

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, January 17, 2018**

**Small Conference Room
321 N. Connelly
Clovis, New Mexico**

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of October 18, 2017.
4. Finance Report, Ms. Leighann Melancon.
5. For the good of the order.
6. Adjournment.

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

STATE OF NEW MEXICO)
COUNTY OF CURRY) ss.

The City of Clovis Finance Committee met in regular session Wednesday, January 17th, 2018 in the Conference Room of the Bert Cabiness City Government Center, 321 N. Connelly Street, Clovis New Mexico in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mayor Pro Tem Garza, Vice Chair
Commissioner Elliott
Justin Howalt, City Manager
Leighann Melancon, Finance Director
Mayor David Lansford, Chairman

ABSENT: Commissioner Madrid

ALSO PRESENT: Vicki Reyes, Assistant City Clerk

Mayor Lansford called the meeting to order at 2:01 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of Minutes – October 18th, 2017

Mayor Pro Tem Garza made a motion to approve the minutes of October 18, 2017 as presented; Commissioner Elliott seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Finance Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$8,394,130.99
Solid Waste Fund 2 - \$2,316,818.68
Environmental Tax Fund 6 - \$6,207,500.80
Wastewater Fund 10 - \$4,346,981.31
Worker's Comp P&L Fund 48 - \$2,000,872.09
Economic Development Fund 64 - \$2,809,086.38
Capital Outlay 14% GRT Fund 65 - \$1,198,653.57
Water 1/4% GRT Fund 66 - \$3,141,350.46
Lodging Tax Fund 77 - 1,138,106.69
Capital Projects Fund 87 - \$1,186,477.42
Drainage Improv Fund 88 - \$1,426,489.26

Beginning cash and investments was \$43,220,668.93 and ending cash and investments was \$43,709,182.28. The breakdown is \$20,811,723.14 Cash in Bank, \$6,006,435.54 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$16,948.41 and for the year to date \$93,564.17. The state pool for December was 1.0587%.

Ms. Melancon stated the CD would mature at the end of the month. She stated they went with the 6 month this time and she can do another 6 month. Mayor Lansford stated that made sense to him.

Mayor Lansford asked how much fund 64 generated a year. Ms. Melancon stated about \$900,000. Mayor Lansford stated the annual obligations out of that fund would be nice to know.

Agenda Item No. 5 – For the Good of the Order

None.

Agenda Item No. 6 - Adjournment

There being no further discussion, the meeting adjourned at 2:07 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, April 18, 2018**

**Small Conference Room
321 N. Connelly
Clovis, New Mexico**

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of January 17, 2018.
4. Finance Report, Ms. Connie Harrison.
5. For the good of the order.
6. Adjournment.

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STATE OF NEW MEXICO)
COUNTY OF CURRY) ss.

The City of Clovis Finance Committee met in regular session Wednesday, April 18th, 2018 in the Conference Room of the Bert Cabiness City Government Center, 321 N. Connelly Street, Clovis New Mexico in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mayor Pro Tem Garza, Vice Chair
Commissioner Taylor-Sawyer (for
Commissioner Elliott)
Mayor David Lansford, Chairman
Commissioner Casaus
Connie Harrison, Assistant Finance Director
(for LeighAnn Melancon)

EX-OFFICIO PRESENT:

Justin Howalt, City Manager

Mayor Lansford called the meeting to order at 2:00 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of Minutes – January 17, 2018

Mayor Pro Tem Garza made a motion to approve the minutes of January 17, 2018 as presented; Mayor Lansford seconded the motion. Upon a roll call vote, with Commissioner Taylor-Sawyer and Commissioner Casaus abstaining the motion carried.

Agenda Item No. 4 – Finance Report

Ms. Harrison gave the finance report as follows:

General Fund 1 - \$7,731,700.47
Solid Waste Fund 2 - \$1,916,394.62
Environmental Tax Fund 6 - \$6,361,385.42
Wastewater Fund 10 - \$4,511,463.35
Worker's Comp Fund 48 - \$1,930,853.99
Economic Development Fund 64 - \$2,865,797.60
Capital Outlay 14% GRT Fund 65 - \$866,050.10
Water 1/4% GRT Fund 66 - \$3,703,339.13
Drainage Improvement Fund 88 - \$1,454,571.31

Beginning cash and investments was \$44,693,763.46 and ending cash and investments was \$43,824,471.21. The breakdown is \$20,889,163.30 Cash in Bank, \$6,044,284.31 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$21,208.95 and for the year to date \$154,210.66. The state pool for March was 1.503%.

Agenda Item No. 5 – For the Good of the Order

Mr. Howalt stated they are looking at the market for redoing their road bonds. Mr. Eric Harrigan, RBC Capital, has looked at the public market, uninsured public market and through the Finance Authority. The best interest rate so far is through the Finance Authority. At the commission meeting in May they will bring the starting process to redo the road bond. The money will be available this summer to work on 7th Street from Norris to Maple and will be about \$4.5 million that they can put towards the project.

Commissioner Casaus asked if those were the roads that were designated most needed. Mr. Howalt stated 7th Street is the number one priority project. The actual project goes all the way to Main Street, however, with the available funding they were only able to go to Maple. They will refinance again in another three years and will hopefully be able to finish that project. Then they will start on the next project, which is Martin Luther King.

Mr. Harrigan is also doing an analysis on potential debt service on the reuse project. He asked Mr. Harrigan to do about \$9 million for that project which would be able to complete the entire project from Yucca to the end. They have Water Trust Board funding that is outstanding of \$1.9 million and the city's match is \$900,000. Debt service on the \$900,000 is \$650,000. He will make sure they have enough revenue to cover the debt service proposed plus the debt service they have existing through the Water Trust Board plus the ONM expenses. If it is doable he will make a recommendation to start. Mayor Lansford asked if the \$650,000 annual debt service would come from wastewater. Mr. Thomas stated that would come from reuse water. Mayor Lansford asked if he had an idea what the revenue would be. Mr. Howalt stated there would be enough funds based on the original rate analysis to cover the debt service, but he is going to double check that.

Mayor Pro Tem Garza asked if they were going to put all of that in when the Revenue Review Committee meets again. Mr. Howalt stated if the \$2.34 covers the debt service and the ONM costs then they should stay with that amount. In working with the schools the additional cost they are going to incur plus the additional permitting there will not be a huge margin of savings for the schools.

Mayor Lansford stated they have identified the revenue streams that will service the debt of the completion of the reuse project. Mr. Howalt stated he was verifying that. Mayor Lansford stated if there was excess of wastewater after they start receiving the cheese plant water they can market that water to an industry or sell it to EPCOR.

Mr. Howalt stated they are still continuing to look at the investment policy for the city. Mayor Lansford stated in the summer of 1997 they discovered the \$4 million investment was fraudulent. They started investing in the most conservative vehicles that there were. He asked if they want to take a higher risk for some additional interest income or do they want to keep doing what they are doing. Mayor Pro Tem Garza stated the problem wasn't where they were investing but who was handling the investment. Mayor Lansford stated the policy now was to only use the investment pool and a local bank.

Agenda Item No. 6 - Adjournment

There being no further discussion, the meeting adjourned at 2:17 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, July 18, 2018**

**Small Conference Room
321 N. Connelly
Clovis, New Mexico**

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of April 18, 2018.
4. Finance Report, LeighAnn Melancon.
5. Discussion regarding investment ordinance, Justin Howalt
6. Discussion and recommendation regarding renewal of CD, LeighAnn Melancon
7. Funding options for the City of Clovis Master Water Assurance Plan, Mayor Lansford.
8. For the good of the order.
9. Adjournment.

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STATE OF NEW MEXICO)
COUNTY OF CURRY) ss.

The City of Clovis Finance Committee met in regular session Wednesday, July 18th, 2018 in the Conference Room of the Bert Cabiness City Government Center, 321 N. Connelly Street, Clovis, New Mexico in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mayor Lansford, Chairman
Mayor Pro Tem Garza, Vice Chair
Commissioner Elliott
Commissioner Madrid
LeighAnn Melancon, Finance Director

EX-OFFICIO PRESENT:

Justin Howalt, City Manager

ALSO PRESENT:

Vicki Reyes, Assistant City Clerk

Mayor Pro Tem Garza called the meeting to order at 2:02 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of minutes of April 18, 2018

Mayor Pro Tem Garza made a motion to approve the minutes of April 18, 2018 as presented; Commissioner Madrid seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Finance Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$7,495,889.03
Solid Waste Fund 2 - \$1,773,876.10
Environmental Tax Fund 6 - \$6,492,003.62
Wastewater Fund 10 - \$3,998,238.71
Worker's Comp Fund 48 - \$1,930,853.99
Airport Fund 12 - \$322,214.59
Economic Development Fund 64 - \$3,081,389.53
Water 1/4% GRT Fund 66 - \$4,161,756.45
Capital Projects Fund 87 - \$1,075,233.01
Drainage Improvement Fund 88 - \$1,126,711.00

Beginning cash and investments was \$44,688,097.42 and ending cash and investments was \$42,265,346.65. The breakdown is \$19,330,056.74 Cash in Bank, \$6,044,284.31 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$26,982.53 and for the year to date \$230,999.10. The state pool for June was 1.8119%.

Mayor Pro Tem Garza asked what fund 63, designated cash was. Ms. Melancon stated zoo admissions, revenue from animal control, revenue from the aquatic center, and picnic area rentals. Mayor Pro Tem Gaza asked if the \$6.5 million in environmental tax was for anything. Mr. Howalt stated that was earmarked for the landfill. It's for the closure/post closure care costs.

Agenda Item No. 5 - Discussion regarding investment ordinance

Mr. Howalt stated the committee had a draft proposed investment policy ordinance. They spoke about ways to open up the investment opportunities, but still be conservative in nature. They looked at Curry County's and Rio Ranchos policies and took pieces from each one. They want something to start discussing. The other major change to what they are currently doing is having someone on this committee that is in the investment community. He would like to invite Eric Harrigan to the next meeting.

Mayor Pro Tem Garza asked if the commission would receive a copy of the policy. He asked if it could be emailed to them. Mr. Howalt stated he could and then Mr. Harrigan can update the committee at another meeting.

Mayor Pro Tem Garza stated through the years they have been very conservative but if they have opportunities to make more money than they should. Mayor Lansford stated the investment strategy of the city changed drastically after the \$4 million episode. He would like to see what the other conservative investments are.

Mayor Lansford stated they need to really think about bringing in a citizen to this committee. Mayor Pro Tem Garza stated they are smart enough to do it themselves. They are more responsible for what they do than to have someone just come in.

Agenda Item No. 6 - Discussion and recommendation regarding renewal of CD

Ms. Melancon stated they have the CD at Citizen's Bank that renews on July 28th. She is recommending to rebid, which is another 6 months. That gives the committee time to review and make changes to the ordinance if they decide to. Mayor Lansford asked how that was secured. Ms. Melancon stated it was 102% of all of the money.

Agenda Item No. 7 - Funding options for the City of Clovis Master Water Assurance Plan

Mayor Lansford stated last week they met with Cannon Air Force Base officials and they expressed the RFI program has dollars that can be used to pay irrigators to shut off their wells. The base seems to be embracing the Water Assurance Plan as it's written. They met with the State Engineer in Santa Fe and Council for Energy, Minerals and Natural Resources have said to do a pilot project, put an application together and see if there is a conservation value in taking irrigation farms from 3 acre feet per year down to 1.20 acre feet. The State Engineer also said in order to explain this to the Governor and the Cabinet Secretary they need a map of the designated areas for conservation. He felt the State Engineer was very enthusiastic about helping.

Mayor Lansford asked if there was a way to access the county dollars. If they want to put together a map of areas and then hire someone like Charlie Wilson, Portales' hydrologist, to quantify how much water is there. If they decide to do some mapping and hire a water engineer to quantify how much water is in a particular area where are they going to get the money to do this. Mr. Howalt stated this was something that he could speak with Lance Pyle about and let him know the commission may be considering water mapping. He stated they may have to get permission from land owners to test their wells.

Agenda Item No. 8 - For the good of the order

Mr. Howalt stated they discussed signatory authority on contracts at the last department head meeting. The only two that are allowed to sign contracts are himself and the mayor. They may start looking at other communities and see if it makes sense to expand the signatory authorities in regards to contracts and change orders.

Mr. Howalt stated the final budget will go before the commission on July 19th. There is a little over \$3 million in undesignated funds. Part of those undesignated funds is because they reduced budgets to everyone's fuel, utilities, insurance and uniform rentals. He stated they are in that time of year when they start looking at pay raises. When they adopted the compensation plan there was a recommendation made on 100% of the averages of the communities surveyed and the City of Clovis ended up adopting it at 95% of what was recommended. They are technically still below the market on starting minimum wages. As part of the raises this year he was looking at increasing people's wages by at least 2.5% and bring the minimums up with it. That would bring the city up to 97.5% and if they were able to do it again next year they would be at 100%. They are also looking at the longevity pay. Ms. Melancon stated when they rededicated the 16th from sanitation that was under the agreement that it would be used to compensate for any changes to the compensation plan.

Agenda Item No. 9 - Adjournment

There being no further business to come before the committee the meeting adjourned at 2:44 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, November 17, 2018**

**Small Conference Room
321 N. Connelly
Clovis, New Mexico**

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of July 18, 2018.
4. Finance Report, LeighAnn Melancon.
5. For the good of the order.
6. Adjournment.

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

STATE OF NEW MEXICO)
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Mayor Pro Tem Garza, Vice Chair
Commissioner Elliott
Commissioner Madrid
LeighAnn Melancon, Finance Director

ABSENT:

Mayor Lansford, Chairman

EX-OFFICIO PRESENT:

Justin Howalt, City Manager

Mayor Pro Tem Garza called the meeting to order at 2:00 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of minutes of July 18, 2018

Commissioner Madrid made a motion to approve the minutes of July 18, 2018 as presented; Commissioner Elliott seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Finance Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$6,988,579.31
Environmental Tax Fund 6 - \$6,628,450.17
Wastewater Fund 10 - \$4,063,771.47
Worker's Comp Fund 48 - \$2,599,900.34
Economic Development Fund 64 - \$3,305,584.42
Water 1/4% GRT Fund 66 - \$3,405,039.97
Lodging Board Fund 77 - \$1,217,241.53
Capital Projects Fund 87 - \$1,041,486.85
Drainage Improv Fund 88 - \$1,220,420.88

Beginning cash and investments was \$42,027,933.21 and ending cash and investments was \$42,027,933.21. The breakdown is \$19,041,671.16 Cash in Bank, \$6,095,238.45 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$30,479.07 and for the year to date \$88,238.11.

Agenda Item No. 8 - For the good of the order

Mr. Howalt stated he spoke with Erik Harrigan, RBC, and will set up a meeting for either October 22nd or October 25th. He stated they were going to discuss the proposed policy initially with the Finance Committee. The committee agreed to meet on October 25th at 11:00 a.m.

Mr. Howalt stated the city was up about 4.8% for the year in gross receipts. It has been trending compared to last year. Hold harmless was still tracking. They are on pace for what was projected.

Agenda Item No. 9 - Adjournment

There being no further business to come before the committee the meeting adjourned at 2:08 p.m.