a safe and regulated competition. He noted that last year's event attracted approximately 800 attendees, and he expects a similar turnout this year. Many participants will stay overnight, as weigh-ins begin at 7:00 a.m. the morning of the event.

Mr. Wilson moved that funding be approved in the total amount of \$9,779.05. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried.

Event Summary

None

Adjournment

There being no further business or comments, Chairperson Pro-Tem Gonzalez moved that the meeting adjourn. Mr. Tigui seconded the motion and the vote was recorded as follows: Gonzalez yes, Tigui yes, Wilson yes. The motion carried and the meeting adjourned at 4:01 p.m.

Chairperson

City of Hobbs
City Finance Director
Financial Report

Lodgers' Tax Summary as of March 31 2026 -CASH VERSION

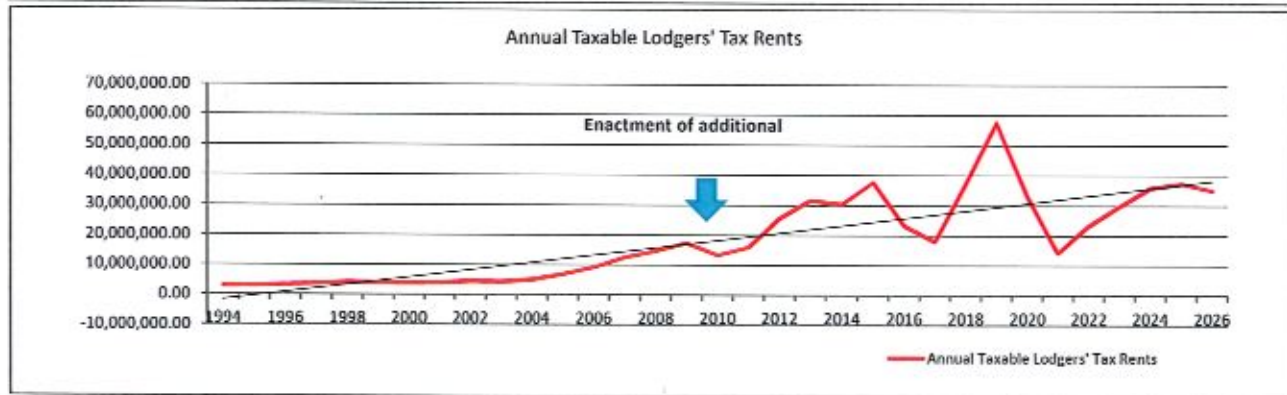
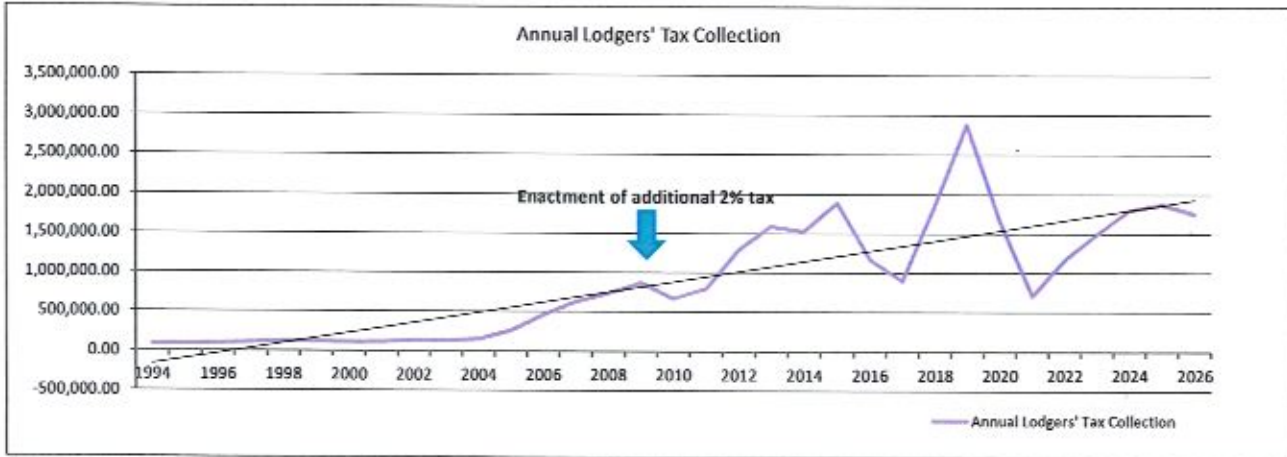
March 31, 2026

	Hotel Revenue	Lodgers' Tax Payments	Interest	Payments + Interest	Expenditures	Payments Less Expense	Running Balance
CASH BALANCE	1,701,057.56	1,794,079.61	82,347.93	1,876,427.54	1,238,024.50		
July 2024	3,045,254.80	152,262.74	8,340.39	160,603.13	7,119.83	153,483.30	1,854,540.86
August 2024	2,849,193.60	142,459.68	8,564.84	151,024.52	35,457.99	115,566.53	1,970,107.39
September 2024	3,117,568.60	155,878.43	9,658.93	165,537.36	280,737.16	(115,199.80)	1,854,907.59
October 2024	2,662,619.00	133,130.95	8,933.70	142,064.65	-	142,064.65	1,996,972.24
November 2024	1,420,680.40	71,034.02	8,941.93	79,975.95	27,868.90	52,107.05	2,049,079.29
December 2024	4,922,850.00	246,142.50	8,904.11	255,046.61	284,451.51	(28,404.90)	2,019,674.39
SUBTOTAL	18,018,166.40	900,908.32	53,343.90	954,252.22	635,635.39	635,635.39	
January 2025	2,790,845.40	139,542.27	8,692.23	148,234.50	39,797.80	108,436.70	2,128,111.09
February 2025	3,059,984.20	152,999.21	8,220.57	161,219.78	237,252.98	(76,033.20)	2,052,077.89
March 2025	3,109,734.00	155,486.70	7,440.22	162,926.92	279,279.98	(116,353.06)	1,935,724.83
April 2025	3,536,941.00	176,847.05	8,022.66	184,869.71	2,500.00	182,369.71	2,118,094.54
May 2025	3,354,031.80	167,701.59	8,255.99	175,957.58	32,088.21	143,869.37	2,261,963.91
June 2025	3,487,652.40	174,382.62	8,702.43	183,085.05	356,016.71	(172,931.66)	2,089,032.25
SUBTOTAL	19,339,188.80	966,959.44	49,334.10	1,016,293.54	946,935.68	946,935.68	
ESTIMATED CASH BAL	2,089,032.25	1,867,867.76	102,678.00	1,970,545.76	1,582,571.07		
July 2025	3,228,592.80	161,429.64	8,705.26	170,134.90	10,000.00	160,134.90	2,249,167.15
August 2025	2,904,337.20	145,216.86	9,227.62	154,444.48	85,620.10	68,824.38	2,317,991.53
September 2025	3,016,872.00	150,843.60	9,661.54	160,505.14	206,561.62	(46,056.48)	2,271,935.05
October 2025	2,772,350.80	138,617.54	9,384.61	148,002.15	276,286.62	(128,284.47)	2,143,650.58
November 2025	3,252,348.40	162,617.42	8,718.92	171,336.34	78,015.40	93,320.94	2,236,971.52
December 2025	3,113,760.80	155,688.04	8,549.66	164,237.70	212,797.33	(48,559.63)	2,188,411.89
SUBTOTAL	18,288,262.00	914,413.10	54,247.61	968,660.71	869,281.07	869,281.07	
January 2026	2,625,962.40	131,297.62	8,737.49	140,035.11	257,348.45	(117,313.34)	2,071,098.55
February 2026	3,128,213.60	156,410.68		156,410.68	38,874.93	117,535.75	2,188,634.30
March 2026	3,840,310.20	192,015.51		192,015.51	237,158.79	(45,143.28)	2,143,491.02
April 2026	-	-	-	-	-	-	2,143,491.02
May 2026	-	-	-	-	-	-	2,143,491.02
June 2026	-	-	-	-	-	-	2,143,491.02
ESTIMATED CASH BAL	2,143,491.02	479,723.81	8,737.49	488,461.30	533,382.17		
Fiscal Year to Date Total	1,394,136.91	62,985.10	1,457,122.01	1,402,663.24	869,281.07		

3/31/2026		CITY OF HOBBS LODGERS' TAX PROGRAM				
		AWARD				ACTUAL
Resolutic	PROJECT	DATE	AMOUNT	EXPENSE	GRANT	
3/31/2026	ESTIMATED CASH BALANCE					2,143,491.02
Beginning Cash Available for Profit, Non-Profit, and Public Entities (20%)						363,770.41
22503818	Sheri's House of Hope, Inc. - Knock out Domesti	1/21/2025	10,000.00	10,000.00		0.00
22503822	Hobbs Airfield Speedway - Flashlight Cash Days	1/21/2025	3,143.00	2,500.00		643.00
22505533	United Way of Lea County - TURFS Flag Bowl 6 1	4/9/2025	12,000.00	12,000.00		0.00
22602051	Hobbs Chamber of Commerce - Hobbs August N	4/9/2025	23,179.77	20,469.92		2,709.85
22602671	Hobbs Hispano Chamber Foundation - Fiestas d	4/9/2025	25,000.00	20,703.82		4,296.18
	Hobbs Airfield Speedway - Summer Melt Down/	4/9/2025	5,000.00	3,500.00		1,500.00
22505538	Hobbs USSSA -Jewelz on the Turf NIT-9,000, NM/WTX All State-9,000 Playing with the Stars Draft - 5,000	4/9/2025	23,000.00	19,296.87		3,703.13
22505539	Permian Basin USSSA - Baseball Moms are the B for Rings \$24,988.00	4/9/2025	49,976.00	41,053.30		8,922.70
226001670	Tru Roping Productions	4/9/2025	9,800.00	9,800.00		0.00
22505816	The Works Combat Academy	4/9/2025	9,779.05	9,779.05		0.00
22601151	United Way of Lea County - Chili Fest Septembe	7/21/2025	17,650.00	14,220.21		3,429.79
22601152	NMJC - Homecoming Weekend & 60th Annivers	7/21/2025	6,630.00	0.00		6,630.00
22601153	Hobbs Airfield Speedway - Summer Banger Cast Wild West Drive & Dash 10 25 2025	7/21/2025	6,000.00	6,000.00		0.00
22601701	New Mexico Rodeo Pageant and Scholarship As	7/21/2025	5,000.00	0.00		5,000.00
22601155	Hobbs USSSA - Inseparables 2025 - Oct 10 12 20	7/21/2025	9,000.00	8,019.83		980.17
22602487	NMJC - Scholarship Gala Nov 11, 2025	10/20/2025	8,130.00	0.00		8,130.00
22602489	NMJC Western Heritage Museum - Stan the TRe	10/20/2025	40,000.00	0.00		40,000.00
22602528	Hobbs Hispano Chamber Foundation - Mariachi	10/20/2025	25,000.00	23,610.65		1,389.35
22602530	Hobbs Chamber of Commerce - Hobbs Holiday	10/20/2025	24,999.60	24,589.95		409.65
22602526	United Way of Lea County - MLK Day of Service	10/20/2025	6,197.50	4,476.28		1,721.22
22602534	Hobbs Airfield Speedway - Smoke Mayhem 2.0	10/20/2025	3,500.00	2,500.00		1,000.00
22602634	Downtown Improvement Association of Hobbs (DIA) - Dia de Los Muertos/Downtown Christmas Tree Lighting	10/20/2025	26,111.55	0.00		26,111.55
22602285	Option Inc.Runway to Resilience 10 18 2025-CIT	10/20/2025	5,105.50	5,105.50		0.00
22603497	7725 United Way of Lea County - Reading Under the	1/20/2026	10,725.00	0.00		10,725.00
22603500	7725 Hobbs Airfield Speedway (3-20-3-21 2026)	1/20/2026	4,700.00	0.00		4,700.00
22603503	7725 Hobbs USSSA (app tourney, march mad, blind, e	1/20/2026	34,500.00	0.00		34,500.00
22603504	7725 Hobbs Hispano Chamber (dia festival, cinco de r	1/20/2026	47,398.00	0.00		47,398.00
			TOTAL REMAINING ALLOCATION FOR PROFIT, NON-PROFIT AND	451,524.97	237,625.38	213,899.59
Add:	20% Monthly Tax Revenue (starting April 1st, 2013)					278,827.38
Cash Available for Allocation						428,698.20
Beginning Cash Available for Local Government (City and County) (40%)						483,511.65
	CORE SUBSIDY 2026	7/1/2025	500,000.00	375,000.00		125,000.00
	County of Lea - Fair and Rodeo - Reso # 7609	4/9/2025	208,680.00	208,680.00		0.00
	CITY OF HOBBS - JULY 4TH 2026	10/20/2025	46,430.00	0.00		46,430.00
7725	CITY OF HOBBS - Gus Macker	1/20/2026	12,340.00	0.00		12,340.00
			TOTAL REMAINING ALLOCATION FOR LOCAL GOVERNMENT	767,450.00	583,680.00	183,770.00
Add:	40% Monthly Tax Revenue (starting April 1st, 2013)					557,654.76
Cash Available for Allocation						857,396.41
Beginning Cash Available for Fire, EMS, Sanitation (15%)						
			TOTAL REMAINING ALLOCATION FOR CITY OF HOBBS POLICE AND	209,120.54	209,120.54	0.00
Add:	15% Monthly Tax Revenue (starting April 1st, 2013)					209,120.54
Cash Available for Allocation						-
Beginning Cash Available for Airline subsidy (25%)						349,446.73
22601684	EDC - Marketing of Airline 2026	4/9/2025	200,000.00	182,004.37		17,995.63
22601684	EDC - MRG Subsidy 2026	4/9/2025	225,000.00	225,000.00		0.00
			TOTAL REMAINING ALLOCATION FOR AIRLINE SUBSIDY	425,000.00	407,004.37	17,995.63
Add:	25% Monthly Tax Revenue (starting April 1st, 2013)					348,534.23
Cash Available for Allocation						679,985.33

COMPLETED PROJECTS FISCAL YEAR 2026

	Resolution	Award Date	TOTAL
22601684 EDC - Marketing of Airline 2026	7609	4/9/2025	182,004.37
22601684 EDC - MRG Subsidy 2026	7640	7/7/2025	225,000.00
Check Request # 58968 County of Lea - Fair and Rodeo - Reso # 7609	7609	4/9/2025	208,680.00
Prelim Budget CORE SUBSIDY 2026	Prelim Budget	7/1/2025	375,000.00
Ordinance City of Hobbs Security and Sanitation	ordinance	7/1/2025	209,120.54
22505533 United Way of Lea County - TURFS Flag Bowl 6 14 2025	7609	4/9/2025	12,000.00
22503818 Sheri's House of Hope, Inc. - Knock out Domestic Violence	7579	1/21/2025	10,000.00
22503822 Hobbs Airfield Speedway - Flashlight Cash Days with Limpy March 1	7579	1/21/2025	2,500.00
22505539 Permian Basin USSSA - Baseball Moms are the Best 24,988, Last Chance	7609	4/9/2025	16,065.30
22601670 Tru Roping Productions	7609	4/9/2025	9,800.00
22601153 Hobbs Airfield Speedway - Summer Banger Cash Days 9 27 2025	7650	7/21/2025	6,000.00
22602051 Hobbs Chamber of Commerce - Hobbs August Nites 8-19/8-30 2025	7609	4/9/2025	20,469.92
22602671 Hobbs Hispano Chamber Foundation - Fiestas de Septiembre 9-9-2025	7609	4/9/2025	20,703.82
22505538 Hobbs USSSA -Jewelz on the Turf NIT-9,000, NM/WTX All State-9,000	7609	4/9/2025	19,296.87
22601155 Hobbs USSSA - Inseparables 2025 - Oct 10 12 2025	7650	7/21/2025	8,019.83
22601151 United Way of Lea County - Chili Fest September 26 and 27th	7650	7/21/2025	14,220.21
Check Request # 58992 Hobbs Airfield Speedway - Summer Cash Days/Wild West	7609	4/9/2025	3,500.00
22602634 Hobbs Airfield Speedway - Smoke Mayhem 2.0 Hobbs 1 24 2026	7689	10/20/2025	2,500.00
22602528 Hobbs Hispano Chamber Foundation - Mariachi Christmas 2025	7689	10/20/2025	23,610.65
22602530 Hobbs Chamber of Commerce - Hobbs Holiday Tournament 2025	7689	10/20/2025	24,589.95
22602526 United Way of Lea County - MLK Day of Service 2026	7689	10/20/2025	4,476.28
22602285 Option Inc.Runway to Resilience 10 18 2025-CITY MGR APPROVED	10/20/2025	10/20/2025	5,105.50
TOTAL			1,402,663.24



City of Hobbs
City Attorney

CITY OF HOBBS LODGER'S TAX BOARD

NOTICE STATING THE REASONABLE NOTICE PROCEDURES FOR
THE CITY OF HOBBS LODGER'S TAX BOARD PURSUANT TO THE
NEW MEXICO OPEN MEETINGS ACT

WHEREAS, The City of Hobbs Lodger's Tax Board met in regular session at the City Hall, City Commission Chambers located at 200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico on April 08, 2026, at 3 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, all persons desiring shall be permitted to attend and listen to the deliberations and proceedings of all public meetings; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the City of Hobbs Lodger's Tax Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF HOBBS LODGER'S TAX BOARD that:

1. All meetings shall be held at City Hall, City Commission Chambers, 200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico at 3 p.m., or as otherwise indicated in the meeting's notice.
2. Unless otherwise specified, regular meetings shall be held each quarter (January, April, July, and October) on the second Wednesday of the month. The agenda will be available at least seventy-two hours prior to the meeting from the City Clerk's Office, whose office is located at City Hall, 200 E. Broadway, in Hobbs, New Mexico. The agenda will also be posted on the Public Notice Board located on the first floor of City Hall, and on the City of Hobbs' website at www.hobbsnm.org.
3. Special meetings may be called at any time by the written request to the Chairperson of the Lodgers' Tax Advisory Board by three (3) members, or on call by the Chairperson with the written consent of all members of the Board. In the event a special meeting is called, three days' notice must be given to the members of the Board of the calling of such special meeting. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted on the City of Hobbs' website at www.hobbsnm.org.
4. Emergency meetings will be called only under unforeseen circumstances that

demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The City of Hobbs Lodger's Tax Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Board Chair or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the City of Hobbs Lodger's Tax Board, through the City of Hobbs City Commission, will notify the Attorney General's Office.

5. For the purpose of regular meetings described in Paragraph 2 of this notice, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: on the Public Notice Board located on the first floor of City Hall, and the City of Hobbs' website at www.hobbsnm.org. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
6. For the purposes of special meetings and emergency meetings described in Paragraphs 3 and 4, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted on the Public Notice Board located on the first floor of City Hall. Telephone notice also shall be given to those broadcast

stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact The City Clerk's Office at City Hall located at 200 E. Broadway, Hobbs, New Mexico or by calling (575) 397-9239 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.

8. The City of Hobbs Lodger's Tax Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the City of Hobbs Lodger's Tax Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in

the motion may be discussed in the closed meeting.

- (b) If a closed meeting is conducted when the City of Hobbs Lodger's Tax Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the City of Hobbs Lodger's Tax Board in an open public meeting.
9. As provided by NMSA 1978, §10-15-1(C), a member of the public body may participate in a meeting of the public body by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of

the public body who speaks during the meeting. Additionally, the City of Hobbs Lodger's Tax Board may hold "virtual" meetings in response to a public health threat or corresponding public health orders from the State of New Mexico, provided that all measures advisable and necessary are implemented to ensure public access and participation.

PASSED, ADOPTED AND APPROVED this 8th day of April, 2026.

CHAIRPERSON

ATTEST:

JAN FLETCHER, City Clerk

Lea County Fair
and
PRCA Rodeo



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.

 Fairgrounds Director
 Representative

Lea County Fairgrounds
 Name of Organization

2/27/2026
 date

Received at City Hall: _____ (date and time)

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

Organization	LEA COUNTY FAIR & RODEO
Name of Contact	WYATT DUNCAN
Address	101 SOUTH COMMERCIAL AVENUE
City, State Zip	LOVINGTON, NM 88260
Phone#/Fax#	575-396-8686 / 575-396-4554
email	wduncan@leacounty.net

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income						
Sponsorships	\$15,000	\$15,000				30,000.00
Sales	\$20,000	\$20,000				40,000.00
Donations						-
Prior Year Carryover						-
Other (please explain)						-
Total Income	35,000.00	35,000.00	-	-	-	70,000.00

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON-LODGERS' TAX)						
Cost of Sales Items	\$3,000	\$1,500				4,500.00
Cost of Awards						-
Building/Booth Rent						-
Advertising	\$3,000	\$3,000				6,000.00
Printing & Mailing	\$1,500	\$1,500				3,000.00
Print Media	\$1,500	\$1,500				3,000.00
Electronic Media	\$1,500	\$1,500				3,000.00
Misc. Security	\$2,500	\$5,000				7,500.00
(Please explain) Catering	\$2,600	\$4,500				7,100.00
Staffing	\$2,500.00	\$2,500.00				5,000.00
Total NON- LODGERS' Exp.	18,100.00	21,000.00	-	-	-	39,100.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	1,600.00	1,650.00	-	-	-	3,250.00
Print Media	2,550.00	2,550.00	-	-	-	5,100.00
Electronic Media	2,250.00	2,250.00	-	-	-	4,500.00
Other	130,350.00	130,350.00	-	-	-	260,700.00
TOTAL LODGERS' TAX REQ. SUMMARY	136,750.00	136,800.00	-	-	-	273,550.00

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	2026 "Hispanic Heritage Celebration Night"		
Date	Friday July 31, 2026		
Location	Lea County Fairgrounds Concert Area		
Description	Hispanic Heritage Celebration		

Expected Attendance	15,000	# of Overnights	100	
Is this an annual event?	YES	Is this a new event?		

PRINTING							
	Cost				Cost		
	Quantity	Total	Quantity		Total		
Posters (save-the-date)	2.00	50	100.00	Flyers			0.00
Programs				Tickets	\$0.15	10,000	1,500.00
	SUBTOTAL				SUBTOTAL		
			100.00				1,500.00
Mailings				TOTAL PRINTING COSTS			1,600.00

PRINT MEDIA					
	Name		# of ads	Cost	Total
Newspaper	Hobbs News-Sun		10	155.00	1,550.00
	SUBTOTAL				1,550.00
Magazine/Other	Pro Rodeo Sports		1	1,000.00	1,000.00
	SUBTOTAL				1,000.00
				TOTAL PRINT MEDIA	2,550.00

ELECTRONIC MEDIA					
	Name		# of spots	Cost	Total
Radio	Noelmark Broadcasting		100	15.00	1,500.00
	KLMA		50	15.00	750.00
Television					-
Social Media					-
				TOTAL ELECTR. MEDIA	2,250.00

OTHER EXPENSE					
	Name		# of item	Cost	Total
Professional Performance Fees	Hispanic Heritage Celebration Artist fee		1	100,000.00	100,000.00
Sound and Lighting Costs	Epicenter Sound & Production		1	30,350.00	30,350.00
Sanction Fees					-
Promotional Items (eg: tshirts, rings, etc.)					-
Other: (please list)					-
	Sound & Production 15%				-
				TOTAL OTHER EXPENSE	130,350.00

TOTAL REQUEST FOR EVENT 1	136,750.00
----------------------------------	-------------------

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 2

Event Information

Name of Event: 2026 Volunteer Appreciation Night
 Date: Saturday August 8, 2026
 Location: Lea County Fairgrounds Concert Area
 Description: Volunteer Appreciation Night Theme During the 2026 Lea County Fair & PRCA Rodeo

Expected Attendance: 15,000 # of Overnighters: 100
 Is this an annual event? YES Is this a new event?

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total	
Posters (save-the-date)	2.00	50	100.00	Flyers Tickets			0.00	
Programs	\$0.50	100	50.00			\$0.15	10,000	1,500.00
	SUBTOTAL		150.00			SUBTOTAL		1,500.00
Mailings					TOTAL PRINTING COSTS		1,650.00	

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper	Hobbs News-Sun	10	155.00	1,550.00
	SUBTOTAL			1,550.00
Magazine/Other	Pro Rodeo Sports	1	1,000.00	1,000.00
	SUBTOTAL			1,000.00
TOTAL PRINT MEDIA				2,550.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio	Noalmark Broadcasting	100	15.00	1,500.00
	KLMA	50	15.00	750.00
Television				-
Social Media				-
TOTAL ELECTR. MEDIA				2,250.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	Saturday Night Artist Fee	1	\$100,000	100,000.00
Sound and Lighting Costs	EPICENTER Sound & Production	1	\$30,350	30,350.00
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
	Sound & Production 15%			-
TOTAL OTHER EXPENSE				130,350.00

TOTAL REQUEST FOR EVENT 2 **136,800.00**

Instructions: Please complete all areas of PINK that apply.



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

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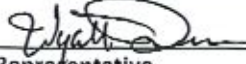
Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

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 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp or Liability Insurance Coverage

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

 Leanne Fairgrounds Director
 Representative

Lea County Fairgrounds
 Name of Organization

2/27/2026
 date

Received at City Hall: _____ (date and time)

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

Organization	LEA COUNTY
Name of Contact	WYATT DUNCAN
Address	101 SOUTH COMMERCIAL AVENUE
City, State Zip	LOVINGTON, NM 88260
Phone/Fax#	575-396-8686
email	wduncan@leacounty.net

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. Security		\$2,500					2,500.00
(Please Catering		\$9,000					9,000.00
explain) Staffing		\$2,400.00					2,400.00
Total NON- LODGERS' Exp.		13,900.00	-	-	-	-	13,900.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	-	-	-	-	-	-
Other	22,200.00	-	-	-	-	22,200.00
TOTAL LODGERS' TAX REQ. SUMMARY	22,200.00	-	-	-	-	22,200.00

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	New Mexico Junior High & High School Rodeo Association 2026 Finals
Date	May 19th - 25th, 2026
Location	Lea County Fairgrounds
Description	NM Junior High & High School Rodeo Association Finals

Expected Attendance	2,500	# of Overnights	500	
Is this an annual event?	YES	Is this a new event?		

PRINTING

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

PRINT MEDIA

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

ELECTRONIC MEDIA

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

OTHER EXPENSE

	Name	# of items	Cost	Total
Professional Performance Fees	DJ for two (2) Entertainment Nights	1	1,200.00	1,200.00
Sound and Lighting Costs				-
Sanction Fees	Selection Fee	1	21,000.00	21,000.00
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				22,200.00

TOTAL REQUEST FOR EVENT 1

22,200.00

Instructions: Please complete all areas of PINK that apply.

Hobbs Chamber of Commerce



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	

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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

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

Patricia A. Collins
 Representative

Hobbs Chamber of Commerce, Inc.
 Name of Organization

5-Mar-26
 date

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

Organization	Hobbs Chamber of Commerce, Inc.
Name of Contact	Collins Pres & CEO (or Carol Crossland at J.F Maddox for concert questions, Becca Titus UWLC for Family day
Address	400 N Marland Blvd
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575.397.3203
email	executive@hobbschamber.org

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	11,000.00					11,000.00
	Sales						-
	Donations	10,000.00					10,000.00
	Prior Year Carryover						-
	Other Maddox Grant	75,000.00					75,000.00
	Total Income	96,000.00	-	-	-	-	-

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items						-
	Cost of Awards	957.52					957.52
	Building/Booth Rent	250.00					250.00
	Advertising	380.00					380.00
	Printing & Mailing	131.46					131.46
	Print Media	250.00					250.00
	Electronic Media						-
	Misc. Concert/lighting/sound (Please explain)	93,000.00					93,000.00
	Social Media	275.00					275.00
	Volunteer T-shirts	750.00					750.00
Total NON- LODGERS' Exp.	95,993.98	-	-	-	-	-	95,993.98

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	177.00	-	-	-	-	177.00
Print Media	6,893.93	-	-	-	-	6,893.93
Electronic Media	11,254.05	-	-	-	-	11,254.05
Other	6,675.02	-	-	-	-	6,675.02
TOTAL LODGERS' TAX REQ. SUMMARY	25,000.00	-	-	-	-	25,000.00

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	Hobbs August Fest - in conjunction with United Way of Lea County, St. Maudex Foundation, NMJC Music and Entertainment, Hobbs Chamber Community Foundation, and the City of Hobbs
Date	Friday, August 28 and Saturday, August 29, 2026
Location	Downtown Hobbs
Description	A family focused event to attract Hobbs residents to shop local, and to bring tourists from other New Mexico cities, Texas, Oklahoma, Colorado, Arizona, Colorado, and sometimes even further. FREE concerts, car show, car cruise, family fun activities, talent show, food vendors, and other family entertainment. A small sampling of the data that a company provided for the

Expected Attendance	3750	# of Overnights	200
Is this an annual event?	Yes	Is this a new event?	NO

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total	
Posters (save-the-date)	1.50	40	60.00	Flyers Tickets	0.25	340	85.00	
Programs			-					-
	SUBTOTAL		60.00			SUBTOTAL		85.00
Mailings	0.64	50	32.00		TOTAL PRINTING COSTS		177.00	

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper	Local HNS, American Sun Shopper, Lovi	13	216.41	2,813.33
	Out of area	15	272.04	4,080.60
	SUBTOTAL			6,893.93
Magazine/Other	Name	# of ads	Cost	Total
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				6,893.93

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio	Local Noelmark, MTD, KLMA	275	18.27	5,024.25
	Out of area	232	25.55	5,927.60
Television				-
Social Media	FaceBook	20	15.11	302.20
				-
TOTAL ELECTR. MEDIA				11,254.05

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)	T'shirts with Lodger's tax wording for vi	445	15.00	6,675.00
Other: (please list)	Miscellaneous	1	0.02	0.02
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				6,675.02

TOTAL REQUEST FOR EVENT 1

25,000.00

Instructions: Please complete all areas of PINK that apply.

Hobbs Hispano
Chamber Foundation



City of Hobbs
Annual Funding Guidelines
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from 05/01/2022 - 06/30/2023

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

Saul Villarreal
 Representative

Hobbs Hispano Chamber Foundation
 Name of Organization

3/12/2022
 date

Request for Lodgers' Tax Assistance

Contact Information

Organization	Hobbs Hispano Chamber of Commerce
Name of Contact	Saul Villarreal
Address	113 N. Shipp St
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-390-2070
email	saul.villarreal@icsb.com

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income						
Sponsorships	110,000.00					110,000.00
Sales						-
Donations						-
Prior Year Carryover						-
Other (please explain)						-
Total Income	110,000.00	-	-	-	-	110,000.00

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON-LODGERS' TAX)						
Cost of Sales Items	85,000.00					85,000.00
Cost of Awards						-
Building/Booth Rent						-
Advertising						-
Printing & Mailing						-
Print Media						-
Electronic Media						-
Misc. (Please explain)						-
Total NON-LODGERS' Exp.	85,000.00	-	-	-	-	85,000.00

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	3,500.00	-	-	-	-	3,500.00
Electronic Media	20,000.00	-	-	-	-	20,000.00
Other	500.00	-	-	-	-	500.00
TOTAL LODGERS' TAX REQ. SUMMARY	25,000.00	-	-	-	-	25,000.00

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 Fiestas de Septiembre
Date September 19, 2026
Location Shipp Street Plaza
Description This event celebrates Hispanic heritage through high-quality music and a family-oriented atmosphere. As a premier cultural initiative, a significant portion of these funds is allocated to out-of-market advertising to drive demand for local lodging and accommodations

Expected Attendance 3000-4000 **# of Overnighters** 300-400
Is this an annual event? Yes **Is this a new event?** No

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)	5.00	50	250.00	Flyers Tickets	0.75	1,000	750.00
Programs			-				
SUBTOTAL			250.00	SUBTOTAL			750.00
Mailings			-	TOTAL PRINTING COSTS			1,000.00

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper	Local	1	1,000.00	1,000.00
	Non-Local	1	500.00	500.00
	SUBTOTAL			1,500.00
Magazine/Other	Billboards (local & non-local)	8	250.00	2,000.00
	SUBTOTAL			2,000.00
TOTAL PRINT MEDIA				3,500.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio	Local	3	1,000.00	3,000.00
	Non-Local	4	2,000.00	8,000.00
Television	Non-Local	1	4,500.00	4,500.00
Social Media	Facebook & Instagram (English & Spanish)	1	2,500.00	2,500.00
	Youtube (English & Spanish Ads)	1	2,000.00	2,000.00
TOTAL ELECTR. MEDIA				20,000.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	Security	1	500.00	500.00
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
TOTAL OTHER EXPENSE				500.00

TOTAL REQUEST FOR EVENT 1 **25,000.00**

Instructions: Please complete all areas of PINK that apply.

EDC of Lea County



City of Hobbs
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 Representative

EDC of Lea County/FlyHobbs
 Name of Organization

03/13/2026
 date

**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 St. Suite A-201
City, State Zip	Hobbs, NM 88240
Phone# / Fax#	575-397-2039
email	jennifer@eddc.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						-	NON- LODGERS' TAX	
	Cost of Awards						-		
	Building/Booth Rent						-		
	Advertising	Please see attached budget							-
	Printing & Mailing						-		
	Print Media						-		
	Electronic Media						-		
	Misc. (Please explain)						-		
Total NON- LODGERS' Exp.							-		

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total	
Printing	-	-	-	-	-	-	LODGERS' TAX
Print Media	84,180.00	-	-	-	-	84,180.00	
Electronic Media	95,000.00	-	-	-	-	95,000.00	
Other	20,820.00	-	-	-	-	20,820.00	
TOTAL LODGERS' TAX REQ. SUMMARY	200,000.00	-	-	-	-	200,000.00	

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

American Legion
Post 26 Pilots
Baseball Club



City of Hobbs
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Kyle Phillips 
 Representative

Post 26 Pilots
 Name of Organization

3/15/2026
 date

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

Organization	Post 26 Pilots
Name of Contact	Kyle Phillips
Address	4014 N DAL PASO ST
City, State Zip	Hobbs, NM 88242
Phone#/Fax#	575-441-2284
email	info@post26pilots.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	1,600					-	
	Building/Booth Rent	325					-	
	Advertising						-	
	Printing & Mailing						-	
	Print Media						-	
	Electronic Media						-	
	Misc. (Please explain)	Umpires and staff	3,600					-
		Umpires Lodging	1,440					-
								-
Total NON- LODGERS' Exp.		6,965	-	-	-	-	-	

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	3,500	-	-	-	-	-
Electronic Media	5,400	-	-	-	-	-
Other	6,100	-	-	-	-	-
TOTAL LODGERS' TAX REQ. SUMMARY	15,000	-	-	-	-	-

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	Desert Diamond Classic		
Date	June 4 - 7, 2026		
Location	Veterans Memorial Complex		
Description	American Legion Baseball 19U Travel Teams		

Expected Attendance	600	# of Overnighters	450
Is this an annual event?	Yes	Is this a new event?	Yes

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper			
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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	Photography, Livestream, Announcement		2,200	2200.00
Sound and Lighting Costs				-
Sanction Fees	National Saction Fees	1	6,100	6100.00
Promotional Items (eg: tshirts, rings, etc.)	ALB Baseballs	7 Dozen	600	600.00
	Hobbs Gold Glove Awards	18	400	400.00
Other: (please list)	Hobbs Coaches Gifts	24	1,200	1200.00
	Hobbs Team Shirts	144	2,300	2300.00
	Hobbs Field Signs, Banners, Posters		2,200	2200.00
				-
				-
				-

TOTAL OTHER EXPENSE 15,000.00

TOTAL REQUEST FOR EVENT 1

15,000.00

Instructions: Please complete all areas of PINK that apply.

Sun Country Amateur Golf Association



City of Hobbs
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Bryan Buie
 Representative

Sun Country Amateur Golf Association
 Name of Organization

3/16/2026
 date

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

Organization	Sun Country Amateur Golf Association
Name of Contact	Bryan Bule - Secretary
Address	2316 Southern Blvd SE #D
City, State Zip	Rio Rancho, NM 87124
Phone#/Fax#	575-318-9178 mobile
email	bbuie@alumni.risd.edu

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	-					-
	Sales	7,200.00					7,200.00
	Donations	-					-
	Prior Year Carryover	-					-
	Other (please explain)	-					-
	Total Income	7,200.00	-	-	-	-	-

		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	5,400.00	-	-	-	-	5,400.00
TOTAL LODGERS' TAX REQ. SUMMARY	5,400.00	-	-	-	-	5,400.00

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	SCAGA Southeastern NM Shootout		
Date	May 16-17, 2026		
Location	Rockwind Community Links - Hobbs, NM		
Description			

Expected Attendance	120	# of Overnighters	60	
Is this an annual event?	yes	Is this a new event?	yes	

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper	0		
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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	0			-
Sound and Lighting Costs	0			-
Sanction Fees	0			-
Promotional Items (eg: tshirts, rings, etc.)	Lodgers Tax Logo Polo Golf Shirts	120	45.00	5,400.00
Other: (please list)				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				5,400.00

TOTAL REQUEST FOR EVENT 1

5,400.00

Instructions: Please complete all areas of PINK that apply.

Hobbs Airfield Speedway



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

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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.

Jamal Awwad
Representative

Hobbs Airfield Speedway
Name of Organization

3/24/2026
date

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

Organization	Hobbs Airfield Speedway
Name of Contact	Jamal R. Awwad
Address	529 W. Gold Ave.
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-631-5099
email	hobbsairfieldspeedway@gmail.com

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships					-
	Sales	9,500.00	6,000.00	8,000.00		23,500.00
	Donations					-
	Prior Year Carryover					-
	Other (please explain)					-
Total Income	9,500.00	6,000.00	8,000.00	-	-	23,500.00

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items	3,100.00	3,100.00	2,700.00		8,900.00
	Cost of Awards	5,500.00	2,500.00	5,000.00		13,000.00
	Building/Booth Rent					-
	Advertising					-
	Printing & Mailing					-
	Print Media					-
	Electronic Media					-
	Misc. (Please explain)					-
Total NON- LODGERS' Exp.	8,600.00	5,600.00	7,700.00	-	-	21,900.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	-	-	-	-	-	-
Other (promoter)	3,500.00	2,000.00	2,500.00	-	-	8,000.00
TOTAL LODGERS' TAX REQ. SUMMARY	3,500.00	2,000.00	2,500.00	-	-	8,000.00

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 LEGAL PIT DAY
 Date May 16th, 2026
 Location Hobbs Airfield Speedway 5333 N. A Street Hobbs NM 88240
 Description Baby Gangstas Daily, Run What Yall Brung and Tailgate Class. Burnout competition

Expected Attendance	900	# of Overnights	200	
Is this an annual event?	yes	Is this a new event?		

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper			
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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)	David Acosta the Promoter	1	3,500.00	3,500.00
				-
				-
				-
				-
TOTAL OTHER EXPENSE				3,500.00

TOTAL REQUEST FOR EVENT 1	3,500.00
----------------------------------	-----------------

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 2

Event Information

Name of Event Hobbs Summer Showdown #4
 Date June 13th, 2026
 Location Hobbs Airfield Speedway 5333 N. A Street Hobbs NM 88240
 Description Car and Truck show, Car Audio Competition, Racing and Burnout competition

Expected Attendance	700	# of Overnights	120	
Is this an annual event?	yes	Is this a new event?		

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
	SUBTOTAL			-
Magazine/Other				-
				-
	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	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)	Marco Martinez (promoter)	1	2,000.00	2,000.00
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				2,000.00

TOTAL REQUEST FOR EVENT 2	2,000.00
----------------------------------	-----------------

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 3 Event Information

Name of Event Flashlight Cash Days NO PREP
 Date June 20th, 2026
 Location Hobbs Airfield Speedway 5833 N. A Street Hobbs NM 88240
 Description No Prep race Daily Driver, True Street, Small Tire, Tailgate, 6.0&7.5 Index and Lil Gangstas Class.

Expected Attendance	700	# of Overnights	150	
Is this an annual event?	yes	Is this a new event?		

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total	
	Newspaper				-
SUBTOTAL			-		
				-	
Magazine/Other				-	
	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	test			-	
Sound and Lighting Costs				-	
Sanction Fees				-	
Promotional Items (eg: t-shirts, rings, etc.)				-	
Other: (please list)	Robert Smith (Promoter)	1	2,500.00	2,500.00	
				-	
				-	
				-	
				-	
				TOTAL OTHER EXPENSE	2,500.00

TOTAL REQUEST FOR EVENT 3	2,500.00
----------------------------------	-----------------

Instructions: Please complete all areas of PINK that apply.

City of Hobbs
Recreation Department



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

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

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6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:

- | |
|---|
| <ul style="list-style-type: none"> • 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.

Doug McDaniel
Digitally signed by Doug McDaniel
 DN: cn=Doug McDaniel, o=City of Hobbs, NM,
 ou=Recreation Department,
 email=dougmcdaniel@hobbsnm.org, c=US
 Date: 2022.03.26 12:25:18 -0500

Hobbs Recreation Department
 Name of Organization

3/26/26
 date

Received at City Hall: _____
 (date and time)

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

Organization	City of Hobbs Recreation Department
Name of Contact	Doug McDaniel, Director
Address	4827 N Lovington Highway
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-397-9291/575-392-0041
email	dmcdaniel@hobbsnm.org

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	22,000.00				22,000.00
	Sales					-
	Donations					-
	Prior Year Carryover					-
	Other (Conf. Ref Fees)	8,000.00				8,000.00
	Total Income	30,000.00	-	-	-	-

	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. Supplies/Decorations	1,500.00				1,500.00
	Misc. (Please explain) Mis. Expenses	1,000.00				1,000.00
	Meals/Food	12,000.00				12,000.00
Total NON- LODGERS' Exp.	14,500.00	-	-	-	-	14,500.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	-	-	-	-	-	-
Other	49,000.00	-	-	-	-	49,000.00
TOTAL LODGERS' TAX REQ. SUMMARY	49,000.00	-	-	-	-	49,000.00

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	New Mexico Recreation and Parks Association (NMRPA) State Conference						
Date	October 14, 15, & 16, 2026						
Location	The CORE						
Description	This will be the 4th time since 2019 that the NMRPA State Conference has been hosted by the City of Hobbs at the CORE. Parks and Recreation professionals, vendors, Keynote Speaker, Educational Session presenters will all be in attendance.						
Expected Attendance	150	# of Overnights	150 Rooms				
Is this an annual event?	No	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			
				-			
				-			
	SUBTOTAL			-			
Magazine/Other	Name	# of ads	Cost	Total			
				-			
				-			
	SUBTOTAL			-			
TOTAL PRINT MEDIA				-			
ELECTRONIC MEDIA							
Radio	Name	# of spots	Cost	Total			
				-			
				-			
Television				-			
				-			
Social Media				-			
				-			
TOTAL ELECTR. MEDIA				-			
OTHER EXPENSE							
	Name	# of item	Cost	Total			
Professional Performance Fees	DJ for Social/Reception	1	550.00	550.00			
Sound and Lighting Costs	Professional Sound for Conference	1	1,300.00	1,300.00			
Sanction Fees	Conference Promotional T-shirts	150	18.00	2,700.00			
Promotional Items (eg: tshirts, rings, etc.)	Conference Welcome/Promo Items	135	35.00	4,725.00			
	Speakers Welcome/Promo Items	15	75.00	1,125.00			
Other: (please list)	Promotional Banners	8	200.00	1,600.00			
	Education Speakers	10	1,700.00	17,000.00			
	Keynote Speaker	1	20,000.00	20,000.00			
				-			
				-			
				-			
TOTAL OTHER EXPENSE				49,000.00			
TOTAL REQUEST FOR EVENT 1				49,000.00			

Instructions: Please complete all areas of PINK that apply.

The Works
Combat Academy



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

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- 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

The Works Combat Academy
 Name of Organization

3/13/2026
 date

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

Organization	The Works Combat Academy
Name of Contact	Marcus Sparenberg
Address	200 W Broadway
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-964-3040
email	theworksmma@gmail.com

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	7,500.00					7,500.00
	Sales	1,200.00					1,200.00
	Donations	1,200.00					1,200.00
	Prior Year Carryover	-					-
	Other (please explain)						-
	Total Income		9,900.00	-	-	-	-

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items	1,200.00					1,200.00
	Cost of Awards	4,500.00					4,500.00
	Building/Booth Rent	1,500.00					1,500.00
	Advertising	1,500.00					1,500.00
	Printing & Mailing						-
	Print Media						-
	Electronic Media	1,500.00					1,500.00
	Misc. _____ (Please explain) _____						-
							-
	Total NON- LODGERS' Exp.		10,200.00	-	-	-	-

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	550.00	-	-	-	-	550.00
Print Media	1,000.00	-	-	-	-	1,000.00
Electronic Media	2,325.00	-	-	-	-	2,325.00
Other	7,237.00	-	-	-	-	7,237.00
TOTAL LODGERS' TAX REQ. SUMMARY	11,112.00	-	-	-	-	11,112.00

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	Beatdown 3		
Date	05/02/2026		
Location	City Park (City of Hobbs) or Shipp Plaza TBD		
Description	WCA is hosting its annual amateur boxing showcase on May 2nd, a community event designed to highlight local athletic talent while bringing visitors into Hobbs during the Cinco de Mayo weekend. This event, traditionally known as Beatdown on Broadway, has become a highly anticipated regional showcase that draws participants, families, and spectators from across		
Expected Attendance	1800	# of Overnights	150
Is this an annual event?	Yes	Is this a new event?	

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
	Posters (save-the-date)	1.00	550		550.00	Flyers	
Programs			-	Tickets			-
	SUBTOTAL				SUBTOTAL		
			550.00				-
	Cost	Quantity	Total				
Mailings			-		TOTAL PRINTING COSTS		
							550.00

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper	Hobbs News Ad	1	1,000.00
				-
SUBTOTAL			1,000.00	
Magazine/Other				-
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				1,000.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
	Radio	KLMA	50	15.00
MTD Radio		40	30.00	1,200.00
Television				-
Social Media	Facebook, Instagram	1	375.00	375.00
				-
TOTAL ELECTR. MEDIA				2,325.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs	Speakers & Lighting	1	1,500.00	1,500.00
Sanction Fees	Ring Rental	1	400.00	400.00
Promotional Items (eg: tshirts, rings, etc.)	Shirts	125	25.00	3,125.00
	Trophies	30	50.00	1,500.00
Other: (please list)	Sanction fee	1	500.00	500.00
	Event Insurance	1	212.00	212.00
				-
				-
				-
				-
TOTAL OTHER EXPENSE				7,237.00

TOTAL REQUEST FOR EVENT 1

11,112.00

Instructions: Please complete all areas of PINK that apply.

New Mexico Junior College Foundation

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

Organization	New Mexico Junior College Foundation
Name of Contact	Amanda Baker
Address	1 Thunderbird Circle
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-492-2778
email	abaker@nmjc.edu

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	70,000.00					70,000.00
	Sales	10,000.00					10,000.00
	Donations	1,000.00					1,000.00
	Prior Year Carryover	-					-
	Other (please explain)						-
	Total Income		81,000.00	-	-	-	-

		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	5,000.00					5,000.00
	Printing & Mailing	5,000.00					5,000.00
	Print Media	2,000.00					2,000.00
	Electronic Media	5,000.00					5,000.00
	Misc. promotional items (Please explain)	5,000.00					5,000.00
	entertainment	500.00					500.00
Total NON- LODGERS' Exp.		22,500.00	-	-	-	-	22,500.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	2,025.00	-	-	-	-	2,025.00
Print Media	6,000.00	-	-	-	-	6,000.00
Electronic Media	250.00	-	-	-	-	250.00
Other	9,400.00	-	-	-	-	9,400.00
TOTAL LODGERS' TAX REQ. SUMMARY	17,675.00	-	-	-	-	17,675.00

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	26th Annual NMJC Foundation Golf Tournament		
Date	June 6, 2026		
Location	Rockwind Community Links		
Description	The 26th Annual New Mexico Junior College Foundation Golf Tournament has been the Foundation's primary fundraising event to support NMJC student scholarships. Attendees will enjoy a day of golfing, along with a complimentary breakfast and catered lunch and entertainment. This event has grown tremendously over the past 3 years and we already have		
Expected Attendance	500	# of Overnights	200
Is this an annual event?	yes	Is this a new event?	no

PRINTING

	Cost	Quantity	Total	Flyers Tickets	Cost	Quantity	Total
	Posters (save-the-date)	1.00	25		25.00		
Programs	-		-				-
	SUBTOTAL				SUBTOTAL		
			25.00				-
	Cost	Quantity	Total				
Mailings	\$1.00	2,000	2,000.00		TOTAL PRINTING COSTS		
							2,025.00

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper	Hobbs News Sun	5	150.00
Lovington Leader		5	150.00	750.00
SUBTOTAL			1,500.00	
Magazine/Other	Name	# of ads	Cost	Total
	Regional Magazines/Golf magazines	3	500.00	1,500.00
	Digital Billboards	3	1,000.00	3,000.00
	SUBTOTAL			4,500.00
TOTAL PRINT MEDIA				6,000.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
	Radio			
Television				-
Social Media	Boosts to NMJC Social Media Platforms	25	10.00	250.00
TOTAL ELECTR. MEDIA				250.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	After Tournament Entertainment on the	1	600.00	600.00
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: t-shirts, rings, etc.)	Golfer bags, giveaways and other prom	200	30.00	6,000.00
Other: (please list)	Banners for sponsors	8	350.00	2,800.00
				-
				-
				-
				-
TOTAL OTHER EXPENSE				9,400.00

TOTAL REQUEST FOR EVENT 1

17,675.00

Instructions: Please complete all areas of PINK that apply.

New Mexico Junior
College
Western Heritage
Museum

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

Organization	New Mexico Junior College Western Heritage Museum Summer Exhibits
Name of Contact	Maria Juarez
Address	1 Thunderbird Circle
City, State Zip	Hobbs NM 88240
Phone#/Fax#	575-492-2793
email	mjuarez@nmjc.edu

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	2,000.00				2,000.00
	Sales	1,500.00				1,500.00
	Donations	5,000.00				5,000.00
	Prior Year Carryover					-
	Other (please explain)					-
	Total Income	8,500.00	-	-	-	-

	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	5,000.00				5,000.00
	Printing & Mailing	2,000.00				2,000.00
	Print Media					-
	Electronic Media					-
	Misc. _____ (Please explain) _____					-
						-
Total NON- LODGERS' Exp.	7,000.00	-	-	-	-	7,000.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	13,065.00	-	-	-	-	13,065.00
Print Media	-	-	-	-	-	-
Electronic Media	-	-	-	-	-	-
Other	9,750.00	-	-	-	-	9,750.00
TOTAL LODGERS' TAX REQ. SUMMARY	22,815.00	-	-	-	-	22,815.00

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	New Mexico Junior College Western Heritage Museum Summer Exhibits		
Date	Starting May 1, 2026		
Location	Western Heritage Museum, Hobbs NM		
Description	THIS summer, the Western Heritage Museum is hosting two exhibits, American Adventure 1607, and the Tyrannasouras Rex Stan from the New Mexico Natural History Museum.		
	American Adventure 1607 follows the story of 104 colonists who just landed on the shores of		

Expected Attendance	1000	# of Overnights	300	
Is this an annual event?	No	Is this a new event?	Yes	

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
	Posters (save-the-date)	0.50	1,000		500.00	Flyers	0.10
Programs			-	Tickets			-
	SUBTOTAL				SUBTOTAL		
			500.00				3,590.00
	Cost	Quantity	Total				
Mailings	0.25	35,900	8,975.00	TOTAL PRINTING COSTS			
				13,065.00			

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper			
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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)	Vinyl Sidewalk & Street Decals	125	78.00	9,750.00
				-
				-
				-
TOTAL OTHER EXPENSE				9,750.00

TOTAL REQUEST FOR EVENT 1	22,815.00
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Instructions: Please complete all areas of PINK that apply.

Tru Roping Productions

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

Organization	Tru Roping Productions, King of ALL Truck Roping
Name of Contact	Jerry Trujillo (producer), Kimberly Trujillo (promotions)
Address	1966 South Roosevelt Road 8
City, State Zip	Portales, NM 88130
Phone#/Fax#	575-218-5043
email	ktrujillo12@gmail.com

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	n/a					-
	Sales	200,000.00					200,000.00
	Donations	n/a					-
	Prior Year Carryover	-					-
	Other (please explain)	-					-
	Total Income		200,000.00	-	-	-	-

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items	500.00					500.00
	Cost of Awards	108,000.00					108,000.00
	Building/Booth Rent	3,500.00					3,500.00
	Advertising	12,000.00					12,000.00
	Printing & Mailing	6,000.00					6,000.00
	Print Media	""					-
	Electronic Media	""					-
	Misc. (Please explain)						-
							-
	Total NON- LODGERS' Exp.		130,000.00	-	-	-	-

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	1,500.00	-	-	-	-	1,500.00
Print Media	3,000.00	-	-	-	-	3,000.00
Electronic Media	-	-	-	-	-	-
Other	4,500.00	-	-	-	-	4,500.00
TOTAL LODGERS' TAX REQ. SUMMARY	9,000.00	-	-	-	-	9,000.00

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	Tru Roping Productions, King of ALL Truck Ropings		
Date	May 2nd, 3rd		
Location	Corral Arena		
Description	Cinco de Mayo King Ranch Truck Roping		

Expected Attendance	2500 teams	# of Overnights	200+	
Is this an annual event?	yes	Is this a new event?	no	

PRINTING							
Posters (save-the-date)	Cost	Quantity	Total	Flyers Tickets	Cost	Quantity	Total
		1.00	50		50.00		0.50
Programs	1.00	50	50.00				-
SUBTOTAL			100.00	SUBTOTAL			500.00
Mailings	Cost	Quantity	Total				
	900.00	1	900.00	TOTAL PRINTING COSTS			1,500.00

PRINT MEDIA				
Newspaper	Name	# of ads	Cost	Total
SUBTOTAL				-
Magazine/Other	Name	# of ads	Cost	Total
	Team Roping Journal	1	1,500.00	1,500.00
	Super Looper Magazine	1	1,500.00	1,500.00
SUBTOTAL				3,000.00
TOTAL PRINT MEDIA				3,000.00

ELECTRONIC MEDIA				
Radio	Name	# of spots	Cost	Total
Television	n/a			-
				-
Social Media				-
				-
TOTAL ELECTR. MEDIA				-

OTHER EXPENSE				
Professional Performance Fees	Name	# of Item	Cost	Total
	Sound and Lighting Costs			
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)	giveaways, shirts, hats, koozies	200	10.00	2,000.00
Other: (please list)	saddles	5	500.00	2,500.00
				-
				-
				-
TOTAL OTHER EXPENSE				4,500.00

TOTAL REQUEST FOR EVENT 1	9,000.00
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Instructions: Please complete all areas of PINK that apply.

Hobbs Juneteenth Committee



**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 Website Costs
Advertising/Promotion Items Sanitation Sanction Fees	Real Property 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:

- | |
|---|
| <ul style="list-style-type: none"> • 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.

Byron Marshall
Representative

Hobbs Juneteenth Committee
Name of Organization

March 27,20:
date

Received at City Hall:
(date and time)

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

Organization	Hobbs Juneteenth Committee
Name of Contact	Byron Marshall
Address	6301 n. lily pond road
City, State Zip	Hobbs , NM 88242
Phone#/Fax#	(575)805-0020
email	hobbsjuneteenth@gmail.com

Event Budget

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

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON-LODGER'S TAX)	Cost of Sales Items					-
	Cost of Awards	500.00				500.00
	Building/Booth Rent					-
	Advertising					-
	Printing & Mailing					-
	Print Media					-
	Electronic Media	500.00				500.00
	Misc. (Please explain)					-
						-
	Total NON- LODGER'S Exp.	1,000.00	-	-	-	-

NON -
LODGER'S
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	2,000.00	-	-	-	-	2,000.00
Print Media	3,500.00	-	-	-	-	3,500.00
Electronic Media	5,000.00	-	-	-	-	5,000.00
Other	45,000.00	-	-	-	-	45,000.00
TOTAL LODGER'S TAX REQ. SUMMARY	55,500.00	-	-	-	-	55,500.00

LODGER'S
TAX

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

Zia Park Casino Hotel and Racetrack



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.

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

Ramona Hawthorne
 Representative

Zia Park Casino Hotel & Racetrack
 Name of Organization

3/26/2026
 date

Request for Lodgers' Tax Assistance
Contact Information

Organization	Zia Park Casino Hotel & Racetrack
Name of Contact	Ramona Hawthorne
Address	3901 W. Millen Drive
City, State Zip	Hobbs, NM 88240
Phone#/Fax#	575-492-7005
email	Ramona.Hawthorne@pennentertainment.com

Event Budget

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	-	-			-
	Sales	11,250.00	20,000.00			31,250.00
	Donations					-
	Prior Year Carryover					-
	Other (please explain)					-
	Total Income	11,250.00	20,000.00	-	-	-

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
EXPENSE (NON- LODGERS' TAX	Cost of Sales Items	46,500.00	88,000.00			134,500.00
	Cost of Awards					-
	Building/Booth Rent					-
	Advertising					-
	Printing & Mailing					-
	Print Media					-
	Electronic Media	21,500.00	15,500.00			37,000.00
	Misc. (Please explain)					-
						-
	Total NON- LODGERS' Exp.	68,000.00	103,500.00	-	-	-

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	-	-	-	-	-	-
Electronic Media	21,500.00	15,500.00	-	-	-	37,000.00
Other	46,500.00	88,000.00	-	-	-	134,500.00
TOTAL LODGERS' TAX REQ. SUMMARY	68,000.00	103,500.00	-	-	-	171,500.00

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	Drake White		
Date	May 30, 2026		
Location	Zia Park Casino Hotel & Racetrack		
Description	Regional event drawing visitors from West Texas and SE New Mexico. Conservative assumptions estimate 125 overnights based on 1,000 attendees, out-of-market travel, and single-night stays. GRT impact based solely on lodging and taxable visitor spend.		

Expected Attendance	1000	# of Overnights	125	
Is this an annual event?	No	Is this a new event?	Yes	

PRINTING

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

PRINT MEDIA

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

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio	Anticipated Radio Spend	1	\$20,000	20,000.00
				-
Television				-
Social Media	Paid Social Campaign	1	1,500.00	1,500.00
				-
TOTAL ELECTR. MEDIA				21,500.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	Artisit Fee	1	\$30,000	30,000.00
Sound and Lighting Costs	Production and Backline	1	\$16,500	16,500.00
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				46,500.00

TOTAL REQUEST FOR EVENT 1	68,000.00
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Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 2

Event Information

Name of Event	Jesse McCartney		
Date	July 18, 2026		
Location	Zia Park Casino Hotel & Racetrack		
Description	Regional concert with broader out-of-market draw. Conservative assumptions estimate 140 overnights based on attendance, travel distance, and overnight conversion. GRT impact excludes ticket revenue and reflects lodging and other taxable spend only.		

Expected Attendance	1,000	# of Overnights	140
Is this an annual event?	No	Is this a new event?	Yes

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

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

ELECTRONIC MEDIA				
Radio	Name	# of spots	Cost	Total
		Anticipated Radio Spend	1	14,000.00
				-
Television				-
				-
Social Media	Paid Social Campaign	1	1,500.00	1,500.00
				-
TOTAL ELECTR. MEDIA				15,500.00

OTHER EXPENSE				
Professional Performance Fees	Name	# of item	Cost	Total
		Artisit Fee	1	\$60,000
Sound and Lighting Costs	Production and Backline	1	\$28,000	28,000.00
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				88,000.00

TOTAL REQUEST FOR EVENT 2	103,500.00
----------------------------------	-------------------

Instructions: Please complete all areas of PINK that apply.

Permian Basin USSSA

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

Organization	PERMIAN BASIN USSSA
Name of Contact	TOMMY E HAWKINS
Address	4487 HACKBERRY CT.
City, State Zip	MIDLAND, TX, 79707
Phone#/Fax#	OFFICE 432-520-9100 CELL 432-557-3229
email	TOMMY.HAWKINS@WTUSSSA.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	25,434.00	-	-	-	-	25,434.00
TOTAL LODGERS' TAX REQ. SUMMARY	25,434.00	-	-	-	-	25,434.00

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	LAST CHANCE FOR RINGS
Date	July 25/26, 2026
Location	VETERANS PARK/ ZIA PARK
Description	USSSA YOUTH BASEBALL TOURNAMENT PLAYERS 8U THRU 14U

Expected Attendance		# of Overnighters		
Is this an annual event?	YES	Is this a new event?	NOUSSSA	

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper			
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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)				-
	USSSA SANCTION FEES	75	\$85	6,375.00
	HOBBS BASEBALLS	75	\$60	4,500.00
	HOBBS NIT RINGS	432	\$17	7,344.00
	HOBBS BANNERS	18	\$80	1,440.00
	HOBBS PLAYERS GIFTS	825	\$7	5,775.00
TOTAL OTHER EXPENSE				25,434.00

TOTAL REQUEST FOR EVENT 1	25,434.00
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Instructions: Please complete all areas of PINK that apply.



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.

 Representative

 Name of Organization

 date

Received at City Hall:

(date and time)

Request for Lodgers' Tax Assistance

Contact Information

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

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	Income	Sponsorships	\$10,000	\$5,000			
Sales							-
Donations							-
Prior Year Carryover							-
Other (please explain)							-
Total Income			10,000.00	5,000.00	-	-	-

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
	EXPENSE (NON-LODGERS' TAX)	Cost of Sales Items	9,400.00	6,600.00			
Cost of Awards							-
Building/Booth Rent							-
Advertising							-
Printing & Mailing		1,000.00	375.00				1,375.00
Print Media		1,200.00	1,200.00				2,400.00
Electronic Media		3,850.00	3,850.00				7,700.00
Misc. (Please explain)							-
							-
							-
Total NON- LODGERS' Exp.		15,450.00	12,025.00	-	-	-	27,475.00

NON -
LODGERS'
TAX

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	1,000.00	375.00	-	-	-	1,375.00
Print Media	1,200.00	1,200.00	-	-	-	2,400.00
Electronic Media	3,850.00	3,850.00	-	-	-	7,700.00
Other	9,400.00	6,600.00	-	-	-	16,000.00
TOTAL LODGERS' TAX REQ. SUMMARY	15,450.00	12,025.00	-	-	-	27,475.00

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 Football Tournament		
Date	June 13th, 2026		
Location	Watson Stadium- Hobbs High School		
Description	This flag football tournament raises money for the now Lea County School Crisis Fund. These funds help support families struggling with food, housing, and utility insecurities. Last year raised \$15,000 with over 40 teams participating with 4000+ spectators. This was modeled to Roswell's Hike it/Snike It event		

Expected Attendance	5000	# of Overnights	500
Is this an annual event?	Yes	Is this a new event?	No

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper	TURFS - Flag Football Tournament	4	300.00
				-
	SUBTOTAL			1,200.00
	Name	# of ads	Cost	Total
Magazine/Other				-
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				1,200.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
	Radio	B107;W105	100	\$8.50
Noalmark (KZOR,KIZN)		100	12.00	1,200.00
Television	KLMA-Radio (spanish)	100	8.00	800.00
	Roswell, Artesia, Midland, & Lubbock			-
Social Media	\$15	10	100.00	1,000.00
				-
TOTAL ELECTR. MEDIA				3,850.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)	Shirts	500	12.00	6,000.00
	water bottles	200	12.00	2,400.00
Other: (please list)	bags	200	5.00	1,000.00
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				9,400.00

TOTAL REQUEST FOR EVENT 1	15,450.00
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Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 2

Event Information

Name of Event	United We Play- Move Your Way		
Date	June 6th,2026		
Location	Del Norte Pickball Courts		
Description	Move Your Way is an inclusive, community focused fundraiser designed to support adaptive programs with celebrate movement in all forms. Event componets will include a 5K Walk/Run and Pickleball Tournament. This event will raise awareness for the adaptive community.		

Expected Attendance	2000	# of Overnights	200
Is this an annual event?	Yes	Is this a new event?	Yes

PRINTING

	Cost	Quantity	Total	Flyers Tickets	Cost	Quantity	Total	
	Posters (save-the-date)	7.50	50		375.00			
Programs			-				-	
	SUBTOTAL				SUBTOTAL			
			375.00				-	
	Cost	Quantity	Total					
Mailings			-	TOTAL PRINTING COSTS				375.00

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper	Move Your Way - 5K and Pickleball	4	300.00
				-
SUBTOTAL			1,200.00	
Magazine/Other	Name	# of ads	Cost	Total
				-
				-
	SUBTOTAL			-
TOTAL PRINT MEDIA				1,200.00

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
	Radio	B107;W105	100	8.50
Noalmark (KZOR,KIZN)		100	12.00	1,200.00
Television	KLMA-Radio (spanish)	100	8.00	800.00
	Roswell, Artesia, Midland, & Lubbock			-
Social Media	FB/IG Sponsored	10	100.00	1,000.00
				-
TOTAL ELECTR. MEDIA				3,850.00

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)	Shirt	350	12.00	4,200.00
	bags	200	7.00	1,400.00
	water bottles	200	5.00	1,000.00
Other: (please list)				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				6,600.00

TOTAL REQUEST FOR EVENT 2	12,025.00
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Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 3 Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		# of Overnights		
Is this an annual event?		Is this a new event?		

PRINTING

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

PRINT MEDIA

	Name		# of ads	Cost	Total
	Newspaper				
				-	
SUBTOTAL				-	
Magazine/Other					-
					-
	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	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				-

TOTAL REQUEST FOR EVENT 3	-
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Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 4 Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		# of Overnights		
Is this an annual event?		Is this a new event?		

PRINTING

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

PRINT MEDIA

	Name		# of ads	Cost	Total
	Newspaper				
				-	
SUBTOTAL				-	
Magazine/Other					-
					-
	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	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				-

TOTAL REQUEST FOR EVENT 4	-
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Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 5 Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		# of Overnights	
Is this an annual event?		Is this a new event?	

PRINTING

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

PRINT MEDIA

	Name	# of ads	Cost	Total
	Newspaper			
				-
SUBTOTAL			-	
Magazine/Other				-
				-
	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	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
TOTAL OTHER EXPENSE				-

TOTAL REQUEST FOR EVENT 5	-
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Instructions: Please complete all areas of PINK that apply.



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7759 - Adopting Budgetary Adjustment #5 for the Fiscal Year 2025-2026

DEPT OF ORIGIN: Finance

DATE SUBMITTED: 4/8/2026

SUBMITTED BY: Deb 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 before the beginning of the fiscal year. 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 budgetary adjustment #5 for the current year. A summary of the funds adjusted is attached to this resolution. After the Commission approves this adjustment, it must be forwarded to the Department of Finance & Administration for approval.

Fiscal Impact:

- Total expense decreased by \$116,966.65
- Total revenue increased by \$5,550,000.00
- The ending cash balance is \$106,312,349.00 for all funds.
- This budget adjustment includes inter-fund transfers.
- General fund reserve has increased from 31% to 36%.

Attachments:

Budget Adjustment Resolution
BAR #5 exhibit

Recommendation:

Motion to approve the resolution.

Approved By:

Toby Spears, Finance Director

04/09/2026

Toby Spears, Finance Director

04/09/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/09/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7759

BUDGETARY ADJUSTMENT #5
FISCAL YEAR 2025-2026

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 expense has decreased by \$116,966.65 and total revenue has increased by \$5,550,000.

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 is forwarded to their office in Santa Fe, New Mexico, for approval.

PASSED, ADOPTED, AND APPROVED this 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**City of Hobbs BAR #5
FY26 Fund Summary**

<i>dfa fund</i>		Beginning Cash	Total Revenue	Interfund Transfer	Total Expenditures	Ending Cash	
11000	001 GENERAL	97,998,282.07	81,454,953.07	(21,858,393.89)	115,533,091.25	42,061,750.00	36%
29900	002 LAND ACQUISITION	825,074.11	830,000.00	-	100,000.00	1,555,074.11	
	General Fund Subtotal	98,823,356.18	82,284,953.07	(21,858,393.89)	115,633,091.25	43,616,824.11	
20100	110 LOCAL GOV CORR	531,650.69	192,500.00	-	465,598.00	258,552.69	
21100	120 POLICE PROTECTION	83,505.95	185,000.00	-	268,505.95	-	
29900	130 P D N (parif, drug, narcotics)	1,918.75	-	-	-	1,918.75	
21700	160 Core	1,000.00	1,888,500.00	4,222,993.82	6,111,493.82	1,000.00	
21900	170 OLDER AMERICAN	1,000.00	514,415.82	953,551.96	1,330,346.35	138,621.43	
51800	180 GOLF	1,000.00	1,129,500.00	2,090,477.83	3,219,977.83	1,000.00	
50600	190 CEMETERY	1,000.00	245,250.00	1,422,462.85	1,667,712.85	1,000.00	
50400	200 AIRPORT	1,126,591.84	252,280.68	-	580,200.00	798,672.52	
30300	210 LEGISLATIVE APPROPRIATIONS	1,000.00	17,873,037.64	-	15,825,526.91	2,048,510.73	
21800	220 INTERGOVERNMENTAL GRANTS	11,521,760.12	3,600,000.00	-	14,810,072.79	311,687.33	
21400	230 LODGERS' TAX	2,089,032.25	1,850,000.00	(762,500.00)	1,943,292.24	1,233,240.01	
27000	240 LG ABATEMENT FUND (OPIOID)	724,280.49	50,000.00	-	50,000.00	724,280.49	
28000	250 CANNABIS EXCISE TAX FUND	2,701,457.32	1,128,000.00	(153,120.00)	28,500.00	3,647,837.32	
29900	270 PUBLIC TRANSPORTATION	1,000.00	3,141,838.80	400,000.00	1,851,335.58	1,691,503.22	
20900	280 FIRE PROTECTION	2,218,538.93	933,430.00	-	1,994,824.14	1,157,144.79	
20600	290 EMER MEDICAL SERV	3,659.62	60,000.00	-	60,000.00	3,659.62	
29900	310 LEDA	3,293,275.36	-	50,000.00	50,000.00	3,293,275.36	
21222	320 2023 Recruitment LER (Year 3 - Final)	-	187,500.00	-	187,500.00	-	
20120	330 Corrections Recruitment (Year 2)	32,778.79	112,500.00	-	145,278.79	-	
20920	340 Fire Fighter Recruitment (Year 2)	-	168,750.00	-	168,750.00	-	
	Special Revenue Subtotals	24,334,450.11	33,512,502.94	8,223,866.46	50,758,915.25	15,311,904.26	
30200	370 COMM DEVE CONST	125,569.30	-	133,432.60	258,001.90	1,000.00	
	430 CORE SINKING FUND	-	-	797,500.00	796,500.00	1,000.00	
39900	460 BEAUTIFICATION IMPROVEMENT	1,510,932.35	2,500,000.00	-	2,976,490.46	1,034,441.89	
39900	470 CAPITAL IMPROVEMENT FUND	-	-	10,000,000.00	-	10,000,000.00	
21600	480 STREET IMPROVEMENTS	5,949,512.40	2,576,250.00	-	7,051,454.10	1,474,308.30	
39900	490 CITY COMM. IMPROVEMENTS	14,366,957.04	3,000,000.00	(6,759,090.76)	80,000.00	10,527,866.28	
	Capital Project Subtotals	21,952,971.09	8,076,250.00	4,171,841.84	11,162,446.46	23,038,616.47	
40400	510 UTILITY BOND	-	-	307,004.10	307,004.10	-	
40400	530 WASTEWATER BOND	1,989,842.96	-	2,442,796.62	2,442,796.62	1,989,842.96	
	Debt Service Subtotals	1,989,842.96	-	2,749,800.72	2,749,800.72	1,989,842.96	
50200	100 SOLID WASTE	3,130,926.04	9,800,000.00	-	9,800,000.00	3,130,926.04	
39900	440 JOINT UTILITY EXTENSIONS CAPITAL PROJECT	1,000.00	250,000.00	1,678,158.16	1,928,158.16	1,000.00	
50100	600 JOINT UTILITY	1,000.00	-	9,012,154.93	8,956,354.93	56,800.00	
50100	610 JOINT UTILITY CONST	1,000.00	2,025,000.00	11,143,884.79	13,168,884.79	1,000.00	
50300	620 WASTE WATER PLANT CONST	4,279,584.05	1,308,721.30	16,049,993.92	21,637,302.27	997.00	
50300	630 JOINT UTILITIY - WASTEWATER	1,000.00	-	7,891,719.09	7,891,719.09	1,000.00	
50300	650 JOINT UTILITIY INCOME - WASTEWATER	15,546,104.12	9,420,000.00	(23,084,509.63)	42,000.00	1,839,594.49	
50100	660 JOINT UTILITY INCOME	10,682,254.30	10,041,600.00	(20,602,806.44)	-	121,047.86	
50100	680 METER DEPOSIT RES	1,896,574.16	300,000.00	-	300,000.00	1,896,574.16	
69900	690 INTERNAL SUPPLY	85,253.99	252,000.00	-	252,000.00	85,253.99	
	Utility Subtotals	35,624,696.66	33,397,321.30	2,088,594.82	63,976,419.24	7,134,193.54	
69900	640 MEDICAL INSURANCE	1,313,879.19	8,053,121.28	1,624,290.05	7,894,400.00	3,096,890.52	
69900	670 WORKERS COMP TRUST	1,344,414.48	970,930.65	-	1,218,000.00	1,097,345.13	
69900	740 INSURANCE - RISK	3,593,320.53	2,591,000.00	-	3,511,090.00	2,673,230.53	
	Internal Service Subtotal	6,251,614.20	11,615,051.93	1,624,290.05	12,623,490.00	6,867,466.18	
79900	700 MOTOR VEHICLE	9,881.86	6,000,000.00	-	6,000,000.00	9,881.86	
79900	710 MUNI JUDGE BOND FUND	110,452.33	-	-	-	110,452.33	
79900	720 RETIREE HEALTH INSURANCE TRUST FUND	5,872,175.43	1,080,000.00	3,000,000.00	2,058,000.00	7,894,175.43	
79900	730 CRIME LAB FUND	72,171.05	17,820.00	-	17,820.00	72,171.05	
79900	750 FORECLOSURE TRUST FUND	71.88	-	-	-	71.88	
79900	770 LIBRARY TRUST	5,717.15	3,000.00	-	3,000.00	5,717.15	
79900	780 SENIOR CITIZEN TRUST	5,725.94	1,000.00	-	1,000.00	5,725.94	
79900	790 PRAIRIE HAVEN MEM	6,731.98	-	-	-	6,731.98	
79900	800 COMMUNITY PARK TRUST	1,800.76	-	-	-	1,800.76	
79900	820 EVIDENCE TRUST FUND	223,852.13	5,000.00	-	-	228,852.13	
79900	830 HOBBS BEAUTIFUL	16,870.89	23,811.00	-	23,811.00	16,870.89	
79900	860 RETIREE RECOGNITION	1,050.08	1,500.00	-	1,500.00	1,050.08	
	Trust & Agency Subtotals	6,326,501.48	7,132,131.00	3,000,000.00	8,105,131.00	8,353,501.48	
	Grand Total All Funds	195,303,432.68	176,018,210.24	(0.00)	265,009,293.92	106,312,349.00	
			5,550,000.00		(116,966.65)		

Expense									
Fund	Org	Org Desc	Obj	Proj	Description	Budget before request	BAR #5 Request	Balance after request	Justification
001	010125	PLANNING	44901	00290	GATEWAY - WAYFINDING SIGNS	28,925.84	(28,925.84)	-	FY26 Capital Reduction
001	010320	PARKS	44901	00013	DEL NORTE PARK	514,220.92	(350,000.00)	164,220.92	FY26 Capital Reduction
001	010321	SPORTS FIELDS	44901	00186	BASEBALL COMPLEX	1,599,283.42	(1,500,000.00)	99,283.42	FY26 Capital Reduction
001	010413	WAREHOUSE	43013		BUILDING IMPROVEMENTS	75,000.00	(75,000.00)	-	FY26 Capital Reduction
001	010420	GENERAL SVCS-GARAGE	43013		BUILDING IMPROVEMENTS	5,410.39	(5,410.39)	-	FY26 Capital Reduction
001	010421	BUILDING MAINTENANCE	43008		LEASE IMPROVEMENTS/RENOVATIONS	15,091.26	(5,000.00)	10,091.26	FY26 Capital Reduction
001	010421	BUILDING MAINTENANCE	44901	00245	GENERATORS	48,120.00	(40,098.00)	8,022.00	FY26 Capital Reduction
001	010422	CODE ENFORCEMENT	43003		VEHICLE REPLACEMENT	180,000.00	(92,366.48)	87,633.52	FY26 Capital Reduction
001 Total							(2,096,800.71)		
Fund	Org	Org Desc	Obj	Proj	Description	Budget before request	BAR #5 Request	Balance after request	Justification
001	010145	INFORMATION TECHNOLOG	42302		TRAVEL MEALS AND SCHOOLS	1,500.00	(1,500.00)	-	FY26 Operating Reduction
001	010145	INFORMATION TECHNOLOG	42601		PROFESSIONAL SERVICES	113,310.20	(90,000.00)	23,310.20	FY26 Operating Reduction
001	010145	INFORMATION TECHNOLOG	42701		COMPUTER/COMP EQUIPMENT	490,051.06	(40,000.00)	450,051.06	FY26 Operating Reduction
001	010145	INFORMATION TECHNOLOG	42706		EQUIPMENT UNDER 5000.00	586,907.43	(100,000.00)	486,907.43	FY26 Operating Reduction
001	010150	LEGAL	42601		PROFESSIONAL SERVICES	279,565.00	(100,000.00)	179,565.00	FY26 Operating Reduction
001	010160	MUNICIPAL COURT	42302		TRAVEL MEALS AND SCHOOLS	13,850.00	(2,000.00)	11,850.00	FY26 Operating Reduction
001	010202	POLICE PATROL	42204		UNIFORMS	120,000.00	(35,000.00)	85,000.00	FY26 Operating Reduction
001	010203	POLICE CRIMINAL INVESTIGA	42302		TRAVEL MEALS AND SCHOOLS	27,500.00	(3,000.00)	24,500.00	FY26 Operating Reduction
001	010203	POLICE CRIMINAL INVESTIGA	42306		PHOTOGRAPHIC SUPPLIES	3,500.00	(2,000.00)	1,500.00	FY26 Operating Reduction
001	010204	POLICE SUPPORT	42361		ACADEMY/RECRUITING	100,000.00	(6,000.00)	94,000.00	FY26 Operating Reduction
001	010210	POLICE INFORMATION TECH	42210		SERVICE/MAINT. CONTRACT	632,602.82	(75,000.00)	557,602.82	FY26 Operating Reduction
001	010210	POLICE INFORMATION TECH	42706		EQUIP UNDER 5000.00	241,496.40	(3,000.00)	238,496.40	FY26 Operating Reduction
001	010210	POLICE INFORMATION TECH	44901	00366	PD ANNEX FIRE ALARM RPLC	90,933.29	(90,933.29)	-	FY26 Operating Reduction
001	010320	PARKS	42302		TRAVEL MEALS AND SCHOOLS	9,375.00	(7,000.00)	2,375.00	FY26 Operating Reduction
001	010320	PARKS	42541		SPECIAL PROJECTS	75,000.00	(10,000.00)	65,000.00	FY26 Operating Reduction
001	010326	HARRY MCADAMS	42215		RECONDITIONING OF PUMPS	16,500.00	(8,000.00)	8,500.00	FY26 Operating Reduction
001	010326	HARRY MCADAMS	42357		ADVERTISING	1,000.00	(1,000.00)	-	FY26 Operating Reduction
001	010326	HARRY MCADAMS	42536		IRRIGATION REPAIR	58,600.00	(10,000.00)	48,600.00	FY26 Operating Reduction
001	010342	PUBLIC INFORMATION	42204		UNIFORMS	2,000.00	(1,000.00)	1,000.00	FY26 Operating Reduction
001	010342	PUBLIC INFORMATION	42302		TRAVEL MEALS AND SCHOOLS	4,000.00	(2,000.00)	2,000.00	FY26 Operating Reduction
001	010342	PUBLIC INFORMATION	42304		PRINTING AND DUPLICATING	6,000.00	(1,500.00)	4,500.00	FY26 Operating Reduction
001	010413	WAREHOUSE	42201		UTILITIES	13,000.00	(1,000.00)	12,000.00	FY26 Operating Reduction
001	010413	WAREHOUSE	42301		SUPPLIES-OFFICE	1,000.00	(500.00)	500.00	FY26 Operating Reduction
001	010421	BUILDING MAINTENANCE	43007		FURNITURE/APPLIANCE	5,000.00	(5,000.00)	-	FY26 Operating Reduction
001	010422	CODE ENFORCEMENT	42353		TRAINING/SAFETY EQUIPMENT	75,000.00	(75,000.00)	-	FY26 Operating Reduction
001 Total							(670,433.29)		
180	184315	GOLF MTC	42302		TRAVEL MEALS AND SCHOOLS	17,500.00	(7,000.00)	10,500.00	FY26 Operating Reduction
180	184315	GOLF MTC	42303		SUPPLIES-JANITOR	8,500.00	(2,500.00)	6,000.00	FY26 Operating Reduction
180	184315	GOLF MTC	42304		PRINTING AND DUPLICATING	500.00	(500.00)	-	FY26 Operating Reduction
180	184315	GOLF MTC	42324		MISC AND EMERGENCY	1,000.00	(500.00)	500.00	FY26 Operating Reduction

BAR #5 Detail

180	184315	GOLF MTC	42340		SUPPLIES-GOLF COURSE	8,000.00	(2,500.00)	5,500.00	FY26 Operating Reduction
180	184315	GOLF MTC	42401		RADIO INSTRUMENTS	500.00	(500.00)	-	FY26 Operating Reduction
180	184315	GOLF MTC	42706		EQUIP UNDER 5000.00	4,500.00	(1,000.00)	3,500.00	FY26 Operating Reduction
180 Total							(14,500.00)		
190	194019	CEMETERY FUND	42324		MISCELLANEOUS AND EMERGENCY	1,000.00	(500.00)	500.00	FY26 Operating Reduction
190 Total							(500.00)		
600	604620	PRODUCTION	42501		BUILDING AND GROUNDS	222,000.00	(75,000.00)	147,000.00	FY26 Operating Reduction
600 Total							(75,000.00)		
Grand Total							(760,433.29)		
Fund	Org	Org Desc	Obj	Proj	Description	Budget before request	BAR #5 Request	Balance after request	Justification
001	010110	CITY MANAGERS OFFICE	42601		PROFESSIONAL SERVICES	65,100.00	50,000.00	115,100.00	\$50,000 Grant Writer professional service contract; \$45,000 UGA Leadership Academy; \$10,000 newspaper ads
001	010145	INFORMATION TECHNOLOG	42210		SERVICE/MAINT. CONTRACT	895,000.00	40,000.00	935,000.00	Transfer to cover advanced email security license
001	010145	INFORMATION TECHNOLOG	42706		EQUIPMENT UNDER 5000.00	586,907.43	(40,000.00)	546,907.43	Transfer to cover advanced email security license
001	010160	MUNICIPAL COURT	42501		BUILDING AND GROUNDS	4,970.00	2,500.00	7,470.00	Correction to prior year billing for Auld Sign Co
001	010320	PARKS	41102		OVERTIME	105,000.00	26,500.00	131,500.00	Increase in overtime budget
001	010330	RECREATION	42320		SPECIAL PROG EVENTS PRIZES	5,900.00	2,000.00	7,900.00	Licensing fee and giveaway items for Juneteenth Committee
001	010330	RECREATION	42320	00301	MAYORS FUN RUN EXPENSES	-	10,000.00	10,000.00	Request to fund timing services, bottled water, bibs, t-shirts, trophies, advertising and giveaway items
001	010332	TEEN RECREATION	41101		SALARIES	216,950.14	30,000.00	246,950.14	Staff working beyond alloctions to provide services
001	010332	TEEN RECREATION	42232		SERVICE-JANITOR	13,089.00	2,000.00	15,089.00	Budget for remainder of fiscal year
001	010335	POOLS	41102		OVERTIME	1,000.00	10,000.00	11,000.00	Budget currently in negative and need to fund summer programs
001	010335	POOLS	42201		UTILITIES	190,000.00	85,000.00	275,000.00	Expense exceeding budget
001	010412	TRAFFIC	41102		OVERTIME	15,000.00	3,000.00	18,000.00	Additional overtime due to testing and callouts
001	010412	TRAFFIC	42203		DUES AND SUBSCRIPTIONS	360.00	190.00	550.00	Budget overrun - IMSA subscription
001	010412	TRAFFIC	42403		MACHINE REPAIR AND MAINTENANCE	750.00	7.35	757.35	Budget overrun
001	010412	TRAFFIC	44901	00159	TRAFFIC SIGNAL COMM UPGRADE	73,862.95	850,000.00	923,862.95	Tools for traffic signal connectivity and analytics for all 42 signalized intersections to provide real time data and create a sustainable proactive management model for traffic signals - cost includes a 10 year subscription.
001	010420	GENERAL SVCS-GARAGE	42706		EQUIPMENT UNDER 5000.00	9,600.00	3,000.00	12,600.00	Purchase of portable crimp for heavy equipment hose repair
001	010420	GENERAL SVCS-GARAGE	43006		EQUIPMENT OVER 5000	-	9,000.00	9,000.00	Purchase of crimp system for heavy equipment hose repair
001	010420	GENERAL SVCS-GARAGE	42403		MACHINE REPAIR AND MAINTENANCE	275,000.00	(12,000.00)	263,000.00	Transfer for crimp and crimp system
001	010421	BUILDING MAINTENANCE	41101		SALARIES	500,464.64	66,000.00	566,464.64	Additional salary due to addition of plumbers to dept
001	010421	BUILDING MAINTENANCE	41102		OVERTIME	20,000.00	9,000.00	29,000.00	Overtime for addition of plumbers to dept
001	010421	BUILDING MAINTENANCE	42519		ELEVATOR MAINT.	37,720.00	10,000.00	47,720.00	Repairs City Hall elevator
001	010421	BUILDING MAINTENANCE	42601		PROFESSIONAL SERVICES	95,000.00	100,000.00	195,000.00	Mechanical Engineer plans for boiler duct at City Haall
001	010421	BUILDING MAINTENANCE	42232		SERVICE-JANITOR	102,100.00	5,000.00	107,100.00	Contract amount over current budget
001	010423	STREETS/HIGHWAYS	43006		EQUIPMENT OVER 5000	11,000.00	6,000.00	17,000.00	replace flatbed trailer unit 0679 due to worn boards
001 Total							1,267,197.35		
100	104010	SOLID WASTE FUND	42211		WASTE MANAGEMENT CONTRACT	8,100,000.00	1,100,000.00	9,200,000.00	actual at 9 months over budget projection

BAR #5 Detail

100 Total							1,100,000.00			
160	164016	CORE REC	41102		OVERTIME	29,000.00	20,000.00	49,000.00	Budget currently in negative	
160	164016	CORE REC	43013		BUILDING IMPROVEMENTS	316,285.89	(316,285.00)	0.89	Move Pool Improvement Funding to Core Mtc Budget	
160	164116	CORE MTC	43013		BUILDING IMPROVEMENTS	200,000.00	316,285.00	516,285.00	Move Pool Improvement Funding to Core Mtc Budget	
160 Total							20,000.00			
170	174017	OLDER AMERICANS FUND	42387	00360	ALTSD NM GROW MINI GRANT	10,000.00	5,000.00	15,000.00	Additional funding from ALTSD for Hydroponic Grow System for Senior Center and purchase of vegetables.	
170 Total							5,000.00			
180	184316	GOLF CLUBHOUSE	41102		OVERTIME	14,000.00	10,000.00	24,000.00	Expense exceeds budget due to tournaments and extended operations for summer hours	
180	184316	GOLF CLUBHOUSE	41150		SEASONAL SALARIES	36,504.00	25,000.00	61,504.00	Clubhouse operations relying heavily on seasonal employees	
180	184316	GOLF CLUBHOUSE	42304		PRINTING AND DUPLICATING	2,000.00	3,000.00	5,000.00	Pruchase of additional score cards and toner	
180	184316	GOLF CLUBHOUSE	42801		SOFT GOODS	100,000.00	20,000.00	120,000.00	To fund additional orders through busy season	
180	184316	GOLF CLUBHOUSE	42810		HARD GOODS	175,000.00	10,000.00	185,000.00	To fund additional orders through busy season	
180 Total							68,000.00			
190	194019	CEMETERY FUND	42302		TRAVEL MEALS AND SCHOOLS	3,150.00	2,200.00	5,350.00	Budget for employee to attend ICCFA Conference	
190 Total							2,200.00			
200	204020	HIAP AIRPORT FUND	42501		BUILDING AND GROUNDS	150,000.00	(20,000.00)	130,000.00	Transfer to professional services to fund appraisal for HIAP	
200	204020	HIAP AIRPORT FUND	42601		PROFESSIONAL SERVICES	-	20,000.00	20,000.00	Transfer from Bldg Grounds to fund appraisal for HIAP	
200 Total							-			
220	224022	INTERGOVERNMENTAL GRA	44901	00412	NOR LEA BUS STOP	-	150,000.00	150,000.00	Estimated cost of Nor Lea Bus stop (pending MOU with Lea County - offsetting revenue)	
220 Total							150,000.00			
230	234023	LODGER TAX PROMOTIONAL	42238		CHAMBER ADVERTISING EXPENSE	1,232,772.24	48,020.00	1,280,792.24	FY25 EDC Payment not carried over - paid in August	
230 Total							48,020.00			
250	254025	CANNABIS REGULATION ACT	42251		Cannabis Admin Fees	2,850.00	25,650.00	28,500.00	Initial budget keyed as \$2,850 instead of \$28,500.	
250 Total							25,650.00			
270	274027	PUBLIC TRANSPORTATION F	42324		MISCELLANEOUS AND EMERGENCY	-	10,000.00	10,000.00	Budget to return 2023 Auction proceeds to the State per the grnt agreement	
270 Total							10,000.00			
280	284028	FIRE PROTECTION FUND	43006		EQUIPMENT OVER 5000	281,402.82	260,000.00	541,402.82	Transfer from vehicle replacement to complete the purchase of 90 new radios (HGAC Contract \$540,295.20)	
280	284028	FIRE PROTECTION FUND	43003		VEHICLE REPLACEMENT	403,000.00	(260,000.00)	143,000.00	Transfer from vehicle replacement to complete the purchase of 90 new radios (HGAC Contract \$540,295.20)	
280 Total							-			
600	604600	ADMINISTRATIVE	42232		SERVICE-JANITOR	20,765.00	10,000.00	30,765.00	Expense for additional building added to contract	
600	604610	WATER DISTRIBUTION	42201		UTILITIES	22,000.00	8,200.00	30,200.00	Expenses actuals over budget	
600	604610	WATER DISTRIBUTION	42315		FOOD AND LINEN	1,500.00	500.00	2,000.00	Actual expense have exceeded budget	
600	604650	LABORATORY	42304		PRINTING AND DUPLICATING	-	500.00	500.00	Actual expense have exceeded budget	
600 Total							19,200.00			
630	634370	WASTEWATER (WWTP)	41102		OVERTIME	80,000.00	25,000.00	105,000.00	Additional overtime due to understaffing issues	
630 Total							25,000.00			
Grand Total							2,740,267.35			
							Total Expense	(116,966.65)		

Revenue									
Fund	Org	Org Desc	Obj	Proj	Description	Balance before request	BAR #5 Request	Balance after request	Justification
001	019999	GENERAL FUND REVENUE	30109		GROSS RECEIPTS 1.25%	(28,840,008.00)	(2,000,000.00)	(30,840,008.00)	
001	019999	GENERAL FUND REVENUE	30309		GROSS RECEIPTS TAX-1.225%	(28,000,000.00)	(2,000,000.00)	(30,000,000.00)	
001 Total							(4,000,000.00)		
100	109999	SOLID WASTE REVENUE	30456		REFUSE REMOVAL CHARGES	(8,700,000.00)	(1,100,000.00)	(9,800,000.00)	actual at 9 months over budget projection
100 Total							(1,100,000.00)		
220	229999	INTERGOVERNMENTAL GRA	30708	00412	NOR LEA BUS STOP	-	(150,000.00)	(150,000.00)	Estimated cost of Nor Lea Bus stop (pending MOU with Lea County - offsetting revenue)
220 Total							(150,000.00)		
490	499999	CITY COMMISSION REVENUE	30111		GROSS RECEIPTS .125%	(2,800,000.00)	(200,000.00)	(3,000,000.00)	
490 Total							(200,000.00)		
650	659999	JOINT UTILITY WWTP INC RE	30112		GROSS RECEIPTS .0625%	(1,400,000.00)	(100,000.00)	(1,500,000.00)	
650 Total							(100,000.00)		
Grand Total							(5,550,000.00)		
Transfers									
Fund	Org	Org Desc	Obj	Proj	Description	Balance before request	BAR #5 Request	Balance after request	Justification
001	019999	GENERAL FUND REVENUE	30890		TRANSFER TO 16	3,695,577.99	20,000.00	3,715,577.99	
160	169999	CORE REVENUE	30851		TRANSFER FROM 1	(3,695,577.99)	(20,000.00)	(3,715,577.99)	to bring fund back into balance
001	019999	GENERAL FUND REVENUE	30804		TRANSFER TO - 18	2,036,977.83	53,500.00	2,090,477.83	
180	189999	GOLF FUND REVENUE	30802		TRANSFER FROM - 1	(2,036,977.83)	(53,500.00)	(2,090,477.83)	to bring fund back into balance
001	019999	GENERAL FUND REVENUE	30805		TRANSFER TO - 19	1,420,762.85	1,700.00	1,422,462.85	
190	199999	CEMETERY FUND REVENUE	30832		TRANSFER FROM - 1	(1,420,762.85)	(1,700.00)	(1,422,462.85)	to bring fund back into balance
490	499999	CITY COMMISSION REVENUE	30866		TRANSFER TO 1	-	850,000.00	850,000.00	
001	019999	GENERAL FUND REVENUE	30843		TRANSFER FROM - 49	-	(850,000.00)	(850,000.00)	to cover cost of traffic signal communication project
490	499999	CITY COMMISSION REVENUE	30853		TRANSFER TO 43	-	797,500.00	797,500.00	
430	439999	CORE SINKING FUND	30843		TRANSFER FROM - 49	-	(797,500.00)	(797,500.00)	to cover cost of CORE Sinking Fund
440	449999	JOINT UTILITY EXT REVENUE	30843		TRANSFER FROM - 49	(2,474,658.16)	796,500.00	(1,678,158.16)	
490	499999	CITY COMMISSION REVENUE	30868		TRANSFER TO - 44	2,474,658.16	(796,500.00)	1,678,158.16	to return cost of CORE infrastructure construction project
650	659999	JOINT UTILITY WWTP INC RE	30822		TRANSFER TO - 63	7,702,219.09	25,000.00	7,727,219.09	
630	639999	WWTP REVENUE	30844		TRANSFER FROM - 65	(7,702,219.09)	(25,000.00)	(7,727,219.09)	to bring fund back into balance



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration of Approval of a Contract with Intermountain Slurry Seal, Inc. in the Amount of \$2,302,057.72 for Microsurfacing Various City Streets (State of New Mexico Price Agreement 40-80500-24-17089)

DEPT OF ORIGIN: General Services

DATE SUBMITTED: 4/1/2026

SUBMITTED BY: Shelia Baker, General Services Director

Summary:

The General Services Dept. requested a quote from Intermountain Slurry Seal, Inc., an awarded vendor of State of NM Price Agreement 40-80500-24-17089, for microsurfacing approximately 20 miles of City streets. The streets were identified in the pavement condition study as year 2 priorities. A proposed project schedule will be presented to the City at the pre-construction meeting. Work is anticipated to be completed within one year.

Fiscal Impact:

Budget Number: 010423-44901-00148

Quote: \$2,302,057.72 (inclusive of NMGRT)

Budget Amount: \$9,813,432.66

Attachments:

2026 City of Hobbs NM Microsurfacing Quote

40-805-24-17089 State Contract

Pavement Maintenance Map - Microsurfacing

Recommendation:

Consider and approve a contract with Intermountain Slurry Seal, Inc. through State of New Mexico Price Agreement

Approved By:

Shelia Baker, General Services Director 04/06/2026

Toby Spears, Finance Director 04/08/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/08/2026

Manny Gomez, City Manager 04/10/2026



3145 National Circle
 Garland, Texas
 972-353-2636

1000 Warm Springs Road
 SLC, Utah. 84116
 801-532-8200

March 23, 2026

CITY OF HOBBS NEW
 MEXICO
 ATTENTION: JANA WHITE
 jwhite@hobbsnm.com
RE: FY: 2025/2026
Micro surfacing
Proposal and Pricing

Bid Item Number	Description	Quantity	Unit of Measure	Price Per Unit	Total
2	TRAFFIC CONTROL (URBAN)	4	DAY	\$5,555.00	\$22,220.00
3	TRAFFIC CONTROL (RURAL)	24	DAY	\$5,000.00	\$120,000.00
4	SEQUENTIAL FLASHING ARROW BOARD	10	DAY	\$75.00	\$750.00
6	MOBILIZATION	495	MILE	\$1.00	\$495.00
8	TEMPORARY PAVEMENT MARKERS	1,000	EA	\$2.50	\$2,500.00
10	RE-ESTABLISH PERMANENT STRIPING (THERMOPLASTIC)	50,773.23	LF	\$1.40	71,082.52
21	MICRO SURFACING TYPE II 2,500-5,000 TONS	4,383	TON	\$340.00	\$1,490,220.00
22	MICRO SURFACING TYPE III 1,000-2,500 TONS	1,297	TON	\$345.00	\$447,465.00
	SUBTOTAL				\$2,154,732.52
N/A	LEA COUNTY (HOBBS) GROSS RECEIPTS TAX	\$2,165,832.52	%	6.5625	\$141,404.32
N/A	TEXAS MATERIAL SALES TAX	4,986TN @ \$19/TN = \$94,734	%	6.25	\$5,920.88
	TOTAL				\$2,302,057.72

Thank you for the opportunity to submit our bid response for the above referenced project. The schedule below is a breakdown of our bid

➤ **BID RESPONSE SPECIAL CONDITIONS AND/OR CLARIFICATIONS**

- Price based on map and street list provided by City of Hobbs.
- 415,665 TOTAL SQUARE YARDS.
- 333,314 Square yards of residential TYPE II
- 82,351 Square yards of multi-lane, arterial streets TYPE III.
- Type II application rate based on 26.3 total lbs. per square yard of composite micro surfacing mixture, which includes, aggregate, asphalt and mineral filler.
- Type III application rate based on 31.5 total lbs. per square yard of composite micro surfacing mixture, which includes, aggregate, asphalt and mineral filler.
- Daily report of materials, square yards, total micro surfacing tons, streets completed, traffic control will be provided to the City of Hobbs each day of production.
- Project is bid for 2026 construction season.

➤ **INCLUSIONS:**

- Payment and performance bond, mix designs for type II and type III micro surfacing, 24-hour notification to residents via door-to-door notices, surface preparation sweeping and cleaning streets prior to micro surfacing, equipment calibration, traffic control will consist of street closures with prior notification on residential streets, lane closures on multi land-arterial streets, temporary pavement markers for streets with striping, quality control test results for aggregate and emulsified asphalt,

➤ **EXCLUSIONS:**

- Removal of existing striping or temporary pavement markers, asphalt patching, crack sealing, excessive cleaning of streets with debris, vegetation, leaking oil from parked cars.

We look forward to working together on this project. If you have any questions or concerns regarding this bid, please call me at (801-201-7246), or e-mail me at Rusty.Price@gcinc.com

Sincerely yours,

Intermountain Slurry Seal, Inc.





**State of New Mexico
General Services Department
Purchasing Division**

Price Agreement Amendment

**Awarded Vendor:
3 Awarded Vendors**

Number: 40-80500-24-17089

Amendment No.: One

Term: July 9, 2024 – July 8, 2026

**Ship To:
New Mexico Department of Transportation
Various Locations**

Procurement Specialist: Karen Wisdom *KW*

Telephone No.: (505) 500-9912

Email: karen.wisdom@gsd.nm.gov

**Invoice:
As Requested at Time of Order**

**For questions regarding this contract please contact:
Manuel Lopez (505) 690-6566**

Title: Micro-Surfacing

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 July 9, 2025 to July 8, 2026 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

Dorothy Mendonca

Date: 6/23/2025

Dorothy Mendonca
New Mexico State Purchasing Agent



State of New Mexico General Services Department

Price Agreement

Awarded Vendor:
3 Awarded Vendors (see page 6)

Price Agreement Number: **40-80500-24-17089**

Payment Terms: **Net 30**

F.O.B.: **Destination**

Delivery: **As Requested**

Ship To:
New Mexico Department of Transportation
Various Locations

Procurement Specialist: **Clarke J. Fountain**

Telephone No.: **(505) 629-2964**

Email: **clarkej.fountain@gsd.nm.gov**

Invoice:
As Requested at Time of Order

For questions regarding this agreement please contact:
Morris Hurtado (505) 490-7201

Title: **Micro-Surfacing**

Term: **July 9, 2024 – July 8, 2025**

This Price Agreement is made subject to the “terms and conditions” as indicated on subsequent pages.

Accepted for the State of New Mexico

Natalie Martinez

Date: ⁷/9/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

x This Agreement was signed on behalf of the State Purchasing Agent

State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: **40-80500-24-17089**

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Terms and Conditions
(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.
2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.
3. **Assignment:**
 - a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
 - b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.
4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.
5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.
6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.
8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**
9. **Taxes:** The unit price shall exclude all state taxes.
10. **Packing, Shipping and Invoicing:**
 - a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
 - b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
 - c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.
11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor were obtainable

State of New Mexico
General Services Department
Purchasing Division
Price Agreement #:40-80500-24-17089

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from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

12. Non-Collusion: In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

13. Nondiscrimination: Vendor doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

14. The Procurement Code: Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

15. Items: All bid items are to be NEW and of most current production, unless otherwise specified.

16. Payment for Purchases: Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

17. Workers' Compensation: The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

18. Submission of Bid: Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. Contractor Personnel: Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

20. Subcontracting: The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

21. Records and Audit: The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. Subcontracts: The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this

State of New Mexico
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Price Agreement #: **40-80500-24-17089**

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agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.

D. For purposes of this Paragraph, the following terms have the following meanings:

- (1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and
- (2) "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

Department Price Agreement

Article I – Statement of Work

Under the terms and conditions of this Price Agreement, the using agency may issue orders for items and/or services described herein.

The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be listed under Article IX – Price Schedule. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by either the New Mexico State Purchasing Agent or the user that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order issued.

Article II –Term

The term of this Price Agreement for issuance of orders shall be as indicated in specifications.

Article III –Specifications

Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX - Price Schedule. Orders issued against this schedule will show the applicable price agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV – Shipping and Billing Instructions

Contractor shall ship in accordance with the instructions of this form. Shipment shall be made only against specific orders which the user may place with the contractor during the term indicated in Article II – Term. The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item. Delivery shall be made as indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent must be notified.

Article V - Termination

The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure

State of New Mexico
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such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

Article VI – Amendment

This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided for in the bid and price agreement specifications.

Article VII – Issuance of Orders

Only written signed orders are valid under this Price Agreement.

Article VIII – Packing (if applicable)

Packing shall be in conformance with standard commercial practices.

Article IX – Price Schedule

Prices as listed in the price schedule hereto attached are firm.

State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: **40-80500-24-17089**

Awarded Vendors

(AA) 0000151997

American Pavement Preservation LLC
6300 Riverside Plaza Lane NW Suite 100
Albuquerque, NM 87120
Eric Reimschiessel, (505) 252-5628
ericr@pavementpreservationgroup.com

Payment Term: Net 30

Delivery: FOB Project Site or As Requested

(AB) 0000107406

Geneva Rock Products, Inc.
4393 Riverboat Rd #400
Taylorsville, Ut 84123
Bryan Warner, (385) 515-0047
bwarner@genevarock.com

Payment Term: Net 30

Delivery: Farmington, NM

(AC) 0000055081

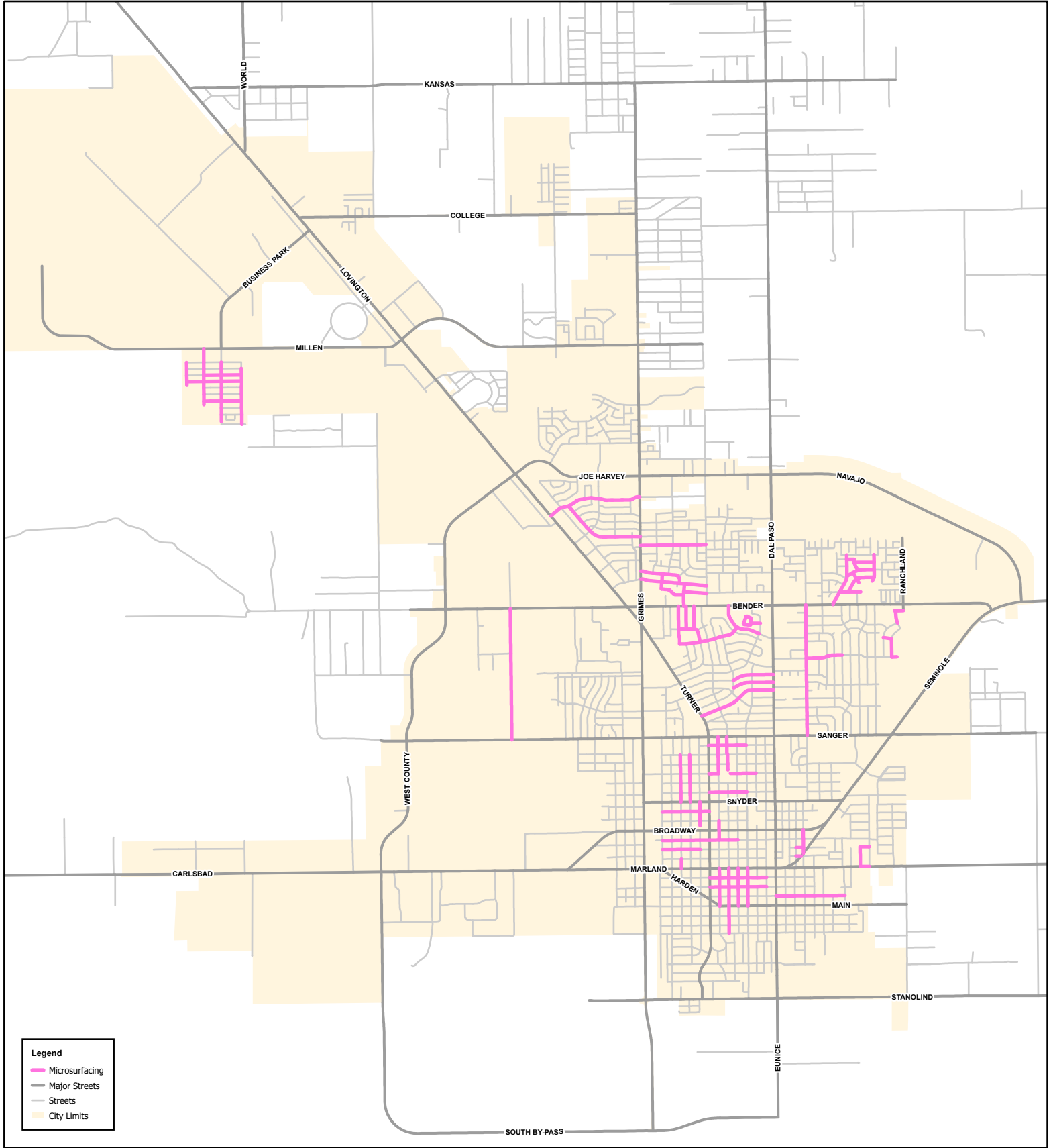
Intermountain Slurry Seal, Inc.
1000 Warm Springs Road
Salt Lake City, UT 84126
Gary Price, (801) 526-6074
Rusty.Price@gcinc.com

Payment Term: Net 30

Delivery: As Requested

2026 Pavement Maintenance Map

Maintenance Type: Microsurfacing



City of Hobbs GIS Division SY

Date: 4/6/2026 1 inch = 5,200 feet Time: 3:39 PM

DISCLAIMER: THE CITY OF HOBBS MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE OF ANY KIND REGARDING ANY GIS DATA PROVIDED HEREIN OR THE SOURCES OF SUCH DATA. THE CITY OF HOBBS SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS OR WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. DATA CONTAINED WITHIN THIS PRODUCT IS PROVIDED BY THE CITY OF HOBBS FOR INFORMATIONAL PURPOSES ONLY AND NOT IN COMPLIANCE WITH ANY LEGAL REQUIRED SURVEYING STANDARD.



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration of Approval of the Purchase of Ninety (90) XL-200P Portable Radios from Dailey and Wells Communications, Inc., Utilizing an HGAC Contract

DEPT OF ORIGIN: Fire
DATE SUBMITTED: 4/6/2026
SUBMITTED BY: Mark Doporto, Fire Chief

Summary:

The City of Hobbs Fire Department will utilize Fire Fund resources in the amount of \$540,295.20 to purchase ninety (90) XL-200P portable radios. This project will replace aging and increasingly unreliable communication equipment, ensuring dependable communication during emergency operations. The new radios will provide improved audio clarity, enhanced coverage, and increased durability in demanding environments.

Fiscal Impact:

The total cost of purchasing ninety (90) XL-200P Portable Radios is \$540,295.20. (Budget Line (284028-43006) equipment over \$5,000.00) This purchase will utilize HGAC contract RA05-21.

Attachments:

Quotation_Radios 2026

Recommendation:

Mayor and Commission approve the purchase of ninety (90) XL-200P Portable radios utilizing a HGAC contract for \$540,295.20.

Approved By:

Mark Doporto, Fire Chief	04/06/2026
Toby Spears, Finance Director	04/08/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/08/2026
Manny Gomez, City Manager	04/10/2026

Dailey and Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219

HGACBuy RA05-21



Bill To:

Jeff Sanford
City of Hobbs, NM
200 E. Broadway
Hobbs, NM 88240
jsanford@hobbsnm.org

Ship To:

Jeff Sanford
City of Hobbs, NM
200 E. Broadway
Hobbs, NM 88240
jsanford@hobbsnm.org

Quotation

Quote Number: 2026-4837
Terms: Net 30 Days
Quote Date: 02/06/2026
Valid Until: 04/30/2026
Print Date: 04/01/2026

Quote Title: XL-200P Portable Radio (SWIC Grant-Ready Promo)

Sales Person:

Michael Lee Lockwood

michael.lockwood@dwcomm.com

+1 (281) 713-0405

XL-200P Portable Radios

Line	Qty	Part Number	Description	List Price	Unit Price	Ext. Price
1	90	XL-PFM1M-NA	PORTABLE,XL-200P,FKP,BLK,US,NA	\$ 3,950.00	\$ 2,923.00	\$ 263,070.00
2	90	XL-Y3EWP	SERVICE ASSIST, EXT WARRANTY 3YR, XL200P	\$ 220.00	\$ 220.00	\$ 19,800.00
			Total of 5 Years Warranty (2 Year Standard, 3 Year Extended)			
3	90	XL-PL8T	FEATURE, LTE	\$ 1,350.00	\$ 999.00	\$ 89,910.00
4	90	XL-FW2X	OPERATION,LOAD NIFOG PERSONALITY	\$ 0.01	\$ 0.01	\$ 0.90
5	90	XL-PKGPT	FEATURE PACKAGE,P25 TRUNKING	\$ 1,800.00	\$ 1,332.00	\$ 119,880.00
6	90	XL-PL4F	FEATURE,P25 PHASE 2 TDMA	\$ 275.00	\$ 203.50	\$ 18,315.00
7	90	XL-PKG8F	FEATURE,256-AES,64-DES ENCRYPTION	\$ 785.00	\$ 580.90	\$ 52,281.00
8	90	XL-PL5L	FEATURE,P25 OTAR(OVER-THE-AIR-REKEYING)	\$ 700.00	\$ 518.00	\$ 46,620.00
9	90	XL-PKGF1	FEATURE PACKAGE,ALL BANDS,V+U+7/800	\$ 1,795.00	\$ 1,328.30	\$ 119,547.00
10	90	XL-PA3V	BATTERY,LI-ION,3100 MAH	\$ 175.00	\$ 129.50	\$ 11,655.00
11	90	XL-NC5Z	ANTENNA,FLEX,HELICAL,136-870 MHZ	\$ 150.00	\$ 111.00	\$ 9,990.00
12	90	XL-AE3H	SPKR MIC, XL XTRM, XL200P, GRN	\$ 995.00	\$ 736.30	\$ 66,267.00
13	90	XL-HC3L	BELT CLIP,METAL	\$ 35.00	\$ 25.90	\$ 2,331.00
14	90	XL-CH6F	CHARGER, SINGLE BAY +	\$ 250.00	\$ 185.00	\$ 16,650.00
15	90	BM-PKGCL-XL	APP, BEON XL RADIO FAMILY	\$ 365.00	\$ 270.10	\$ 24,309.00
16	90	RE-XL005	DEVICE MANAGEMENT, 5 YEAR SUBSCRIPTION	\$ 175.00	\$ 129.50	\$ 11,655.00
17	90	XL-LLA	FEATURE,LINK LAYER AUTHENTICATION	\$ 140.00	\$ 103.60	\$ 9,324.00

Dailey and Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219

HGACBuy RA05-21



Subtotal: \$ 881,604.90
Total: \$ 881,604.90

Promo Discount

Line	Qty	Part Number	Description	List Price	Unit Price	Ext. Price
1	90	Discount	Discount	\$ -3,792.33	\$ -3,792.33	\$ -341,309.70

Subtotal: \$ -341,309.70
Total: \$ -341,309.70

Shipping is Pre-Paid and Added to Invoice UNLESS OTHERWISE QUOTED

If your purchasing policy requires shipping charges added to the order, please advise your sales representative prior to submitting a purchase order.

Quotation Totals

Currency: US Dollar
Subtotal: \$ 540,295.20
Total: \$ 540,295.20



Sales Person Signature

Dailey and Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219

HGACBuy RA05-21



Purchase Order to be issued to:
Dailey and Wells Communications, Inc.
3440 E. Houston St.
San Antonio, TX 78219

Dailey and Wells Communications, Inc. is registered with:
Wide Area Workflow (WAWF)
System For Award Management (SAM)

Dailey and Wells Communications, Inc. is registered as a:
Certified SBE - Small Business Enterprise
Certified MBE - Minority Business Enterprise
Certified ABE - Asian American Business Enterprise
Commodity Codes: NAICS 334220, NAICS 334515

Tax ID: 74-1873279
CAGE Code: 0EC35
DUNNS: 010551315

The Purchase Order must include the following references:

- Quote Number
- Contract Name and/or Number; All orders must contain valid model number, quantity, and price for each item
- Frequencies must be supplied with order if applicable
- Requested Delivery Date
- If related to Grant Funding, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable
- Shipping will default to Best Way, 5 day ground, unless otherwise specific
- Special shipping/delivery instructions (ex. Delivery lift gate required) must be noted if applicable; Non Standard packing will be billed to the customer
- Bill to and Ship to addresses must be included.

This document contains confidential, proprietary, and competitive sensitive information. All information provided shall not be disclosed nor duplicated for any purpose other than to evaluate this quote. Disclosure, reproduction, or use of any part thereof shall not be made without prior written approval from Dailey & Wells Communications.

These items/technical data are controlled by the United States government and shall not be exported from the United States nor shared with a Foreign National without prior approval from the United States government. Delivery is dependent upon receipt of an export license, where applicable.

TOTAL PRICE excludes installation, programming, taxes (if applicable), and shipping (if applicable) unless i) items are itemized herein, ii) otherwise agreed to by both parties in writing, or iii) the quote is issued under an existing contract noted on quote and purchase order.



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7760 - Determining that Certain Properties are Ruined, Damaged and Dilapidated Requiring Removal from the Municipality (115 S. Avenue A, 407 E. Midwest, 409 W. Clinton, 615 N. Thorp, 904 E. Roxana, 2100 E. Bond, 904 N. Cochran, 1007 N. McKinley and 723 E. Gypsy *Storage Building)

DEPT OF ORIGIN: Police

DATE SUBMITTED: 4/3/2026

SUBMITTED BY: Jessica Silva, Community Services Superintendent

Summary:

In its continuing promotion of safety and clean-up efforts within city limits, the Hobbs Police Department-Community Services Division has identified properties which present health, life and safety hazards, which warrant remediation. The properties are in dire need of repair. The properties located at 115 S. Avenue A, 407 E. Midwest, 409 W. Clinton, 615 N. Thorp, 904 E. Roxana, 2100 E. Bond, 904 N. Cochran, 1007 N. McKinley and 723 E. Gypsy *Storage Building are ruined, damaged and dilapidated and a menace to the public comfort, health and safety. Attachment A contains the information for the properties.

Fiscal Impact:

The demolition and clean-up of these properties will cost approximately \$178,119.22. The current budget in the "Professional Services" line item of the Code Enforcement Budget (010209-42601) has an adequate balance to sustain this expenditure.

Attachments:

RESOLUTION APPROVING CONDEMNATION-FINAL DRAFT
ATTACHMENT A FOR COMMISSION SUBMITTAL 4-20-2026-(AVENUE A, MIDWEST, CLINTON, THORP, ROXANA, BOND, COCHRAN, MCKINLEY, GYPSY)
Consideration of condemnations Powerpoint April 20, 2026 (AVENUE A, MIDWEST, CLINTON, THORP, ROXANA, BOND, COCHRAN, MCKINLEY, GYPSY)

Recommendation:

The City Commission approve the adoption of the Resolution determining 115 S. Avenue A, 407 E. Midwest, 409 W. Clinton, 615 N. Thorp, 904 E. Roxana, 2100 E. Bond, 904 N. Cochran, 1007 N. McKinley and 723 E. Gypsy *Storage Building as ruined, damaged and dilapidated and a menace to public health and safety, which require remediation.

Approved By:

Wade Lyons, Support Services Deputy Chief 04/03/2026

Toby Spears, Finance Director 04/06/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/07/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7760

A RESOLUTION DETERMINING THAT CERTAIN PROPERTIES THAT ARE RUINED, DAMAGED AND DILAPIDATED, ARE A MENACE TO PUBLIC COMFORT, HEALTH AND SAFETY AND REQUIRE REMEDIATION OR REMOVAL FROM THE MUNICIPALITY

WHEREAS, pursuant to Section 8.24.010 of the Hobbs Municipal Code, and Section 3-18-5 NMSA as amended, the City has inspected the premises described in Attachment "A", attached hereto and incorporated herein by reference, and finds that the structure thereon are ruined, damaged, and dilapidated, are a menace to the public comfort, health and safety and requires removal from the municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the structures described in Attachment "A" are found to be ruined, damaged and dilapidated, are a menace to the public comfort, health and safety, and should be removed.

BE IT FURTHER RESOLVED that a copy of this Resolution be served on the owner, occupant or agent in charge of such premises; and that a copy of the same be published as required by law.

BE IT FURTHER RESOLVED that unless the owner, occupant or agent in charge of such premises, within ten (10) days from such service or posting and publication of this Resolution, has commenced removing such structures from the real

property or has filed written objection with the City, the City shall cause the removal of such structures at the cost and expense of the property owner.

BE IT FURTHER RESOLVED that in cases where the City removes a structure so condemned, a lien shall be levied by the City against the real property involved in an amount equal to the reasonable cost of the services rendered, which lien may be foreclosed in default of satisfaction.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Attachment A

	Address	Owner	Owner's Address	Estimated Cost of Demolition
1	<p>115 S. Avenue A Hobbs, Lea County, NM, 88240</p> <p>* Lot Twenty (20), and the North Fifteen (15) feet of Twenty-One (21), Block B, of the All Hobbs Addition to the City of Hobbs, Lea County, New Mexico.</p>	Gutberto Burciaga & Estefana Burciaga	1214 E. Yeso Hobbs, NM, 88240	\$21,099.38
2	<p>407 E. Midwest Hobbs, Lea County, NM, 88240</p> <p>*Lot Eight (8), Block Eighty-One (81), of the New Hobbs Addition to the City of Hobbs, Lea County, New Mexico as referenced on that certain plat filed August 26, 1930.</p>	Cynthia Gonzales	1601 E. Midwest Hobbs, NM, 88240	\$20,220.23
3	<p>409 W. Clinton Hobbs, Lea County, NM, 88240</p> <p>*Beginning 45 feet west pf the Northeast corner of Block One Hundred Thirty-Seven (137) of Highland Park Addition to the City of Hobbs, Lea County, New Mexico; Thence South 90 feet; Thence East 70 feet; Thence North 90 feet to the point of beginning and the West 35 feet of Lot Four (4) in Block One Hundred Thirty-Seven (137)</p>	James A. Ewing & Glenda M. Ewing	409 W. Clinton Hobbs, NM, 88240	\$23,417.11

	Highland Park Addition to the City of Hobbs, Lea County, New Mexico.			
4	615 N Thorp Hobbs, Lea County, NM, 88240 *The North Eighty-Five (85) feet of Lot One (1) and the East Seven and one-half (7 ½) feet of the North Eighty-Five (85) feet of Lot Two (2), Block One Hundred Thirty Seven (137), Highland Park Addition, to the City of Hobbs, Lea County, New Mexico.	James A. Ewing	409 E. Clinton Hobbs, NM, 88240	\$18,408.67
5	904 E. Roxana Hobbs, Lea County, NM, 88240 *Lots Thirteen (13) and Fourteen (14), Block Nine (9), of the Original New Hobbs Addition to the City of Hobbs, Lea County, New Mexico, referenced on that certain Plat filed July 30, 1928.	Tina Carter	1103 Cassady Lane Socorro, NM, 87801	\$18,408.67
6	2100 E. Bond Hobbs, Lea County, NM, 88240 *Lots Eight (8) and Nine (9), Block One (1), of the Goodwin Addition, to the City of Hobbs, Lea County, New Mexico.	Gloria Granados & Armando Montoya	1509 Browning Road Lovington, NM, 88260	\$24,349.53
7	904 N Cochran Hobbs, Lea County, NM, 88240	Luz Elena Rodriguez & Manuel Rodriguez	1331 S. Perry Dr. Hobbs, NM, 88240	\$20,619.84

	<p>*Lot Twenty-Two A (22A) and Lot Twenty-Three B1 (23-B1), Block A, Ruckmill Addition to the City of Hobbs, Lea County, New Mexico as referenced on that certain Summary Plat filed June 8, 2022.</p>			
8	<p>1007 N. McKinley</p> <p>*Lot Four (4), Block "A", of the Ehmy Addition, to the City of Hobbs, Lea County, New Mexico.</p>	<p>Paul Davila & Mary Angie Davila</p>	<p>209 North Ave. Donna, TX, 78537</p>	<p>\$19,181.25</p>
9	<p>723 E. Gypsy Hobbs, NM, 88240 (Storage Building South of Manufactured Home)</p> <p>*Lots Nine (9), Ten (10), Eleven (11), and Twelve (12), Block Twenty-Eight (28), of the New Hobbs Addition to the City of Hobbs, Lea County, New Mexico</p>	<p>La Esperanza Meat Market - Tihara</p>	<p>1220 W. College Lane Hobbs, NM, 88240</p>	<p>\$12,414.54</p>

Consideration of Condemnations

April 20, 2026



115 S. Avenue A



- Began Condemnation process February, 2026.
- Owner has been provided opportunity to bring property up to code on multiple occasions with citations.
- Structure is accessible from multiple broken windows and doors.
- Trash, debris, and inoperable vehicles are on the property.
- The dwelling has severe fire damage and appears to be a total loss.
- Property is a public nuisance and could be a place for transient persons to occupy and or children play inside.

115 S. Avenue A



407 E. Midwest



- Condemnation process began February, 2026.
- Structure is at a risk of collapse on the southside of the structure.
- Roof is sagging and other walls of the structure are leaning.
- Property is covered in weeds and trash.
- Property has been an ongoing nuisance to the neighborhood.
- Property has been unsecure for an extended amount of time allowing people in and out.

407 E. Midwest



409 W. Clinton



- Condemnation process began February, 2026.
- There is trash, furniture, inoperable vehicles and debris throughout the front and back of the property.
- Property has been an ongoing nuisance to the neighborhood.
- Some roof repairs have been done without permits.
- Raw sewage has been a constant issue with the dwelling and occupied RV's in the backyard of the property.
- Multiple calls for tampering with public utilities.
- Citizens residing in storage building and garage of the property.
- Multiple Citations issued over the past two years for code enforcement and animal control violations.
- Code Enforcement has responded 39 times to the property as of 2022.
- HPD has been frequently called out to the property for reported criminal activity over the past two years, causing ongoing concerns with the neighbors.

409 W. Clinton



615 N Thorp



- Condemnation Process began in February, 2026.
- Trash, Debris, and inoperable vehicles are on the property.
- The roof appears to have some sagging.
- The front porch does not appear to be stable.
- There is a noticeable amount of sagging on the northside of the house on the corner wall and roof.
- There is a large patch on the northside wall of the structure.

615 N Thorp



904 E. Roxana



- Condemnation Process began in March, 2026.
- Trash and Debris are scattered throughout the property.
- Inoperable vehicle stripped and abandoned on the property.
- Structure has severe fire damage and is accessible to the public.
- Property is known to have transients in and out.

904 E. Roxana



2100 E. Bond



- Condemnation Process began in March, 2026.
- Detached Garage and carport has parts of the roof missing with trusses exposed on the southside.
- Northside of the structure has a large portion of the roof missing with trusses exposed as well as parts of exterior walls missing with studs exposed.
- Manufactured home has some broken windows repaired with tape and some have boards.

2100 E. Bond



904 N. Cochran



- Condemnation Process began in March, 2026.
- Structure has been in an abandoned state of construction for an extended period of time.
- Stop work order was issued in February of 2022.
- All components of the structure appear to have been exposed to weather and show deterioration.
- Roof appears to be in very poor condition.
- Property is accessible to the public through multiple doors and windows and poses a safety concern for all that enter.

904 N. Cochran



1007 N McKinley



- Condemnation Process began in March, 2026.
- Structure has been in an abandoned state for an extended period of time.
- Property appears to have severe fire damage on the exterior walls.
- Property has an inoperable pickup that has been there an extended amount of time.

1007 N McKinley



723 E. Gypsy (Storage Building)



- Condemnation Process began in March, 2026.
- Owner has been provided an extended amount of time to conduct repairs and bring property up to code before condemnation was presented.
- Permit was pulled for roof in October, 2025 and no work or inspections have been performed on the property. The permit has expired as of April 8, 2026.
- Structure has been in an abandoned state of construction for an extended period of time.
- All components of the structure appear to have been exposed to weather and show deterioration.
- Property is off of a busy intersection and can be a hazard to anyone who attempts to enter.

723 E. Gypsy (Storage Building)



QUESTIONS?





CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7761 - Approving a Development Agreement with Stuard Development, LLC, Concerning the Development of Market-Rate Single Family Housing

DEPT OF ORIGIN: Planning

DATE SUBMITTED: 3/9/2026

SUBMITTED BY: Angel Lopez Zamora, Planning Project Manager

Summary:

This development agreement between **the City of Hobbs** and **Stuard Development LLC** is intended to support the construction of qualifying market-rate single-family homes within the city. The City may reimburse the developer up to **\$300,000**, subject to the agreement's incentive formulas, infrastructure valuation, and City verification requirements. In return, the developer must complete the homes within the required timeframe, meet construction and design standards, and comply with restrictions on certain occupancy uses. Overall, the purpose of the agreement is to encourage residential housing development by offsetting a portion of the developer's eligible construction and public infrastructure costs.

Fiscal Impact:

Accnt: 22-4022-44901-00387

Balance: \$1,754,416.74

DA Amount: \$300,000

Attachments:

(04-21-26) Stuard Development SFIRDA RESO

(04-21-26) Stuard Development SFIRDA

Recommendation:

Motion to approve the resolution.

Approved By:

Todd Randall, Assistant City Manager 04/09/2026

Toby Spears, Finance Director 04/09/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/09/2026

Manny Gomez, City Manager 04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7761

A RESOLUTION TO APPROVE A DEVELOPMENT AGREEMENT WITH STUARD DEVELOPMENT LLC CONCERNING THE DEVELOPMENT OF MARKET RATE SINGLE-FAMILY.

WHEREAS, the City of Hobbs is proposing to enter into a Development Agreement with Stuard Development LLC concerning the development of market rate single-family housing; and

WHEREAS, the aforementioned Development Agreement allows for an incentive of reimbursement of public infrastructure for this type of development, said agreement being in the best interest of the City.

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

1. The City of Hobbs hereby approves the 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 20th day of April, 2026.

JONATHAN SENA, Mayor

ATTEST:

JAN FLETCHER, City Clerk

MARKET RATE SINGLE FAMILY DEVELOPMENT AGREEMENT

THIS AGREEMENT is entered into on this 20th day of April 2026 by and between the City of Hobbs, New Mexico, a municipal corporation (hereinafter "City"); and **Stuard Development LLC, 1702 W Poco, Hobbs, NM 88240**, (hereinafter "Developer") for the purpose of delivering Housing Developer Services to be provided to the City.

RECITALS:

** The City requires to contract with a Market Rate Single Family Development Company to deliver Single Family Market Rate Housing to the Citizens of Hobbs, New Mexico.

** Developer has submitted a proposal to the City to deliver the required Market Rate Single Family Housing, to be produced within 365 days of ratification of this agreement, within the Municipal Boundaries.

** Any outstanding Development Agreements between the Developer and the City of Hobbs concerning the production of Market Rate Single Family Housing shall become null and void upon the ratification of this agreement herewith.

NOW, THEREFORE, the City of Hobbs and Developer do hereby agree as follows:

A. Work To Be Performed.

1. The Developer shall furnish to the City its Professional Housing Developer Services for certain work regarding the Market Rate Single Family Housing. All single family structures completed under this agreement shall be located within the municipal boundaries and shall have received a certificate of occupancy after ratification of this agreement.

2. Developer shall furnish to City its professional Housing Developer Services as provided by this Agreement. The specific duties include the production and delivering to the public Market Rate Single Family Housing Units in Hobbs. Produced Units receiving an infrastructure incentive reimbursement shall not now or in the future be utilized in a pecuniary manner by renting, leasing, exchanging or bartering habitation privileges to the property for a period of no less than 30 days at a time.

3. Specific activities required are to develop privately owned real property in the City including designing, building and transferring to the public individual market rate single family housing units. The City's subsidy may include any or all of the following funding assistance from the City:

Incentives are available for installed public municipal infrastructure only, providing compliance with:

- a. Incentive not to exceed per square footage basis:
 - i. \$20.00 per sq. ft. in an in-fill areas
 - ii. \$15.00 per sq. ft. in new residential areas
 - iii. Calculation based on living area only
- b. Incentive not to exceed per unit basis:
 - i. \$17,000.00 per single family unit within an in-fill area
 - ii. \$15,000.00 per single family unit
 - iii. \$7,500 per multi-family unit

- c. Incentive not to exceed fair share per linear foot of infrastructure basis:
 - i. **\$255.00 per lineal front footage** of complete public infrastructure, and further broken down as follows:
 1. **Water (\$45.00 / lf):**
 - a. Forty-Five dollars (\$45.00) per equivalent front foot of lot to which water service is provided (8" minimum service single family & 10" minimum service for multi-family);
 2. **Sewer (\$50.00 / lf):**
 - a. Fifty dollars (\$50.00) per equivalent front foot of lot to which sewer service is provided (8" minimum service single family & 10" minimum service for multi-family);
 3. **Street (\$125.00 / lf):**
 - a. One Hundred Twenty-Five dollars (\$125.00) per equivalent front foot of lot to which street is provided (built to Minor Residential standards as defined within the City of Hobbs Major Thoroughfare Plan);
 4. **Sidewalk: (\$35.00 / lf):**
Thirty-five dollars (\$35.00) per equivalent front foot of lot to which sidewalk is provided;

Based on quantities of required publicly owned infrastructure installed supporting the project, the City Engineer shall determine if the value of the infrastructure is adequate as an equal exchange of value for the amount of City subsidy contributed to the market rate single family housing unit. The City Engineer shall resolve any issues concerning value or extent of infrastructure and amount of square footage of constructed housing units. Specifically, the City Engineer will determine the value or unit costs of the publicly owned infrastructure according to any City of Hobbs Annual Pavement/Concrete/Utility Contracts or public infrastructure projects and estimates.

B. Payment for Services.

- 1) The City shall pay for said services at the rates agreed to and as specified above in the Infrastructure details, as shown herein. Payment will not be made by the City for any unit until a certificate of occupancy is issued, based on this Agreement.
- 2) The total compensation to be paid to the Developer during the term of this Agreement shall not exceed **Three-Hundred Thousand Dollars (\$300,000.00)**, unless the Agreement is amended by the City Commission.
- 3) City subsidy shall be paid when each individual single family unit is complete and certificate of occupancy is issued, provided the certificate of occupancy for the unit is issued after ratification of this agreement. Payment will be made within fifteen (15) days following a written request from the Developer and upon City inspection of project completion.

4) Produced Units receiving an infrastructure incentive reimbursement shall not now or in the future be utilized in a pecuniary manner by renting, leasing, exchanging or bartering habitation privileges to the property for a period of no less than 30 days at a time. Such usage either now or in the future, for a period not to exceed 10 years from date of issuance of a C.O., shall require Developer to return any incentive funds received for any unit thus utilized, upon demand by the City. Developer shall record a "Declaration of Restrictive Covenants", attached hereto as Exhibit 2, to restrict such usage and to notify parties involved in future conveyances.

C. Construction Requirements.

Construction shall be of energy-efficient design per New Mexico Energy Conservation Code 2009, utilizing either stucco or brick on the exterior of all buildings.

D. Assignment of Agreement.

This Section refers to assignability of this Agreement, and not to assignability of the Project to be developed for housing. Developer shall not assign or transfer any interest in this Agreement. Except that Developer is permitted, upon City approval, to assign its interest to a Partnership or Corporation in which the Developer is the principal party or to an affiliated company, working with the Developer on the Project. Subject to the foregoing provision, this Agreement shall inure to the benefit of and be binding upon the parties to this Agreement and their respective successors and assigns; provided that upon any assignment of this Agreement by either party, the other party shall not be released from any obligation under, or liability accruing pursuant to this Agreement. Consent shall not unreasonably be withheld by either party.

E. Insurance Requirements and Hold Harmless Provision.

1. Developer agrees to obtain and maintain appropriate insurance during the course of the development of market rate single family housing with the City of Hobbs, as follows, and shall indemnify and hold harmless City, its employees, agents, officers and officials from any and all claims, losses, causes of action, and/or liabilities resulting from the conduct, negligence, errors or omissions of Developer or any employee or agent of Developer while engaged in performing the services called for herein.

2. The Developer shall maintain insurance coverage for General Liability, Automobile Liability, Errors and Omissions Insurance, and Workers' Compensation, subject to review and approval of the City Attorney.

F. Governing Law and Provisions.

1. 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.

1. 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, including the expenses of in-house counsel.

G. Final Payment and Release of Claims.

1. Developer, upon final payment of all amounts due under this Agreement, releases the City and its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.
2. City, upon Developer's final completion of all work items and covenants required of the Developer under this Agreement, shall release the Developer from all liabilities, claims and obligations whatsoever arising from or under this Agreement, on the day that is ten (10) years following the date of the City's issuance of a final certificate of occupancy on the Project.

H. Amendments.

This Agreement shall not be altered, changed, or amended except by written instrument approved and executed by both parties hereto.

I. Breach.

1. The following events constitute a breach of this Agreement by Developer:
 - a) Developer's failure to perform or comply with any of the terms, conditions or provisions of this Agreement.
2. The following events constitute a breach of this Agreement by City:
 - a) City's failure to perform or comply with any of the terms, conditions or provisions of this Agreement, including making timely and appropriate payments to the Developer.

J. Remedies Upon Breach.

1. Any party may sue to collect any and all damages that may accrue by virtue of the breach of this Agreement.
2. 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.

K. Termination.

This Agreement shall be terminated upon the completion of all tenants herein specified or 365 days from date of ratification whichever comes first. A request for infrastructure reimbursement, for a qualified unit produced within the terms of this agreement, received after the Termination Date of this agreement will not be eligible for payment.

L. Notice.

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 City, ATTN: City Attorney, 200 E. Broadway, Hobbs, NM 88240; to Developer ATTN: **Stuard Development LLC, 1702 W Poco, Hobbs, NM 88240** and to such other address as requested by either party. Notice shall be deemed to be received on the fifth day following posting.

M. Entire Agreement.

The foregoing constitutes the entire agreement between the parties hereto and may be modified only in writing by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

City of Hobbs

Developer

By: Jonathan Sena, Mayor

By: **Stuard Development, LLC**

Email: olivia@stuardhomes.com

Vendor No. 19311

PO No. _____

Acct No. 224022 – 44901 - 00387

ATTEST:

APPROVED AS TO FORM:

JAN FLETCHER, City Clerk

Medjine Desrosiers-Douyon, City Attorney



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7762 - Authorizing an Infrastructure Extension Development Agreement with ALJO Development, LLC for the Extension of Ranchland Road from Glorietta to Navajo

DEPT OF ORIGIN: Planning

DATE SUBMITTED: 4/6/2026

SUBMITTED BY: Todd Randall, Assistant City Manager

Summary:

The City previously approved development agreements under Resolutions 7170 and 7383 for the extension of Ranchland Road. Those agreements have expired and the infrastructure was not constructed.

ALJO Development, LLC is proposing to move forward with the extension of Ranchland, a designated Major Collector roadway, which will support future development, improve connectivity, and enhance emergency response access in the area.

The project consists of approximately 1,470 linear feet of roadway within an 80-foot right-of-way and includes construction of associated public infrastructure, including a 12-inch waterline and 12-inch sewer line over 10' deep.

The agreement follows the City's standard infrastructure extension model and City's participation in oversize of the roadway and waterline:

- Developer constructs all required public infrastructure.
- City reimburses eligible costs up to \$477,750.00 after certification and dedication, provided work is completed within 400 days.
- Adjacent properties will be assessed \$220 per linear foot at time of development to recover costs (Total \$323,400.00).
- Any unpaid balance is due within 10 years.

This approach delivers needed infrastructure while allowing the City to share costs and recover funds as development occurs. In addition, the City's participation in the oversize of public infrastructure ensures delivery of services beyond the need for this specific development.

Fiscal Impact:

Accnt: 22-4022-44901-00387

Balance: \$1,748,346.74

DA Amount: \$477,750.00

Attachments:

RESO - DA Ranchland v2
DA - Ranchland v2
EXHIBIT B - LOCATION MAP v2

Recommendation:

Motion to approve the resolution.

Approved By:

Todd Randall, Assistant City Manager	04/07/2026
Toby Spears, Finance Director	04/08/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/08/2026
Manny Gomez, City Manager	04/10/2026

CITY OF HOBBS

RESOLUTION NO. 7762

A RESOLUTION TO APPROVE AN INFRASTRUCTURE EXTENSION DEVELOPMENT AGREEMENT WITH ALJO DEVELOPMENT, LLC CONCERNING THE DEVELOPMENT OF PUBLIC INFRASTRUCTURES AND REPEALING RESOLUTION 7170 AND 7383

WHEREAS, the City of Hobbs approved Resolutions 7170 and 7383 entering into an Infrastructure Extension Development Agreement with ALJO DEVELOPMENT, LLC, concerning the extension of Ranchland (approximately 1,470 linear feet) from the existing terminus at Glorietta north to the connection with Navajo; and

WHEREAS, the aforementioned Development Agreements have expired and the required infrastructure was not completed; and

WHEREAS, the City of Hobbs is proposing to enter into an Infrastructure Extension Development Agreement with ALJO DEVELOPMENT, LLC, concerning the projection of Ranchland (+/- 1,470 Lin. Ft.) from the existing terminus at Glorietta north to the connection with Navajo; 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 Record Certification of Compliance and recordation of any required public infrastructure dedications and easements, the City shall reimburse the Developer for a portion of the cost of the public infrastructure so installed, not to exceed **\$477,750**, based on certified invoices and provided such improvements are completed within 400 days of ratification of the Development Agreement; and

WHEREAS, the Developer shall pay to the City, at the time of development, subdivision, or conveyance, a pro rata assessment based on centerline linear feet in the amount of \$220.00 per linear foot adjacent to the extension of Ranchland. 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 take any and all actions necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

ATTEST:

JONATHAN SENA, Mayor

JAN FLETCHER, City Clerk

EXTENSION OF RANCLAND BETWEEN GLORIETTA AND NAVAJO

THIS AGREEMENT, made and entered into this 20th day of April 2026, between the **City of Hobbs**, New Mexico, a New Mexico Municipal Corporation, (hereafter called the "**City**"); and **ALJO DEVELOPMENT, LLC**, a New Mexico limited liability company, 3311 N. Grimes Street, Hobbs, NM 88240 (hereafter called "**Developer**").

RECITALS:

WHEREAS, Developer has proposed to construct the extension of **Ranchland** from the existing terminus at **Glorietta** north to the connection with **Navajo**; and

WHEREAS, the extension of **Ranchland**, a designated Major Collector, would serve the current and future transportation and public safety response needs of the overall public and the neighborhoods served by the Collector; 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 City of Hobbs will participate in the oversize of public infrastructure for the benefit of the community beyond the needs of a specific subdivision.

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

1. The Developer shall dedicate public right-of-way and develop, compliant with City provided Construction Plan Sets, the extension of **Ranchland** within the 80' dedicated right of way from the existing terminus north to the intersection of **Navajo** (being +/- 1,470 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan.
2. The City shall design the extension of **Ranchland** within an 80' dedicated right of way from the existing terminus north to the intersection of **Navajo** (being +/- 1,470 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan containing a 12" waterline and 12" sewer line over 10' deep. After receipt of the Engineer of Records Certification Letter and a fully compliant Dedication Plat, the City shall reimburse a fair share portion of the developmental costs of the extension of **Navajo**; based on the approved Engineer of Records certified invoices or **\$477,750.00 whichever is less**, providing such reimbursement occurs within 400 days of ratification of this agreement.
 - A. **Ranchland Assessments:** Developers property located adjacent to Ranchland herein projected is hereby assessed for that portion of public funds as may be expended upon development and **not to exceed \$323,400.00** (being +/- 1,470 lineal feet along the Center Line). Developer shall pay to the City, at time of development, subdivision or conveyance, the center line linear foot pro rata amount of **\$220.00** adjacent to Ranchland. Any assessment remaining unpaid ten (10) years after ratification of this agreement shall become due and payable by the Developer.

Responsibilities of the parties hereto are as follows:

B. The Developer shall:

- i. The Developer shall dedicate public right-of-way and develop, compliant with City provided design and Construction Plan Sets, the extension of **Ranchland** within the 80' dedicated right of way.
- ii. Submit an Engineer of Record Certification prior to municipal acceptance for all public infrastructure proposed.
- iii. Pay assessments to the City, at time of development, subdivision or conveyance, adjacent to Ranchland the center line linear foot pro rata amount of \$200.00.
- iv. Pay any assessment remaining unpaid ten (10) years after ratification of this agreement.

C. The City shall:

- i. The City shall design the extension of **Ranchland** within an 80' dedicated right of way from the existing terminus north to the intersection of **Navajo** (being +/- 1,470 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan.
- ii. After receipt of the Engineer of Records Certification Letter and a fully compliant Dedication Plat, the City shall reimburse a portion of the developmental costs of the extension of **Navajo**; based on the approved Engineer of Records certified invoices or **\$477,750.00 whichever is less**, providing such reimbursement occurs within 400 days of ratification of this agreement
- iii. Assess Developers property located adjacent to Ranchland herein projected for that portion of public funds as may be expended upon development and **not to exceed \$323,400.00** (being +/- 1,470 linear feet along the Center Line).

3. **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, LLC 3311 Grimes St. Hobbs, NM 88240
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4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

- 9. 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.

10. **TERMINATION:** This Agreement concerning the emplacement of public infrastructure, being the extension of **Ranchland** between **Glorietta** and **Navajo**, shall be terminated upon the completion of all installation and construction defined herein or upon expiration of 400 days from ratification of this Agreement, whichever occurs first. Assessments shall remain due and payable in accordance with this Agreement.

11. **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 DEVELOPMENT, LLC

Jonathan Sena - Mayor

Name: _____

Email: _____

Cell: _____

Vendor: 16456

Acct No.: 22-4022-44901-00387

ATTEST:

APPROVED AS TO FORM:

Jan Fletcher, City Clerk

Medjine Desrosiers-Douyon, City Attorney

EXHIBIT A – COST BREAKDOWN

**City Fair Share / Oversize
Participation along
Ranchland**

ITEM	DESCRIPTON	QTY	UNIT	COST	TOTAL
1	50% Water 8"	1,470	LF	\$ 45.00	\$ 66,150.00
2	Water Oversize (8" to 12")	1,470	LF	\$ 30.00	\$ 44,100.00
3	Curb & Gutter (one side only)	1,470	LF	\$ 30.00	\$ 44,100.00
4	50% of 37' Roadway	1,470	LF	\$ 95.00	\$139,650.00
5	Roadway Pavement Section Oversize	1,470	LF	\$ 30.00	\$ 44,100.00
6	Roadway width (additional 4' width)	1,470	LF	\$ 16.00	\$ 23,520.00

**Fairs Share / Oversize
Participation TOTAL \$361,620.00**

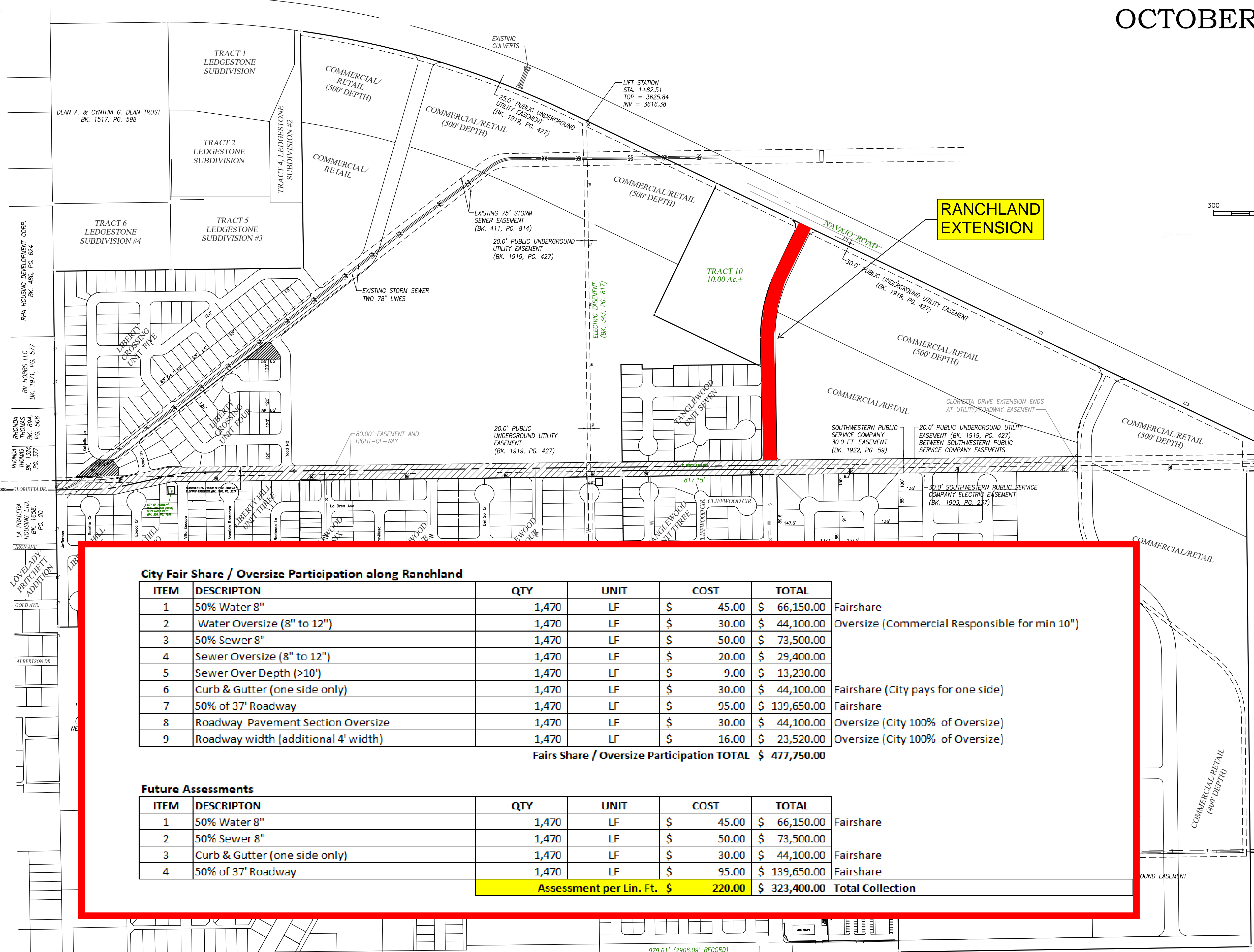
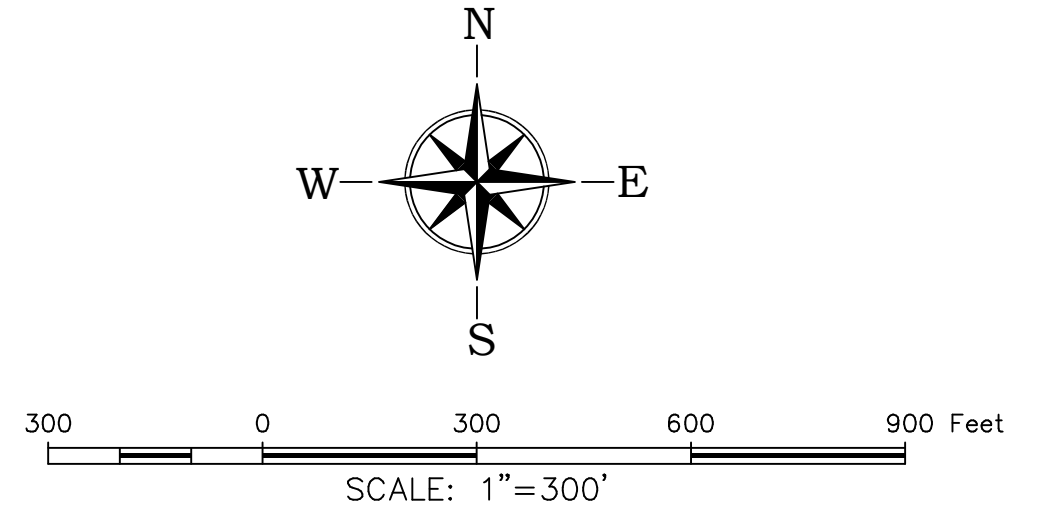
QTY

Future Assessments

ITEM	QTY	QYT	UNIT	COST	TOTAL
1	50% Water 8"	1,470	LF	\$ 45.00	\$ 66,150.00
2	Curb & Gutter (one side only)	1,470	LF	\$ 30.00	\$ 44,100.00
3	50% of 37' Roadway	1,470	LF	\$ 95.00	\$139,650.00

Assessment per Lin. Ft.				\$ 140.00	\$249,900.00 Total Collection
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RANCHVIEW ESTATES REVISED MASTER PLAN OCTOBER 12, 2023



City Fair Share / Oversize Participation along Ranchland

ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	1,470	LF	\$ 45.00	\$ 66,150.00	Fairshare
2	Water Oversize (8" to 12")	1,470	LF	\$ 30.00	\$ 44,100.00	Oversize (Commercial Responsible for min 10")
3	50% Sewer 8"	1,470	LF	\$ 50.00	\$ 73,500.00	
4	Sewer Oversize (8" to 12")	1,470	LF	\$ 20.00	\$ 29,400.00	
5	Sewer Over Depth (>10")	1,470	LF	\$ 9.00	\$ 13,230.00	
6	Curb & Gutter (one side only)	1,470	LF	\$ 30.00	\$ 44,100.00	Fairshare (City pays for one side)
7	50% of 37' Roadway	1,470	LF	\$ 95.00	\$ 139,650.00	Fairshare
8	Roadway Pavement Section Oversize	1,470	LF	\$ 30.00	\$ 44,100.00	Oversize (City 100% of Oversize)
9	Roadway width (additional 4' width)	1,470	LF	\$ 16.00	\$ 23,520.00	Oversize (City 100% of Oversize)
Fairs Share / Oversize Participation TOTAL					\$ 477,750.00	

Future Assessments

ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	1,470	LF	\$ 45.00	\$ 66,150.00	Fairshare
2	50% Sewer 8"	1,470	LF	\$ 50.00	\$ 73,500.00	Fairshare
3	Curb & Gutter (one side only)	1,470	LF	\$ 30.00	\$ 44,100.00	Fairshare
4	50% of 37' Roadway	1,470	LF	\$ 95.00	\$ 139,650.00	Fairshare
Assessment per Lin. Ft.				\$ 220.00	\$ 323,400.00	Total Collection

DAL PASO



CITY OF HOBBS

STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Resolution No. 7763 - Approving an Infrastructure Extension Development Agreement with ALJO Development, LLC, for the Extension of Glorietta Drive

DEPT OF ORIGIN: Planning

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Todd Randall, Assistant City Manager

Summary:

The City previously entered into a development agreement with ALJO Development, LLC for the extension of Glorietta Drive. That agreement has since expired, and while significant progress was made, the project was not fully completed.

Approximately 58% of the roadway and waterline infrastructure has already been constructed under the prior agreement. The proposed agreement provides for completion of the remaining improvements, extending approximately 4,000 linear feet of Glorietta Drive from Jefferson Street east to Ranchland Drive. The roadway is designated as a Major Collector and is important for connectivity, traffic circulation, and emergency response.

- The Developer will complete the remaining public infrastructure improvements.
- The City's participation is limited to a fair-share reimbursement for the remaining portion of the project, based on certified costs.
- Reimbursement is not to exceed \$432,960 and is contingent upon completion, Engineer of Record certification, and dedication of right-of-way and easements within 400 days of agreement ratification.

The extension of Glorietta Drive is identified in the City's Major Thoroughfare Plan as a key east-west collector roadway. While a majority of the infrastructure has already been constructed, completion of the remaining segment is necessary to achieve full corridor connectivity and support future development.

The agreement structure reflects the prior investment in the corridor and limits the City's participation to the remaining portion of the project, while maintaining a defined reimbursement cap and timeline. In addition, the agreement includes a cost recovery mechanism whereby the Developer's property is assessed based on the full $\pm 4,000$ linear feet of the corridor, ensuring equitable distribution of costs consistent with City fair-share policies.

- Assessment based on full $\pm 4,000$ linear feet of Glorietta Drive
- \$170 per linear foot applied to property adjacent to Ranchland Drive
- Total assessment capped at approximately \$680,000

- Due at time of development, subdivision, or conveyance
- Any unpaid balance due within 10 years

Fiscal Impact:

Accnt: 22-4022-44901-00387

Balance: \$1,754,416.74

DA Amount: \$432,960

Attachments:

RESO - DA Glorietta

DA - Glorietta

EXHIBIT B - LOCATION MAP

Recommendation:

Motion to approve the resolution.

Approved By:

Todd Randall, Assistant City Manager 04/11/2026

Toby Spears, Finance Director 04/13/2026

Medjine Desrosiers-Douyon, Deputy City Attorney 04/13/2026

Manny Gomez, City Manager

CITY OF HOBBS

RESOLUTION NO. 7763

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

WHEREAS, the City of Hobbs approved Resolutions 7097 entering into an Infrastructure Extension Development Agreement with ALJO DEVELOPMENT, LLC, concerning the extension of Glorietta Dr., Jefferson St and minor residential streets (Gold St., Brazos St. and Thomason St); and

WHEREAS, the aforementioned Development Agreements have expired and not all of Glorietta Dr. was completed; and

WHEREAS, the City of Hobbs is proposing to enter into an Infrastructure Extension Development Agreement with ALJO DEVELOPMENT, LLC, concerning the extension of Glorietta Dr. (+/- 4,000 Lin. Ft.) from the existing terminus at Jefferson St. east to the connection with Ranchland; and

WHEREAS, the aforementioned Development Agreement requires the Developer to construct all of the public infrastructures as stated above and 58% of Glorietta Dr. is completed; and

WHEREAS, after receipt of the Engineer of Record Certification of Compliance and recordation of any required public infrastructure dedications and easements, the City shall reimburse the Developer for a portion of the cost of the public infrastructure so installed, not to exceed **\$432,960**, based on certified invoices and provided such improvements are completed within 400 days of ratification of the Development Agreement; and

WHEREAS, the Developer shall pay to the City, at the time of development, subdivision, or conveyance, a pro rata assessment based on centerline linear feet in the amount of \$170.00 per linear foot adjacent to the extension of Ranchland. 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 Resolution 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 take any and all actions necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 20th day of April, 2026.

ATTEST:

JONATHAN SENA, Mayor

JAN FLETCHER, City Clerk

EXTENSION OF GLORIETTA BETWEEN JEFFERSON AND RANCHLAND

THIS AGREEMENT, made and entered into this 20th day of April 2026, between the **City of Hobbs**, New Mexico, a New Mexico Municipal Corporation, (hereafter called the "**City**"); and **ALJO DEVELOPMENT, LLC**, a New Mexico limited liability company, 3311 N. Grimes Street, Hobbs, NM 88240 (hereafter called "**Developer**").

RECITALS:

WHEREAS, Developer has proposed to construct the extension of **Glorietta Dr.** from the existing terminus at **Jefferson St.** east to the connection with **Ranchland Dr.** to the east; and

WHEREAS, the extension of **Glorietta**, a designated Major Collector, would serve the current and future transportation and public safety response needs of the overall public and the neighborhoods served by the Collector; 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.

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

1. The Developer shall dedicate public right-of-way and develop, compliant with City provided Construction Plan Sets, the extension of **Glorietta Dr.** within the 80' dedicated right of way from the existing terminus east to the intersection of **Ranchland Dr.** (being +/- 4,000 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan.
2. The Developer shall design the extension of **Glorietta Dr.** within an 80' dedicated right of way from the existing terminus at Jefferson and east to the intersection of **Ranchland Dr.** (being +/- 4,000 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan containing a 10" waterline. After receipt of the Engineer of Records Certification Letter and a fully compliant Dedication Plat, the City shall reimburse a fair share portion of the developmental costs of the extension of **Glorietta Dr.**; based on the approved Engineer of Records certified invoices or **\$432,960.00 whichever is less**, providing such reimbursement occurs within 400 days of ratification of this agreement. Note: 58% of the roadway and waterline were completed under a separate Development Agreement, which has expired. This total represents the remaining portion based on the current fair share unit prices as shown in the attached Exhibit A.
- A. **Glorietta Assessments:** Developers property located adjacent to Ranchland herein projected is hereby assessed for that portion of public funds as may be expended upon development and **not to exceed \$680,000** (being +/- 4,000 lineal feet along the Center Line). Developer shall pay to the City, at time of development, subdivision or conveyance, the center line linear foot pro rata amount of **\$170.00** adjacent to Ranchland. Any assessment remaining unpaid ten (10) years after ratification of this agreement shall become due and payable by the Developer. Note: the assessment is based on the entire +/- 4,000 linear feet and the current fair share unit prices adopted by the City Commission.

Responsibilities of the parties hereto are as follows:

B. The Developer shall:

- i. The Developer shall dedicate public right-of-way and develop, compliant with City provided design and Construction Plan Sets, the extension of **Glorietta Dr.** within the 80' dedicated right of way.
- ii. Submit an Engineer of Record Certification prior to municipal acceptance for all public infrastructure proposed.
- iii. Pay assessments to the City, at time of development, subdivision or conveyance, adjacent to **Glorietta Dr.** the center line linear foot pro rata amount of \$170.00 / LF.
- iv. Pay any assessment remaining unpaid ten (10) years after ratification of this agreement.

C. The City shall:

- i. The City shall review the design for the extension of **Gloreitta Dr.** within an 80' dedicated right of way from the existing terminus at Jefferson St. and east to the intersection of **Ranchland Dr.** (being +/- 4,000 lineal feet along the Center Line), as a Major Collector Section per the COH Major Thoroughfare Plan.
- ii. After receipt of the Engineer of Records Certification Letter and a fully compliant Dedication Plat, the City shall reimburse a portion of the developmental costs of the extension of **Gloreitta Dr.**; based on the approved Engineer of Records certified invoices or **\$432,960.00 whichever is less**, providing such reimbursement occurs within 400 days of ratification of this agreement
- iii. City shall assess Developer at the time of subdivision, development, or conveyance of property adjacent to **Gloreitta Dr.**, on a pro rata centerline linear foot basis (\$170/LF) and **not to exceed \$680,000** (being +/- 4,000 linear feet along the Center Line).

3. **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.

<u>CITY:</u> ATTN: Planning Dept. 200 E. Broadway Hobbs, NM	<u>DEVELOPER:</u> ALJO DEVELOPMENT, LLC 3311 Grimes St. Hobbs, NM 88240
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4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

- 9. 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.

10. TERMINATION: This Agreement concerning the emplacement of public infrastructure, being the extension of **Glorietta Dr.** between **Jefferson St.** and **Ranchland Dr.**, shall be terminated upon the completion of all installation and construction defined herein or upon expiration of 400 days from ratification of this Agreement, whichever occurs first. Assessments shall remain due and payable in accordance with this Agreement.

11. 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 DEVELOPMENT, LLC

Jonathan Sena - Mayor

Name: _____

Email: _____

Cell: _____

Vendor: 16456

Acct No.: 22-4022-44901-00387

ATTEST:

APPROVED AS TO FORM:

Jan Fletcher, City Clerk

Medjine Desrosiers-Douyon, City Attorney

**EXHIBIT A
COST BREAKDOWN**

ALJO DEVELOPMENT AGREEMENT - PAYMENT SUMMARY

Description	City's Participation (\$ / lin. ft)	Est. Length	City's Participation Estimated Total Cost (Not to Exceed)
Glorietta - Full Collector Section - 50% participation in Roadway - 50% participation in 8" Water -100% Water oversize (8" to 10") -100% Roadway oversize	\$ 246.00	4,000	\$ 984,000.00
Portion Completed			56%
TOTAL CITY PARTICIPATION REMAINING			\$432,960.00

City Fair Share / Oversize Participation along Ranchland

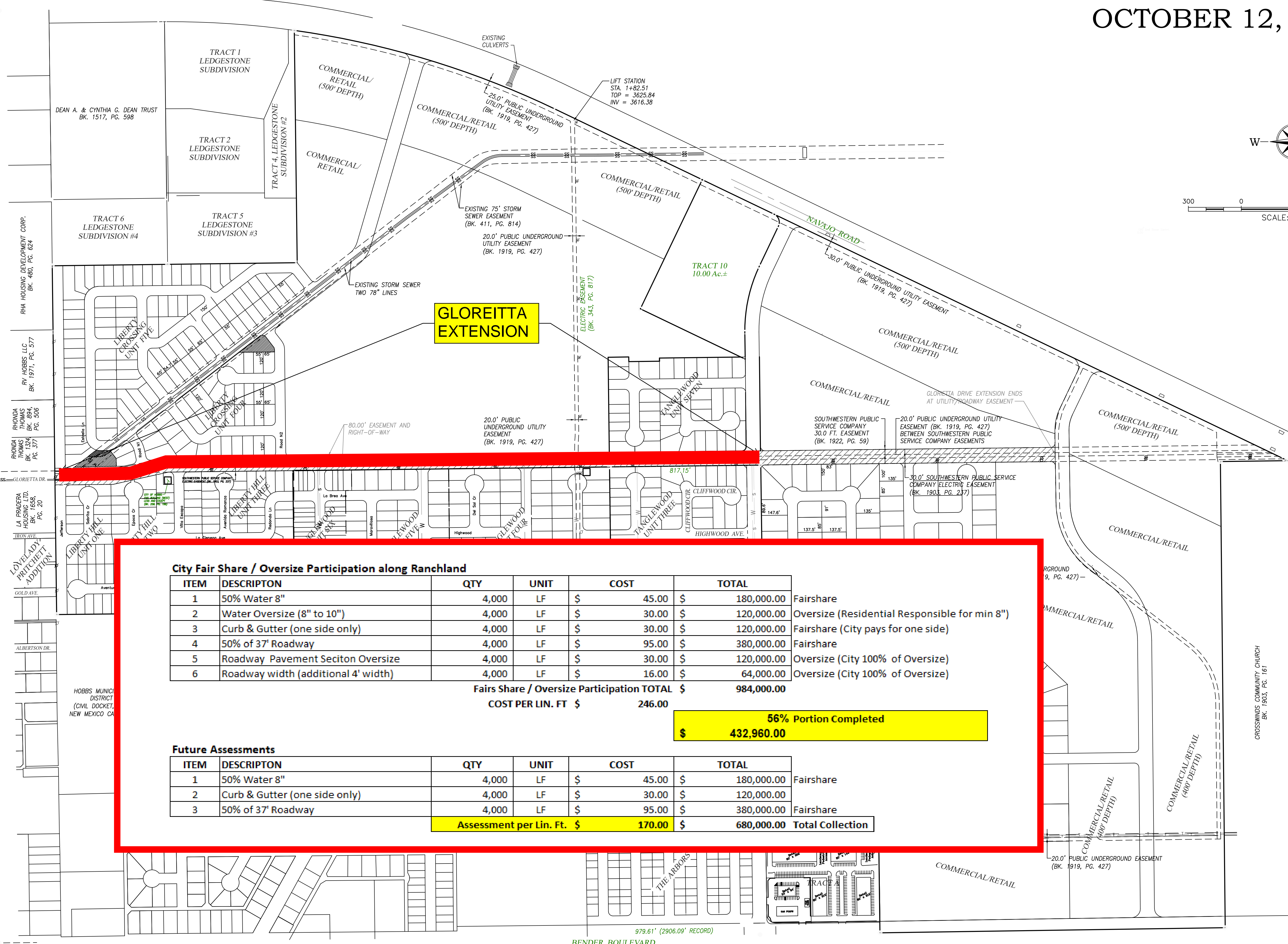
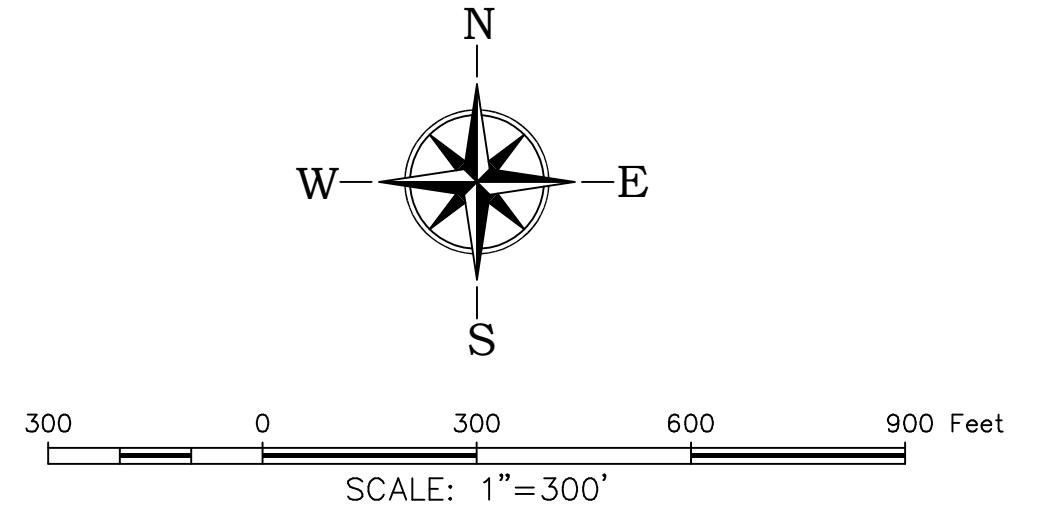
ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	4,000	LF	\$ 45.00	\$ 180,000.00	Fairshare
2	Water Oversize (8" to 10")	4,000	LF	\$ 30.00	\$ 120,000.00	Oversize (Residential Responsible for min 8")
3	Curb & Gutter (one side only)	4,000	LF	\$ 30.00	\$ 120,000.00	Fairshare (City pays for one side)
4	50% of 37' Roadway	4,000	LF	\$ 95.00	\$ 380,000.00	Fairshare
5	Roadway Pavement Section Oversize	4,000	LF	\$ 30.00	\$ 120,000.00	Oversize (City 100% of Oversize)
6	Roadway width (additional 4' width)	4,000	LF	\$ 16.00	\$ 64,000.00	Oversize (City 100% of Oversize)
Fairs Share / Oversize Participation TOTAL					\$ 984,000.00	
COST PER LIN. FT					\$ 246.00	

56% Portion Completed
\$ 432,960.00

Future Assessments

ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	4,000	LF	\$ 45.00	\$ 180,000.00	Fairshare
2	Curb & Gutter (one side only)	4,000	LF	\$ 30.00	\$ 120,000.00	
3	50% of 37' Roadway	4,000	LF	\$ 95.00	\$ 380,000.00	Fairshare
Assessment per Lin. Ft.					\$ 170.00	\$ 680,000.00 Total Collection

RANCHVIEW ESTATES REVISED MASTER PLAN OCTOBER 12, 2023



**GLOREITTA
EXTENSION**

City Fair Share / Oversize Participation along Ranchland

ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	4,000	LF	\$ 45.00	\$ 180,000.00	Fairshare
2	Water Oversize (8" to 10")	4,000	LF	\$ 30.00	\$ 120,000.00	Oversize (Residential Responsible for min 8")
3	Curb & Gutter (one side only)	4,000	LF	\$ 30.00	\$ 120,000.00	Fairshare (City pays for one side)
4	50% of 37' Roadway	4,000	LF	\$ 95.00	\$ 380,000.00	Fairshare
5	Roadway Pavement Section Oversize	4,000	LF	\$ 30.00	\$ 120,000.00	Oversize (City 100% of Oversize)
6	Roadway width (additional 4' width)	4,000	LF	\$ 16.00	\$ 64,000.00	Oversize (City 100% of Oversize)
Fairs Share / Oversize Participation TOTAL					\$ 984,000.00	
COST PER LIN. FT					\$ 246.00	

56% Portion Completed
\$ 432,960.00

Future Assessments

ITEM	DESCRIPTION	QTY	UNIT	COST	TOTAL	
1	50% Water 8"	4,000	LF	\$ 45.00	\$ 180,000.00	Fairshare
2	Curb & Gutter (one side only)	4,000	LF	\$ 30.00	\$ 120,000.00	Fairshare
3	50% of 37' Roadway	4,000	LF	\$ 95.00	\$ 380,000.00	Fairshare
Assessment per Lin. Ft.				\$ 170.00	\$ 680,000.00	Total Collection

DAL PASO



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration of Approval of Task Order #1 to Wilson Independent Ops, LLC, Utilizing RFP 557-26 (Construction Observation and Inspection Services)

DEPT OF ORIGIN: Engineering

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Anthony Henry, City Engineer

Summary:

Wilson Independent Ops, LLC submitted a proposal, at the City's request, to provide on-call construction observation and inspection services for the Trunk F Sewer Replacement Project, Phase 9. The scope includes daily field observation, documentation, materials testing coordination, weekly reporting, meeting participation, and support through substantial completion and closeout, ensuring the project is built in accordance with plans and specifications. Deliverables include weekly inspection reports, photos, testing logs, punch lists, and a final inspection report. The proposed Time & Materials cost for the 12-month construction duration is \$224,503.75, covering 1,950 hours of observation and associated mileage.

Fiscal Impact:

Budget Line: 62-4062-44901-00097 Sewer Line Replacement Fund
Budget Available: \$8,682,257.97
Professional Services Fee: \$224,503.75 (including NMGR) - Construction Observation & Inspection

Attachments:

TASK ORDER 1 - Wilson
Scope & Cost Proposal_Truck F_4.7.26

Recommendation:

Consideration and approval of Task Order No. 1 with Wilson Independent Ops, LLC utilizing RFP 557-26.

Approved By:

Anthony Henry, City Engineer	04/09/2026
Toby Spears, Finance Director	04/09/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/09/2026
Manny Gomez, City Manager	04/13/2026



ENGINEERING DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9315 bus
575-397-9370 fax

TASK ORDER NO. 1 CONSTRUCTION OBSERVATION & INSPECTION SERVICES (RFP NO. 557-26)

DATE: April 20, 2026

TO: Wilson Independent Ops, LLC
3107 N. McKinley
Hobbs, NM 88240

BUS: (575) 370-4496
wilsonindependentops@outlook.com

Scope of Work:

The scope of the task order is for the consultant to provide comprehensive field observation, documentation, and coordination throughout the an initial 12-month construction period.

Key tasks include:

General Construction Observation – On-site monitoring of contractor activities, verification of alignment/grade/materials, observation of trenching, bedding, pipe installation, manholes, backfill, compaction, and surface restoration. Deviations from plans will be immediately reported to the City.

Monitor contractor activities for conformance with the contract document, identify deviations, and immediately notify City of any non-conforming work.

Documentation & Reporting – Daily activity tracking, weekly written summaries, photographic documentation, and quantity tracking for pay applications.

Materials Testing Coordination – Scheduling, notifying, and coordinating with the testing laboratory; reviewing test results; maintaining organized test records.

Meetings & Communication – Attendance at pre-construction and monthly meetings, weekly status updates, coordination with contractor and City staff, and assistance with public inquiries.

Substantial Completion & Closeout – Support for inspections, punch lists, verification of corrective work, and final documentation.

Deliverables

Weekly inspection reports

Photographic documentation

Materials testing logs and reports

Punch list documentation

Final inspection report

Estimated Costs:

Construction Observation \$218,186.72
Mileage \$6,317.03

TOTAL \$224,503.75

Purchase Order No.: _____

Budget Line Item No.: 62-4062-44901-00097

City of Hobbs

Anthony Henry, City Engineer

Wilson Independent Ops, LLC
RFP 557-26 On-Call Construction Observation and Inspection Services

April 7, 2026

Anthony Henry, City Engineer
City of Hobbs
200 E. Broadway
Hobbs, NM 88240

RE: Scope of Work and Cost Proposal

Wilson Independent Ops, LLC is pleased to submit the attached scope of work and cost proposal (Exhibit A) to perform On-Call Construction Observation and Inspection Services for the Trunk F Sewer Replacement Project, Phase 9.

Services will be based on the Terms and Conditions of RFP 557-26 and compensation in accordance with the rate schedule submitted.

Thank you for your consideration of this proposal. If you have any questions regarding this proposal, please feel free to contact me at 575-370-4496, or at wilsonindependentops@outlook.com

Sincerely,



Leo Wilson, Owner/President
Wilson Independent Ops, LLC
3107 N. McKinley
Hobbs, NM 88240
wilsonindependentops@outlook.com

Exhibit A

Trunk F Sanitary Sewer Replacement Project, Phase 9-Scope of Work and Cost Proposal

1. Scope of Services:

Wilson Independent Ops (Consultant) will provide construction observation and inspection services to the City of Hobbs (City) for the Trunk F Sanitary Sewer Replacement Project Phase 9 (Project) to support City's efforts to ensure Project is constructed in accordance with the plans, specifications, and standards. Services to be provided are:

A. General Observation:

- Provide on-site observation during active construction operations at a frequency appropriate to the work being performed.
- Monitor contractor activities for conformance with the contract documents, including alignment, grade, materials, installation procedures, and safety considerations.
- Document daily activities, including manpower, equipment, weather, work completed, and any issues encountered. Activities to be included within a weekly written summary.
- Verify that installed materials meet project specifications and approved submittals.
- Observe trenching, bedding, pipe installation, manhole construction, backfilling, compaction, and surface restoration.
- Identify deviations from the plans or specifications and immediately notify City of any non-conforming work.
- Assist City in reviewing contractor requests for information (RFIs), change proposals, and field adjustments.

B. Documentation & Reporting:

- Prepare daily photos and submit them to City within a weekly work summary.
- Maintain photographic documentation of construction progress and any issues requiring follow-up.
- Track quantities installed for comparison against contractor pay applications.

C. Materials Testing Coordination:

- Preparing and communicating the testing schedule based on the contractor's planned work.
- Notifying the testing laboratory of required tests (e.g., compaction, concrete, asphalt, aggregate, etc.).
- Ensuring the testing laboratory has access to the site and understands sampling locations and timing.
- Reviewing test results for compliance and notifying City of any failing or questionable results.
- Maintaining organized records of all test reports for inclusion in the project closeout package.

D. Meetings & Communication:

- Attend pre-construction meeting and monthly progress meetings as requested by City.
- Provide weekly status updates summarizing progress, issues, and anticipated work.

Exhibit A

- Coordinate directly with the contractor's superintendent and City's project manager to maintain clear communication throughout the project.
- Assist City with Citizen / Public complaints/requests.

E. Substantial Completion & Final Inspection

- Assist City in conducting substantial completion inspections and preparing punch lists.
- Verify completion of punch list items.
- Support final walkthrough and project closeout documentation.

F. Deliverables:

- Weekly inspection reports, including stored materials and progress payment quantities
- Photographic documentation
- Materials testing logs and test reports
- Punch list documentation
- Final inspection report

2. Fee Schedule:

Services will be provided on a Time and Material (T&M) basis for one (1) year upon execution of a formal Task Order. The fee schedule assumes an initial Project construction duration of 12 months at a projected Contractor work schedule of 50hrs/week (10hrs/day at 5 days/week).

Consultant will provide services for an average of 37.5hrs/week (7.5hrs/day at 5 days/week) for a duration of 12 months and will be coordinated with City's Project representative. Fee includes a daily mileage reimbursement of 30 miles based on a current IRS rate of \$0.76/mile.

Truck F Sewer Replacement Project-Phase 9

Construction Observation Services (12 months)		Rate	Subtotal	NMGRT (6.5625%)	Amount
Hours per Day	7.5				
Total Hours	1950	\$105.00/hr	\$204,750.00	\$13,436.72	\$218,186.72
Mileage per Day	30				
Total Mileage	7,800	\$0.76/mile	\$5,928.00	\$389.03	\$6,317.03
Total Proposed Cost					\$224,503.75



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
April 20, 2026

SUBJECT: Consideration of Approval of Task Order #1 to Square Root Services, LLC, Utilizing RFP 557-26 (Construction Observation and Inspection Services)

DEPT OF ORIGIN: Engineering

DATE SUBMITTED: 4/9/2026

SUBMITTED BY: Anthony Henry, City Engineer

Summary:

Square Root Services, LLC submitted a proposal, at the City's request, to provide materials testing services for the Trunk Line F Phase 9 project on a time and materials basis. The scope includes laboratory and field testing such as Proctors, Atterberg Limits, sieve analyses, soils and HMA density tests, concrete field/lab testing, asphalt hot-mix testing, and approximately 1,083 field technician hours, along with a 15% project management fee. The proposal notes that services will be performed to standard professional practice and the total proposed cost is \$159,843.75, including gross receipts tax.

Fiscal Impact:

Budget Line:	62-4062-44901-00097	Sewer Line Replacement Fund
Budget Available:	\$8,682,257.97	
Professional Services Fee:	\$150,000.00	Material Testing
NMGRT @ 6.5625%:	\$9,843.75	
Total Material Testing:	\$159,843.75	(including NMGRT)

Attachments:

TASK ORDER 1 - SRS
Proposal_Trunk Line F Phase 9_MT

Recommendation:

Consideration and approval of Task Order No. 1 with Square Root Services, LLC utilizing RFP 557-26.

Approved By:

Anthony Henry, City Engineer	04/09/2026
Toby Spears, Finance Director	04/09/2026
Medjine Desrosiers-Douyon, Deputy City Attorney	04/09/2026
Manny Gomez, City Manager	04/10/2026



ENGINEERING DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9315 bus
575-397-9370 fax

TASK ORDER NO. 1 CONSTRUCTION OBSERVATION & INSPECTION SERVICES (RFP NO. 557-26)

DATE: April 20, 2026

TO: Square Root Services, LLC
7921 N. World Dr.
Hobbs, NM 88242

BUS: (575) 704-7669
Tyler.Campbell@squarerootservices.net

Scope of Work:

Square Root Services, LLC (SRS) will provide materials testing services for the Trunk Line F Phase 9 project on a time-and-materials basis. The proposal identifies a comprehensive suite of laboratory and field testing activities required to support construction quality control.

Laboratory Testing Services

SRS will perform the following laboratory tests as needed to support construction activities:

- **Proctor, Atterberg Limits, and Sieve Analysis**
These tests establish soil classification, moisture-density relationships, and gradation requirements for earthwork materials.
- **Asphalt Laboratory Testing – Hot Mix Testing Suite**
This includes verification of asphalt mix properties to ensure compliance with project specifications.
- **Concrete Field/Lab Testing**
Includes sampling, slump, air content, temperature, cylinder preparation, and laboratory compressive strength testing.

Field Testing Services

SRS will provide on-site field testing and inspection services, including:

- **Soils Density and HMA Density Testing (estimated 250 tests)**
Field compaction and asphalt density testing to verify compliance with project requirements.
- **Field Technician Support**
Approximately 1,083 field technician hours are included to support ongoing construction activities.

Project Management & Administration

The proposal includes a 15% project management fee, covering coordination, oversight, reporting, and administrative support.

Deliverables

SRS will provide all laboratory and field test results, including:

- Soil, asphalt, and concrete test reports
- Density test results
- Hot-mix asphalt laboratory results
- CAD (.dwg) as-built data
SRS will provide CAD file (.dwg) of as-built data as requested.

Estimated Costs:

Materials Testing	<u>\$150,000.00</u>
NMGRT @ 6.5625%	<u>\$9,843.75</u>
TOTAL	<u>\$159,843.75</u>

Purchase Order No.: _____

Budget Line Item No.: 62-4062-44901-00097

City of Hobbs

Anthony Henry, City Engineer

squarerootservices.net

7921 N World Dr
Hobbs, NM 88242



April 8, 2026

Via e-mail: ahenry@hobbsnm.org

Anthony Henry
City of Hobbs
200 E Broadway St
Hobbs, NM 88240

RE: Trunk Line F Phase 9 Material Testing Services – Hobbs, NM

Dear Anthony:

Square Root Services, LLC (SRS) is pleased to submit this proposal for construction staking services to support your company in the construction of the proposed project. The staff at SRS has over 100 years of combined industry-related experience and is committed to providing staking services that facilitate a timely and cost-effective build.

Project Scope of Work

Materials Testing Services

Time and Materials \$150,000

SRS will provide the following services to support your construction project:

- ✓ Proctor, Atterberg Limits, Sieve Analysis (est. 5 each)
- ✓ Soils Densities/HMA Densities (est. 250 each)
- ✓ Concrete Field/Lab (est. 50 each)
- ✓ Asphalt Lab (Hot mix testing suite) (est. 7 each)
- ✓ Field Tech Hours (est. 1083 hours)
- ✓ PM Fee (15%)

Exclusions / Assumptions / Client Deliverables / Schedule

Assumptions

- Client will provide site access to subject property.
- This proposal includes (one round of staking for each service as outlined in the Project Scope of Work unless otherwise noted)
- SRS will work for the Client and will not be held to the liquidated damages, performance guarantees, and performance securities clauses that may be outlined within existing documentation.
- SRS will perform its services in a manner consistent with the standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services will be performed. No warranty or guarantee, express or implied, is provided as part of the services offered by this proposal.
- The proposed fee shall remain valid for 90 days from the date first shown on this proposal for the scope of work identified herein.
- Client will be responsible for providing all documents necessary to complete this project.

Exclusions

The following services are specifically assumed or excluded in the scope of services:

- Re-staking (at additional cost, per attached Schedule of Services and Fees)
- This proposal does not include any striping.
- This proposal does not include any plats or other documents, or drawings required by area municipalities.
- This proposal does not include blue topping for top of base
- Materials Testing outside of the scope of work
- This proposal is based off hours working and not standby time

Client Deliverables

The following deliverables are anticipated from the Developer/Owner or Client to begin the project.

- Client will provide CAD file(.DWG) for construction staking.

SRS Deliverables

The following deliverables are anticipated from the Developer/Owner or Client to begin the project.

- SRS will provide CAD file (.dwg) of as-built data (optional).

Schedule

Estimated schedule dates will be as follows:

Assumed Notice to Proceed**	TBD
Construction Staking Services	48 HR Notice Prior to Work Request

**Dates will shift with change in notice-to-proceed. Dates are also contingent upon SRS receiving the items listed in the “Client Deliverables” of this proposal.

Compensation and Payment

If only a limited scope of work is awarded, then an adjustment to the proposed fees will be requested accordingly. Changes to site size and layout or multi-phase development are subject to further review and potential adjustment fees. Please note all line items are charged from port to port.

Contract Items

Services		
Materials Testing Services	Time and Material	\$ 150,000.00
City of Hobbs GRT	6.5625%	\$ 9,843.75
Total	Time and Material	\$ 159,843.75

Square Root Services has professional liability coverage in the amount of \$2,000,000 per occurrence, with an aggregate of \$2,000,000.

The project will be invoiced monthly. Client and SRS may subsequently agree in writing to provide additional services rendered under the final agreement for additional, negotiated compensation. We request that invoices be paid within 30 days of receipt.

Thank you for the opportunity to provide this proposal and the subsequent professional services. Please do not hesitate to contact me with any questions.

Respectfully Submitted,

Tyler Campbell

Lab Manager

Square Root Services, LLC

Tyler.Campbell@squarerootservices.net

Cell 575-704-7669

Acceptance of the pricing and terms of this proposal is signified by your approval below.

Signature

Printed Name
