

Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman

Cynthia D. Calderon

Patricia A. Taylor

Joseph D. Calderón

Garry A. Buie

Don R. Gerth

Acting City Manager

Manny Gomez

October 2, 2017



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

Monday, October 2, 2017 - 6:00 p.m.

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner - District 1

Cynthia D. Calderon
Commissioner - District 2

Patricia A. Taylor
Commissioner - District 3

Joseph D. Calderón
Commissioner - District 4

Garry A. Buie
Commissioner - District 5

Don R. Gerth
Commissioner - District 6

A G E N D A

*City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio
and Available via Livestream at www.hobbsnm.org*

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the September 18, 2017, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

2. Recognition of Fire Inspector Andrew Gonzales as Recipient of the "Fire Investigator of the Year Award" by the New Mexico State Fire Fighters' Association (Fire Chief Manny Gomez)
3. Proclamation Proclaiming October 6, 2017, as "National Domestic Violence Awareness Day"
4. Proclamation Proclaiming the Week of October 8 - 14, 2017, as "Fire Prevention Week"

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.)

5. Resolution No. 6591 - Authorizing the Appointment of Larron Fields to the Community Affairs Board (Mayor Sam Cobb)

DISCUSSION

None

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

6. Resolution No. 6592 - Amending the Address Assignment Manual for Addressing Structures Within the Municipal Boundaries and Within the Extra-Territorial Zone as Recommended by the Planning Board (Kevin Robinson)
7. Resolution No. 6593 - Authorizing Budgetary Adjustment #1 for FY 2017-2018 (Toby Spears)
8. Consideration of Approval of Task Order #3 with Molzen Corbin Associates to Provide Professional Engineering Services for Tertiary Filtration Design in the Amount of \$70,205.56 Including NMGR (Tim Woome)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

9. Next Meeting Date:
 - ▶ Regular Meeting - **Monday, October 16, 2017**, 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. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk's Office if a summary or other type of accessible format is needed.



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 2, 2017

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: September 27, 2017
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of September 18, 2017

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

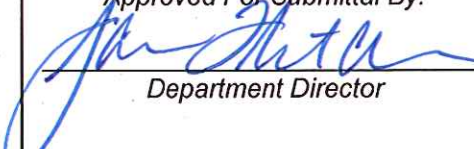
Legal Review:

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

Minutes of the regular meeting of the Hobbs City Commission held on Monday, September 18, 2017, 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 Cynthia Calderon (*via telephone*)
Commissioner Patricia A. Taylor
Commissioner Joseph D. Calderón
Commissioner Garry A. Buie
Commissioner Don Gerth

Also present: Manny Gomez, Acting City Manager/Fire Chief
Mike Stone, City Attorney
Efren Cortez, Assistant City Attorney
Chris McCall, Police Chief
Michael Walker, Police Captain
Shane Blevins, Police Captain
Barry Young, Deputy Fire Chief
Max Brown, Battalion Chief
Toby Spears, Finance Director
Todd Randall, City Engineer
Kevin Robinson, Development Coordinator
Ronny Choate, General Services Director
Tim Woomeer, Utilities Director
Britt Lusk, Administrative Services Director
Ron Roberts, Information Technology Director
Karen Nevarez, Assistant Human Resources Director
Doug McDaniel, Parks and Recreation Director
Matt Hughes, Golf Superintendent
Meghan Mooney, Director of Communications
Sandy Farrell, Library Director
Ann Betzen, Risk Manager/Executive Assistant
Sandra Boltshauser, Clerk Record Specialist
Jan Fletcher, City Clerk
20 citizens

Invocation and Pledge of Allegiance

Commissioner Taylor delivered the invocation and Commissioner Joseph Calderón led the Pledge of Allegiance.

Approval of Minutes

Commissioner Taylor moved that the minutes of the regular meeting held on September 5, 2017, be approved as presented. Commissioner Joseph Calderón seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Buie yes, Gerth yes, Cobb yes. The motion carried.

Closed Session

The City Commission convened in closed executive session on Tuesday, September 12, 2017, at 5:00 p.m., for the discussion of limited personnel matters, specifically the hiring of a City Manager. The matters discussed in the closed meeting were limited only to discussion of limited personnel matters, specifically the hiring of a City Manager. No action was taken during the meeting.

Proclamations and Awards of Merit

Recognition of Fire Chief Manny Gomez as Recipient of the "Fire Chief of the Year Award" by the New Mexico State Fire Fighters' Association.

Mayor Cobb recognized Fire Chief Manny Gomez as the "Fire Chief of the Year" awarded by the State Fire Fighters' Association. Mayor Cobb presented the award to Fire Chief Gomez and stated he is well known and highly regarded by his peers throughout the State. He stated the Commission made a solidified decision when appointing Chief Gomez to serve as the Acting City Manager.

Chief Gomez expressed appreciation for receiving the award. He recognized his family in the audience, his wife, Mrs. Yvonne Gomez, and his mother-in-law, Ms. Sue Sedillo. He thanked the Commission for its support, and he also thanked the men and women of the Hobbs Fire Department.

Public Comments

Consent Agenda

There were no items presented for the Consent Agenda.

Discussion

Update on the New Mexico Hospitality Association's Regional Tourism Economic Summit Scheduled in Hobbs on September 27, 2017.

Ms. Meghan Mooney, Communications Director, presented a report to the Commission regarding the New Mexico Hospitality Association's Regional Tourism Economic Summit scheduled in Hobbs on September 27, 2017. Through her PowerPoint presentation, she stated that New Mexico tourism is a \$6 billion industry generating over \$600 million in State and local tax revenue annually. Ms. Mooney reviewed the 2016 Governor's Conference and Exchange at Rockwind that was held in 2016, as well as how membership and a relationship with the New Mexico Hospitality Association has benefitted the community of Hobbs and the surrounding Lea County area. Ms. Mooney stated Rockwind Community Links was a 2016 finalist for the NMHA Outstanding Attraction of the Year Award. She stated upcoming events are the 2018 Governor's Conference and the Regional Tourism Economic Summit on September 27, 2017, which will benefit Hobbs economically.

Mayor Cobb stated he has been an advocate for Hobbs being a tourism designation and he thanked Ms. Mooney for her leadership and vision on making that happen.

Report on Donation and Delivery of Items to Hurricane Harvey Victims in Liberty County, Texas.

Hobbs Firefighter Adam Marinovich reported on the efforts of the Hobbs Fire Department, the community and the MDA "Fill the Boot Campaign" and stated a large quantity of items were collected for the hurricane victims in Liberty County, Texas. He stated a total of \$36,000 was collected during the MDA Campaign and one-half of the proceeds were delivered to Liberty County, Texas, to assist in their recovery efforts. Mr. Marinovich gave a horrifying description of the conditions that Hurricane Harvey left behind.

Mayor Cobb gave kudos to the Hobbs Firefighters who assisted in the Harvey Hurricane relief effort.

Ms. Bernadette Granger with Congressman Steve Pearce's Office presented a Certificate of Congressional Recognition to Fire Chief Manny Gomez for being named as the Fire Chief of the Year by the New Mexico State Firefighters Association.

In addition, Ms. Granger presented Certificates of Congressional Recognition to Hobbs Firefighters, Mr. Adam Marinovich, Mr. Ralph Gonzalez and Mr. Tony Alarcon for volunteering their time and assistance in being good neighbors to collect donations and drive them to those in need in Liberty County, Texas. She also presented a certificate to the Hobbs Fire Department for their overall help in collecting all of the donations.

Action Items

Consideration of Approval to Update the Minimum Qualifications for the Position of City Manager.

Mayor Sam Cobb stated the minimum qualifications for the position of the City Manager were compiled after having individual discussions with the City Commission and Department Heads. He stated two closed sessions were held to discuss the desired qualifications for the position. Mayor Cobb requested Acting City Manager Gomez to review the qualifications for the position of City Manager.

Acting City Manager Gomez stated the minimum salary is \$140,000.00 annually; a bachelor's degree or master's degree in public administration, business administration or a related field; 10 year experience managing a governmental entity and seven years of senior management experience at a departmental level or higher; experience managing a community with a population of a least 30,000 or a general fund budget of \$50 million with and overall budget of \$100 million plus or a minimum of 300 government employees. He stated the last revision was done in 2012.

Commissioner Calderón stated the standards should be kept high when hiring a new City Manager and should not be lowered because the right applications were not received. He stated he disagrees with the first three bullet points. Commissioner Calderón stated the first three bullet points should read as follows:

- Bachelor's Degree in Public Administration, Business Administration or a related field with ten (10) years of increasingly responsible experience managing a governmental entity, with seven years of senior management experience at a departmental level of Acting or Assistant City Manager or higher.

-or-

- Master's Degree in Public Administration, Business Administration or a related field with seven (7) years of increasingly responsible experience managing a governmental entity, with five years of senior management experience at a departmental level of Acting or Assistant City Manager or higher.
- Experience managing a community or area with a population of at least 30,000 people serving as City Manager, Assistant City Manager, County Manager or Assistant County Manager, with a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.

Commissioner Buie stated constituents on social media are concerned with the minimum starting pay of \$140,000.00 for the City Manager 's position.

In response to Commissioner Buie's question, Acting City Manager Gomez stated he is unaware of the median salary made by City Managers throughout the State but he is aware that City of Roswell has a starting pay of \$136,996.00 with a maximum of \$168,488.00 and requires a Masters Degree. Commissioner Buie stated the Village of Ruidoso pays its City Manager \$125,000.00 and the City of Roswell currently pays its City Manager \$141,000.00. Commissioner Buie stated the City's minimum pay is sufficient.

In reply to inquiries by Commissioners Taylor and Cynthia Calderon, Mayor Cobb stated the Commission will be involved in the negotiations of the City Manager's contract and will be the ones to approve the final contract.

Commissioner Newman stated he has concerns with amending the language and removing the term "departmental level" because a departmental level employee in Dallas, Texas, may have the experience the City of Hobbs is requiring for the City Manager's position.

Mayor Cobb stated a decision has not been made on the timeline of hiring a City Manager but a proposal will be created within the next couple of weeks for the Commission to discuss and approve.

There being no further discussion, Commissioner Calderón moved to approve update the minimum qualifications for the position of City Manager with the amendments of the first three bullets as follows:

- Bachelor's Degree in Public Administration, Business Administration or a related field with ten (10) years of increasingly responsible experience managing a governmental entity, with seven years of senior management experience at a ~~departmental~~ level of Acting or Assistant City Manager or higher.

-or-

- Master's Degree in Public Administration, Business Administration or a related field with seven (7) years of increasingly responsible experience managing a governmental entity, with five years of senior management experience at a ~~departmental~~ level of Acting or Assistant City Manager or higher.
- Experience managing a community or area with a population of at least 30,000 people serving as City Manager, Assistant City Manager, County Manager or Assistant County Manager, with a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.

Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman no, Cynthia Calderon yes, Taylor yes, Joseph Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. A copy of the supporting documentation is attached and made a part of these minutes.

Consideration of Approval of Bid No. 1558-17 for 2016 Hobbs CDBG Infrastructure Improvements and Recommendation to Accept Bid from Ramirez & Sons, Inc., in the Amount of \$846,834.80 Upon Concurrence by the New Mexico Department of Finance and Administration.

Mr. Todd Randall, City Engineer, explained the bid for 2016 Hobbs CDBG Infrastructure Improvements and stated the project consists of complete pavement reconstruction as well as curb, gutter, sidewalk and ADA improvements. He stated the project will construct street and drainage improvements on Humble Street from Dal Paso Street to the alley east of Jefferson Street and on First Street, Farquhar Street and Jefferson Street from the alley north of Humble to Main Street.

In response to Mayor Cobb's question, Mr. Randall stated the estimated cost for the 2016 Hobbs CDBG Infrastructure Improvements is \$904,525.42 with administrative and testing costs of \$50,000.00 for a total amount of \$954,525.42. He stated the CDBG funding is in the amount of \$500,000.00. Mayor Cobb stated this is a strategic plan formed years ago with the State to improve the Booker T. Washington School area.

There being no further discussion, Commissioner Calderón moved to approve Bid No. 1558-17 for the 2016 Hobbs CDBG Infrastructure Improvements and accept the bid from Ramirez & Sons, Inc., in the amount of \$846,834.80. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Joseph Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. A copy of the supporting documentation is attached and made a part of these minutes.

Resolution No. 6588 - Approving a Development Agreement with French Brothers, Inc., Concerning the Development of Market Rate Single-Family Housing Located Within the Zia Crossing Subdivision.

Mr. Kevin Robinson, Development Coordinator, stated French Brothers, Inc., has requested a Development Agreement concerning the development of single-family housing units located within the Zia Crossing Subdivision. He stated these units will be market rate single-family units and the developer is requesting infrastructure incentives of the maximum amount per development agreement of \$100,000.00 which is based on the 2018 Housing Incentive Policy adopted by resolution.

In reply to Commissioner Gerth's question, Mr. Robinson stated the proposed development agreement with French Brothers is a new agreement. He stated once the developers have completed 75% of a current development agreement, they can apply for additional funds. He stated there are no carryovers from one development agreement to another.

In response to Commissioner Taylor's inquiry, Mayor Cobb stated the developers must have a development agreement to construct four homes in order to qualify for the housing incentives.

In answer to Commissioner Gerth's question, Mayor Cobb stated local developers are Caballero and French Brothers. He stated Caballero works with local builders for his housing developments.

There being no further discussion, Commissioner Joseph Calderón moved to approve Resolution No. 6588 as presented. The motion died for a lack of a second.

Resolution No. 6589 - Authorizing a Memorandum of Agreement with the New Mexico Department of Transportation (NMDOT) for Public Transportation for FY 17-18.

Ms. Jan Fletcher, City Clerk, reviewed the agreement and stated the New Mexico Department of Transportation (NMDOT) for Public Transportation and stated this is an annual agreement. She stated the total funding request is in the amount of \$902,286.37 of which \$515,253.58 is Federal Share and \$387,032.79 is Local Share. Ms. Fletcher stated Federal funds are funneled through the NMDOT.

Commissioner Newman stated Hobbs Express Public Transportation has a great bunch of people who work for the City. He stated he has observed bus drivers on duty and noted they do not utilize their phones while on shift and are very kind to their passengers.

Ms. Fletcher stated there is currently a City bus driver job vacancy with minimum pay of \$12.32 per hour with an CDL incentive of \$1.50 per hour.

There being no further discussion, Commissioner Newman moved to approve Resolution No. 6589 as presented. Commissioner Cynthia Calderon seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Buie yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and agreement are attached and made a part of these minutes.

FINAL ADOPTION: Ordinance No. 1107 - Authorizing the City of Hobbs to Enter Into a Loan Agreement with the New Mexico Environment Department in the Amount of \$6,314,300 to Finance the Design and Construction of New Aerobic Digestion Basins at the City of Hobbs Wastewater Reclamation Facility.

Mr. Tim Woomer, Utilities Director, explained the details of the ordinance authorizing a loan with the New Mexico Environment Department (NMED) for financial assistance in the final design and construction of the new aerobic digestion basins and related appurtenances at the Wastewater Reclamation Facility. He stated the loan is through the Clean Water State Revolving Fund (CWSRF) administered by the NMED. He stated the loan amount is \$6,314,300 for a term of 20 years at a fixed annual interest rate of 1.2%. Pledged revenues for repayment of the loan will be net revenues (rates) from operation of the City of Hobbs' Enterprise Fund. Upon completion of the project, future debt payments of \$347,328.35 will need to be budgeted for 20 years to repay the loan.

Commissioner Buie stated he is proud there is no rate increase in utilities services.

Proper publication having been made, and there being no further discussion by the Commission or comments from the public, Commissioner Newman moved that Ordinance No. 1107 Authorizing a Loan Agreement with the New Mexico Environment Department in the amount of \$6,314,300 be adopted as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Joseph Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. A copy of the ordinance is attached and made a part of these minutes.

Resolution No. 6590 - Authorizing the Assignment of Official Representatives and Signatory Authorities for a Loan Agreement with the New Mexico Environment Department for the Design and Construction of New Aerobic Digestion Basins at the Wastewater Reclamation Facility.

Mr. Woomer stated upon adoption of Ordinance No. 1107, the Commission must approve a resolution that authorizes the Mayor to designate official Borrower Representative and Signatory Authorities to the agreement. He stated that he or Mr. Randall or their successor(s) are designated as Official Signatory Authorities authorized to sign reimbursement requests or other documents requiring a signature for submittal to NMED.

There being no further discussion, Commissioner Joseph Calderón moved to approve Resolution No. 6590 as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Buie yes, Gerth yes, Cobb yes. The motion carried. A copy of resolution is attached and made a part of these minutes.

Comments by City Commissioners, City Manager

Acting City Manager Gomez thanked the Hobbs Fire and Police Departments and many of the local businesses for the events hosted during the week of Sept. 11th.

Commissioner Gerth stated he is amazed at all of the activities that take place in the City of Hobbs during a given weekend, such as the HFD Combat Challenge Hamburger Sales and also Texas Regional Golf at Rockwind Community Links Golf Course. He thanked everyone for attending tonight's meeting.

Commissioner Cynthia Calderon thanked City staff for all they do. She stated we are blessed with people who do care.

Commissioner Taylor congratulated the Hobbs Eagles Football team on its win and stated the Hobbs High School Band is awesome.

Commissioner Newman thanked Mrs. Yvonne Gomez, wife of Acting City Manager Gomez. He also thanked everyone for attending the meeting.

Mayor Cobb also thanked everyone for attending the meeting and wished everyone a good evening.

Adjournment

There being no further discussion or business, Commissioner Joseph Calderón moved that the meeting adjourn. Commissioner Newman seconded the motion. The vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Joseph Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 7:05 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Office of the Mayor
Hobbs, New Mexico

PROCLAMATION

WHEREAS, 23 years ago, the violence against women act (VAWA) was passed; and

WHEREAS, one in four women will be physically or sexually assaulted by a partner at some point in her lifetime; and

WHEREAS, children who experience domestic violence are at higher risk for failure in school, emotional disorders, substance abuse and perpetuating violent behavior later in life; and

WHEREAS, it is important for law enforcement, the justice system, businesses, faith and community leaders, educators, health care providers, and human service professionals, as well as all citizens of New Mexico to work to end abuse in the home; and

WHEREAS, with concerted effort New Mexicans can work together to eradicate domestic violence; and

WHEREAS, for 39 years Option, Inc. has been a non-profit organization in Hobbs committed to lessening the ongoing effects of domestic violence on our families.

NOW, THEREFORE, I, Sam D. Cobb, Mayor of the City of Hobbs, New Mexico, do hereby proclaim October 6, 2017 as

“NATIONAL DOMESTIC VIOLENCE AWARENESS DAY”

in the City of Hobbs.

IN WITNESS WHEREOF, I have hereunto set my hand this 2nd day of October, 2017, and cause the seal of the City of Hobbs to be affixed hereto.

Sam D. Cobb, Mayor

ATTEST:



JAN FLETCHER, City Clerk



Office of the Mayor
Hobbs, New Mexico

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Sam D. Cobb, Mayor

ATTEST:



JAN FLETCHER, City Clerk





CONSENT AGENDA



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 10-2-17

SUBJECT: A Resolution authorizing the Mayor to Make an Appointment to the Community Affairs Board.

DEPT. OF ORIGIN: Mayor's Office
DATE SUBMITTED: 9-20-17
SUBMITTED BY: Ann Betzen

Summary:

The Mayor would like to appoint Larron Fields to the Community Affairs board to fill the position vacated by Karen Jackson. This term will expire March 31, 2018.

Fiscal Impact:

No fiscal impact.

Reviewed By:  _____
Department

Attachments:
Resolution

Legal Review:

Approved As To Form:  _____
City Attorney

Recommendation:

Motion to approve 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. 6591

A RESOLUTION AUTHORIZING THE MAYOR
TO MAKE AN APPOINTMENT TO THE
COMMUNITY AFFAIRS BOARD

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to appoint Larron Fields to the Community Affairs Board; said term will run through March 31, 2018.

PASSED, ADOPTED AND APPROVED this 2nd day of October, 2017.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 2, 2017

SUBJECT: RESOLUTION TO AMEND THE ADDRESS ASSIGNMENT MANUAL FOR ADDRESSING STRUCTURES WITHIN THE MUNICIPAL BOUNDARIES AND WITHIN THE EXTRA-TERRITORIAL ZONE AS ADOPTED ON DECEMBER 1, 2014 PER RESOLUTION #6228.

DEPT. OF ORIGIN: Planning Department
DATE SUBMITTED: September 25, 2017
SUBMITTED BY: Kevin Robinson – Planning Department

Summary: The Municipality issue addresses for structures located within the Municipal Boundaries. Additionally, the Municipality has been granted authority, by Lea County, to address structures within the Extra-Territorial Jurisdiction of the City of Hobbs. The Address Manual provides for the consistent and orderly assignment of addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The proposed amendment assures that addresses assigned within the ETJ are compliant with developmental rules and regulations applicable within the ETJ that are outside the scope of Municipal Authority to enforce. The County and Municipal Staff conducted several meetings in the crafting of this proposed amendment. The Planning Board reviewed this issue on September 19, 2017 and voted 5 to 0 to recommend approval.

Fiscal Impact:

Reviewed By: 
Finance Department

The amendment of the Address Assignment Manual will not have a direct budgetary impact to the Municipality.

Attachments: Resolution, Amended Address Assignment Manual, Planning Board Minutes.



Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Consideration of the Resolution to amend the Address Assignment Manual, as recommended by the Planning Board.

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. 6592

**A RESOLUTION APPROVING THE AMENDED ADDRESS ASSIGNMENT
MANUAL, AS RECOMMENDED BY THE PLANNING BOARD.**

WHEREAS, the Address Assignment Manual provides for the consistent and orderly assignment of addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services; and

WHEREAS, the assignment of an address is the nexus to development;
and

Whereas, there are developmental rules and regulations in place within the Extra-Territorial Jurisdiction area that should be reviewed by the responsible governing authority prior to issuance; and

WHEREAS, the Amended Address Assignment Manual was reviewed and approved by the Hobbs Planning Board at the September 19, 2017 meeting.

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

1. The City of Hobbs hereby approves the Amended Address Assignment Manual as attached hereto and made part of this Resolution; and

2. The City officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 2nd day of October, 2017.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, CITY CLERK

ADDRESS ASSIGNMENT MANUAL

Purpose and Authority

The purpose of this Manual is to provide for the consistent and orderly assignment of addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Engineering Department is the only agency with authority to assign or modify addresses within the City of Hobbs and the surrounding Extra-Territorial area.

NOTE:

Any new habitable structure(s) shall be compliant with all federal, state and local rules and regulations.

ADDRESS SYSTEM

(A) Establishment of Grid System

Broadway Street is the base line used in numbering north/south direction. Turner Street, south of Permian Drive, and Fowler Street, north of Permian Drive are used in numbering east/west direction. Streets running north and south from Broadway Street shall be numbered starting with the 100 block. Streets running east and west from Turner/Fowler Street shall be numbered starting with the 100 block.

(B) Odd-Even Numbers

North/south addresses shall be as follows: EVEN on the east side of the street, and ODD on the west side of the street. East/west addresses shall be as follows: EVEN on the north side, and ODD on the south side of the street

(C) Vacant Parcels or Lots.

The City of Hobbs addresses habitable structures only. -The municipality may issue a "Letter of temporary address" in order for a property owner to secure services for activities on the property other than public or private habitation.

(D) Corner Lots

The owner or developer shall be assigned the street address that accommodates the front entrance of the structure at the time of permit application.

(E) Street Address Assignment

(1) Primary Address: Each unit of property will be assigned a primary address.

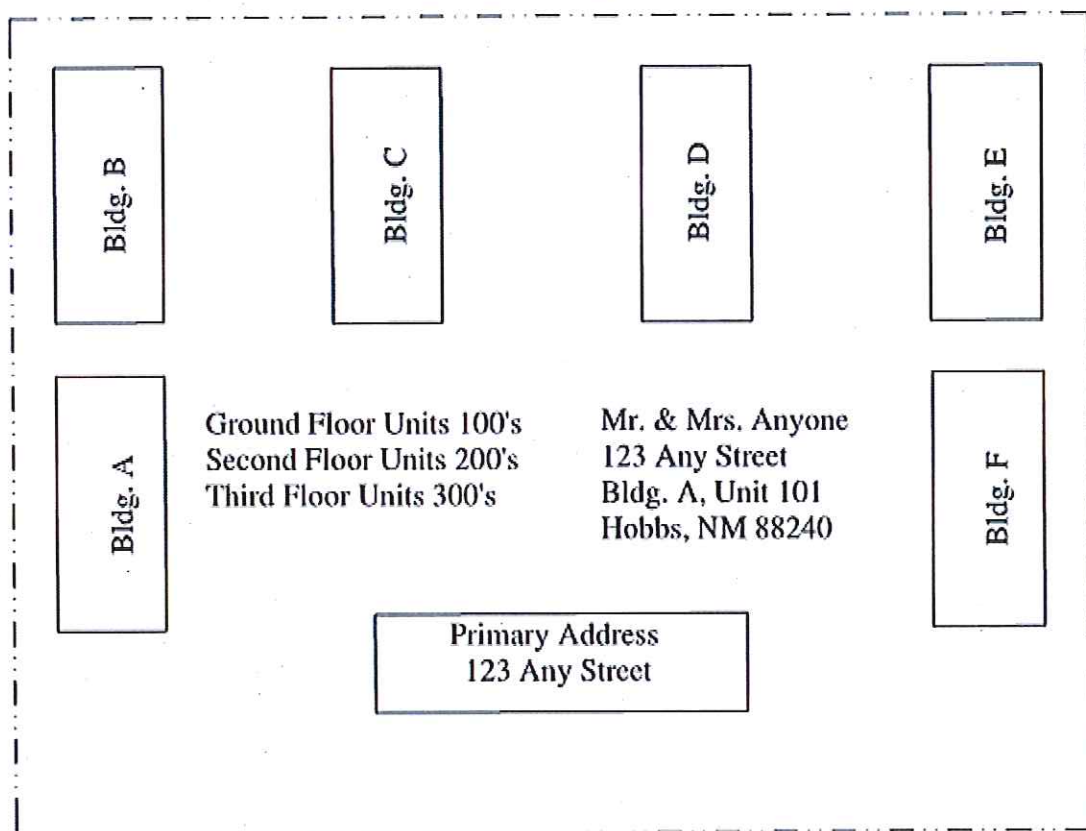
Primary addresses will consist of up to five numerals and will be determined by the block in which the property is located. Single family structures (attached or detached) and townhouses are assigned individual street numbers for each unit.

(2) Secondary Address:

Multiple addressable structures located within a single undivided property will be assigned secondary addresses from the primary enhanced 911 address.

(a) Multifamily Dwellings: Individual apartments within an Apartment Complex will be assigned secondary addresses. The secondary address will follow the primary address with a dash and will consist of a Building Letter and a unit number. An example would be "1621-Bldg. A Unit 101 Smith Street" with "1621" being the primary address and "Bldg. A Unit 101" being the secondary address.

Example



Thoroughfare

(b) Nonresidential Buildings: Office, commercial, and industrial buildings with more than one tenant are also assigned secondary addresses. The secondary address will be a suite number. The first unit on the first floor would be addressed "1621 Smith Street, Suite 101"; the first unit on the second floor would be addressed "1621 Smith Street, Suite 201"; etc.

(3) Timing: Approval of a final plat is required for single family developments before numbers are assigned. For all other developments, addresses are assigned following preliminary plat or site plan approval. The Engineering Department shall be furnished with an approved plat or site plan on which to assign addresses. The plat or site plan will be kept on file in the Engineering Department.

(G) Posting of Addresses

Posting of addresses by the property owner, including any required instructional signage, shall be in accordance with Chapter 15.12.030 (Size and placement of numbers) of the City Code and included as Appendix A in this Manual. Arabic numerals (not spelled-out numbers) shall be used.

(H) Change of Existing Address

In assigning a new address, as few existing addresses as possible will be changed. There shall be a processing fee for address changes not initiated by the City.

(1) Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

- (a) Street frontage where no addresses were left for vacant lot(s);
- (b) Street name change approved by the City;
- (c) Person unknowingly using the wrong address;
- (d) Rural route and box number being changed to urban street address; and
- (e) Present street address series incorrect or misleading.

(2) Notification

The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of any new assignment of or change in street address.

STREET/PRIVATE ACCESS NAMES

Public street, private roadways and private driveway names may not duplicated or be so similar that it is reasonable to conclude that the names will cause confusion, except for

one short intersecting cul-de-sac. Streets that will be in alignment must bear the same name, except for street segments separated by a major thoroughfare.

STREET NAME PREFIX AND SUFFIX

(A) Prefixes

- (1) North and South: These prefixes shall only be used for the northern and southern portions of roadways that cross Broadway.
- (2) East and West: These prefixes shall only be used for the eastern and western portions of roadways that cross Turner.

(B) Suffixes

- (1) Street: This suffix shall be used for dedicated roadways maintained by the municipality.
- (3) Private Roadways shall use one of the following suffixes; Drive, Trail, or Lane, and shall be maintained by the fee simple property owner(s) in a condition allowing adequate access for emergency response vehicles.
- (4) Private Driveways shall use the suffix Way and shall only be named and mapped for private driveways in excess of 800' feet from a dedicated public right-of-way.

STREET NAME ASSIGNMENT

(A) New Streets (New Developments)

- (1) The developer shall submit names for new public streets proposed to be dedicated to the local governing authority via the Subdivision process, Municipal Code Chapter 16.
- (2) The ~~Technical Review Committee~~ Engineering Department and the Planning Board shall approve all street ~~and drive~~ names.
- (3) Notification

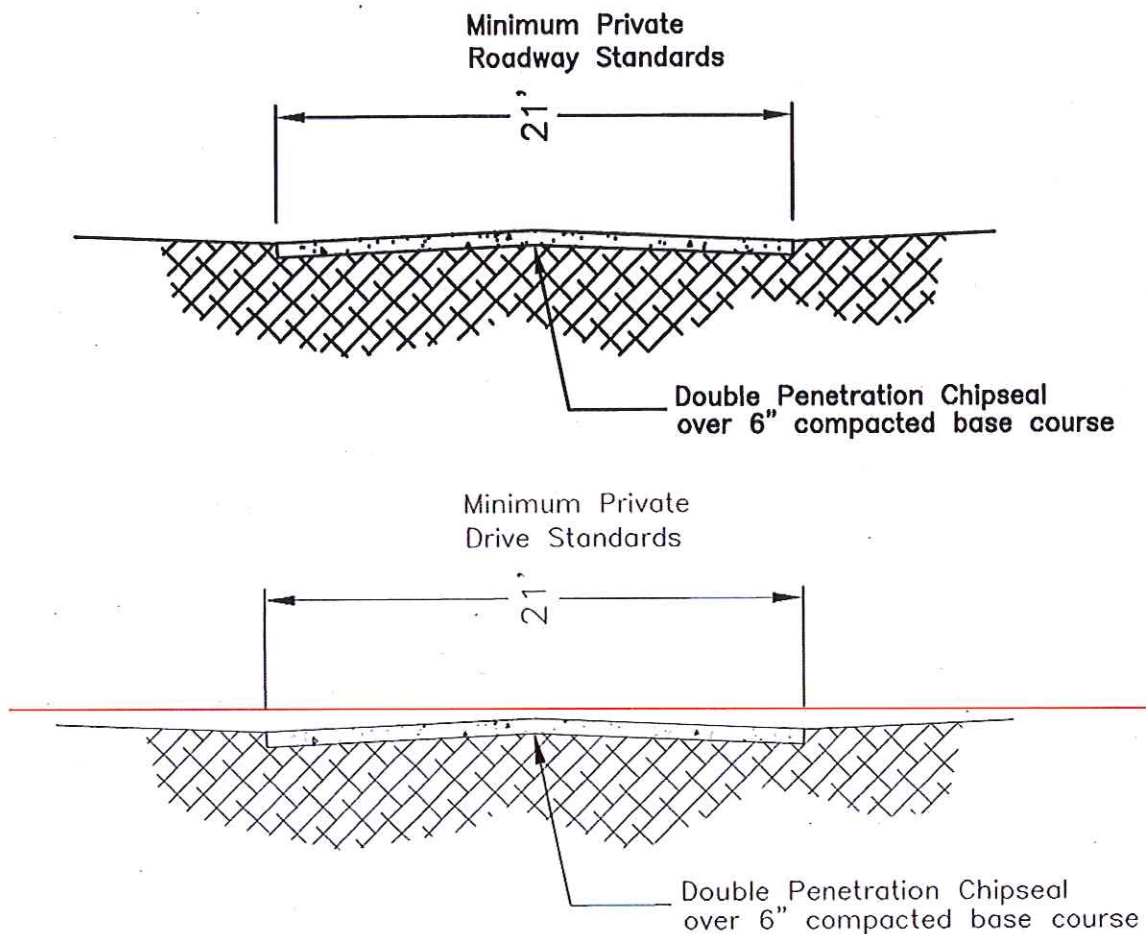
- (a) The final approved Subdivision shall be recorded with Lea County.
- (b) The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service.

(B) Un-Named Private Roadways and Private Driveways (~~Street—Name Assignment~~ within Municipal Boundaries)

- (1) An address cannot be assigned to a structure occupying a lot or parcel not adjoining a dedicated public right-of-way, unless such structure is adjoining an approved and named ~~all-weather access~~ private roadway built to the approved standards (see below) ~~or engineer certified~~.
- (2) A single ~~family~~ habitable structure, ~~within municipal boundaries~~, occupying a lot or parcel adjoining a public right-of-way ~~receiving a primary permanent address~~ must

provide a private driveway built to the approved standards with a minimum width of 21' and extending no less than 30'-25' for residential and 50' for commercial from the improved public right-of-way. Approved standards for a single family-habitable structure addressed via a private driveway-roadway is 21' minimum width for 1-way and 27' minimum width for 2-way, 6" compacted base course with a 2% positive crown chip seal capable of supporting 75,000 pounds. ~~Approved standards for multiple single family habitable structures occupying an undivided parcel addressed via a private roadway is 21' minimum width, double penetration chip seal over 6" compacted base course with a 2% positive crown capable of supporting 75,000 pounds~~ (see 1-way example below).

(3) A second habitable structure occupying a lot or parcel within the municipal boundaries adjoining a public right-of-way receiving a secondary address must be accessed from an all-weather access private roadway fully contained within the lot or parcel and built to the approved standards (see below).



(C) Address assignment procedures within the ETJ.

- (1) A primary permanent address shall be assigned to a habitable structure occupying a lot or parcel adjoining a dedicated public right-of-way or a County maintained roadway upon receipt of an approved Lea County Driveway Permit.

- (2) An address request for a second habitable structure located on a lot or parcel adjoining a public right-of-way or a County maintained roadway must provide approved documentation from the following Lea County Departments; Road, Environmental, Flood Plain and Fire Marshall.
- (3) Neither a new primary permanent address nor a new secondary address shall be issued for a lot or parcel accessible only from a private roadway within the ETJ until such private roadway is compliant with the Lea County ETJ Roadway design standards and approved by the Lea County Engineer.

5) Review and Consider proposed amendment to the City of Hobbs Address Assignment Manual as adopted per Resolution #6228 in 2014.

Mr. Robinson said the Address Assignment Manual was adopted in 2014. He said the city and county staff has been having joint meetings. He said one of the items that have been discussed is development issues that the county oversees without the input of the city. He said in the past the city was allowing addresses in some instances without the county having opportunity to review the items. He said in the future there will be more communication between the city and the county on these items which were related to mobile homes.

Mr. Robinson said the Municipality and the County is going with the new CAD system which is the emergency operation addressing system. He said the Technical Review Committee is the Engineering and Planning Department and they shall approve all street names after they are assigned.

Mr. Robinson discussed development standards and addressing within the ETJ. Mr. Kesner suggested that you have a note in the manuals for developers that they also have to comply the city's development standards and codes contained in the IFC and IBC.

Mr. Robinson then discussed the address assignment procedures within the ETJ. He said that starts with where they are located either in the city or the ETJ. He said if you are within the ETJ the rules do not necessarily change but there are some other authorities that would have input prior to issuance of an address. He said it will be assigned to a habitable structure occupying a lot or parcel adjoining a dedicated public right-of-way or a county maintained roadway upon a receipt of an approved Lea County Driveway permit. He said the Lea County Driveway permit is very important. He said during the joint meetings there was an evaluation done with ETJ properties and one of the things that was noted is that there are a lot of properties located within the ETJ that emergency services cannot get to because the access from the public maintained roadway to the private roadway and crossing over the swell creates a process where the emergency response vehicle drags or gets high centered. He said the Drive Way permit will alleviate that.

Mr. Robinson said the second issue is an address request for a second habitable structure located on a lot or parcel adjoining a public right-of-way or county maintained roadway must provide approved documentation from the following Lea County Departments; Road, Environmental, Flood Plain and Fire Marshal.

Mr. Robinson said staff would like a one stop shop. If you come to the city you will be able to pick up some county forms instead of the public going to the county and then back to the city.

Mr. Drennan made a motion, seconded by Mr. Penick to approve the amendments to the City of Hobbs Address Assignment Manual. The vote on the motion was 5-0 and the motion carried.

6) Review and Consider Subdivision Preliminary & Final Plan of Gage Subdivision #2 located northwest of the intersection of Campbell Lane and Denver City Highway.



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 2, 2017

SUBJECT: Resolution adopting budgetary adjustment #1 for the Fiscal Year 2017-2018
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: September 25, 2017
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

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

Enclosed is a budgetary adjustment #1 for the current year. A summary of the funds adjusted is attached to this resolution. After this adjustment is approved by the Commission, it must be forwarded to the Department of Finance & Administration for their approval.

Fiscal Impact:

Reviewed By: 
Finance Department

Included in this budget adjustment are reclasses to expenditure accounts within their own funds as well as cash transfers between funds. Total Expenditure increased \$238,397.92 and Total Revenue decreased \$25,000.

Cash transfers between the general fund and special revenue funds total \$74,096.56, however, the general fund reserve balance remains unchanged at 31%.

Attachments:

- Budget Cash Balance Sheet
- Budgeted Adjustments Detail
- Resolution approving Budget Adjustment for the fiscal year 2017-2018

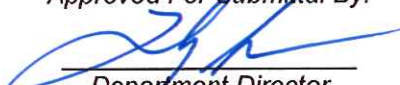

Legal Review:

Approved As To Form:  For Michael H. Stone
City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:


Department Director

City Manager

CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS
RESOLUTION NO. 6593

BUDGETARY ADJUSTMENT #1
FISCAL YEAR 2017-2018

WHEREAS, the City Commission of the City of Hobbs, New Mexico, has found it necessary to amend certain items within the fiscal year budget in order to provide for additional expenditures and transfers not contemplated at the time of the preparation of the 2017-2018 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the items of the 2017-2018 fiscal budget be amended.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY of the City of Hobbs, New Mexico, that the budgetary adjustments be subject to the approval of the Director of Public Finance of the State of New Mexico and that a copy of this Resolution be forwarded to his office in Santa Fe, New Mexico, for approval.

PASSED, ADOPTED AND APPROVED this 2nd day of October, 2017

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**City of Hobbs Final Preliminary Budget
FY18 Fund Summary**

31%

	Beginning Cash	Total Revenue	Interfund Transfer	Total Expenditures	Ending Cash
1 GENERAL	54,866,076.13	52,649,507.50	(5,218,701.67)	78,372,536.77	23,924,345.19
2 LAND ACQUISITION	326,192.47	100,000.00		100,000.00	326,192.47
General Fund Subtotal	55,192,268.60	52,749,507.50	(5,218,701.67)	78,472,536.77	24,250,537.66
11 LOCAL GOV CORR	376,040.01	265,500.00		165,000.00	476,540.01
12 POLICE PROTECTION	101,793.49	87,000.00		101,739.49	87,054.00
13 P D N (parif, drug, narcotics)	1,918.75	-			1,918.75
14 SAFER GRANT	1,000.00	528,704.69	-	507,559.56	22,145.13
15 COPS GRANT	999.80	561,061.78	228,662.40	789,723.98	1,000.00
16 RECREATION	12,596,406.29	23,317,810.61	835,893.99	36,675,110.89	75,000.00
17 OLDER AMERICAN	1,000.00	211,107.00	719,159.01	930,266.01	1,000.00
18 GOLF	1,000.00	820,910.00	2,300,151.32	3,121,061.32	1,000.00
19 CEMETERY	1,000.00	153,600.00	362,656.01	516,256.01	1,000.00
20 AIRPORT	292,892.22	38,300.00		34,000.00	297,192.22
23 LODGERS' TAX	267,251.48	830,060.40	(156,097.73)	448,293.20	492,920.95
27 PUBLIC TRANSPORTATION	1,000.00	1,063,578.11	279,276.67	1,342,854.78	1,000.00
28 FIRE PROTECTION	794,917.39	385,000.00		749,800.00	430,117.39
29 EMER MEDICAL SERV	11.00	20,000.00		20,000.00	11.00
Special Revenue Subtotals	14,437,230.43	28,282,632.59	4,569,701.67	45,401,665.24	1,887,899.45
37 COMM DEVE CONST	449.47	500,000.00	649,000.00	1,149,449.47	-
46 BEAUTIFICATION IMPROVEMENT	1,709,055.87			573,061.51	1,135,994.36
48 STREET IMPROVEMENTS	1,483,100.67	1,000,409.00		1,814,908.61	668,601.06
49 CITY COMM. IMPROVEMENTS	49,735.45	2,080,000.00	(2,000,000.00)		129,735.45
Capital Project Subtotals	3,242,341.46	3,580,409.00	(1,351,000.00)	3,537,419.59	1,934,330.87
51 UTILITY BOND	-		307,005.08	307,005.08	-
53 WASTEWATER BOND	1,989,842.96		2,090,817.09	2,090,817.09	1,989,842.96
Debt Service Subtotals	1,989,842.96	-	2,397,822.17	2,397,822.17	1,989,842.96
10 SOLID WASTE	2,014,554.12	6,158,000.00		6,742,341.43	1,430,212.69
44 JOINT UTILITY EXTENSIONS CAPITAL PRJ	1,768,906.26	1,335,000.00		3,059,233.00	44,673.26
60 JOINT UTILITY	5,204,120.56		2,457,205.86	5,363,851.57	2,297,474.85
61 JOINT UTILITY CONST	-	215,051.18	4,653,939.56	4,868,990.74	-
62 WASTE WATER PLANT CONST	2,018,982.00	9,704,890.41	9,679,273.17	21,403,145.58	-
63 JOINT UTILITIY - WASTEWATER	7,836,251.47		(5,243,512.76)	2,527,129.76	65,608.95
65 JOINT UTILITIY INCOME - WASTEWATER	136,160.41	5,953,000.00	(6,089,160.41)		-
66 JOINT UTILITY INCOME	170,567.59	5,685,000.00	(5,855,567.59)		-
68 METER DEPOSIT RES	887,837.94	400,000.00		400,000.00	887,837.94
69 INTERNAL SUPPLY	50,022.59	450,000.00		450,000.00	50,022.59
Utility Subtotals	20,087,402.94	29,900,941.59	(397,822.17)	44,814,692.08	4,775,830.28
64 MEDICAL INSURANCE	1,300,527.57	7,093,195.44		7,093,195.44	1,300,527.57
67 WORKERS COMP TRUST	1,019,860.80	550,020.82		550,020.82	1,019,860.80
Internal Service Subtotal	2,320,388.37	7,643,216.26	-	7,643,216.26	2,320,388.37
70 MOTOR VEHICLE	18,524.79	3,200,000.00		3,200,000.00	18,524.79
71 MUNI JUDGE BOND FUND	172,916.84				172,916.84
72 RETIREE HEALTH INSURANCE TRUST FUI	9,000,000.00	1,123,307.04		1,123,307.04	9,000,000.00
73 CRIME LAB FUND	73,849.55	120,000.00		120,000.00	73,849.55
75 FORECLOSURE TRUST FUND	71.88				71.88
76 RECREATION TRUST	111,012.51	1,000.00		1,000.00	111,012.51
77 LIBRARY TRUST	5,717.69	1,000.00		1,000.00	5,717.69
78 SENIOR CITIZEN TRUST	8,465.26	1,500.00		1,500.00	8,465.26
79 PRAIRIE HAVEN MEM	5,468.42				5,468.42
80 COMMUNITY PARK TRUST	1,462.72				1,462.72
82 EVIDENCE TRUST FUND	128,881.81	7,500.00			136,381.81
83 HOBBS BEAUTIFUL	23,170.01				23,170.01
86 CITY AGENCY TRUST	5,822.03	1,500.00		1,500.00	5,822.03
Trust & Agency Subtotals	9,555,363.51	4,455,807.04	-	4,448,307.04	9,562,863.51
Grant Total All Funds	106,824,838.27	126,612,513.98	(0.00)	186,715,659.15	46,721,693.10

(25,000.00)

238,397.92

Expense:

Fund	Org	Object	Project	Dept	DESCRIPTION	FY17 Revised		FY17 New Budget	Comments	in	
						Budget	New Request			munis?	je number
1	010140	42706		Finance	Equipment under 5000	-	1,000.00	1,000.00	to cover cost of new credit card machines	yes	2018/02/1221
1	010140	42999		Finance	Bad Debt Expense	-	3,000.00	3,000.00	to cover cost of nsf check write off	yes	2018/02/1221
1	010140	42601		Finance	Professional Services	164,695.26	(4,000.00)	160,695.26	transfers for cc machines and nsf w/o	yes	2018/02/1221
1	010145	43006		IT	Equipment Over 5000	117,341.65	(6,130.14)	111,211.51	transfer to cover virtual server cost	yes	2018/03/528
1	010145	43001		IT	Computer/Comp Equ over 5000	312,000.00	6,130.14	318,130.14	transfer to cover virtual server cost	yes	2018/03/528
1	010201	42643		PD Admin	Credit Card Fee Expenditure	-	1,200.00	1,200.00	new request to cover cc fee expense for new cc machine at HPD	no	
1	010202	42632		PD Patrol	Justice Assistant Grant	25,000.00	(25,000.00)	-	JAG Grant funding not received - reducing budget to reflect status	no	
1	010205	42601		PD Comm	Professional Services	1,460,626.68	162,726.00	1,623,352.68	to cover cost of new CAD system not included in original budget	no	
1	010330	42501		Recreation	Buildings and Grounds	24,000.00	(1,500.00)	22,500.00	reclass to janitorial service to cover the cost of cleaning the former P&R building on Dalmont for an employe fitness center	yes	2018/03/87
1	010330	42231		Recreation	Service - Janitor	-	1,500.00	1,500.00	reclass from buldings and grounds	yes	2018/03/87
1	010332	42706		Teen Center	Equipment Under 5000	-	5,076.53	5,076.53	FY17 PO for DJ Equipment not included in carryover request - items delivered in FY18	no	
1	010343	42643		HAAC	Credit Card Fee Expenditure	-	1,200.00	1,200.00	new request to cover cc fee expense for new cc machine at Animal Adoption Center	no	
1	010420	42201		Garage	Utilities	-	8,000.00	8,000.00	cost of utilities missed in original budgeting process	no	
1	010425	42232		Crime Lab	Service - Janitor	-	4,400.00	4,400.00	cost of janitorial service missed in original budgeting process	no	
1 Total							157,602.53				
12	124012	42324		Police Protection Fund	Misc and Emergency	-	14,739.49	14,739.49	new request to cover check written for reversion of LEPF funds to the state	no	
12 Total							14,739.49				
16	164016	41120		CORE	Moving/Housing Expense	-	3,500.00	3,500.00	transfer from base salary to cover unbudgeted moving expense	yes	2018/03/401
16	164016	41101		CORE	Salaries	476,271.90	(3,500.00)	472,771.90	transfer to CORE moving expense	yes	2018/03/401
16	164016	41101		CORE	Salaries	472,771.90	3,500.00	476,271.90	replace base salary transferred to moving expense	no	
16	164016	41101		CORE	Salaries	476,271.90	30,000.00	506,271.90	increase salary projection for CORE to reflect change based on current hires	no	
16	164016	41111		CORE	FICA	38,538.55	5,774.71	44,313.26	increase FICA projection for CORE to reflect change based on current hires	no	
16	164016	41112		CORE	PERA	57,630.64	10,228.41	67,859.05	increase PERA projection for CORE to reflect change based on current hires	no	
16	164016	41113		CORE	Insurance - Medical/Dental	-	5,620.33	5,620.33	increase Insurance projection for CORE to reflect change based on current hires	no	

BAR #1 Detal

16	164016	41114		CORE	LT/ST Disability	-	124.65	124.65	increase Insurance projection for CORE to reflect change based on current hires	no
16	164016	41116		CORE	Cell Phone Stipend	-	807.80	807.80	increase cell stipend projection for CORE to reflect change based on current hires	no
16	164016	42315		CORE	Food and Linen	-	2,000.00	2,000.00	food/drink cost for meetings not included in original budget	no
16 Total							58,055.90			
18	184316	42601	00217	Golf Clubhouse	Golf Course Marketing	-	8,000.00	8,000.00	no FY18 budget - expenses exist in FY17 carryover PO's - need GF Transfer?	no
18 Total							8,000.00			
Grand Total							238,397.92			

Revenue

Fund	Org	Object	Project	Dept	DESCRIPTION	FY17 Revised		FY17 New Budget	Comments	in munis?	je number
						Budget	New Request				
1	019999	30702	00126	GF Revenue	JAG Grant	(25,000.00)	25,000.00	-	JAG Grant funding not received - reducing budget to reflect status	no	
1 Total							25,000.00				

Transfers:	from General Fund (01)	(66,096.56)
	to CORE Fund (16)	66,096.56
	from General Fund (01)	(8,000.00)
	to Golf Fund (18)	8,000.00



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: October 2, 2017

SUBJECT: Professional Engineering Services; Tertiary Filtration Design
DEPT. OF ORIGIN: Utilities
DATE SUBMITTED: September 26, 2017
SUBMITTED BY: Tim Woomer, Utilities Director

Summary:

The engineering firm of Molzen Corbin & Associates (MCA) has completed a technical memorandum of effluent filtration alternatives for the Hobbs Wastewater Reclamation Facility to produce Class 1A reclaimed water. Of four alternatives, the recommended alternative is the pile cloth disc filtration system which rated highest based upon the following criterion: 1) O&M Requirements, 2) Life Cycle Costs, 3) Media Longevity, 4) Backwash Requirements, 5) Hydraulic Impact, and 6) Staff Ranking.

Funded under a 2016 legislative appropriation the final technical memorandum has received NMED Construction Programs Bureau approval. Staff has asked MCA to provide a scope of work and cost estimate to prepare 30% plans and specifications of the selected filtration alternative, including 90% design and specifications to cover the existing effluent storage basin to prevent degradation of the effluent water after undergoing treatment. In preliminary design of the tertiary filtration system, engineer will identify infrastructure which can be constructed independently and in fundable segments, together with detailed costs estimates for the segments.

A balance of \$59,274.19 for the tertiary filtration project remains under a 2016 legislative appropriation. NMED CPB has approved utilizing this funding for preliminary design of a tertiary filtration system. The balance of \$10,931.37 is to be paid under Fund 624062 (Wastewater Construction).

Fiscal Impact \$70,205.56 (7.5% NMGRT included)

Reviewed By: _____

[Signature]
Finance Department

This project is budgeted for FY17-18 within Fund 624062-44901-00238. 2016 appropriations funding (SAP 16-A2268-STB) in the amount of \$59,274.19 is to be fully utilized. Engineer's billing rates are per RFP 480-16 (Professional Services Agreement, Effluent Reuse Project).

Attachments:

Molzen-Corbin Scope Document –Tertiary Filtration 30% Design
Task Order #3 between the City of Hobbs and Molzen Corbin Engineering

Legal Review

Approved As To Form: _____

[Signature]
City Attorney

Recommendation:

Staff recommends that Task Order #3 under RFP 480-16, be executed with the engineering firm of Molzen-Corbin & Associates, to provide Professional Engineering Services as identified within Engineer's Scope Document –Tertiary Filtration 30% Design, dated August 24, 2017.

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. _____



UTILITIES DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9315 tel
575-397-9370 fax

To: Toby Spears, Finance Director *T.S.*
Re: Task Order #4, Molzen Corbin Engineering
Date: September 26, 2017

Under RFP 480-16, City of Hobbs Effluent Reuse Project, professional services agreements were executed with six (6) engineering firms to provide their respective services in the funding, planning, design, and construction of infrastructure for the reclaimed water project. As identified within the RFP, an updated Professional Engineering Report (PER) was developed by the firm of Molzen Corbin in 2015. The PER is the planning document for the effluent reuse project and has been approved by NMED Construction Program Bureau which provides oversight for projects receiving State of NM funding assistance.


In evaluating the six firms contracted under RFP 480-16 to conduct an evaluation of filtration alternatives for the Hobbs facility to produce Class 1A effluent, staff referred to the respective firm's proposals. Two firms, Molzen Corbin and Wilson & Company identified within their proposals prior experience in the planning and design of a filtration system to operate within an existing facility, specifically the Albuquerque Bernalillo County Utility Authority Southside Water Reclamation Plant.

In December 2015, a task order in the NTE amount of \$55,480 (NMGRT not included) was issued to Molzen Corbin to prepare a Technical Memo of effluent filtration options. Funded under a 2016 appropriations, the technical memo has been completed and approved by NMED. Engineer completed the study on time at a cost of \$43,875 (NMGRT not included). Staff's basis for selecting Molzen Corbin to develop preliminary design documents of an effluent filtration system for the Hobbs facility at a NTE cost of \$65,309 (NMGRT not included) under Task Order #4 is based upon the firm's having developed the effluent filtration technical memo which is the basis for design, including Molzen Corbin's demonstrated ability to perform the services requested within established time frames and within budget.

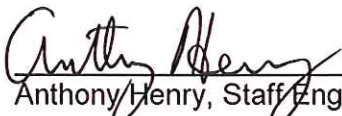
Respectfully,



Tim Woomey, Utilities Director



Leo Wilson, WWRF Supt



Anthony Henry, Staff Engineer



Bill Griffin, WWRF Ops Supv



UTILITIES DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9315 tel
575-397-9370 fax

**TASK ORDER #3: PROFESSIONAL ENGINEERING SERVICES
MOLZEN CORBIN ENGINEERING**

PROJECT NAME: Effluent Tertiary Treatment; 30%

ENGINEER OF RECORD: Clayton TenEyck, P.E., Molzen Corbin Engineering

Scope of Work: Molzen Corbin Engineering (ENGINEER), to provide professional engineering services to develop 30% plans of a tertiary filtration system and associated infrastructure as identified in the City of Hobbs, Tertiary Filtration Technical Memorandum (June 2017).

ENGINEER's detailed Scope Document and Schedule for Services dated August 24, 2017 is attached and is fully incorporated into Task Order #3. Liquidated damages of \$50/calendar day shall apply per SAP funding requirements.

Services and rates are per RFP 480-16 (Professional Engineering Services, Effluent Reuse Project, Phase II) agreement executed February 1, 2016 and Amendment #1 dated June 8, 2016.

Work to commence upon ENGINEER's receipt of formal Notice to Proceed.

Task Order #3 Not-to-Exceed Cost: \$ 70,205.56 @ 7.50% GRT

City of Hobbs

Molzen Corbin Engineering

Sam Cobb, Mayor



Adelmo Archuleta, MS/PE President

Manny Gomez, City Manager

Approved As To Form

Jan Fletcher, City Clerk

Mike H. Stone, City Attorney

Tim Woomer, Utilities Director

BUDGET LINE ITEM: 624062-44901-00238

SCOPE DOCUMENT

City of Hobbs, NM

Effluent Tertiary Filtration – Preliminary (30%) Design Documents

August 24, 2017

1. INTRODUCTION

At the request of the City of Hobbs (City), Molzen Corbin is submitting the following scoping document to prepare Preliminary (30%) Design Documents for a new tertiary filtration and UV disinfection facility at the Wastewater Reclamation Facility (WWRF). The new systems will enable the WWRF to produce a State of New Mexico Class 1A reclaimed wastewater at the average day and peak day plant design flows of 4.8 and 10.6 million gallons per day, respectively. The Preliminary Design will utilize the Aqua-Aerobic Systems, Inc. AquaDisk® pile cloth media filtration technology that was selected in the City and NMED-approved Tertiary Filtration Technical Memorandum, dated June 13, 2017, as the design basis for the filtration equipment. The purpose of proceeding with preparation of the Preliminary Design Documents is to advance the planning-level design details and cost estimates of the Technical Memorandum to a level of completion that will enable a more precise determination of the tertiary filtration system's funding needs. The Preliminary Design also serves to solidify the facility site location, composition, and equipment layout prior to engaging other engineering disciplines in design work.

A: 30% DESIGN DOCUMENTS

Molzen Corbin will begin the project with a telephonic kickoff meeting with the City to define what elements of the design will be refined, the expectations for deliverables, and a schedule for completion of the work. The 30% Design Documents will include the following:

- Schematic drawings and diagrams of the tertiary filtration process and the associated electrical and instrumentation systems including electrical load calculations
- New Ultraviolet (UV) disinfection equipment
- A hydraulic profile of the new facilities from the existing Secondary Clarifiers to the existing 3.5 million gallon effluent holding pond and effluent booster pump station inlet
- A general civil site plan of the filtration facility without grading (Survey is not currently available)

- Preliminary design drawings, details, and technical specifications for the 3.5 million gallon effluent holding pond cover system (these documents will be taken to a 90% level of completion)
- Preliminary details for connection of new yard piping to existing yard piping and structures
- Preliminary design layout and sections of the proposed tertiary filtration and UV disinfection facility
- A table of contents indicating the anticipated Technical Specification sections
- A summary of the Design Basis Equipment Manufacturers
- A detailed cost estimate of the proposed improvements will be prepared assuming that the pond cover system may be bid as a separate construction project

In order to prepare the 30% Design Documents, Molzen Corbin anticipates that one site visit will be required with electrical and water resources engineering staff to identify appropriate locations for new facilities and connections to existing WWRF infrastructure.

The 30% Design Documents will not include:

- Architectural Drawings, except for a drawing identifying Building Code requirements pertaining to the tertiary filtration facility
- Structural Drawings
- Electrical and Instrumentation Drawings, except a power distribution one-line diagram and a network communication diagram
- Process piping details
- HVAC and Plumbing Drawings
- Standard Details
- Construction Contract Front Ends (General Conditions, Supplementary Conditions, etc.)
- Technical Specifications, except the following sections for the pond cover work:
 - Cast-in-place concrete
 - Process piping systems
 - High-density polyethylene reclaimed water pond covers

2. PROFESSIONAL SERVICES FEE PROPOSAL (TIME & MATERIALS)

A summary of the professional services fee proposal is provided below. Professional Services and reimbursable rates shall be per RFP 480-16, Effluent Reuse Project. A detailed breakdown of tasks and estimated effort is attached to this scoping document.

PROFESSIONAL ITEM	AMOUNT
Preliminary Design Documents	\$ 63,940.00
Reimbursable Expenses	\$ 1,367.50
Gross Receipts Taxes*	\$ 4,898.06
GRAND TOTAL	\$ 70,205.56

*Gross receipts taxes are assessed at the time of billing, currently 7.5000%.

3. SCHEDULE FOR SERVICES (ASSUMING A NOTICE TO PROCEED DATE OF OCTOBER 2, 2017)

- Kick-off Meeting: Week of October 9, 2017
- Anticipated Duration: 22 Weeks (150 Calendar Days)
- Submit 30% Design Documents: Week of March 5, 2018

4. SAP LIQUIDATED DAMAGES CLAUSE

The OWNER and ENGINEER agree that as mutually agreeable, reasonable Liquidated Damages for delay (but not as a penalty), ENGINEER shall pay OWNER fifty dollars (\$ 50.00) for each calendar day that expires after the Contract Time specified in the above scoping document until the Work is complete and accepted by the OWNER. OWNER shall have no more than ten (10) calendar days to accept or reject the Work.

5. SAP TERMINATION OF CONTRACT CLAUSE

The terms of this Agreement are contingent upon sufficient appropriations and authorization by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, OWNER may immediately terminate this Agreement by giving ENGINEER written notice of such termination. The OWNER's decision as to whether sufficient appropriations are available shall be accepted by ENGINEER and shall be final. ENGINEER hereby waives any rights to assert an impairment of contract claim against the OWNER or the New Mexico Environment Department (NMED), or the State of New Mexico in the event of immediate or early termination of this Agreement by the OWNER or NMED.

This contract is funded in whole or in part by funds made available under a NMED Grant Agreement. Should the NMED early terminate the grant agreement, OWNER may early terminate this contract by providing ENGINEER written notice of such termination. In the event of termination pursuant to this paragraph, OWNER's only liability shall be to pay ENGINEER or vendor for acceptable goods delivered and services rendered before the termination date.

CONTRACT AMOUNT
 Tertiary Filtration 30% Design
 City of Hobbs

MOLZENCORBIN

Project Manager: Clayton Ten Eyck

COST CALCULATED
 CONTRACT AMOUNT

				COST	CALCULATED CONTRACT AMOUNT
BASIC FEE (Labor)					
SUBTOTAL LABOR					\$63,940.00
TOTAL BASIC FEE					\$63,940.00
REIMBURSABLES					
		<u>Quantity</u>			
In-House Copies	\$0.11	800.00	\$88.00		
In-House Color Copies (8 1/2 x 11)	\$1.00	100.00	\$100.00		
In-House Color Copies (11 x 17)	\$2.00	100.00	\$200.00		
In-House Large Format Prints	\$3.00	20.00	\$60.00		
Mileage (per IRS Rate)	\$0.535	700.00	\$374.50		
Lodging-Per Diem (per person/per day)	\$89.00	3.00	\$267.00		
Meals - Per Diem (per person /per day)	\$51.00	3.00	\$153.00		
Postage			\$25.00		
Supplies/Misc.			\$100.00		
SUBTOTAL REIMBURSABLES					\$1,367.50
SUBTOTAL BASIC FEE, ADD. SERVICES, REIMBURSABLES					\$65,307.50
NMGRT		7.5000%			\$4,898.06
TOTAL					\$70,205.56

ARCHITECTURE MANHOUR ESTIMATE
Tertiary Filtration 30% Design
City of Hobbs
Project Manager: Clayton Ten Eyck

MOLZENCORBIN

		ARCHITECTURE		
No.	Project Task	Principal Architect	Senior Architectural Designer	Departmental Totals
I.	Preliminary Design/Schematics (30%)			
1	Kickoff meeting with WR/Elec	2.00	2.00	4.00
2	Building Code Review	1.00	12.00	13.00
3	Review WR prepared facility and site plans, cost estimate and recommend changes	2.00	16.00	18.00
4	Preliminary design team coordination review meeting	2.00	2.00	4.00
5	CADD Management			0.00
6	Project Management			0.00
7	Quality Assurance			0.00
	Subtotal Hours Preliminary Design/Schematics (30%)	7.00	32.00	39.00
	Subtotal Fees Preliminary Design/Schematics (30%)	\$1,225.00	\$3,520.00	\$4,745.00
	Total Labor Hours	7.00	32.00	39.00
	Standard Billing Rate or Fee	\$175.00	\$110.00	
	Fee Dollars	\$1,225.00	\$3,520.00	\$4,745.00

CIVIL MANHOOR ESTIMATE
Tertiary Filtration 30% Design
City of Hobbs
Project Manager: Clayton Ten Eyck

MOLZENCORBIN

		CIVIL		
No.	Project Task	Professional Engineer	Engineering Intern I	Departmental Totals
I. Preliminary Design/Schematics (30%)				
1	Review WR prepared cost estimate and recommend changes	4.00		4.00
2	Revise site plan drawings to include civil details	2.00	8.00	10.00
3	CADD Management			0.00
4	Project Management			0.00
5	Quality Assurance			0.00
Subtotal Hours Preliminary Design/Schematics (30%)		6.00	8.00	14.00
Subtotal Fees Preliminary Design/Schematics (30%)		\$720.00	\$720.00	\$1,440.00
Total Labor Hours		6.00	8.00	14.00
Standard Billing Rate or Fee		\$120.00	\$90.00	
Fee Dollars		\$720.00	\$720.00	\$1,440.00

ELECTRICAL MANHOUR ESTIMATE
Tertiary Filtration 30% Design
City of Hobbs
Project Manager: Clayton Ten Eyck

MOLZENCORBIN

		ELECTRICAL			
No.	Project Task	Senior Engineer	Senior Engineer	Engineering Design Specialist	Departmental Totals
I.	Preliminary Design/Schematics (30%)				
1	Kickoff meeting with WR/Arch	2.00	2.00		4.00
2	Review electrical system requirements	4.00			4.00
3	Review instrumentation requirements		4.00		4.00
4	Provide revisions to WR-generated cost estimate	3.00	3.00		6.00
5	Prepare electrical one-line schematic	3.00		8.00	11.00
6	Prepare communication diagram		3.00	8.00	11.00
7	Site visit (W/ WR assume 1)	8.00			8.00
8	Preliminary design team coordination review meeting	2.00	2.00		4.00
9	Preliminary Design Review Meeting with City (Adobe Connect)	3.00	3.00		6.00
10	CADD Management				0.00
11	Project Management				0.00
12	Quality Assurance				0.00
Subtotal Hours Preliminary Design/Schematics (30%)		25.00	17.00	16.00	58.00
Subtotal Fees Preliminary Design/Schematics (30%)		\$4,125.00	\$2,805.00	\$1,680.00	\$8,610.00
Total Labor Hours		25.00	17.00	16.00	58.00
Standard Billing Rate or Fee		\$165.00	\$165.00	\$105.00	
Fee Dollars		\$4,125.00	\$2,805.00	\$1,680.00	\$8,610.00

MECHANICAL MANHOOR ESTIMATE
 Tertiary Filtration 30% Design
 City of Hobbs
 Project Manager: Clayton Ten Eyck

MOLZENCORBIN

		MECHANICAL	
No.	Project Task	Senior Engineer	Departmental Totals
I. Preliminary Design/Schematics (30%)			
1	Prepare cost estimate	8.00	8.00
2	CADD Management		0.00
3	Project Management		0.00
4	Quality Assurance		0.00
Subtotal Hours Preliminary Design/Schematics (30%)		8.00	8.00
Subtotal Fees Preliminary Design/Schematics (30%)		\$1,320.00	\$1,320.00
Total Labor Hours		8.00	8.00
Standard Billing Rate or Fee		\$165.00	
Fee Dollars		\$1,320.00	\$1,320.00

WATER RESOURCES MANHOOR ESTIMATE
Tertiary Filtration 30% Design
City of Hobbs
Project Manager: Clayton Ten Eyck

MOLZENCORBIN

No.	Project Task	WATER RESOURCES					ADMIN		ADMN. Totals	Grand Totals
		Principal Engineer	Senior Engineer	Engineering Intern II	Senior Engineering Design Specialist	Associate Design Technician	Departmental Totals	ADMIN - Support		
I. Preliminary Design/Schematics (30%)										
1	Kickoff meeting with City (Adobe connect)	2.00	2.00	4.00			8.00		0.00	8.00
2	Locate and prepare preliminary design connection details to existing yard piping and structures		1.00	4.00	16.00		21.00		0.00	21.00
3	Hydraulic Analyses						0.00		0.00	0.00
4	Hydraulic profile		2.00	8.00		8.00	18.00		0.00	18.00
5	Backwash & sludge pumps		1.00	2.00			3.00		0.00	3.00
6	Review UV equipment type/approach w/ City	2.00	2.00	4.00			8.00		0.00	8.00
7	Coordination with design basis equipment manufacturers		4.00	16.00			20.00		0.00	20.00
8	Develop cover sheet and other general drawings			2.00		8.00				
9	Revise existing planning drawings		2.00	4.00	8.00	8.00	22.00		0.00	22.00
10	Develop schematic sections of filtration building		4.00	8.00	24.00		36.00		0.00	36.00
11	Develop design drawings and details for Pond Cover (90% Level of Completion)		4.00	10.00	32.00	16.00	62.00		0.00	62.00
12	Develop technical specifications for Pond Cover work			12.00	4.00		16.00	6.00	6.00	22.00
13	Create new process one-line schematic showing valves, filters, pumps, flow meters, etc.		1.00	4.00		16.00	21.00		0.00	21.00
14	Update site plan drawings		2.00	4.00		24.00	30.00		0.00	30.00
15	Kickoff meeting with architecture and electrical	2.00	2.00	3.00	2.00		9.00		0.00	9.00
16	Update and revise cost estimate			8.00	16.00		24.00		0.00	24.00
17	Preliminary design team coordination review meeting	2.00	2.00	3.00	2.00					
18	Prepare and submit 30% Design Documents: Preliminary schematics and site plan drawings, pond cover details, refined building concepts, table of contents for technical specifications	4.00		8.00		4.00	16.00	4.00	4.00	20.00
19	Preliminary Design Review with City (Adobe connect)	3.00		3.00			6.00		0.00	6.00
20	Site visit (Assume 1)	8.00		8.00			16.00		0.00	16.00
21	CADD Management			1.00			1.00		0.00	1.00
22	Project Management	20.00					20.00		0.00	20.00
23	Quality Assurance		16.00				16.00		0.00	16.00
Subtotal Hours Preliminary Design/Schematics (30%)		43.00	45.00	116.00	104.00	84.00	392.00	10.00	10.00	402.00
Subtotal Fees Preliminary Design/Schematics (30%)		\$7,525.00	\$7,650.00	\$12,180.00	\$13,000.00	\$6,720.00	\$47,075.00	\$750.00	\$750.00	\$47,825.00
Total Labor Hours		43.00	45.00	116.00	104.00	84.00	392.00	10.00	10.00	402.00
Standard Billing Rate or Fee		\$175.00	\$170.00	\$105.00	\$125.00	\$80.00		\$75.00		
Fee Dollars		\$7,525.00	\$7,650.00	\$12,180.00	\$13,000.00	\$6,720.00	\$47,075.00	\$750.00	\$750.00	\$47,825.00