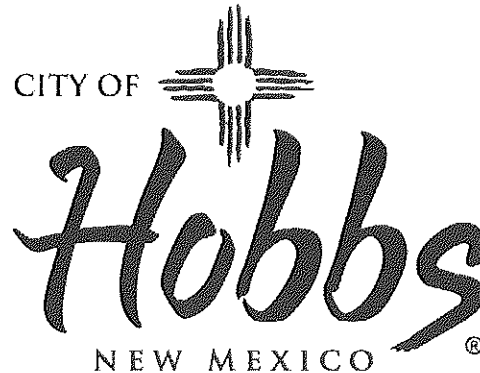


Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman

Jonathan Sena

Patricia A. Taylor

Joseph D. Calderón

Garry A. Buie

John W. Boyd

City Manager

J. J. Murphy

January 4, 2016



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

Monday, January 4, 2016 - 6:00 p.m.

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner - District 1

Jonathan Sena
Commissioner - District 2

Patricia A. Taylor
Commissioner - District 3

Joseph D. Calderón
Commissioner - District 4

Garry A. Buie
Commissioner - District 5

John W. Boyd
Commissioner - District 6

A G E N D A

*City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio*

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the December 21, 2015, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

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

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

2. Resolution No. 6390 - Relating to the Disposition of Obsolete, Worn-Out and Unusable Personal Property, Specifically 37 Smith & Wesson Handguns Used by the City of Hobbs Police Department (*Police Captain Charles Cunningham*)
3. Resolution No. 6391 - Authorizing the Mayor to Approve a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 2017 for the Hobbs Fire Department (*Deputy Fire Chief Barry Young*)
4. Resolution No. 6392 - Authorizing the Mayor to Approve a Grant Application with the Department of Homeland Security Federal Assistance to Firefighter Grant Program for the Hobbs Fire Department (*Deputy Fire Chief Barry Young*)
5. Resolution No. 6393 - Declaring All Meetings of the City Commission and Boards to be Public Meetings (*Mike Stone*)
6. Resolution No. 6394 - Authorizing the Mayor to Execute a Professional Services Agreement with Luke Otero for Lobbying Services in the Amount of \$24,500.00 for the 2016 Legislative Session (*Mike Stone*)

DISCUSSION

7. City Update on Services and Response to Winter Storm

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

8. Resolution No. 6395 - Declaration of Emergency/Disaster Due to Snowstorm Goliath (*Mayor Sam Cobb*)
9. **PUBLIC HEARING:** Resolution No. 6396 - Concerning the Application of Rosa's Café, Inc., d/b/a Rosa's Cafe & Tortilla Factory for Transfer of Ownership of Liquor License No. 2670 (*Mike Stone*)
10. **PUBLIC HEARING:** Resolution No. 6397 - Concerning the Application of MUY Pizza-Tejas, LLC, d/b/a Pizza Hut, for a Restaurant Liquor License for the Sale of Beer and Wine at 2112 North Turner (*Mike Stone*)
11. Consideration of Approval of Funding for Asset Management Professional Services in the Amount of \$75,458.54 with Souder Miller & Associates through Cooperative Educational Services (CES) for Phase II Assessment Services (*Tim Woomer*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

12. Next Meeting Date:

- ▶ Regular Meeting - *Tuesday, January 19, 2016*, at 6:00 p.m.

ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the above meeting, please contact the City Clerk's Office at (575) 397-9207 at least 72 hours prior to the meeting or as soon as possible.



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: December 31, 2015
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Meeting of December 21, 2015

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the minutes as presented.

Approved For Submittal By:

Department Director

City Manager

**CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN**

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

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

Minutes of the regular meeting of the Hobbs City Commission held on Monday, December 21, 2015, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Call to Order and Roll Call

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

Mayor Sam D. Cobb
Commissioner Marshall R. Newman
Commissioner Jonathan Sena
Commissioner Patricia A. Taylor
Commissioner Joseph D. Calderón
Commissioner Garry A. Buie
Commissioner John W. Boyd

Also present:

J. J. Murphy, City Manager
Mike Stone, City Attorney
Chris McCall, Police Chief
Eric Enriquez, Fire Chief
Barry Young, Deputy Fire Chief
Shawn Williams, Fire Marshal
Paul Thompson, Fire Captain
Raymond Bonilla, Community Services Director
Ron Roberts, Information Technology Director
Toby Spears, Finance Director
Tanya Sanchez, Accounting Operations Supervisor
Todd Randall, City Engineer
Kevin Robinson, Development Coordinator
Tim Woomeer, Utilities Director
Doug McDaniel, Parks and Recreation Director
Matt Hughes, Golf Superintendent
Britt Lusk, Teen Center Supervisor
Meghan Mooney, Director of Communications
Ronny Choate, General Services Director
Robert Hamilton, Reference Librarian
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
25 citizens

Invocation and Pledge of Allegiance

Commissioner Sena delivered the invocation and Commissioner Newman led the Pledge of Allegiance.

Approval of Minutes

Commissioner Taylor moved that the minutes of the regular meeting held on December 7, 2015, be approved as presented. Commissioner Calderón seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

Proclamation Proclaiming the month of December, 2015, as "Salvation Army Month". Mayor Cobb proclaimed the month of December, 2015, as "Salvation Army Month" and presented the proclamation to Captain Les Spousta. Captain Spousta thanked the Commission for its support of the Salvation Army. He briefly reviewed the activities of the Salvation Army throughout the community.

Public Comments

There were no public comments.

CONSENT AGENDA

There were no items for the consent agenda.

Discussion

Public Board Agenda Packet Process. Mr. Mike Stone, City Attorney, explained the Public Board Agenda Packet Process and the requirements of the New Mexico Open Meetings Act. He stated the purpose of a public meeting is for the formation of City policy. The public has right to attend the meeting and listen. He stated the City is required to post an agenda 72-hours prior to the meeting that includes a list of the specific agenda items to be discussed and/or approved. He stated City staff, as a practical matter, also posts the supporting agenda documents on the City website. Mr. Stone stated staff goes over and above the requirements of the Open Meetings Act. He stated the goal of the City is to be transparent and make good decisions on behalf of the public.

Mayor Cobb stated the Commission cannot take action on items that are brought before them if they are not contained in the agenda.

Mayor Cobb stated that Public Board Agendas may not always have supporting documents when posted as the items may not be in final form at that time.

Update on Fire Station No. 2 Construction. Fire Chief Eric Enriquez stated Fire Station No. 2 is being remodeled and is currently closed to the public. Mr. Ronny Choate, General Services Director, stated Lasco Construction is doing the construction work which started on October 19, 2015. He stated the Station was first built in 1963 and is due for remodeling. Mr. Choate stated female dorms are also being added to accommodate female firefighters. Fire Chief Enriquez gave an overview of the construction process which will last approximately 120 days.

In reply to Commissioner Sena's inquiry, Mr. Dustin Boyd of Lasco Construction stated the project will be completed by the end of February or first of March, 2016, which is before the 120-day construction time frame.

In response to Commissioner Sena's inquiry, Fire Chief Enriquez stated Fire Stations No. 1 and 3 will be covering districts normally handled by Fire Station No. 2. He stated staff from Fire Station No. 2 have been divided among the other Stations. Fire Chief Enriquez stated it takes approximately five minutes to respond to a scene which is good.

Commissioner Newman assured the audience that Fire and EMS will respond to any location no matter where the call comes from in the community.

Commissioner Buie stated the public needs to be made aware that Fire Station No. 2 is currently closed. He stated it is a neighborhood Fire Station. Fire Chief Enriquez stated the City will release a public service announcement to make the public aware of the closure due to construction.

Action Items

Resolution No. 6388 - Approving an Affordable Senior Housing Funding Commitment and Letter of Financial Support to Yes Housing, Inc., for a Proposed Affordable Senior Housing Complex to be Located Northeast of the Intersection of East Albertson and Jefferson. Mr. Kevin Robinson, Development Coordinator, stated Yes Housing, Inc., has proposed to finance and develop a 72-unit affordable senior housing complex on developer-owned property located northeast of the corner of East Albertson and Jefferson. He stated this project will be restricted to seniors age 55 and over, and that 61 of the proposed units will be income and rent restricted to

60% or below area median income while 11 units will be unrestricted or market rate. Mr. Robinson stated the Developer has requested a local contribution of \$1,272,384.00 in financial assistance. He stated this project Total Development Cost (TDC) is \$12,723,839.00 and a local contribution of 10% of TDC would earn the Developer 10 points in scoring toward LIHTC funding. Mr. Robinson stated the Hobbs Municipal Code Chapter 3.14 allows the City to extend financial incentives to stimulate the development and construction of Affordable Senior Housing projects for multi-family housing. He stated in order to qualify the project must be considered as an Affordable Housing Project according to the City's Affordable Housing Plan. Mr. Robinson stated the project must also be approved and funded by the NMMFA and comply with State MFA rules. He stated this resolution proposes that the City make a conditional offer of financial assistance in an amount not to exceed \$1,272,384.00, and waiver of development fees to Yes Housing, Inc., if the proposed project is funded by the state and developed. Mr. Robinson stated the Letter of Financial Support gives approval to the Project and commits the funding, contingent on the Developer receiving an allocation of LIHTC's during the 2016 cycle.

Mayor Cobb stated the Senior Living Project is North of Highland Junior High School. He stated there is a need for senior living in Hobbs. Mayor Cobb gave kudos to Yes Housing, Inc., for the proposing senior living in the community.

In response to Commissioner Newman's question, Mr. Joe Ortega with Yes Housing, Inc., stated he does not foresee any traffic concerns at the proposed senior living location and added it will be a gated community.

In reply to Mayor Cobb's inquiry, Mr. Robinson stated security cameras with direct feed to the HPD Eagle Intelligence Center are required by the City for all multi-family developments. Mr. Ortega stated the cameras have been ordered with the Leaf Apartments.

In response to Commissioner Sena's inquiry, Mr. Robinson stated the Senior Living Project will come before the Commission for final approval if approved by MFA and traffic can be discussed at that time.

In reply to Commissioner Taylor's question, Mr. Ortega stated due to issues with unforeseen weather, the State permits and addressing issues at the Leaf Apartments on Marland Street, construction at the complex was not finished on time. Mayor Cobb requested Mr. Ortega to inform the City when he is having issues with development projects in Hobbs and the City may be able to assist.

Commissioner Buie thanked Yes Housing, Inc., for continuing to build in Hobbs.

Commissioner Sena moved that Resolution No. 6388 be adopted as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Resolution No. 6389 - Accepting Property Owned by Mainstreet Hobbs, Inc. Mr. Stone stated Mainstreet Hobbs, Inc., (Mainstreet) is in the process of legally dissolving the organization. He stated Mainstreet owns four properties as follows:

1. Building at 105 West Broadway (formerly the CDC Office)
2. A parking lot South of 105 West Broadway;
3. Property at the corner of Turner and Taylor; and
4. A park located in the 300 Block of West Broadway.

Mr. Stone stated Mainstreet desires to deed all four properties to the City. Mr. Stone stated Mainstreet will also donate approximately \$9,000.00 to the City to offset the current needed repairs of the properties. Mr. Stone stated two of the properties contain reversionary clauses that will revert to the previous owner if they are ceased to be used for parks.

Mayor Cobb thanked Mr. Sam Spencer, Mr. Scotty Holloman and Mr. Dan Socolofsky for their time in dissolving the business matters of Mainstreet.

Mr. Holloman stated Mainstreet operations ceased two years ago and they are onboard to assist in closing the organization.

Commissioner Boyd moved that Resolution No. 6389 be adopted as presented. Commissioner Calderón seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried.

Consideration of Approval of Proposal for Parking Improvements at the Martin Luther King Soccer Complex from Ramirez & Sons in the Amount of \$68,758.95. Mr. Choate stated the City wishes to expand available parking for the Martin Luther King Soccer Complex. He stated plans are to add about 80 spaces on the North and Northeast side of the complex which will include new pavement with curb and gutter as required. Mr. Choate stated this work is in conjunction with construction of a new restroom on the Northeast side of the complex, which has previously been approved by the Commission. He stated additional lighting improvements are also in the plan. He stated the paving work will be performed under the annual agreement with Ramirez & Sons.

In reply to Commissioner Newman's question, Mr. Choate stated the additional 80 parking spaces will hopefully alleviate parking along the roadway on South Dal Paso Street.

There being no further discussion, Commissioner Taylor moved to approve the Martin Luther King Soccer Complex improvements in the amount of \$68,758.95 as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the supporting documents are attached and made a part of these minutes.

Comments by City Commissioners, City Manager

Mr. J. J. Murphy, City Manager, thanked the Commission and City staff for a productive 2015 and for delivering first rate service to the citizens. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Boyd thanked all City employees and gave special thanks to Mr. Raymond Bonilla, Community Services Director, for assisting him. He wished everyone a Merry Christmas.

Commissioner Sena thanked Mr. Todd Randall, City Engineer, and Mr. Kevin Robinson for going above and beyond in keeping citizens informed.

Commissioner Taylor thanked everyone for their support on being appointed as a Commissioner. She stated she prays for the community for many blessings to come.

Commissioner Calderón expressed appreciation to everyone, especially the Hobbs Adoption Center, for all it does for our animals.

Commissioner Buie stated the economy is suffering and he is thankful that people do help one other. Commissioner Buie gave special thanks to the Hobbs Police Department and the Hobbs Fire Department for always stepping up and helping others in the community. He wished everyone a Merry Christmas.

Commissioner Newman recognized Police Officers Mr. Stan Benson and Mr. Travis Jackson for receiving a "heart" in the local newspaper. He also expressed appreciation to the Hobbs Fire Department.

Commissioner Newman recognized Mayor Cobb's birthday on Christmas day. He wished everyone a Merry Christmas.

Mayor Cobb echoed comments from the Commission and expressed appreciation to all City staff.

Mayor Cobb stated that the City needs to remain focused on the long-term strategy and growth of Hobbs. He stated the lift of the crude oil ban will assist the local economy.

Mayor Cobb stated, if re-elected, he will focus on economic development. He wished everyone a Merry Christmas and a Happy New Year.

There being no further discussion or business, Commissioner Calderón moved that the meeting adjourn. Commissioner Newman seconded the motion. The vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. The meeting adjourned at 6:50 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CONSENT AGENDA



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: A resolution relating to the disposition of obsolete, worn out and unusable personal property owned by the City of Hobbs, specifically thirty-seven Smith & Wesson handguns. The department has identified safety and functionality issues with these weapons. The safety issues raised cause serious concern to the administration of the department and the only viable option is to replace these weapons.

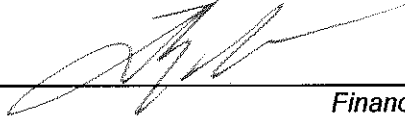
DEPT. OF ORIGIN: Police Department
DATE SUBMITTED: December
SUBMITTED BY: Captain Charles Cunningham

Summary:

The City desires to delete from its public inventory and dispose of handguns currently on the City of Hobbs Police Department weapons inventory. The handguns will be traded in towards the purchase of new handguns through Sig Sauer.

Fiscal Impact:


The trade-in value for each handgun is listed as \$225.00. This will reduce the purchase cost of each new Sig Sauer handgun to \$222.38.

Reviewed By:  _____
Finance Department

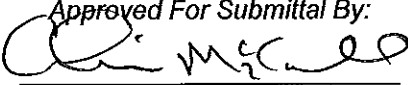
Attachments:

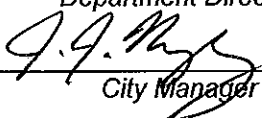
- Post Stock Purchase offer quote – Sig Sauer
- Hobbs Police Department S&W weapons inventory
- Sig Sauer New Weapons quote

Legal Review:

Approved As To Form:  _____
City Attorney

Recommendation:

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6390

A RESOLUTION RELATING TO DISPOSITION OF
OBSOLETE, WORN-OUT, AND UNUSABLE PERSONAL PROPERTY,
SPECIFICALLY THIRTY-SEVEN SMITH & WESSON HANDGUNS
USED BY THE CITY OF HOBBS POLICE DEPARTMENT

WHEREAS, THE City of Hobbs desires to delete from its public inventory and dispose of items of personal property thirty-seven (37) Smith & Wesson handguns attached hereto and incorporated herein; and

WHEREAS, HPD has identified safety and functionality issues with these weapons; and

WHEREAS, HPD administration believes the only viable option is to replace these weapons; and

WHEREAS, the thirty-seven (37) Smith & Wesson handguns will be utilized as trade-in toward the purchase of new Sig Sauer handguns.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that each of the thirty-seven (37) Smith & Wesson handguns as specifically listed hereto is obsolete and of no value, is worn-out, or obsolete to the extent that the items are no longer economical or safe for continued use by the City of Hobbs; and that all such items should be deleted from the City's public inventory and traded-in towards the purchase of new handguns through Sig Sauer.

A copy of this official findings and proposed disposition of the property sought to be disposed of shall be made a permanent part of the official minutes of the governing body.

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Firearms By Serial Number

Serial No.	Trk No.	Location Assigned	Type Of Firearm	Number	Brand	Model	Caliber	Vehicle	Status	Cost
DSX8355	127	Marin, Crystal	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8658	129	Molinaro, Reanna C	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8694	130	Walker, Michael	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8695	131	Evans, Douglas	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8711	133	Armony	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
DSX8713	134	Not Assigned	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
DSX8719	135	Garcia, Diana	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8794	524	Valenzuela, Jessica	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSX8804	137	Dunlap, Brian	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8242	140	Not Assigned	Handgun	None	S&W	m&p 40	40	None	Off Line	\$431.08
DSZ8249	141	Labastida, Rafael	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8250	142	Aguilar, Manuel M	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8254	143	Eubank, Nathan	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8410	144	Lara, Tyra Marie	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8414	145	Not Assigned	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
DSZ8424	146	Grady, Teresa R	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8759	149	Blevins, Shane	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8854	150	Hawkins, Jerry	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ8932	147	Not Assigned	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
DSZ8951	148	Garrett, Danny	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9237	151	Herrera, Jason	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9238	152	Shimer, Jeremy R	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9248	153	Martinez, Carlos	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9250	154	Martinez, Isaac	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9252	155	Guerrero, Ricky Lee	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9289	156	Moyers, Jeff	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08

Firearms By Serial Number

Serial No.	Trk No.	Location Assigned	Type Of Firearm	Number	Brand	Model	Caliber	Vehicle	Status	Cost
DSZ9291	157	Armory	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
DSZ9292	158	Molinaro, Marina L	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9297	160	Grady, Jeremy	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9300	161	Carnes, Cathy	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9302	162	Aguirre, Laura	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9307	163	Wright, Chad	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9318	166	Miller, Clipper	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9450	164	Jackson, Travis	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
DSZ9465	167	Armory	Handgun	None	S&W	m&p 40	40	None	Inactive	\$431.08
HAF4284	138	Jackson, William B	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08
HAF4295	159	Tate, LaPorchia	Handgun	None	S&W	m&p 40	40	None	Active	\$431.08

37 Total Firearms 1 Different Types 1 Different Brands 1 Different Models 1 Different Calibers

32 Different Locations Assigned Total Value \$15,949.96

POSTROCK TRADING WEST, LLC

Attention Bid # 6182

1203 North Taylor | Garden City, KS 67846

Phone: (620) 357-8919 Fax: (620) 357-8398

* PURCHASE OFFER *

NAME: SIG SAUER, Inc. ADDRESS: 72 Pease Boulevard CITY/STATE/ZIP: Newington, NH 03801 ATTENTION: Gary Butenhoff PHONE: (505) 918-9013 FAX: (505) 839-4426 EMAIL: gary.butenhoff@sigsauer.com	DATE: 08/04/14 VALID TO: 02/01/15 QUOTE / PO #: S14-03801-6182 QUOTED BY: Scott Reed
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ITEM	QTY	DESCRIPTION	PRICE	EXTENSION
1	37 (+/-)	S&W M&P, .40 S&W, N/S, 3 mags, in good working condition	\$ 225.00	\$ 8,325.00

TOTAL	\$ 8,325.00
--------------	--------------------

Deduct \$10 per missing magazine

TERMS: This bid for the specified new or used firearms and accessories is valid for 180 days and is contingent on pre-paid delivery to Post Rock Trading, LLC, 607 Main, Jetmore, KS 67854 within this time frame. The seller understands trade-in firearms must be in working condition and shipped with the specified number of magazines. Non-functioning, rusted or mis-represented firearms and those with missing parts will incur a minimum of a 50% decrease in value. Unless otherwise noted on the bid, confiscated semi-auto pistols must include at least one magazine. Used shotguns & rifles must meet BATF minimum length requirements. Firearms purchased for parts value will be bid separately. All firearms must be individually wrapped or boxed; damage due to improper packing subject to reduced value as determined by bidder. Bid contingent on firearms being legal to transfer for commercial sale and civilian ownership. We do not participate in individual officer buy-backs due to federal and state laws. ITAR 22 CFR 120.10 Warning: Export of the material described in this bid request is restricted by the Arms Export Control Act (22 U.S.C. 2761 et seq.).

PREPARED BY:
 Scott A. Reed
 Consultant - Post Rock Trading Company
Bids@PoliceTrades.com
 (314) 276-6044 Cell
 (636) 898-6500 e-Fax



PUBLIC SAFETY SALES
 72 PEASE BOULEVARD
 NEWINGTON, NH 03801
 TEL: 603-610-3000
 FAX: 603-610-3008

Bill To Name : HOBBS POLICE DEPT
 Bill To : 301 N. DALMONT
 HOBBS, NM 88240
 US
 Contact Name : Charles Cunningham
 Phone : (575) 397-9258
 Email : ccunningham@hobbsnm.org

Created Date : 8/13/2014
 Expiration Date : 11/11/2014
 Quote Name : 2014-GB-88240-1

Quote Lines

Quantity	Product	Product Description	Agency Price	Total Price
37.00	W320F-40-BSS	Black Nitron Finish, 40 S&W, SLITE Sights, 14rd Magazine	USD 449.00	USD 16,613.00

LESS TRADE

The AGENCY is responsible for transportation costs of NON-SIG SAUER trade weapons to the designated dealer or SIG SAUER weapons to the SIG SAUER manufacturing facility. Deduct \$15 for each missing magazine and 50% of trade value for firearms that are non-functional, missing critical components or aesthetically damaged beyond repair.

Trade ins

QTY	Trade Description	Price	Trade Total
37	S&W M&P, NS, 3 magazines, in good working condition	USD -225.00	USD -8,325.00

TRADE WEAPONS SHIPPING ADDRESS:

The AGENCY is responsible for all applicable State, County and City taxes. Where applicable, please advise specific rate.

Subtotal	USD 16,613.00
Total Trade In Value	USD -8,325.00
Quote Total	USD 8,288.00

IMPORTANT: Please specify your duty and training ammo types when submitting your purchase order.

PAYMENT TERMS: Net 30 Days - No further discounts

Gary Butenhoff

SIG SAUER is an ISO 9001 : 2000 Certified Company, Manufacturing in Newington, New Hampshire.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: NM Department of Health EMS Fund Act Local Funding Program Fiscal Year 2017
DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: December 29, 2015
SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The City of Hobbs Fire Department is eligible for funding from the New Mexico Department of Health EMS Fund Act Local Funding Program. The EMS Fund Act was established by the State of New Mexico to make money available by grant application for ambulance services, fire departments, and rescue services. It is funded by the state legislature and prioritizes expenditures based on the number of EMS and rescue runs in combination with service area to determine the amount each service is awarded. The department typically receives the amount of \$20,000.00 from this grant.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

The Hobbs Fire Department is requesting \$26,000, however the department typically receives \$20,000 from the fund. The funds will be used for training, travel/meals/schools, and EMS supplies. This fund will be shown as a revenue and expenditure in the budget. There is no net effect on the budget.

Attachments:

1. Resolution
2. EMS Fund Act Local Funding Program Application

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Approval of the resolution authorizing the Mayor to sign the EMS Fund Act Local Funding Program Application.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6391

A RESOLUTION AUTHORIZING THE MAYOR TO APPROVE
A GRANT APPLICATION WITH THE
NEW MEXICO DEPARTMENT OF HEALTH EMS FUND ACT
LOCAL FUNDING PROGRAM FOR FISCAL YEAR 2017

WHEREAS, the Hobbs Fire Department is eligible to participate in the FY17 New Mexico Department of Health EMS Fund Act Local Funding Program Grant; and

WHEREAS, the projects for this grant must contribute to the enhancement of local emergency medical services in order to reduce injury and loss of life; and

WHEREAS, these funds will be utilized for training, travel/meals/schools, and EMS supplies;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is, authorized and directed to execute on behalf of the City of Hobbs a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 17.

PASSED, ADOPTED AND APPROVED this 4th day of January , 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



**EMS FUND ACT
LOCAL FUNDING PROGRAM
APPLICATION**

FISCAL YEAR 2017

Due Date: January 22, 2016

Submit To:
EMS Bureau
1301 Siler Rd Bldg F
Santa Fe, NM 87507
Attn: Ann Martinez
505-476-8233

To All Potential Applicants:

The EMS Fund Act was created for the purpose of making funds available to municipalities and counties, in proportion to their needs, for use in the establishment and enhancement of local emergency medical services in order to reduce injury and loss of life.

In any fiscal year, no less than seventy-five percent of the money in the fund shall be used for the local emergency medical services funding program to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical services personnel. This money shall be distributed to municipalities and counties on behalf of eligible local recipients, using a formula established pursuant to rules adopted by the department. The formula shall determine each municipality's and county's share of the fund based on the relative geographic size and population of each county. The formula shall also base the distribution of money for each municipality and county on the relative number of runs of each local recipient eligible to participate in the distribution. **To be eligible**, an applicant must be an incorporated municipality or county applying on behalf of a local recipient. Your service must also be compliant with NMEMSTARS Data and Medical Rescue Certification, if not PRC.

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 22, 2016**. Please adhere to the following instructions, as **incomplete applications will not be processed**:

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report** as well. Failure to make copies will result in an incomplete application and will not be accepted. (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (one staple in the left top corner only- **NO PAPERCLIPS or BINDERS**)
- Be sure to have necessary **SIGNATURES** and **NOTARY**.

Local Recipient:	City of Hobbs Ambulance Service <i>(EMS Service that will benefit)</i>			314331 <i>(EMS Service #)</i>	
Mailing Address:	301 East White <i>(Street/Mailing Address)</i>		Hobbs <i>(City)</i>		NM 88240 <i>(State) (Zip)</i>
	1	2	x	3	
	<i>(EMS Region)</i>		<i>(Business Phone #)</i>		<i>(Emergency Phone #)</i>
Contact Person:	Barry Young <i>(Name)</i>		Deputy Fire Chief <i>(Title)</i>		byoung@hobbsnm.org <i>(E-mail Address)</i>

Applicant:	City of Hobbs <i>(County or Municipality serving as Fiscal Agent)</i>				
Mailing Address:	200 East. Broadway <i>(Mailing Address)</i>		Hobbs <i>(City)</i>		NM 88240 <i>(State) (Zip)</i>
Contact Person:	Toby Spears <i>(Name)</i>		Finance Director <i>(Title)</i>		
	<i>(Telephone #)</i>		<i>(Fax Phone #)</i>		<i>(E-mail Address)</i>
	575-397-9235		575-397-9257		tspears@hobbsnm.org

EMS AGENCY FUNDING INFORMATION

The minimum distribution of funds is based on the following criteria. Assure the agency meets each criterion for the level for which the agency is applying. If each box under a particular level cannot be checked off, the applying service may not be eligible to receive EMS Fund Act funds. Choose one (1) level for which your service meets or exceeds the criteria. (All responses are subject to review and verification).

Medical-Rescue Service Entry Level (\$1,500)	Medical-Rescue Service First Responder (\$3,000)	Medical-Rescue Service/Ambulance Basic Level (\$5,000)	Medical-Rescue Service/Ambulance Advance Level (\$7,000)
<input type="checkbox"/> Check if applicable Fifty percent (50%) of all runs are covered by a NM licensed First Responder (within two years of the initial request for funding).	<input type="checkbox"/> Check if applicable Eighty percent (80%) of all runs are covered by a NM licensed First Responder or NM licensed EMT, <u>minimum of two NM licensed personnel.</u>	<input type="checkbox"/> Check if applicable Eighty percent (80%) of all runs covered by a NM licensed EMT-Basic or higher NM licensed EMT personnel, <u>minimum of two NM licensed personnel.</u>	<input checked="" type="checkbox"/> Check if applicable Eighty percent (80%) of all runs covered by a NM licensed EMT-I or EMT-P level, <u>minimum of two NM licensed personnel.</u>
<input type="checkbox"/> Check if applicable Service has Basic medical supplies and equipment.	<input type="checkbox"/> Check if applicable Service has basic medical supplies and equipment.	<input type="checkbox"/> Check if applicable Service has basic medical supplies and equipment.	<input checked="" type="checkbox"/> Check if applicable Service has basic & advanced medical supplies and equipment.
<input type="checkbox"/> Check if applicable Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> Check if applicable Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> Check if applicable Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>	<input checked="" type="checkbox"/> Check if applicable Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>
<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input checked="" type="checkbox"/> Check if applicable Service has a designated Training Coordinator.
<input type="checkbox"/> Check if applicable The Service is, or plans to submit all runs to NMEMSTARS Database	<input type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database	<input type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database	<input checked="" type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database
<input type="checkbox"/> Check if applicable Service plans to routinely respond (<u>defined as "available... 24 hours per day, 7 days per week"</u>) when dispatched for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> Check if applicable Routinely responds (<u>defined as "available... 24 hours per day, 7 days per week"</u>) when dispatched for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> Check if applicable Routinely responds (<u>defined as "available... 24 hours per day, 7 days per week"</u>) when dispatched for all medical and traumatic emergencies within its primary response area.	<input checked="" type="checkbox"/> Check if applicable Routinely responds (<u>defined as "available... 24 hours per day, 7 days per week"</u>) when dispatched for all medical and traumatic emergencies within its primary response area.
<input type="checkbox"/> Check if applicable Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> Check if applicable Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> Check if applicable Service has a Medical Director and appropriate BLS medical protocols.	<input checked="" type="checkbox"/> Check if applicable Service has a Medical Director and appropriate BLS and ALS medical protocols.
<input type="checkbox"/> Check if applicable Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> Check if applicable Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> Check if applicable Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations	<input checked="" type="checkbox"/> Check if applicable Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations
			<input checked="" type="checkbox"/> Check if applicable If applicable, Service complies with Air Ambulance certification regulations 7.27.5 NMAC.

LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. We must be realistic, please estimate amount closest to funding that service receives every year.
- Use each number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items <i>(Please list in appropriate category and provide adequate detail on each priority item)</i>	Estimated Cost (\$)
Repair and Maintenance:		
Training:		
1	EMT, AEMT, Paramedic, PALS, ACLS, BLS, PHTLS	\$12,000
	EMT Prerequisite Classes	
	Licensure Renewals	
Mileage & Per Diem:		
2	Travel to classes and Conferences	\$8,000
	Travel to clinical and exam sites	
Supplies (Items Under \$500):		
3	EMS Supplies	
		\$6,000
**Capital Outlay (Items Over \$500):		
Other Operational Costs:		
TOTAL AMOUNT OF REQUEST:		\$26,000

* Do not make all items Priority No. 1.

** For Capital Outlay Projects for which the service intends to "carry over" funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match
-

Note: If project changes, the designated project money must be returned unless bureau approval for other expenditure is obtained

JUSTIFICATION OF TOP PRIORITIES

Please justify your priorities on this application in accordance with the type and level of service you provide and the resources and capabilities of other EMS services in the area. Why are these top priorities? (Use additional sheets if necessary.)

The Hobbs Fire Department's top priority continues to be training. With this training comes costs of travel in order to obtain the training. Hobbs Fire Department is the only transport service within the community, and is one of only three services within Lea County who provides an advanced level of care. The department currently has 8 open positions, all of which will have to be trained to the level of Advanced EMT (AEMT). The costs for the classes all personnel are required to take in order to obtain certifications are continually increasing, and with only five institutions available for the training, the department has to send personnel offsite to those institutions. Hobbs Fire Department continues to keep all personnel up to date on the current standards of ACLS, PALS, BLS, PHTLS, and other necessary certification classes.

EMS supplies are a recurring expense, and must be maintained in order to provide the level of service required for our community. Supply prices have increased and will continue to do so in the future.

SERVICE NAME: _____

EMS FUND ACT CERTIFICATION BY APPLICANT

STATE OF NEW MEXICO, COUNTY OF LEA

Pursuant to the Emergency Medical Services Fund Act Program 7.27.4 NMAC, I the undersigned:
(TYPE OR PRINT)

Sam Cobb

Mayor

OR

Chairman, Board of Commissioners

City of Hobbs

Lea

Municipality

County

I do certify that the information contained in the application is true and correct to the best of my knowledge and information; and that the following specific conditions are satisfactorily met in accordance with the EMS Fund Act Program 7.27.4 NMAC:

- That the funds received will be expended only for the purposes stated in the application and approved by the EMS Bureau.
- That authorization of the chief executive of the incorporated municipality or county is required, on behalf of the local recipient on vouchers issued by the treasurer of the political subdivision.
- That accountability and reporting of these funds shall be in accordance with the requirements set forth by the Local Government Division of the New Mexico Department of Finance and Administration.
- That the funds distributed under the Act will not supplant other funds budgeted and designated for emergency medical service purposes.

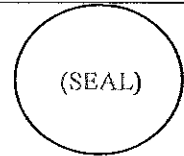
Signature of Official Named Above

(Title)

The above was sworn and subscribed to before this ___ day of _____, 20__.

Notary Public: _____

My commission expires: _____



PERSON COMPLETING FORM

Name:	Michael Prudencio	EMS Coordinator		
	(Name)	(Title)		
Address:	301 East White			
	Hobbs	NM	88240	
	(City)	(State)	(Zip)	(+4)
575-397-9308		505-449-8710	mprudencio@hobbsnm.org	
(Work Phone)	(Home Phone #)	(Pager #)	(Cellular Phone #)	(E-mail Address)
Signature:	Michael Prudencio			

FOR BUREAU USE ONLY

Reviewer: _____ Date Reviewed: _____

Approved: Yes No Final Award: _____

Comments/Problem:

Date Corrected:

Equipment Inventory Report

The following equipment and disposable supplies are required by the Public Regulation Commission and the Medical Rescue Certification regulations. Items that are missing, broken or depleted should be considered as top priority items for funding requests. (Please indicate below the number of items "on hand")

Front of Vehicle Cab or Optimal Location:

Item Description	On Hand	Item Description	On Hand
Fire Extinguisher (2 lb) or (2 – 1lb)	7-10 lb	Siren	7
Flashlight	14	Spare Tire	7
Fuses (appropriate sizes)	various	Star of Life Displayed	yes
Jack and Handle	7	Tool Box	7
Lug Wrench	7	Triage Tags for MCI's	200
Maps or Navigational equipment	14	U.S. DOT Emergency Response Guidebook	50
Patient Care Reports or Reporting System	8 tablets	Vehicle Registration	7
Roadway warning devices	14 sets	Vehicle Spotlight or auxiliary lighting	7
Service Specific Protocols and guidelines	10	Warning Lights	7
Other: <i>(Specify)</i>			

Communications Equipment

Item Description	On Hand	Item Description	On Hand
Dispatch Radio UHF/VHF	7	Spare Batteries/charger system	80/5
EMSCOM (UHF) Radio	7		
Other: <i>(Specify)</i>			

Personal Protective Equipment

Item Description	On Hand	Item Description	On Hand
Exam Gloves	100	Helmet with Face Shield	90
Eye Protection	90	N-95 mask (or > particulate mask)	300
Gloves (Leather or heavy duty)	100	Safety Vest/Jacket/(ANSI 2008 Compliant)	100
Hearing Protection	100	Splash Protection (disposable)	300
Other: <i>(Specify)</i>			

Diagnostic Equipment

Item Description	On Hand	Item Description	On Hand
Aneroid Sphygmomanometer with infant, pediatric, adult and obese size cuffs	25		
End Title CO2 monitoring device (optional)	7	Pulse Oximeter	20
Glucose Monitoring Instrument	10	Stethoscope	20
Penlights	50	Thermometer (Patient)	15
Other: <i>(Specify)</i>			

Patient Compartment Equipment – If Applicable (Interior or Exterior)

Basic Level			
Item Description	On Hand	Item Description	On Hand
Adhesive Tape 1" and 2"	75	Oxygen Delivery Devices(Adult, Child and Infant Sizes)	150 each size
Auto Ventilator Devices (ATV/MTV)	0	Oxygen Supply Tubing	included
Bag Valve Mask Devices (Adult, Child and Infant)	90	Patient Restraints	25
Band-Aids (Assorted Sizes)	2000	Pediatric Drug Dosage Tape or chart	7
Biohazard Clean-up Supplies	500	Pediatric Restraint device/car seat	7
Biohazard Waste bags	500	Pillows	15
Blankets	200	Portable Oxygen Equipment	40
Body Bags	0	Portable Suction Unit	10
Cervical Collars - Rigid (Adult, Child and Infant)	120	Seated Spinal Immobilization Device	10
Cervical Immobilization Devices	10	Semi-Automatic Defibrillator with Pads	7
Chair Stretcher	7	Semi-Automatic Defibrillator Batteries	30
Cold Pack	140	Sharps Container	50
Cold Weather Warming Devices	0	Sheets	100
Dressings Assorted (4x4, Kerlex, 2x2, etc.)	2000	Shoulder/chest/extremity straps	10
Emesis Basin	300	Spinal Immobilization device/backboard	25
Field Stretcher (Scoop, Collapsible, Vacuum)	10	Splints, Extremity (Rigid, Air, Vacuum)	25
Foil Blanket	25	Sterile Burn Sheets	75
Hand Sanitizer	30 tubs	Sterile Gloves (Assorted Sizes)	20
Heat Pack	140	Sterile Water	50 bottles
Inhalation Therapy Equipment	150	Stokes Basket	2
Installed Oxygen System	7	Suction Catheters (Soft & Rigid)	300
Latex/Vinyl Gloves (Non-Sterile) (Small, Medium, Large, X-Large)	100 boxes each size	Supraglottic Airway Devices	40
Long Backboard	25	Multi-lumen Airway Devices	40
Multi-level Stretcher	9	Laryngeal Airway Devices	40
Multi-Lumen Airways	40	Towels	100
Obstetrical Kit with Sterile Scissors or Equivalent to cutting umbilical cord	20	Traction Splint	20
Nasopharyngeal Airways	50 each size	Trauma Dressings	200
Occlusive Dressings	40	Trauma Shears	50
On-Board Suction System	7	Triangular Bandages	200
On-Board Oxygen Supply	7	Urinal (Male and Female)	20
Oropharyngeal Airway (Sizes 0 – 5, Infant – Adult)	50 each		
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for EMT-Basic and the Service Medical Director			(Circle) Yes No

Other: <i>(Specify)</i>			
Advance Level			
Alcohol and Betadine Prep Pads	4000	IV Fluid (Normal Saline, D5W, LR)	240
Cardiac Monitor/ Defibrillator/Ext. Pacer (Manual)	7	Laryngoscope Blades – Adult	25 each size
Chest Decompression Catheters	25	Laryngoscope Blades –Peds	25 each size
Cricothyroidotomy Kit	25	Laryngoscope Handle	15
EKG Monitor Electrodes	2000	Magill Forceps	15
Electrode Defib Pads	40	Needles (Assorted Gauges)	300
End Tidal CO2 Detector	40	Pediatric Fluid Control Device	0
Endotracheal Tubes (Assorted)	20 each size	Scalpels	50
Ext. Cardiac Pacing Pads	40	Syringes (1cc, 3cc, 5cc, 10cc)	100 each size
Infusion Pumps	0	Toomey Syringe (60cc)	20
Inhalation Therapy Equipment	150	Tubes, Blood Drawing (Assorted Sizes and Types)	100
Intraosseous Needles	60	Tubing, IV Administration (60gtts)	200
IV Catheters	300 each size	Tubing, IV Administration Set (10gtts – 20gtts)	500
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for EMT-Intermediate and EMT- Paramedic, and the Service Medical Director			(Circle) Yes No
Other: <i>(Specify)</i>			



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Assistance to Firefighters Grant (AFG)

DEPT. OF ORIGIN: Fire Department

DATE SUBMITTED: December 29, 2015

SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The Department of Homeland Security and the Federal Emergency Management Agency is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG). The primary goal of AFG is to meet the firefighting and emergency response needs of fire department and emergency medical service organizations. The Hobbs Fire Department is using this opportunity to apply for five (5) mechanical chest compression devices. These devices support our mission to improve clinical care, and also increase responder safety.

Fiscal Impact:

Reviewed By: _____

Finance Department

The total cost of the chest compression devices along with service agreement is approximately \$109,000. The grant will cover 90% of this cost or \$99,091, with the City responsible for the other 10% or \$9,909. Cost share requirements are based on the population of the community the department serves. Any community with more than 20,000 residents, but less than 1,000,000 must agree to provide 10% of the funds requested in the grant.

Attachments:

1. Resolution

Legal Review:

Approved As To Form: _____

City Attorney

Recommendation:

Approval of resolution and to proceed with the application for the Assistance to Firefighters Grant (AFG).

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6392

A RESOLUTION APPROVING THE GRANT APPLICATION
WITH THE DEPARTMENT OF HOMELAND SECURITY FEDERAL
ASSISTANCE TO FIREFIGHTER GRANT PROGRAM

WHEREAS, the City of Hobbs Fire Department is eligible for funding from the Department of Homeland Security under the Assistance to Firefighter Grant Program; and

WHEREAS, the grant will provide financial assistance directly to the Fire Department to enhance their abilities with respect to acquiring five (5) mechanical chest compression devices; and

WHEREAS, the funding is for cities with populations of 100,000 or less; and

WHEREAS, the application amount is \$99,091.00 (90%) with the City being responsible for \$9,9091.00 (10%);

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is, authorized and directed to execute on behalf of the City of Hobbs this resolution approving the Grant Application with the Department of Homeland Security, Federal Emergency Management for funding to provide equipment to assist in the daily work of the Fire Department.

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Approval of a Resolution Declaring All Meetings of City Commission, Boards and Committees to be Public Meetings and Adopting Reasonable Notice Procedures

DEPT. OF ORIGIN: City Attorney
DATE SUBMITTED: December 27, 2015
SUBMITTED BY: Michael H. Stone

Summary:

Section 10-15-1 (D), NMSA 1978 Comp provides that the public body shall determine at least annually in a public meeting what notices for public meetings are reasonable. This Resolution is adopted annually by the governing body setting forth the City's notice procedures.

Fiscal Impact:

There is no fiscal impact associated with this Resolution


Reviewed By: 

Finance Department

Attachments:

Resolution

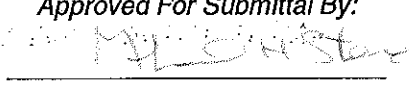
Legal Review:

Approved As To Form: 

City Attorney

Recommendation: The Commission should approve the Resolution

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6393

A RESOLUTION DECLARING ALL MEETINGS OF
CITY COMMISSION AND BOARDS
TO BE PUBLIC MEETINGS

WHEREAS, in accordance with Section 10-15-1, et seq., NMSA 1978 Comp., it is required that all meetings of a quorum of members of any board, commission or policy making body of any municipality, held for the purpose of formulating public policy, discussing any public business, or taking any action that may affect the public is a public meeting and must be open to the public at all times; and

WHEREAS, said statute also provides that no resolution, rule, regulation, ordinance or action of any board, committee or policy making body is valid unless done at a public meeting; and

WHEREAS, a meeting is not a public meeting unless due notice of the scheduled meeting is given to the public a reasonable time in advance of such scheduled meeting.

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

1. Unless otherwise specified by the City Commission, all regular meetings shall be held semi-monthly on the first and third Mondays at 6:00 p.m. in the City of Hobbs Commission Chambers, City Hall Annex, 200 E. Broadway, Hobbs, New Mexico.

2. A proper manner of notifying the public of the subject matter of any public meeting is by posting a notice of such public meeting seventy-two (72) hours in advance.

All such notices shall be posted in writing on the bulletin board maintained for that purpose in the Hobbs City Hall and on the City of Hobbs' website at www.hobbsnm.org.

Notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.

3. As provided by state statute, the City Commission and any board or committee may recess and reconvene a meeting to a day subsequent to that stated in the meeting notice if, prior to recessing, the public body specifies the date, time and place for continuation of the meeting, and, immediately following the recessed meeting, posts notice of the date, time and place for the reconvened meeting on or near the door of the place where the original meeting was held and in at least one other location appropriate to provide public notice of the continuation of the meeting, which shall, for these purposes, be the bulletin board maintained for that purpose in the Hobbs City Hall and posted on City of Hobbs' website at www.hobbsnm.org. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.

4. All notices shall set forth the time and place of the meeting and shall include an agenda listing the specific items of business to be discussed or transacted at the meeting. Except in the case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting.

5. Notwithstanding any provision, the Mayor and any two Commissioners or any three Commissioners may call, with whatever notice is possible under the circumstances, a meeting of any board, committee or City Commission, to consider any matter that needs emergency treatment because of a clear and present danger to the health, welfare or safety of the citizens of the City of Hobbs, New Mexico.

6. As provided by state statute, any 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.

7. Any aggrieved person shall have the right to demand a public hearing without the issue having been prior thereto placed on the agenda or notice given the public as herein required for scheduled meetings by boards, committees or the City Commission.

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: A Resolution Authorizing the Mayor to Execute a Professional Services Agreement with Luke Otero for Lobbying Services.


DEPT. OF ORIGIN: Legal Department
DATE SUBMITTED: December 29, 2015
SUBMITTED BY: Michael H. Stone, City Attorney

Summary: It has been determined that the City would benefit from having the services of a Lobbyist during the 2016 New Mexico Legislative Sessions. Available sources have been reviewed and it has been determined the Luke Otero should provide professional state lobbying services to the City. The proposed Professional Services Agreement is attached. The contract is for the 2016 Legislative Sessions and any follow up meetings/services following the 2016 session. This contract is for \$24,500.00 plus expenses, not to exceed \$1,250.00.

Fiscal Impact: The contract is for \$24,500 for fiscal year 2016 plus reasonable expenses not to exceed \$1,250.00 for the contract period.


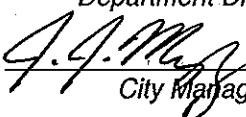
Reviewed By: 
Finance Department

Attachments: Resolution
Professional Services Agreement
Resolution

Legal Review: 
Approved As To Form: _____
City Attorney

Recommendation: The Commission to approve the Resolution.

Approved For Submittal By:


Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6394

A RESOLUTION AUTHORIZING THE MAYOR
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH LUKE OTERO FOR LOBBYING SERVICES

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

WHEREAS, the City Commission of the City of Hobbs, Lea County, New Mexico, has determined that the services to be provided by the contracting party pursuant to this Agreement are needed by a certain segment of the population of the City and are necessary to provide for the safety of its citizenry, and to preserve the health of that portion of its citizenry and to otherwise contribute to the quality of life of the citizens of the City of Hobbs; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be, and hereby is authorized to execute a Professional Services Agreement with Luke Otero for state lobbying on behalf of the City of Hobbs as attached hereto and incorporated herein as Exhibit "A".

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made the _____ day of _____ 2016, by and between the City of Hobbs, New Mexico, a New Mexico municipal corporation, hereinafter referred to as "City", and Luke Otero, 1458 Miracerros Loop North, Santa Fe, New Mexico, 87505, hereinafter referred to as "Contractor".

1. SCOPE OF SERVICES:

Contractor shall provide professional state lobbying services as fully set forth herein.

2. COMPENSATION:

City will pay Contractor \$24,500 for the 2016 Legislative Session and any follow up meetings/services resulting from the 2016 session. City will also reimburse Contractor for reasonable actual out-of-pocket expenses, not to exceed \$1,250.00. Contractor shall provide periodic bills of services performed and expenses incurred to City for approval and payment.

3. TERM:

The term of this Agreement shall be for the 2016 New Mexico Legislative Session, including any follow up meetings/services resulting from the 2016 session or as terminated pursuant to paragraph 6 herein.

4. ASSIGNMENT:

Neither City nor the Contractor may assign this Agreement, or any interest herein, without prior written approval of the other.

5. INDEMINIFICATION:

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

6. TERMINATION:

This Agreement may be terminated by either party upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. If termination

occurs, contractor shall provide documentation of actual services rendered and shall be compensated at contractor's standard hourly rate.

7. CONFIDENTIALITY AGREEMENT:

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

8. STATUS OF CONTRACTOR:

Contractor, and his agents and employees, are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and his agents and employees, shall not accrue leave, retirement, insurance, bonding use of City vehicles, or any other benefits afforded to the employees of the City as a result of this Agreement.

9. RECORDS AND AUDIT:

Contractor shall maintain detailed time records that indicate the date, time, and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

10. GOVERNING LAW:

The foregoing constitutes the entire agreement between the parties and may be modified only in writing signed by both parties. This Agreement is governed by the laws of the State of New Mexico and will bind and inure to the benefit of City and the Contractor, their respective successors and assigns. Venue for any and all legal proceedings shall be in the District Court in Lea County, New Mexico.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

THE CITY OF HOBBS, NEW MEXICO

By: SAM D. COBB, Mayor

LUKE OTERO, Contractor

Approved as to form:

MICHAEL H. STONE, City Attorney

Attest:

JAN FLETCHER, City Clerk



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Approval of Resolution Declaring An Emergency/Disaster Due to Snowstorm Goliath

DEPT. OF ORIGIN: Mayor's Office
DATE SUBMITTED: December 31, 2015
SUBMITTED BY: Mayor Sam Cobb

Summary:

The City of Hobbs was hit with an unprecedented snow fall from the winter storm Goliath. The City sustained significant damages as a result of Goliath. By declaring an emergency and disaster the City is entitled to apply with the State of New Mexico Disaster Assistance Program and may receive compensation through a cost sharing grant connected with the program. Traditionally, the State provides 75% to the City's 25% contribution towards approved expenses. The City's costs include overtime and costs for personnel, the purchase of necessary snow and ice mitigation equipment, labor and equipment from outside contractors, and flood prevention.

Fiscal Impact:

The City may be entitled to 75%(State) - 25%(City) grant money to help offset expenses associated with Goliath

Reviewed By: _____

[Signature]
Finance Department

Attachments:

Resolution

Legal Review:

Approved As To Form: _____

[Signature]
City Attorney

Recommendation: The Commission should approve the Resolution

Approved For Submittal By:

Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____

Ordinance No. _____

Approved _____

Other _____

Continued To: _____

Referred To: _____

Denied _____

File No. _____

CITY OF HOBBS

RESOLUTION NO. 6395

**DECLARATION OF EMERGENCY/DISASTER
DUE TO SNOWSTORM GOLIATH**

WHEREAS, the City of Hobbs has suffered severe damage caused by snowstorm "Goliath" beginning on the December 26, 2015 and has filed with the State of New Mexico as "2015 Winter Storm, EO number 2015-021"; and

WHEREAS, extensive damage was caused to streets, roads, homes, land and personal property caused by the unprecedented snow fall from Goliath; and

WHEREAS, the damage has resulted in undue human suffering and hardship and threatens the safety, health, welfare and well-being of citizens and economic function of the City of Hobbs; and

WHEREAS, all locally available public and private resources and forces committed to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements; and

WHEREAS, significant funds have been, and will continue to be expended as a result of Goliath, including, but not limited to, overtime and costs for City of Hobbs' personnel, purchase of necessary equipment for snow and ice mitigation, labor and equipment from outside contractors, and flood prevention; and

WHEREAS, the City of Hobbs will be requesting public assistance from the State of New Mexico Disaster Assistance Program by submitting a Local Declaration Information Sheet and an Application for Assistance

NOW, THEREFORE, I Sam D. Cobb, Mayor, by virtue of the authority provided by the New Mexico Civil Emergency Preparedness Act (NMSA 1978, 12-10-1 to 12010-11) do hereby declare the City of Hobbs a disaster area for the purposes of exercising necessary emergency powers and expenditure of available resources, and requesting aid, assistance and relief programs, and funds available from the State of New Mexico.

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Application of Rosa's Café, Inc., d/b/a Rosa's Café & Tortilla Factory for a Transfer of Ownership of Liquor License No. 2670 Located at 3630 North Lovington Hwy.

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: December 29, 2015
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

Rosa's Café, Inc., d/b/a Rosa's Café & Tortilla Factory has applied to the State of New Mexico, Alcohol and Gaming Division, for the transfer of ownership of Liquor License No. 2670 located at 3630 North Lovington Highway. The application has received preliminary approval from the State of New Mexico.

This application was received by the City Clerk's Office on November 20, 2015, and a public hearing must be held by the City within forty-five (45) days from receipt of such notice. The City has duly published notice of the hearing and properly notified the applicant of such hearing by certified mail.

Fiscal Impact:


Reviewed By: 
Finance Department

The applicant has paid the required \$250.00 administrative fee to the City.

Attachments:

- (1) Application packet from State of New Mexico, Alcohol and Gaming Division
- (2) Resolution concerning approval or disapproval of the ownership transfer.

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Motion to approve or disapprove the application; second; vote.

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

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

CITY OF HOBBS

RESOLUTION NO. 6396

A RESOLUTION CONCERNING THE APPLICATION
OF ROSA'S CAFÉ, INC., D/B/A ROSA'S CAFÉ & TORTILLA FACTORY
FOR TRANSFER OF OWNERSHIP OF LIQUOR LICENSE NO. 2670
LOCATED AT 3630 NORTH LOVINGTON HWY., HOBBS, NEW MEXICO

WHEREAS, the City of Hobbs has received the application of Rosa's Café, Inc., d/b/a Rosa's Café & Tortilla Factory for the transfer of ownership of Liquor License No. 2670 at 3630 North Lovington Highway, Hobbs, New Mexico, which received preliminary approval from the State of New Mexico, Alcohol and Gaming Division; and

WHEREAS, a public hearing is being held by the governing body of the City of Hobbs on January 6, 2015, on the question of whether or not the proposed transfer of ownership of the liquor license should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the application of Rosa's Café, Inc., d/b/a Rosa's Café & Tortilla Factory, for a transfer of ownership of Liquor License No. 2644 located at 3630 North Lovington Highway, Hobbs, New Mexico, be and is hereby _____
(approved or disapproved).

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
(505) 476-4875 ▪ Fax (505) 476-4595 ▪ www.rld.state.nm.us

November 16, 2015

Certified Mail No.: 9171 9690 0935 0078 6752 99

City of Hobbs
Attn: Jan Fletcher
200 East Broadway
Hobbs, NM 88240

Re: Lic. No. / Appl. No. License No. 2670 /Appl. No. 976668
Name of Applicant: Rosa's Café, Inc.
Doing Business As: Rosa's Café & Tortilla Factory
Proposed Location: 3630 N. Lovington Hwy.
Hobbs, New Mexico 88240

ATTENTION: Department or person responsible for conducting or preparing the public hearing for liquor license transfers or issuance of new liquor licenses.

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted Preliminary Approval; it is being forwarded to you in accordance with Section 60-6B-4 NMSA of the Liquor Control Act.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the inherent conflict between the new 30 day notice and the existing 45 day hearing requirement. Extensions to the 45-day hearing requirement will be granted when necessary to allow for compliance with the 30 day notice. Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted. The notice shall include: (A) Name and address of the Applicant/Licensee; (B) The action proposed to be taken by the Alcohol and Gaming Division; and (C) The location of the licensed premises. The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. A record shall be made of the hearing.

THE APPLICANT IS SEEKING A TRANSFER OF OWNERSHIP OF LIQUOR LICENSE NO. 2670 WITH ON PREMISE CONSUMPTION ONLY.

The governing body may disapprove the issuance or transfer of the license if:

- 1) The proposed location is within an area where the sale of alcoholic beverages is prohibited by the laws of New Mexico. (The governing body may disapprove if the proposed location is within 300 feet of a church or

Susana Martinez
GOVERNOR

Robert "Mike" Unthank
SUPERINTENDENT

Claudia Armijo
CHIEF GENERAL
COUNSEL

Mary Kay Root
DIRECTOR

Alcohol and Gaming Division
(505) 476-4875

Boards and Commissions Division
(505) 476-4600

Construction Industries Division
(505) 476-4700

Financial Institutions Division
(505) 476-4885

Manufactured Housing Division
(505) 476-4770

Securities Division
(505) 476-4580

Administrative Services Division
(505) 476-4800

- school unless the license has been located at this location prior to 1981 or unless the Applicant/Licensee has obtained a waiver from the Local Option District governing body for the proposed licensed premises).
- 2) The issuance or transfer would be in violation of a zoning or other ordinance of the governing body. The governing body may disapprove if the proposed location is not properly zoned. Because this office is in receipt of a Zoning Statement from the governing body, this is not a basis for disapproval. Attached is a copy of a Zoning Statement from the local governing body.
 - 3) The issuance would be detrimental to the public health, safety, or morals of the residents of the Local Option District. Disapproval by the governing body on public health, safety, or morals must be based on and supported by substantial evidence pertaining to the specific prospective transferee or location and a copy of the record must be submitted to the Alcohol and Gaming Division.

Within thirty (30) days after the Public Hearing, the governing body **shall** notify the Alcohol and Gaming Division as to whether the local governing body has approved or disapproved the issuance of transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notice of publication(s). If the governing body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may give Final Approval to the issuance or transfer of the license.

If the governing body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the notice of disapproval (Page 1 of the Application page noting disapproval).

Sincerely,



Rose L. Garcia
Hearing Officer
NM Regulation & Licensing Dept.
Alcohol & Gaming Division
Phone: 505-476-4552
Fax: 505-476-4595
Email: rosel.garcia@state.nm.us

Enclosures:

1. Original Page 1 of the Application (must be signed and returned).
2. Copy of Page 2 of the Application
3. Zoning Statement



New Mexico Regulation and Licensing Department - Alcohol and Gaming Division
PO Box 25101 • Santa Fe, New Mexico 87505-5101 • (505) 476-4875 • Fax (505) 476-4595 • www.ild.state.nm.us/Alcohol

LIQUOR LICENSE APPLICATION

Application fee - \$200.00 Fees are non-refundable.

State Liquor License # 2670

Application Number 71111111

Local option (AGD use) _____

Application is for: Change of Stock _____ Change of Officers/Directors _____ Transfer Ownership of Existing License Transfer Ownership and Location _____ Transfer Location _____ Other _____

Issue New License _____ Type of License being applied for ILD

Applicant is: Individual _____ Corporation Partnership (General or Limited) _____ Limited Liability Company _____

NAME OF APPLICANT (company or individual) Rosa's Cafes, Inc. ADDRESS (including city, state, zip) 5000 Overton Plaza, Suite 300, Fort Worth, TX 76109 TELEPHONE NUMBER (817) 377-6200

Copy to: Rhodes & Salmon, P.C., (Mark Rhodes) 1801 Lomas Blvd NW, Albuquerque, NM 87104 (505) 247-0328

D/B/A name to be used: Rosa's Cafe & Tostilla Factory Phone number for licensed premises: (575) 408-8042

Physical location where license is to be used: 3630 N. Lovington Hwy, Lea County, Hobbs, NM 88240 OCT 02 2015

Mailing address: 5000 Overton Plaza, Suite 300, Fort Worth TX 76109 (Include street number / highway number / state road, city and county, state, and zip code)

Are alcoholic beverages currently being dispensed at the proposed location? Yes No If yes, give license number and type _____ License No. 2670 (Approved Lease)

I, (print name) Bobby D. Cox, as (title) President, Rosa's Cafes, Inc., being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the director may refuse to issue or renew the license or may cause the license to be revoked at any time.

must sign and date this form in the presence of a notary public.

Signature of Applicant Bobby D. Cox Date 8-10-15

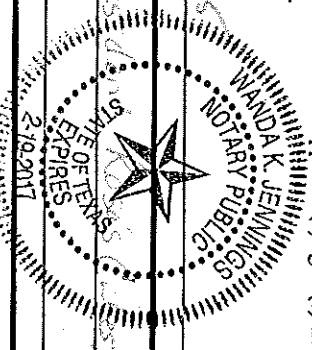
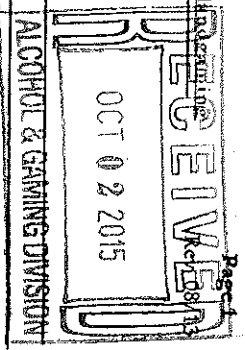
SUBSCRIBED AND SWORN TO before me this 10th day of August, 2015 by Bobby D. Cox, President, Rosa's Cafes, Inc.

Notary Public Wanda K. Jennings My Commission Expires 2-19-2017

Local Governing Body of: _____ (City or County). Hearing held on _____ 20

Check one: Approved _____ Disapproved _____ City/County Official _____ (Signature & Title)

Approved _____ Disapproved _____ Director Approval _____ Date _____



Handwritten initials and date: 7/21/15



PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION
SS-60-65B-10

1. The land and building which is proposed to be the licensed premises is (check one):

Owned by Applicant _____ Leased by Applicant (attach copy of deed or lease) Other (provide details) _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s) BDC Family Limited Partnership

B. Date and term of lease June 13, 2014 (5 years)

3. Premises location is zoned (example C-1) No Zoning Statement, see attached

If the premises is zoned, attach zoning statement from local government giving location address and type of zone, stating whether alcoholic beverages are allowed at proposed location. If there is no zoning, attach confirmation from local government indicating there is no zoning.

4. Distance from nearest church *(Property line of church to licensed premises—shortest distance).

Miles/feet 1.1 Miles Name of church The Church of Jesus Christ of Latter-day Saints Address/location of church 3720 N Gimes St, Hobbs, NM 88240

5. Distance from nearest school *(Property line of school to licensed premises—shortest distance).

Miles/feet 3.5 Miles Name of school Hobbs High School Address/location of school 800 North Jefferson Street, Hobbs, NM 88240

6. Distance from military installation *(Property line of military installation to licensed premises—shortest distance.)

Miles 199 Miles Name of Military Installation, circle one: Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces), Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis).

7. Attach, on a separate sheet, the detailed floor plan for each level (floor) where alcoholic beverages will be sold or consumed. Show exterior walls, doors, and interior walls. This will be the licensed premises. The floor plan should be no larger than 8 1/2 x 11 inches, and must include the total square footage of premises.

*If the distance is beyond 300 feet, but less than 400 feet, a registered engineer or licensed surveyor must complete a Survey Certificate showing the exact distance.

8. Type of Operation:

Lounge Restaurant Package Grocery _____ Racetrack _____ Hotel _____ Other (specify) _____

Return this form to the Alcohol and Gaming Division, PO Box 25101, Santa Fe, New Mexico 87505-5101.

RECEIVED

OCT 09 2015

ALCOHOL & GAMING DIVISION



PLANNING DEPARTMENT

200 E. Broadway Street, Hobbs, NM 88240
Ph. 1-505-397-9232 Fax 1-505-397-9227

August 5, 2015

Mark M. Rhodes
1801 Lomas Boulevard N.W.
Albuquerque, NM 8704

RE: Zoning Certification for a Restaurant, Rosa's Café & Tortilla Factory, located at 3630 N. Lovington Highway in Hobbs, NM 88240.

Dear Mr. Rhodes:

Pursuant to your request for a Zoning Certification regarding a Restaurant, Rosa's Café & Tortilla Factory, located at 3630 N. Lovington Highway in Hobbs, NM, please be advised that the City of Hobbs has not adopted a zoning ordinance to regulate land uses and locations of different types of development or specific business uses throughout the City. Consequently, the City of Hobbs has no current regulations which govern zoning districts and/or land uses, use of buildings, or use of vacant land. Therefore, the current land use as referred to herein, including a Restaurant, is considered a use by right as of this date of August 5, 2015. The proposed use is in conformance with applicable zoning law as of this date.

Please note that the City does have a Major Thoroughfare Plan, Subdivision Regulations, Flood Zone, Fire Zone, Landscaping Regulations, Building Code, Liquor License and other development regulations that must be followed for improvements and changes in building occupancy types, including yard setback requirements. This letter is in regards to that portion of the above referenced real property that exists within the corporate limits of the City of Hobbs, NM on August 5, 2015.

If you have any questions or need further information, please contact me at (575) 397-9351.

Sincerely,

CITY OF HOBBS, NEW MEXICO

Kevin Robinson - Planning Department

RECEIVED

OCT 02 2015

ALCOHOL & GAMING DIVISION

Affidavit of Publication

STATE OF NEW MEXICO
COUNTY OF LEA

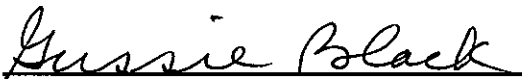
I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 2 issue(s).

Beginning with the issue dated
December 01, 2015
and ending with the issue dated
December 08, 2015.



Publisher

Sworn and subscribed to before me this
8th day of December 2015.



Business Manager

My commission expires
January 29, 2019
(Seal)

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

LEGAL	LEGAL	LEGAL
LEGAL NOTICE December 1 and 8, 2015		
NOTICE OF PUBLIC HEARING		
NOTICE is hereby given that the City Commission of the City of Hobbs, New Mexico, will hold a public hearing at 6:00 p.m., on January 4, 2016, in the City Commission Chamber at City Hall, First Floor Annex, 200 East Broadway, Hobbs, New Mexico. The purpose of the hearing will be to determine whether the State of New Mexico Regulation and Licensing Department, Alcohol and Gaming Division, should approve or disapprove the following application:		
APPLICATION FOR TRANSFER OF OWNERSHIP OF LIQUOR LICENSE NO. 2670		
Record Owner of Existing License: D/B/A Name: Current Premises Address:	GMRI, Inc. Rosa's Café & Tortilla Factory 3630 North Lovington Hwy. Hobbs, NM 88240	
Applicant: D/B/A Name: Proposed Premises Address:	Rosa's Cafés, Inc. Rosa's Café & Tortilla Factory 3630 North Lovington Hwy. Hobbs, NM 88240	
DATED this 30th day of November, 2015.		
/s/ Sam D. Cobb SAM D. COBB, Mayor		
#30515		

67108146

00167089

ELDA GONZALEZ
CITY OF HOBBS
200 E. BROADWAY
HOBBS, NM 88240



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Application of MUY Pizza-Tejas, LLC, d/b/a Pizza Hut, for a Restaurant Liquor License for the Sale of Beer and Wine at 2112 North Turner

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: December 29, 2015
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

MUY Pizza-Tejas, LLC, has applied to the State of New Mexico, Alcohol and Gaming Division, for the issuance of a restaurant liquor license for the sale of beer and wine at the Pizza Hut located at 2112 North Turner. This application has received preliminary approval from the State of New Mexico.

The application was received by the City Clerk's Office on November 23, 2015, and a public hearing must be held by the City within forty-five (45) days from receipt of such notice. The City has duly published notice of the hearing and properly notified the applicant of such hearing by certified mail.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

The applicant has paid the required \$250.00 administrative fee to the City.

Attachments:

Application packet from State of New Mexico, Alcohol and Gaming Division; and Resolution concerning approval or denial of the application for a restaurant liquor license.

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Motion to approve or deny the request; second; vote.

Approved For Submittal By:

[Signature]
Department Director
[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6397

A RESOLUTION CONCERNING THE ISSUANCE OF A
RESTAURANT LIQUOR LICENSE TO
MUY PIZZA-TEJAS, LLC., d/b/a PIZZA HUT,
2112 NORTH TURNER, HOBBS, NEW MEXICO

WHEREAS, the City of Hobbs has received the application of Muy Pizza-Tejas, LLC, d/b/a Pizza Hut for the issuance of a restaurant liquor license for the sale of beer and wine at 2112 North Turner, Hobbs, New Mexico; and

WHERE, the application has received preliminary approval from the State of New Mexico, Alcohol and Gaming Division; and

WHEREAS, a public hearing is being held by the governing body of the City of Hobbs on January 4, 2016, on the question of whether or not the proposed restaurant liquor license should be granted for the sale of beer and wine.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the restaurant liquor license application of Muy Pizza-Tejas, LLC, d/b/a Pizza Hut for the premises located at 2112 North Turner, Hobbs, New Mexico, be and is hereby _____ (*approved or disapproved*) for the sale of beer and wine only.

PASSED, ADOPTED AND APPROVED this 4th day of January, 2016.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



**New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION**

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
P.O. Box 25101 ▪ Santa Fe, New Mexico 87505-5101
(505) 476-4875 ▪ Fax (505) 476-4595 ▪ www.rld.state.nm.us/alcoholandgaming

November 19, 2015

Certified Mail No.: 9171 9690 0935 0079 1760 92

Susana Martinez
GOVERNOR

Robert "Mike" Unthank
SUPERINTENDENT

Tania Maestas, Esq.
ACTING CHIEF GENERAL
COUNSEL

Mary Kay Root
DIRECTOR

City of Hobbs
Attn: Jan Fletcher
200 East Broadway
Hobbs, NM 88240

Re: Lic. No. /Appl. No.: Application No. 977158
Name of Applicant: Muy Pizza Tejas, LLC
Doing Business As: Pizza Hut
Proposed Location: 2112 N. Turner
Hobbs, New Mexico 88240

ATTENTION: Department or person responsible for conducting or preparing the public hearing for liquor license transfers or issuance of new liquor licenses.

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted **Preliminary Approval**; it is being forwarded to you in accordance with Section 60-6B-4 NMSA of the Liquor Control Act.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the inherent conflict between the new 30 day notice and the existing 45 day hearing requirement. Extensions to the 45-day hearing requirement will be granted when necessary to allow for compliance with the 30 day notice. Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted. The notice shall include: (A) Name and address of the Applicant/Licensee; (B) The action proposed to be taken by the Alcohol and Gaming Division; and (C) The location of the licensed premises. The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. A record shall be made of the hearing.

THE APPLICANT IS SEEKING A RESTAURANT BEER & WINE LICENSE WITH ON PREMISE CONSUMPTION ONLY.

Alcohol and Gaming Division
(505) 476-4875

Boards and Commissions Division
(505) 476-4600

Construction Industries Division
(505) 476-4700

Financial Institutions Division
(505) 476-4885

Manufactured Housing Division
(505) 476-4770

Securities Division
(505) 476-4580

Administrative Services Division
(505) 476-4800

The governing body may disapprove the issuance or transfer of the license if:

- 1) The proposed location is within an area where the sale of alcoholic beverages is prohibited by the laws of New Mexico. (The governing body may disapprove if the proposed location is within 300 feet of a church or school unless the license has been located at this location prior to 1981 or unless the Applicant/Licensee has obtained a waiver from the Local Option District governing body for the proposed licensed premises).
- 2) The issuance or transfer would be in violation of a zoning or other ordinance of the governing body. The governing body may disapprove if the proposed location is not properly zoned. Because this office is in receipt of a Zoning Statement from the governing body, this is not a basis for disapproval.
- 3) The issuance would be detrimental to the public health, safety, or morals of the residents of the Local Option District. Disapproval by the governing body on public health, safety, or morals must be based on and supported by substantial evidence pertaining to the specific prospective transferee or location and a copy of the record must be submitted to the Alcohol and Gaming Division.

Within thirty (30) days after the Public Hearing, the governing body shall notify the Alcohol and Gaming Division as to whether the local governing body has approved or disapproved the issuance of transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notice of publication(s). If the governing body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may give Final Approval to the issuance or transfer of the license.

If the governing body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the notice of disapproval (Page 1 of the Application page noting disapproval).

Sincerely,



Debra A. Lopez
Hearing Officer
NM Regulation & Licensing Dept.
Alcohol & Gaming Division
Phone: 505-476-4551
Fax: 505-476-4595
Email: debra.lopez@state.nm.us

Enclosures:

1. Original Page 1 of the Application (must be signed and returned).
2. Copy of Page 2 of the Application

LIQUOR LICENSE APPLICATION

Application fee- \$200.00 Fees are non-refundable

PAID R# 1763681
\$200.00 OK #14320

RECEIVED
OCT 5 2015

ALCOHOL & GAMING DIVISION

State Liquor License # _____

Record Owner of License _____

Application Number 977158

Current D/B/A Name _____

Local Option (AGD use) _____

Current Premise Address _____

Application is for: (check one) Change of Structure _____

Change of Officers/Directors _____

Transfer of Ownership of Existing License _____

Transfer of Ownership and Location _____

Transfer Location _____ Other _____ Issue New License _____

X _____ Type of License being applied for _____

Restaurant Beer & Wine _____

Limited Liability Company _____

Applicant is: Individual _____ Corporation _____ Partnership (General or Limited) _____

NAME OF APPLICANT (company or individual): _____ ADDRESS (INCLUDING CITY, STATE, ZIP) _____

TELEPHONE NUMBER _____

BUY Pizza-Texas, LLC 17890 Blanco Rd., Suite 401, San Antonio, TX 78232 210-408-2426
Notice also for Linda L. Atkin, Esq., 530B Hartke Road, Santa Fe, NM 87505 PH: 505-982-6224 FAX: 505-992-8378 Email: lla@cymbensa.com

DBA Name to be used: Pizza Hut _____ Phone Number for licensed premises 575-397-6467

Physical Address Where License is to be used: 2112 N. Turner Hobbs, New Mexico 88240

Mailing Address: 17890 Blanco Rd., Suite 401, San Antonio, TX 78232
(Street No./P.O. Box/City/State/Zip)

Are alcoholic beverages currently being dispensed at the proposed location? Yes _____ If yes, give license number 30271

I, (print name) James H. Bodenstedt, as (title) MANAGER being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

You must sign and date this form in the presence of a notary public.

Signature of Applicant(s) _____ Date 9/3/15

Notary Public Use Only

SUBSCRIBED AND SWORN TO before me this 3rd day of SEPTEMBER, 2015 by James H. Bodenstedt (Name of Person(s) Signing Above)

NOTARY PUBLIC: James H. Bodenstedt My Commission Expires: October 3, 2016

Local Governing Body of: _____ (CITY OR COUNTY) Hearing Held on: _____

PLEASE CHECK ONE: APPROVED DISAPPROVED/CITY/COUNTY OFFICIAL (Signature and Title): _____

For Alcohol and Gaming Division Use Only

APPROVED _____ DISAPPROVED _____ DIRECTOR APPROVAL _____ DATE _____

PREMISES, LOCATION, OWNERSHIP & DESCRIPTION OF PREMISES

1. The land and building which is proposed to be the licensed premise is (check one):

Owned by Applicant _____ Leased by Applicant (attach copy of deed or lease) Other (please provide details) _____

2. If the land and building are not owned by Applicant, please indicate the following:

A. Owner(s) ERFK, Ltd.

B. Date and Term of Lease January 9, 2007 240 months plus two 60 month Renewal Options.

Attach a hand drawn map, zoning map, or other map, showing the location of the proposed premises, and the main adjacent streets, roads or highways, in relation to the closest church and school properties. This map should be drawn on a sheet of paper no larger than 8 1/2 x 11 inches.

3. Premise location is zoned (example C-1) e-g Zoning District General Commercial 182013 The 11-3-15

If the premise is zoned, attach zoning statement from local government giving location address, type of zone and stating whether alcoholic beverages are allowed at proposed location. If there is no zoning, attach confirmation from local government indicating there is no zoning.

4. Distance from nearest church *(Property line of church to licensed premises-shortest distance).

500 ft Name of Church Trinity Lutheran Church Address-Location of Church 718 Bender Blvd. Hobbs, New Mexico

5. Distance from nearest school *(Property line of school to licensed premises-shortest distance).

1040 ft 1500 ft Name of School Sanger Elementary School Address-Location of School 2020 N. Adobe, Hobbs, New Mexico

6. Distance from military installation (Property line of military installation to licensed premises-shortest distance).

135 miles per Boston Name of Military Installation Cannon Air Force Base

7. Attach, on a separate sheet, the detailed floor plan for each level (floor) where alcoholic beverages will be sold or consumed. Show exterior walls, doors, and interior walls. This will be the licensed premise. The floor plan should be no larger than 8 1/2 x 11 inches, and must include the total square footage of premises.

*If the distance is beyond 300 feet, but less than 400 feet, a registered engineer or licensed surveyor must complete a Survey Certificate showing the exact distance.

8. Type of Operation:

Lounge _____ Restaurant Package _____ Racetrack _____ Hotel _____ Other (Please specify) _____

RECEIVED
OCT 5 2015
ALCOHOL & GAMING DIVISION

Affidavit of Publication

STATE OF NEW MEXICO
COUNTY OF LEA

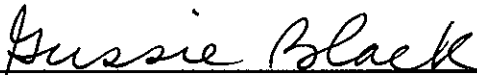
I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 2 issue(s).

Beginning with the issue dated
December 01, 2015
and ending with the issue dated
December 08, 2015.



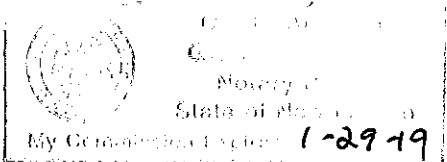
Publisher

Sworn and subscribed to before me this
8th day of December 2015.



Business Manager

My commission expires
January 29, 2019
(Seal)



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

LEGAL NOTICE
December 1 and 8, 2015

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the City Commission of the City of Hobbs, New Mexico, will hold a public hearing at 6:00 p.m., on January 4, 2016, in the City Commission Chamber at City Hall, First Floor Annex, 200 East Broadway, Hobbs, New Mexico. The purpose of the hearing will be to determine whether the State of New Mexico Regulation and Licensing Department, Alcohol and Gaming Division, should approve or disapprove the following application:

**APPLICATION FOR RESTAURANT LICENSE
FOR THE SALE OF BEER AND WINE**

Applicant: MUY Pizza-Tejas, LLC
D/B/A Name: Pizza Hut
Proposed Premises Address: 2112 North Turner
Hobbs, NM 88240

DATED this 30th day of November, 2015.

/s/ Sam D. Cobb
SAM D. COBB, Mayor

#30516

67108146

00167091

ELDA GONZALEZ
CITY OF HOBBS
200 E. BROADWAY
HOBBS, NM 88240



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 4, 2016

SUBJECT: Asset Management Plan- Phase II Assessment
DEPT. OF ORIGIN: Utilities
DATE SUBMITTED: December 28, 2016
SUBMITTED BY: Tim Woomer, Utilities Director

Summary:

Under the State of New Mexico Sanitary Projects Act, governmental entities applying for, and/or receiving State of New Mexico funding for capital projects, are required to implement an Asset Management Plan. To date, a City has developed a policy and adopted Resolution 6265; Commitment to Implement an Asset Management Plan.

The next process in the plans development is a detailed analysis of assets within the Enterprise Fund, specifically the drinking water system, sanitary sewer system and wastewater treatment. The consulting firm of Souder, Miller & Associates, has developed a scope of work to provide training and assist the City's internal asset management team to perform this analysis based upon the core components of asset management.

The services to be provided by Souder, Miller & Associates would be under Cooperative Educational Services (CES) contract number 2014-015-906-003-SMA.

Fiscal Impact: \$75,458.54

Reviewed By: _____

[Signature]
Finance Department

Under the CES program, a discount of 3% is applied to Souder Miller & Associates rates. The not to exceed amount for these services is \$74,711.74 (\$69,946.63 + 6.8125 NMGRT). A 1% CES fee of the total amount (\$747.12) will apply. Funding for asset management professional services have been budgeted for FY 2015-16 within Fund 010140-42601.

Attachments:

- Souder Miller & Associates Proposal 6C23804

Legal Review:

Approved As To Form: _____

[Signature]
City Attorney

Recommendation:

Authorize the issuance of a Purchase Order to Cooperative Educational Services (CES) for Souder Miller & Associates to provide Phase II Assessment services under Contract# 201-015-906-003-SMA per proposal 6C23804.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

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



November 25, 2014

6C23804

Mr. Tim Woomer
Director of Utilities
City of Hobbs, NM
1300 South Fifth
Hobbs, NM 88240

RE: Hobbs Asset Management Plan – Phase II Assessment - CES Proposal

Dear Tim:

Souder, Miller and Associates (SMA) is pleased to submit the Workplan for the Phase II Assessment portion of the Hobbs Asset Management Plan. This work is the next step in the Asset Management Plan process which directly follows the Phase I Policy portion of the work that was completed recently for the City of Hobbs.

This contract for this work will be through the Cooperative Educational Services (CES) process, and will comply with all terms and conditions of CES. SMA's CES contract number is 2014-015-906-003-SMA. The fees for this work were prepared using the CES rate schedule that reflects the 3% discount from SMA. As directed by CES, the 1% CES fee will be 1% of the total workplan fee, including NMGRT.

SMA understands that you desire to have the Phase II Assessment work completed by April, 2016 in order to use the Asset Management information in your 2016-2017 Budgeting process. The attached work plan details more information about the scope of services, fees, and schedule for this project.

As noted above, this will be a "fast track" project. SMA can commence work immediately upon receipt of notification from CES that you have issued them the purchase order for this work.

This proposal offer may be withdrawn, at the option of SMA, if it has not been accepted within 30 days of its date of issue. If you have any questions or comments concerning this proposal, please feel free to call me at 575-441-5956.

Sincerely,

MILLER ENGINEERS, INC. D/B/A
SOUDER, MILLER & ASSOCIATES

Russ Doss, P.E.
Senior Engineer II
russell.doss@soudermilller.com

Enclosure – SMA Work Plan

Cc: Peter Fant, President

Asset Management – Assessment Phase Proposal City of Hobbs

Phase 2 (Assessment) Asset Management – Scope of Work

Souder, Miller & Associates (SMA) will complete the second phase of an Asset Management Project (AMP) for the water and wastewater asset networks (including water production, water distribution, wastewater collection and wastewater treatment facility) within the City of Hobbs. During this Phase, SMA will provide a series of workshops and trainings to provide guidance to the City regarding elements of Asset Management (AM) and how they apply to the asset networks. The City's AM Team will assign tasks to City Staff to help guide the City through the data compilation, analysis and decision making process for the management of assets. Throughout the process, SMA will review the data and provide feedback for organization and accuracy.

This phase is the "Assessment" phase, in which asset data are collected and compiled and an analysis of each asset is completed with respect to existing condition, useful life, asset valuation, level of service and asset criticality. Moreover, life cycle costing is completed by identifying investment strategies for asset renewal and an overall long term funding plan will be identified for maintaining the asset management program. The result of this phase will be a complete analysis of assets through the five core components (current state of the assets, level of service, critical assets, life cycle costing and long term funding).

1. Assessment Phase Kick-Off Meeting and Project Management and Accounting – During the project kick-off meeting, the Project Manager and AM Team (as established during the Policy Phase) will meet to review the project tasks and schedule. This will also be the opportunity for the AM Team to discuss the individual activities and division of tasks that will be completed by City staff and how the interactions will be planned for the project activities. Project management and accounting tasks will include monthly project reports and updates by SMA to the City, invoicing and internal project management activities.

2. Current State of the Assets – SMA will train the City to define the Asset Registry and Hierarchy structure in preparation for the City to populate the Registry and identify the system layout. The City will populate the registry from existing maps or field data and SMA will review the data. Throughout this phase of the project, training will consist of a half day workshop with SMA and the AM Team. The workshops will incorporate an agenda and handouts submitted to the City for approval prior to the workshop, discuss the decision making processes for core components, and facilitate decision-making activities. Throughout this phase of the project, review of the data will include an initial review of the data with written comments and a follow-up discussion incorporated into a future workshop.

SMA will train the City to establish a condition assessment ranking tool to prepare for the condition assessment activities and failure mode identification for assets. SMA will review the data the City uses to populate the registry and provide feedback on the condition ranking, failure mode, life cycle cost and effective life relative to industry standards. SMA will train the City to develop effective life estimates for assets and identify modification factors for effective life. SMA will train the City to develop life cycle costs for assets through cost perspective, valuation techniques, depreciation costs and replacement costs. SMA will review the data the City uses to populate the Registry with life cycle costs and replacement costs and provide feedback concerning industry standards.

3. Level of Service – SMA will provide a Level of Service (LOS) framework to the City and train the City in developing LOS measurements and identifying LOS attributes. The City will develop a LOS agreement utilizing the customer LOS goals and establish performance measures. SMA will review the LOS agreement and link the LOS to strategic outcomes and performance targets, and train the City to set efficiency goals for measuring individual asset and asset network performance. SMA will train the City to review and revise LOS goals based on customer feedback.
4. Critical Assets – SMA and the City will identify critical assets in the asset networks, risks and impacts of risk on the City. SMA will review operation and maintenance (O&M) and repair history of assets the City compiles for consistent tracking and for use with the remaining core component activities. SMA will work with the City to identify the probability of asset failure and consequence of asset failure using industry standard data and incorporating the City's historic data. SMA will develop a Business Risk Exposure analysis for the critical system assets.
5. Life Cycle Costing – SMA will train the City to identify Life Cycle Costing, which will allow the City to identify future O&M costs and capital replacement costs for system assets, as well as identify the effective remaining life for assets based on the assigned failure modes. The costs will be conservative estimates for planning purposes only, and will be refined in future preliminary engineering and design projects for specific asset replacement or renewal. SMA will assist the City in assigning O&M renewal strategies and capital renewal strategies for system components. SMA will prepare renewal strategy scenarios to identify long term impacts of investment costs, and the life cycle cost analysis will be analyzed in a report.
6. Long Term Funding – SMA will train the City to review asset investment strategies for financing optimization and evaluating cash flow projections and utility rates. SMA will help the City identify funding opportunities, requirements and constraints, develop capital investment strategy scenarios and summarize the analysis in a final Assessment Phase Report.

Phase 2 (Assessment) Asset Management – Deliverables

1. Kickoff Meeting
 - a. The Kickoff Meeting will result in an understanding of project schedule, scope and activities required in preparation for the first workshop and overall project phase.
2. Workshops/trainings, including meeting handouts and resource worksheets.
 - a. Workshops will consist of two- to three-hour sessions to discuss activities and tasks outline above. There will be seven workshops, covering the following topics:
 1. Asset Registry and Hierarchy
 2. Condition Ranking, Failure Mode and Life Cycle
 3. Level of Service
 4. Critical Assessments and Criticality Analysis
 5. O&M and Capital Replacement Costs and Management Strategies
 6. Renewal Strategies and Life Cycle Costs
 7. Investment Strategies and Funding Opportunities
 - b. Each workshop will include an information packet which will contain the workshop agenda, presentation notes and resource activity worksheets/AM resource guides which will be completed during the workshop or between workshops as applicable to the phase schedule.


3. Final Assessment Report and Summary Meeting
 - a. The final Assessment Phase Report will include a summary of each of the core components described above and activities which took place during the workshops, including a review of the critical decisions made during the phase that indicate the steps the City took to implement the policy established during the Policy Phase of the project.
 - b. The Summary Meeting will consist of a review of the Assessment Phase Report and a discussion of future steps to maintaining current assessment phase data.

Phase 2 (Assessment) Asset Management – Schedule

SMA recognizes that the City of Hobbs intends to complete this phase of the Asset Management project in an aggressive timeline for completion in March 2016. While the majority of the schedule is dependent upon the efforts that the City is endeavoring to complete (such as data compilation and field surveying) SMA will assist the City with this effort recognizing that workshops or AM Team meetings may need to follow an aggressive schedule themselves. Workshop activities and activities taking place outside of the scheduled workshops will require efforts by the City to maintain the pace of work, and one-on-one meetings or conference calls may be required for data assessment and evaluation.

ASSESSMENT PHASE SCHEDULE

	Nov	Dec	Jan	Feb	Mar
Project Kickoff Meeting and Introduction to Assessment Phase					
Develop Asset Registry, Hierarchy; Populate Registry; Identify System Layout					
Develop Condition Ranking; Populate Registry with Condition and Failure Mode					
Develop Effective life Tables; Determine Life Cycle, Replacement Costs; Populate Registry					
Define LOS Measurements, Service Attributes; Link LOS to Strategic Outcomes and Performance Measures					
Research Customer Expectations; Set Target LOS					
Identify CAs, Risk and Impacts of Risk on organization					
Review O&M and Repair history					
Determine PoF and CoF and conduct Criticality Analysis; Identify BRE					
Identify O&M and Capital Replacement Costs, Effective Life based on Failure Mode					
Assign O&M strategies, Capital Renewal Strategies					
Develop Recommended Renewal Strategies, Long term cost impact					
Summarize LCC analysis in report					
Review AM Investment Strategies; Identify Funding Opportunities					
Evaluate cash flow projections; Develop capital investment strategy					
Summarize LTF in Assessment Phase Report					

 Denotes workshop/meeting with entire AM Team
 Denotes effort for task by City Staff and/or SMA Staff

SMA will continue to provide the workshops and training in accordance with the schedule to meet the required deadlines. However, if the City of Hobbs is unable to provide the asset information in time to meet the overall schedule, the schedule will be automatically extended until this information is provided.

Phase 2 (Assessment) Asset Management – Fee

The proposed fee for the scope of work described above is shown in the following table.

Task	Description	Budget Requested
1	Project Management and Accounting	\$ 6,462.03
2	Current State of the Assets	\$ 18,586.90
3	Level of Service	\$ 10,417.20
4	Critical Assets	\$ 10,232.90
5	Life Cycle Costing	\$ 12,540.90
6	Long Term Funding	\$ 11,706.70
Total Workplan Cost		\$ 69,946.63

Compensation for Engineering Services during the Assessment Phase shall be by the LUMP SUM method of payment. The total amount of compensation for said services described above shall not exceed \$69,946.63, excluding gross receipt tax.

Owner shall pay Engineer for Assessment Phase Services related to the Asset Management Project, as set forth above, the lump sum Amount of \$69,946.63, plus NMGR, invoiced monthly by the Engineer on a percent complete basis, and will be considered 100% complete upon submittal of the final report once the Engineer has incorporated final comments from the Owner into the Report.