

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, January 16, 2019**

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

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of November 17, 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)
COUNTY OF CURRY) ss.

The City of Clovis Finance Committee met in regular session Wednesday, January 16, 2019 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, Administration

Mayor Lansford called the meeting to order 1:58 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of Finance Committee minutes of November 17, 2018

Commissioner Elliott made a motion to approve the minutes of November 17, 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 - \$6,062,374.23
Solid Waste Fund 2 - \$1,627,766.27
Environmental Tax Fund 6 - \$6,759,733.45
Wastewater Fund 10 - \$4,531,969.15
Airport Fund 12 - \$320,201.14
Worker's Comp P&L Fund 48 - \$2,470,467.86
Designated Cash Fund 63 - \$1,719,503.69
Economic Development Fund 64 - \$2,423,020.67
Capital Outlay 14% GRT Fund 65 - \$1,250,822.36
Water 1/4% GRT Fund 66 - \$3,864,228.42
Lodging Tax Fund 77 - \$1,248,891.39
Lodging Board Fund 78 - \$1,007,888.84
Capital Projects Fund 87 - \$1,302,485.15
Drainage Improv Fund 88 - \$1,112,229.47

Beginning cash and investments was \$42,492,961.94 and ending cash and investments was \$41,979,933.53. The breakdown is \$18,993,671.48 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 \$33,956.01 and for the year to date \$187,302.55. The state pool for December was 2.3109%.

Mayor Lansford stated the workers comp year to date is \$560,000. Ms. Melancon stated that was the premiums that the city pays themselves to keep the fund going to pay for workman's comp claims. Mayor Lansford asked if they cleaned up all the credits on ICMA. Ms. Melancon stated they have. There is some forfeiture that they have to spend but they are not at that one-year term yet. Mayor Lansford asked where the money for the shooting range was. Ms. Melancon stated it was in Fund 13, Ned Houk Park, and is budgeted.

Commissioner Madrid asked how much money was in the state fund. Ms. Melancon stated there was \$16 million. Commissioner Madrid asked how much they had to keep in that fund. Ms. Melancon stated there was no requirement. She stated there was 1/12th in the general fund. The general fund amount includes the cash reserve.

Agenda Item No. 5 - For the good of the order

Mr. Howalt stated they have been working with Eric Harrigan and have given presentations to the commission. The sense he got was that everyone was happy with what they were doing. He has put everything on hold and asked if that was a good direction. Mayor Lansford stated stock market things make him nervous with it being so unpredictable. Corporate bonds, maybe, but general stock he wasn't sure about. Mr. Howalt stated there wasn't too much to expand on but there were a few more doors opened. Commissioner Madrid asked about the interest rate. Mr. Howalt stated the interest rate has come up in the state investment pool. Mayor Lansford stated it might be a good idea to show the three they are in and list of the ones that management might recommend.

Commissioner Elliott asked how the state pool worked. Ms. Melancon stated anyone can join, they do all of the investing and they have to give 24 hours if anyone wants to pull that money out. Commissioner Elliott asked where the city money is stored. Ms. Melancon stated in 2/3 of the funds. Mr. Howalt stated it was essentially like a mutual fund. Ms. Melancon stated they have a little higher rate than what the city could do on their own.

Agenda Item No. 6 - Adjournment

There being no further business to discuss the meeting adjourned at 2:09 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, April 17, 2019**

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

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of January 16, 2019.
4. Finance Report, LeighAnn Melancon.
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 17, 2019 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
Commissioner Madrid
Connie Harrison, Assistant Finance
Director

ABSENT:

Mayor Lansford, Chairman

EX-OFFICIO PRESENT:

Justin Howalt, City Manager

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

Agenda Item No. 3 - Approval of Finance Committee minutes of January 16, 2019

Commissioner Madrid made a motion to approve the minutes of January 16, 2019 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 - \$4,826,312.59
Solid Waste Fund 2 - \$1,947,572.65
Environmental Tax Fund 6 - \$6,898,563.50
Wastewater Fund 10 - \$4,275,504.04
Worker's Comp Fund 48 - \$2,538,694.03
Capital Outlay 14% GRT Fund 65 - \$1,248,586.77
Water 1/4% GRT Fund 66 - \$4,419,567.68

Beginning cash and investments was \$42,340,904.99 and ending cash and investments was \$40,898,786.70. The breakdown is \$17,816,792.59 Cash in Bank, \$6,190,970.51 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$46,295.35 and for the year to date \$319,119.31. The state pool for March was 2.4599%.

Agenda Item No. 5 - For the good of the order

Mr. Howalt advised for the year they are down 5% on gross receipts tax. Last month they took in around \$2 million in gross receipts. Ms. Melancon is at a conference with one of the clerks from Hobbs and learned that Hobbs brings in around \$5-\$5.7 million in gross receipts tax.

Agenda Item No. 6 - Adjournment

There being no further business to discuss the meeting adjourned at 2:04 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, July 17, 2019**

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

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of April 17, 2019.
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)
COUNTY OF CURRY) ss.

The City of Clovis Finance Committee met in regular session Wednesday, July 17, 2019 in the Conference Room of the Bert Cabiness City Government Center, 321 N. Connelly, 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:

Commissioner Elliott
Commissioner Madrid
LeighAnn Melancon, Finance Director

ABSENT: Mayor Lansford, Chairman
Mayor Pro Tem Garza, Vice Chair

EX-OFFICIO PRESENT: Justin Howalt, City Manager

ALSO PRESENT: Vicki Reyes, Assistant City Clerk

Commissioner Madrid called the meeting to order at 2:08 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of minutes of April 17, 2019

Commissioner Elliott made a motion to approve the minutes of April 17, 2019 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 - \$5,697,115.64
Solid Waste Fund 2 - \$1,623,240.95
Environmental Tax Fund 6 - \$7,038,298.57
Wastewater Fund 10 - \$3,381,690.83
Worker's Comp Fund 48 - \$2,410,133.84
Capital Outlay 14% GRT Fund 65 - \$1,079,020.10
Water 1/4% GRT Fund 66 - \$4,935,034.33

Beginning cash and investments was \$41,108,538.00 and ending cash and investments was \$39,635,161.95. The breakdown is \$19,312,507.10 Cash in Bank, \$6,231,631.25 in CD's with Citizen's Bank and \$14,091,023.60 in the State Investment Pool. Interest earned for the month was \$37,705.02 and for the year to date \$484,658.15. The state pool for April was 2.4443%.

Mr. Howalt advised they would bring the final budget to the commission at their next meeting on July 25. There were no major changes from the preliminary budget. They will send the commission a summary of any changes. They are still trying to give 2.5% increases. They will start to analyze where they are at 3 years later and will start working on how they are going to implement the minimum wage increases. He has reached out to Erik Harrigan to look at what is available in property taxes and how that will impact overall revenues. They are also researching hold harmless and making sure they have enough revenues. They are down 3.18% on the calendar but they are starting to trend the other direction. They are down 1.5% from last year in gross receipts.

Commissioner Madrid asked how the employees have been with their raises. Mr. Howalt advised an employee that started making minimum wage is still at the starting minimum wage. That is something that will be looked at again when they look at the compensation study. His intentions are to get them to 100% of the compensation plan for the employees.

Agenda Item No. 5 - For the good of the order

None.

Agenda Item No. 6 - Adjournment

There being no further business for the committee to discuss the meeting adjourned at 2:16 p.m.

**CITY OF CLOVIS
FINANCE COMMITTEE
AGENDA**

**2:00 p.m.
Thursday, October 17, 2019**

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

1. Call to Order.
2. Roll Call.
3. Approval of Finance Committee Minutes of July 17,2019.
4. Finance Report, LeighAnn Melancon.
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 Thursday, October 17, 2019 in the Conference Room of the Bert Cabiness City Government Center, 321 N. Connelly, 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
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 17, 2019

Commissioner Madrid made a motion to approve the minutes of July 17, 2019 as presented; Commissioner Elliott seconded the motion. With the exception of Mayor Pro Tem Garza who abstained, the motion carried.

Agenda Item No. 4 - Finance Report

Ms. Melancon gave the finance report as follows:

General Fund 1 - \$4,200,702.81
Solid Waste Fund 2 - \$1,883,029.16
Environmental Tax Fund 6 - \$7,338,940.55
Wastewater Fund 10 - \$4,656,924.42
Worker's Comp Fund 48 - \$2,343,060.00
Water 1/4% GRT Fund 66 - \$4,967,233.32
Special Street Fund 75 - \$974,454.93
Lodging Tax Fund 77 - \$1,170,811.07

Beginning cash and investments was \$40,398,989.96 and ending cash and investments was \$40,711,927.80. The breakdown is \$17,565,516.18 Cash in Bank, \$6,255,388.02 in CD's with Citizen's Bank and \$16,891,023.60 in the State Investment Pool. Interest earned for the month was \$38,252.74 and for the year to date \$130,204.62. The state pool for September was 2.1432%.

Agenda Item No. 5 - For the good of the order

Mr. Howalt advised there was a commission action request regarding the mill levy and the gross receipts tax they are looking to offset would be fund 86, special police and fire. He advised the hold harmless is still tracking.

Agenda Item No. 6 - Adjournment

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