

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

February 5, 2018



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

Monday, February 5, 2018 - 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 January 16, 2018, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

2. Recognition of Catherine Vorrasi for Attainment of Certified Youth Sports Administrator Certification by the National Alliance for Youth Sports (*Doug McDaniel, Parks and Recreation Director*)
3. Recognition of Award to Linda Howell as PGA Merchandiser of the Year (*Doug McDaniel, Parks and Recreation Director*)

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.)*

4. Resolution No. 6625 - Approving the FY 2018 Second Quarter Financial Report for the New Mexico Department of Finance and Administration *(Toby Spears, Finance Director)*
5. Resolution No. 6626 - Approving the FY 2018 Second Quarter Financial Report for the New Mexico Department of Finance and Administration for Lodgers' Tax *(Toby Spears, Finance Director)*
6. Resolution No. 6627 - Approving a Letter of Support and Waiving Permitting Fees to Chelsea Investment Corporation for a Proposed Application to the New Mexico Mortgage Finance Authority (NMMFA) for 9% Tax Credits to Rehabilitate the Woodleaf Apartments *(Kevin Robinson, Development Director)*

DISCUSSION

7. Proposed Usage Fees, Membership Fees and Facility Reservation Fees at the CORE (Center of Recreational Excellence) *(Doug McDaniel, Parks and Recreation Director; Catherine Vorrasi, CORE Facility Director)*
8. Presentation by the Community Drug Coalition *(James Francis)*

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

9. Consideration of Approval of the Purchase of Street Sweeper Equipment from Tymco, Inc., in the Amount of \$229,365.00 Utilizing the HGAC-Buy Cooperative Purchasing Program *(Manny Gomez, Acting City Manager)*
10. Consideration of Approval of Amendment #4 to the Professional Services Agreement with Bohannon Huston, Inc., for Construction and Operational Phase Services in the Amount of \$467,410.00 *(Tim Woomeer, Utilities Director)*

11. PUBLICATION: Proposed Ordinance Setting Rules, Regulations and Fees for the CORE (Center of Recreational Excellence) (*Doug McDaniel, Parks and Recreation Director*)
12. Consideration of Approval of RFP No. 496-18 for Printing of the City of Hobbs Magazine and Recommendation to Accept the Proposal from Marketing Strategies, Inc., at a Cost Not to Exceed \$66,000.00 Per Year (*Doug McDaniel, Parks and Recreation Director*)
13. Consideration of Approval of RFP No. 497-18 for Recreation Software and Recommendation to Accept Proposal from eTrak-Plus at a Cost Not to Exceed \$26,950.00 Per Year (*Doug McDaniel, Parks and Recreation Director*)
14. Consideration of Approval and Clarification of the Minimum Qualifications for a City Manager (*Nicholas Goulet, Human Resources Director*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

15. Next Meeting Date:
 - ▶ Regular Meeting - **Tuesday, February 20, 2018**, 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: February 5, 2018

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: February 2, 2018
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of January 16, 2018

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

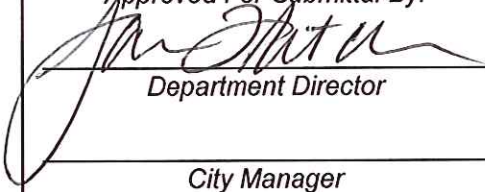
Legal Review:

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 Tuesday, January 16, 2018, 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
Brian Dunlap, Deputy Police Chief
Barry Young, Deputy Fire Chief
Shannon Carter-Arguello, Municipal Court Administrator
Kevin Shearer, Fire Captain
Chris Davis, Battalion Chief
Toby Spears, Finance Director
Ron Roberts, Information Technology Director
Ronny Choate, General Services Director
Todd Randall, City Engineer
Shelia Baker, Senior Staff Engineer
Kevin Robinson, Development Coordinator
Tim Woomer, Utilities Director
Britt Lusk, Administrative Services Director
Ron Roberts, Information Technology Director
Doug McDaniel, Parks and Recreation Director
Linda Howell, Golf Course General Manager
Wade Whitehead, Parks Superintendent
Nicholas Goulet, Human Resources Director
Meghan Mooney, Communications Director
Robert Hamilton, Reference Librarian
Ann Betzen, Risk Manager/Executive Assistant
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
11 citizens

Invocation and Pledge of Allegiance

Commissioner Taylor delivered the invocation and Commissioner Gerth led the Pledge of Allegiance.

Approval of Minutes

Commissioner Joseph Calderón moved that the minutes of the regular meeting held on January 2, 2018, be approved as presented. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Joseph Calderón yes, Gerth yes, Buie yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

Proclamation Proclaiming Monday, January 15, 2018, as "Dr. Martin Luther King, Jr., Day". Mayor Cobb proclaimed Monday, January 15, 2017, as "Dr. Martin Luther King, Jr., Day" and presented the proclamation to Reverend B. J. Choice.

Reverend Choice thanked all who attended the Martin Luther King, Jr., March. He also thanked Ms. Jan Fletcher, City Clerk/Program Manager for Public Transportation, for the support with public transportation.

Recognition of Parks and Recreation Staff for Observing a House Fire and Warning Residents

Deputy Fire Chief Barry Young and Battalion Chief Chris Davis presented Parks and Recreation staff with a Hobbs Fire Department Challenge Coin in recognition of their efforts in observing a house fire and warning residents of the situation. Honored were Mr. Luis Mota, Mr. Balty Baeza, Mr. Adrian Navarette, Ms. Dee Martinez, Mr. Manuel Martinez, Mr. Rudy Adame and Ms. Jemima Duron. Deputy Fire Chief Young stated the Parks staff saw smoke in a yard while they were removing Christmas decorations and they responded quickly by utilizing their fire extinguishers.

Recognition of Employee Milestone Service Awards for January, 2018.

Acting City Manager/Fire Chief Manny Gomez stated the City of Hobbs employees are the greatest asset to the City. He stated Department Heads recognize employees with certificates and coins in their Departments. He believes it is important for the City Manager and Commission to recognize these employees for their years of service at a public Commission meeting. Acting City Manager/Fire Chief Gomez recognized the following City employees and their tenure:

- ▶ 5 years - Matthew Burleson, Hobbs Police Department
- ▶ 5 years - Efren Cortez, Legal Department
- ▶ 10 years - Shelia Baker, Engineering
- ▶ 10 years - Mike Stone, Legal Department
- ▶ 15 years - Monica Mendoza, Cemetery

Public Comments

Mr. Jeremy Wood addressed several comments to the Commission and read a letter recommending the removal of the Ten Commandment Monument located outside of Hobbs City Hall on City property.

Consent Agenda

Mayor Cobb explained the Consent Agenda and the process for removing an item from the Consent Agenda and placing it under Action Items.

Commissioner Joseph Calderón moved for approval of the following Consent Agenda Item(s):

Resolution No. 6616 - Appointing Election Officials for the Regular Municipal Election on March 6, 2018.

Resolution No. 6617 - Authorizing the Donation of 2009 Ford Bus to the Village of Milan, New Mexico.

Resolution No. 6618 - Authorizing the Mayor to Approve a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 2019 for the Hobbs Fire Department.

Resolution No. 6619 - Approving the Submission of the Application for the Assistance to Firefighters Grant (AFG).

Mayor Cobb stated the bus being donated to the Village of Milan, New Mexico, was purchased with Federal Transit funds through the New Mexico Department of Transportation (NMDOT). It has been requested by NMDOT for the City of Hobbs to donate the bus to the Village of Milan, New Mexico, for its transportation service in lieu of selling it at a public auction.

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. Copies of the resolutions and supporting documentation are attached and made a part of these minutes.

Discussion

There were no discussion presented to the Commission.

Action Items

Consideration of Approval of RFP No. 483-17 for the City of Hobbs Potable Water SCADA and Communication System Replacement Project and Recommendation to Award Proposal to Alpha Southwest, Inc., in the Amount Not to Exceed \$1,800,000.00 (Including GRT).

Mr. Tim Woomer, Utilities Director, explained the RFP and stated the proposal is to provide materials, labor, programming, and all associated engineering services for the Potable Water SCADA and Communication System Replacement Project. He stated Phase I Project agreement has been successfully negotiated with Alpha Southwest, Inc., which consists of 18 deliverable tasks with individual schedules for completion.

In reply to Commissioner Gerth's question, Mr. Woomer stated that Phase 1 of the project will be completed by December of 2018 and Phase II by April of 2019.

In response to Commissioner Newman's inquiry, Mr. Woomer stated RFP No. 483-17 for the City of Hobbs Potable Water SCADA and Communication System Replacement Project is fully funded by the Enterprise Fund. He added that the Utilities Board has reviewed the proposal and recommends approval by the Commission.

There being no further discussion, Commissioner Buie moved to approve the RFP with Alpha Southwest, Inc., for the City of Hobbs Potable Water SCADA and Communication System Replacement Project in the amount not to exceed \$1,800,000.00 including GRT. Commissioner Joseph Calderón seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Resolution No. 6620 - PUBLIC HEARING: Concerning the Issuance of a Restaurant Liquor License to Cotton Patch Café, 901 Joe Harvey Blvd., Hobbs, New Mexico.

Mr. Mike Stone, City Attorney, was appointed as the Hearing Officer concerning the issuance of a Restaurant Liquor License to the Cotton Patch Café.

In response to Mr. Stone's inquiry, no members of the audience requested to speak in support of the application or against the application for the issuance of a Restaurant Liquor License nor was there a representative present from the Cotton Patch Café.

Mr. Stone stated the State of New Mexico, Alcohol and Gaming Division, has granted preliminary approval to the application of issuance of a Restaurant Liquor License to Cotton Patch Café and a public hearing has to be held within 45 days of receipt of the application on whether or not the proposed issuance of a Restaurant Liquor License should be granted. He further stated the application can be denied for only three reasons which are as follows: (1) if the location is within 300 feet of a church or school, which is not applicable here; (2) if it is in violation of a zoning or other ordinance of the governing body, which is not applicable here; and (3) if the issuance would be detrimental to the public health, safety or morals of the residents of the local option district. He further stated 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 locations and a copy of the record must be submitted to the Alcohol and Gaming Division.

Proper publication having been made, and there being no discussion, and no comments from the audience, Commissioner Newman moved that Resolution No. 6620 be adopted approving the issuance of the license. Commissioner Joseph Calderón seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor no, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the resolution and application packet are attached and made a part of these minutes.

Consideration of Approval of a Professional Services Agreement with Luke Otero for Lobbying Services in the Amount of \$27,500.00 Plus Expenses Not to Exceed \$1,250.00.

Mr. Stone explained the agreement with Mr. Luke Otero for Lobbying Services and stated it the City benefits from having the services of a Lobbyist during the 2018 New Mexico Legislative Sessions. He stated the contract is \$27,500.00 plus expenses not to exceed \$1,250.00.

Commissioner Taylor stated she requested a list of the progress Mr. Otero has made in lobbying for the City and has not received any information.

Commissioner Buie stated for the past nine months, Acting City Manager/Fire Chief Gomez and Mayor Cobb have sent updates of Mr. Otero's progress to all of the Commission. He expressed appreciation for the information provided.

Mayor Cobb stated he will make sure Commissioner Taylor receives Mr. Otero's updates on a regular basis.

Acting City Manager/Fire Chief Gomez stated Mr. Otero will focus on what is important to the City in the upcoming Legislative Session.

There being no further discussion, Commissioner Buie moved to approve the professional services agreement with Luke Otero for lobbying services in the amount of \$27,500.00 plus expenses not to exceed \$1,250.00. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Resolution No. 6621 - Authorizing a Vendor Change to Chard Snyder to Administer the Flexible Spending Account for City Employees.

Mr. Nicholas Goulet, Human Resources Director, stated the City initially contracted with Connect Your Care to administer the Flexible Spending Account program. He stated due to State restrictions with prepayment of services, Connect Your Care is unable to provide the benefit administration services for the City of Hobbs. Mr. Goulet stated Chard Snyder has met the requirements of both the State and the City, and has been selected to provide FSA benefit administration services for the City.

There being no discussion, Commissioner Gerth moved to approve Resolution No. 6621 as presented. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Consideration of Approval of the Paid Time Off (PTO) Payout for Calendar Year 2017.

Mr. Toby Spears, Finance Director, stated the Hobbs Municipal Code (Code) sets the Paid Time Off (PTO) Cap at 320 hours for all general employees, 456 hours for all fire department employees and allows police the option to buy down to 320 hours. He stated at the end of the calendar year, any employee who is over his/her PTO cap, shall be paid for every hour over the cap. Mr. Spears stated in the event the City's General Fund Cash Reserve dips below 20% at the end of the fiscal year, the City may elect to

increase the PTO caps until the following year in which the Reserve is above 20%. He stated the reserve is currently 30% and the proposed PTO payout is estimated to be between \$233,000 to \$244,000.

In reply to Commissioner Newman's question, Mr. Spears stated the Code is a binding document and the PTO payout would have to be paid out for FY 17 because reserves are above 20%.

Commissioner Buie stated the PTO payout needs to be looked at in the future and revamped.

In response to Commissioner Gerth's question, Mr. Spears stated last year's payout was \$213,000.00. Commissioner Gerth stated the Commission stated last year it would be looking at the PTO payout.

Mayor Cobb stated Acting City Manager/Fire Chief Gomez is aware that the PTO payout will be reviewed for the FY19 Budget process.

There being no further discussion, Commissioner Cynthia Calderon moved to approve the PTO Payout for Calendar Year 2017 as submitted. Commissioner Joseph Calderón seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Consideration of Approval of CES Proposal with Accent Landscaping for SR 18 Beautification Tree Replacement in the Amount of \$170,205.98 (Including GRT).

Mr. Doug McDaniel, Parks & Recreation Director, explained the CES proposal with Accent Landscaping and stated the proposal provides for replacement of dead trees on the SR18 Beautification and Trail Project. He stated the City is responsible for ongoing maintenance of the trail and a total of 116 trees will be replaced with this project. Mr. McDaniel added there are 27 Desert Willows on the report that will not be replaced at this time as they are located in areas where new rock beds will be placed, upon approval of that project by the Commission. Also, there are 3 Golden Rain Trees that are not available at this time. He stated the staff who maintains the trail has worked very hard with an aggressive fertilization project to decrease the number of dead trees. Mr. McDaniel stated trees were replaced at the pocket park on Turner and Permian Drive and they have not died. Mr. McDaniel stated the City partnered with the J. F Maddox Foundation on timing of replacement of the dead trees.

Commissioner Buie thanked the J. F Maddox Foundation for working with City in regard to an extension on the replacement of the dead trees last year.

There being no further discussion, Commissioner Gerth moved to approve the CES proposal with Accent Landscaping for SR 18 Beautification Tree Replacement in the amount of \$1710,205.98 (including GRT). Commissioner Cynthia Calderon seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. Copies of the supporting documentation are attached and made a part of these minutes.

Resolution No. 6622 - Approving a Development Agreement with French Brothers, Inc., Concerning the Development of Market Rate Single Family Housing Units Located Within the Zia Crossing Subdivision.

Resolution No. 6623 - Approving a Development Agreement with Black Gold Estates, LLC, Concerning the Development of Market Rate Single Family Housing Units Located Within the Zia Crossing Subdivision.

Resolution No. 6624 - Approving a Development Agreement with ABS Homes Concerning the Development of Market Rate Single Family Housing Units Located Within the Zia Crossing Subdivision.

Mayor Cobb stated the next three items are related in nature. He stated the Commission will hear presentations from French Brothers, Inc., Black Gold Estates, LLC, and ABS Homes and then will vote on each development agreement separately.

Mr. Kevin Robinson, Development Director, gave the history of the housing projects and stated the first development agreement was approved by the Hobbs City Commission on February 21, 2012. The Commission has appropriated \$4,355,805.00 towards Market Rate Single Family Housing for development agreements to produce 296 units of this type of housing. The disbursements have totaled \$2,8551,570.62 with construction of 296 units.

Ms. Corrine Bachman, co-owner of French Brothers, stated the goal of French Brothers is to assist with the housing shortage in Hobbs. She stated they have built 100 homes. Ms. Bachman stated the incentive received by the City is an offset to the homeowner's price of the home. She further added French Brothers provides quality homes.

In response to Commissioner Buie's question, Ms. Bachman stated French Brothers is the builder of the homes and not the developer of the property; therefore, not responsible for covenants on the subdivision.

In reply to Commissioner Taylor's question, Ms. Bachman stated French Brothers may consider building houses in the south area of Hobbs in the future.

Mayor Cobb read a letter from the Economic Development Corporation of Lea County (EDC) in support of the City's incentive for housing projects.

Commissioner Buie stated he respects what French Brothers doing by building homes in Hobbs but he is against this development agreement and he will not support it because it is in his district. He stated he has received calls from constituents that restrictive covenants are not being obeyed on housing developments.

Mr. Robbie Robinson with Robinson & Associates Real Estate stated he supports the French Brothers housing projects because they do great work. He stated his reputation hinges on customer satisfaction.

In reply to Ms. Wanda Bell's question, Mr. Stone stated the City does not regulate subdivision covenants because there is no zoning in Hobbs. He further stated it is the responsibility of the property owners of that subdivision to bring cause upon another property owner if they feel they have violated the covenant and take resolve the issue in Court at their own expense. Mr. Stone stated the developer of the property is who sets the covenants for that subdivision.

In response to Commissioner Gerth's inquiry, Mr. Stone stated once a covenant has been broken and not enforced by the homeowners in the area, then that covenant will not be enforceable in the future.

Mayor Cobb stated if the Zoning Ordinance would have been passed by the voters, the City would be able to enforce the covenants. Mr. Stone stated that would be disastrous.

Ms. Olivia Stewart with ABS Homes stated they have received incentives for the past three years. She stated Hobbs is a great City in which to live. Ms. Stewart stated ABS Homes has built 156 homes. She further stated the incentives received by the City are very instrumental in them continuing to build homes in Hobbs.

In reply to Commissioner Newman's question, Ms. Stewart stated ABS Homes has completed construction of Phase 1 in Lovington, New Mexico, that consists of five units.

There being no further discussion, Commissioner Cynthia Calderon moved to approve Resolution No. 6622 to enter into a Development Agreement with French Brothers, Inc., as presented. Commissioner Joseph Calderón seconded the motion and the vote was recorded as follows: Newman no, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie no, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Commissioner Joseph Calderón moved to approve Resolution No. 6623 to enter into a Development Agreement with Black Gold Estates, LLC, as presented. Commissioner Cynthia Calderon seconded the motion and the vote was recorded as follows: Newman no, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie no, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Commissioner Joseph Calderón moved to approve Resolution No. 6624 to enter into a Development Agreement with ABS Homes, as presented. Commissioner Cynthia Calderon seconded the motion and the vote was recorded as follows: Newman no, Cynthia Calderon yes, Joseph Calderón yes, Taylor yes, Gerth yes, Buie no, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Comments by City Commissioners, City Manager

Mayor Cobb thanked everyone for their attendance at tonight's meeting. He stated the next scheduled Commission meeting is on Monday, February 5, 2018.

Acting City Manager/Fire Chief Gomez recognized Mr. Ronny Choate, General Services Director, as this will be his last Commission meeting to attend as a City employee as he will be retiring at the end of the month after 29 years with the City.

Mr. Choate thanked the Commission for its support and confidence in him on the building projects he has developed.

Mayor Cobb stated Mr. Choate is his personal friend and he appreciates all his professionalism and dedication to the City.

Commissioner Gerth thanked the Parks and Recreation Department staff for observing and the quick reaction taken on the residential fire. He expressed appreciation to the employees who received the Employee Milestone Service Awards. Commissioner Gerth stated gas prices have not gone down in Hobbs.

Mayor Cobb stated he was in Lubbock today and noticed gas in Seagraves, Texas, was \$2.39 and it was \$2.09 in Brownfield, Texas.

Commissioner Taylor thanked everyone for participating in tonight's meeting. She encouraged everyone to be community oriented and active. She expressed appreciation to the City employees who were heroic regarding the potential house fire. She also expressed appreciation to the City employees who were crowned for their service with the City.

Commissioner Joseph Calderón thanked Mr. Choate for all the projects he has completed for the City. He stated the City has a great City Hall Building thanks to the work and efforts by Mr. Choate.

Commissioner Buie expressed appreciation to the Hobbs Police Department (HPD) for all it does in the community including speeders at Del Norte Park. Commissioner Buie stated he and Mr. Choate have been friends for many years. He stated he is truly a good person.

Commissioner Newman agreed with the comments made by Commissioner Buie. He expressed appreciation to the HPD for making sure a two-year old child at K-Mart was safe.

Adjournment

There being no further discussion or business, Commissioner Joseph Calderón moved that the meeting adjourn. Commissioner Buie seconded the motion. The vote was recorded as follows: Newman yes, Taylor yes, Joseph Calderón yes, Gerth yes, Buie yes, Cobb yes. The motion carried. The meeting adjourned at 7:20 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CONSENT AGENDA



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: Resolution approving the FY2018 DFA 2nd Quarter (Dec 2017) Financial Report
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: January 22, 2018
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

Submitting the FY2018 2nd Quarter DFA Financial Report for the approval of the governing body. The Department of Finance and Administration requires that the 4th Quarter DFA Report is approved by resolution, however, it recommends all quarterly reports be approved by the governing body.

The City of Hobbs is part of a pilot group testing new online software for DFA submissions. As a part of this group, we are no longer submitting quarterly reporting on excel spreadsheets, but rather uploading line item general ledger detail mapped to the DFA standard chart of accounts. Reporting presented to the governing body for approval will now be in the form of a recap page generated by this new software.

Fiscal Impact:

Reviewed By: _____

Finance Department

The ending cash balance represents actual revenue and expenditure activity from July 1, 2017 – December 31, 2017. Ending Cash Balance at 12/31/17 is \$103,093,320.84 for all funds (restricted and unrestricted). The City of Hobbs year-to-date actual revenues and expenditures for the period are \$57,871,281.50 and \$61,585,233.40 respectively.

Attachments:

- 2nd Quarter DFA Report Recap
- Cash Balance By Fund Report
- Resolution approving 2nd Quarter DFA Report

Legal Review:

Approved As To Form: _____

City Attorney

Recommendation:

Motion to approve the resolution.

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: _____
File No. _____
Denied

CITY OF HOBBS
RESOLUTION NO. 6625

A RESOLUTION APPROVING THE FY2018
DFA 2nd QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico requires the 4TH quarter DFA Financial Report to be approved annually, they now recommend that all quarterly financial reports be approved.

WHEREAS, the ending cash balance for the period ended December 31, 2017 was \$103,093.320.84 for all funds; and

WHEREAS, the City of Hobbs actual year-to-date revenue and expenditures for fiscal year 2018 crosswalk the amounts to the DFA 2nd Quarter Financial Report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 2nd Quarter Financial Report be approved.

PASSED, ADOPTED AND APPROVED this 5th day of February, 2018.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Report Recap for Fiscal Year 2018 - Hobbs (City) - FY18 Q2

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	54,866,076.13	0.00	26,969,540.03	-1,763,135.00	27,917,882.10	13,941.30	52,168,540.36	2,326,490.18	49,842,050.18
20100 Corrections	376,040.01	0.00	135,252.03	0.00	29,158.59	0.00	482,133.45	0.00	482,133.45
20600 Emergency Medical Services	11.00	0.00	20,000.00	0.00	7,131.16	0.00	12,879.84	0.00	12,879.84
20900 Fire Protection	794,917.39	0.00	167,821.51	0.00	101,554.60	0.00	861,184.30	0.00	861,184.30
21100 Law Enforcement Protection	87,000.00	0.00	87,000.00	0.00	19,963.60	0.00	154,036.40	0.00	154,036.40
21400 Lodgers' Tax	267,251.48	0.00	685,853.29	0.00	119,976.52	0.00	833,128.25	0.00	833,128.25
21600 Municipal Street	1,483,100.67	0.00	554,668.58	0.00	433,650.72	0.00	1,604,118.53	0.00	1,604,118.53
21700 Recreation	12,596,406.29	0.00	9,391,971.95	0.00	12,377,824.98	0.00	9,610,553.26	0.00	9,610,553.26
21900 Senior Citizens	1,000.00	0.00	125,656.14	340,864.00	466,520.43	0.00	999.71	0.00	999.71
29900 Other Special Revenue	331,111.02	0.00	776,769.55	584,080.00	1,325,967.46	13,250.34	379,243.45	0.00	379,243.45
30200 CDBG (HUD) Project	449.47	0.00	0.00	0.00	0.00	0.00	449.47	0.00	449.47
39900 Other Capital Projects	3,527,697.58	0.00	1,120,191.42	0.00	576,830.18	0.00	4,071,058.82	0.00	4,071,058.82
40400 NMFA Loan Debt Service	1,989,842.96	0.00	0.00	1,956,155.00	1,956,155.05	0.00	1,989,842.91	0.00	1,989,842.91
50100 Water Enterprise	6,262,526.09	0.00	3,299,232.01	-34,666.00	2,578,203.34	33.10	6,948,921.86	0.00	6,948,921.86
50200 Solid Waste Enterprise	2,014,554.12	0.00	3,195,219.96	0.00	3,050,184.76	0.00	2,159,589.32	0.00	2,159,589.32
50300 Wastewater/Sewer Enterprise	9,991,393.88	0.00	4,229,430.57	-1,921,489.00	3,827,230.99	0.00	8,472,104.46	0.00	8,472,104.46
50400 Airport Enterprise	292,892.22	0.00	23,875.15	0.00	22,023.65	0.00	294,743.72	0.00	294,743.72
50600 Cemetery Enterprise	1,000.00	0.00	65,114.87	83,530.00	148,645.25	0.00	999.62	0.00	999.62
51800 Golf Course Enterprise	1,000.00	0.00	479,633.56	754,660.00	1,234,283.37	-10.01	1,000.18	0.00	1,000.18
69900 Other Internal Service	2,370,410.96	0.00	3,868,097.61	0.00	2,525,166.01	0.00	3,713,342.56	0.00	3,713,342.56
79900 Other Trust & Agency	9,555,363.51	0.00	2,675,953.27	0.00	2,852,087.15	-44,780.26	9,334,449.37	0.00	9,334,449.37
Totals	106,810,044.78	0.00	57,871,281.50	0.00	61,570,439.91	-17,565.53	103,093,320.84	2,326,490.18	100,766,830.66

City of Hobbs
Cash Balance by Fund
12/31/2017

	Ending Cash 06/30/2017	June - July FY2018 Revenues	Actual Cash TRANSFERS	June - July FY2018 Expenditures	FY18 Balance Sheet Adjustments	Ending Cash 12/31/17
GOVERNMENTAL FUNDS						
001 GENERAL	54,866,076.13	26,969,540.03	(1,763,134.81)	27,917,882.10	(13,941.30)	52,168,540.55
002 LAND ACQUISITION	326,192.47	-	-	-	-	326,192.47
	55,192,268.60	26,969,540.03	(1,763,134.81)	27,917,882.10	(13,941.30)	52,494,733.02
SPECIAL REVENUES						
110 LOCAL GOV CORR	376,040.01	135,252.03	-	29,158.59	-	482,133.45
120 POLICE PROTECTION	101,793.49	87,000.00	-	34,757.09	-	154,036.40
130 P D N (parif, drug, narcotics)	1,918.75	-	-	-	-	1,918.75
140 SAFER Grant	1,000.00	181,937.69	76,141.25	258,078.94	-	1,000.00
150 COPS GRANT	999.80	149,895.39	228,662.40	391,807.93	(13,250.34)	1,000.00
160 HWLC	12,596,406.29	9,391,971.95	-	12,377,824.98	-	9,610,553.26
170 OLDER AMERICAN	1,000.00	125,656.14	340,864.29	466,520.43	-	1,000.00
180 GOLF	1,000.00	479,633.56	754,659.82	1,234,283.37	10.01	1,000.00
190 CEMETERY	1,000.00	65,114.87	83,530.38	148,645.25	-	1,000.00
200 AIRPORT	292,892.22	23,875.15	-	22,023.65	-	294,743.72
230 LODGERS' TAX	267,251.48	685,853.29	-	119,976.52	-	833,128.25
270 PUBLIC TRANSPORTATION	1,000.00	444,936.47	279,276.67	676,080.59	-	49,132.55
280 FIRE PROTECTION	794,917.39	167,821.51	-	101,554.60	-	861,184.30
290 EMER MEDICAL SERV	11.00	20,000.00	-	7,131.16	-	12,879.84
370 COMM DEVE CONST	449.47	-	-	-	-	449.47
	14,437,679.90	11,958,948.05	1,763,134.81	15,867,843.10	(13,240.33)	12,305,159.99
CAPITAL PROJECTS FUNDS						
460 BEAUTIFICATION IMPROVEMENT	1,709,055.87	-	-	-	-	1,709,055.87
480 STREET IMPROVEMENTS	1,483,100.67	554,668.58	-	433,650.72	-	1,604,118.53
490 CITY COMM. IMPROVEMENTS	49,735.45	1,120,191.42	-	-	-	1,169,926.87
	3,241,891.99	1,674,860.00	-	433,650.72	-	4,483,101.27
DEBT SERVICE FUNDS						
510 UTILITY BOND	-	-	34,665.93	34,665.93	-	-
530 2005 WASTEWATER BOND ISSUE	1,989,842.96	-	1,921,489.12	1,921,489.12	-	1,989,842.96
	1,989,842.96	-	1,956,155.05	1,956,155.05	-	1,989,842.96
TOTAL GOVERNMENTAL FUNDS	74,861,683.45	40,603,348.08	1,956,155.05	46,175,530.97	(27,181.63)	71,272,837.24
ENTERPRISE FUNDS						
100 SOLID WASTE	2,014,554.12	3,195,219.96	-	3,050,184.76	-	2,159,589.32
440 JOINT UTILITY EXTENSIONS CAPITAL PROJ	1,768,906.26	-	-	576,830.18	-	1,192,076.08
600 JOINT UTILITY	5,204,120.56	-	(608,996.02)	1,863,751.50	-	2,731,373.04
610 JOINT UTILITY CONST	(0.00)	-	608,996.02	607,996.02	-	1,000.00
620 WASTE WATER PLANT CONST	2,018,982.00	936,052.97	-	2,515,698.58	-	439,336.39
630 JOINT UTILITY - WASTEWATER	7,836,251.47	-	-	1,311,532.41	-	6,524,719.06
650 JOINT UTILITY INCOME - WASTEWATER	136,160.41	3,293,377.60	(1,921,489.12)	-	-	1,508,048.89
660 JOINT UTILITY INCOME	170,567.59	3,095,550.62	(34,665.93)	-	(33.10)	3,231,485.38
680 METER DEPOSIT RES	887,837.94	203,681.39	-	106,455.82	-	985,063.51
TOTAL ENTERPRISE FUNDS	20,037,380.35	10,723,882.54	(1,956,155.05)	10,032,449.27	(33.10)	18,772,691.67
INTERNAL SERVICE FUNDS						
640 MEDICAL INSURANCE	1,300,527.57	3,536,288.82	-	2,222,578.58	-	2,614,237.81
670 WORKERS COMP TRUST	1,019,860.80	193,506.32	-	160,974.02	-	1,052,393.10
690 INTERNAL SUPPLY	50,022.59	138,302.47	-	141,613.41	-	46,711.65
TOTAL INTERNAL SERVICE FUNDS	2,370,410.96	3,868,097.61	-	2,525,166.01	-	3,713,342.56
TRUST AND AGENCY FUNDS						
700 MOTOR VEHICLE	18,524.79	2,063,439.83	-	2,061,485.46	(1,535.76)	22,014.92
710 MUNI JUDGE BOND FUND	172,916.84	-	-	-	48,345.00	124,571.84
720 RETIREE HEALTH INSURANCE TRUST FUND	9,000,000.00	554,851.75	-	737,478.20	(2,028.98)	8,819,402.53
730 CRIME LAB FUND	73,849.55	49,798.00	-	52,046.00	-	71,601.55
750 FORECLOSURE TRUST FUND	71.88	-	-	-	-	71.88
760 RECREATION TRUST	111,012.51	4,055.00	-	-	-	115,067.51
770 LIBRARY TRUST	5,717.69	513.26	-	22.57	-	6,208.38
780 SENIOR CITIZEN TRUST	8,465.26	1,544.00	-	-	-	10,009.26
790 PRAIRIE HAVEN MEM	5,468.42	141.18	-	-	-	5,609.60
800 COMMUNITY PARK TRUST	1,462.72	37.75	-	-	-	1,500.47
820 EVIDENCE TRUST FUND	128,881.81	542.36	-	-	-	129,424.17
830 HOBBS BEAUTIFUL	23,170.01	598.22	-	-	-	23,768.23
860 CITY AGENCY TRUST	5,822.03	431.92	-	1,054.92	-	5,199.03
TOTAL TRUST AND AGENCY FUNDS	9,555,363.51	2,675,953.27	-	2,852,087.15	44,780.26	9,334,449.37
GRAND TOTAL ALL FUNDS	106,824,838.27	57,871,281.50	0.00	61,585,233.40	17,565.53	103,093,320.84



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5th, 2018

SUBJECT: Approving the 2nd quarter fiscal year 2018 DFA Report for Lodgers' Tax.

DEPT. OF ORIGIN: Finance
DATE SUBMITTED: January 30th, 2018
SUBMITTED BY: Toby Spears, Finance Director

Summary:

The NM Department of Finance Administration recommends approving the City of Hobbs quarterly lodgers' tax process. The following attachment is for the 2nd quarter 2018 DFA report.

Fiscal Impact:

Reviewed By: 
Finance Department

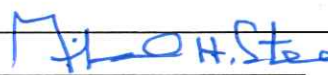
The December 31st, 2017 Cash Balance for the Lodgers' Tax Fund is \$833,128.25

Total lodgers' tax revenue for the 2nd quarter fiscal year 2018 was \$362,170.85 and total expenditures were \$73,974.04

Attachments:

Resolution
12-31-2017 Financial Report

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

To be determined by City Commission.

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. 6626

A RESOLUTION APPROVING THE FY 2018
LODGERS' TAX DFA 2nd QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico requires the 2nd quarter Lodgers' Tax DFA Financial Report to be approved annually, they now recommend that all quarterly financial reports be approved.

WHEREAS, the ending cash balance for the period ended December 31, 2017 was \$833,128.25 for lodgers' tax funds; and

WHEREAS, the City of Hobbs actual quarter-to-date lodgers' tax revenue and expenditures for fiscal year 2018 crosswalk the amounts to the DFA 2nd quarter financial report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 2nd quarter lodgers' tax financial report be approved.

PASSED, ADOPTED AND APPROVED this 5th day of February, 2018

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



FINANCE DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9235 bus
575-397-9450 fax

January 30th, 2018

Paula Flores
Special Projects Analyst
Department of Finance & Administration
Local Government Division
Bataan Memorial Bldg, Suite 201
Santa Fe, NM 87501

Re: 2nd quarter lodgers' tax quarterly report

Enclosed is the following:

2nd quarter lodgers' tax report for fiscal year 2018

Sincerely,

A handwritten signature in blue ink, appearing to read "Toby Spears", is written over a light blue horizontal line.

Toby Spears, CPA
Finance Director
CITY OF HOBBS

INSTRUCTIONS

1. Provide quarterly and year-to-date revenue for the quarterly reporting period. Money received through joint powers agreements must be reported separately. Other sources includes private grants, donations, reimbursements, etc.
2. Allocate revenue to the promotional, non-promotional and general funds based on the percent of tax imposed. Administrative costs may not exceed 10% of the gross pro
3. Provide a "book cash balance" for both the promotional and non-promotional funds for the quarterly reporting period and year to date amounts.
4. Provide quarterly and year-to-date transfers-in and transfers - out.
[Note: The Lodgers' Tax Act does not allow transfers from the Lodgers' Tax Fund to the General Fund or other Funds of the local public body.]
5. Provide quarterly and year-to-date expenditures on the expenditures tab. Contractual service expenditures must comply with the Lodgers' Tax Act, terms of the contract and the Procurement Code 13-1-28 through 13-1-199 NMSA 1978.

REPORTING ENTITY: City of Hobbs 5 (PERCENT IMPOSED) QUARTER ENDING: 12/31/2017
MONTH YEAR

1. REVENUE SUMMARY:	QUARTERLY	YEAR-TO-DATE (Y-T-D)	2. REVENUE ALLOCATION:	QUARTERLY	YEAR-TO-DATE (Y-T-D)
	AMOUNT	AMOUNT		AMOUNT	AMOUNT
	(THIS REPORTING PERIOD)	(SUM OF ALL QUARTERS)		(THIS REPORTING PERIOD)	(SUM OF ALL QUARTERS)
LODGERS' TAX PROCEEDS	\$ 362,171	\$ 671,978	NON-PROMOTIONAL FUND	\$ 0	\$ 0
INVESTMENT INCOME	9,943	13,876	PROMOTIONAL FUND	\$ 372,114	685,853
LATE PENALTIES			ADMINISTRATIVE COST	\$ 0	\$ 0
CONVENTION CENTER					
FINANCING FEES					
HOSPITALITY FEE ACT					
FEES					
1. _____					
2. _____					
TOTAL REVENUE	\$ 372,114	\$ 685,853			

(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,
 I.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)

3. CASH BALANCES:

Carryover From Previous Fiscal Year: Non-Promotional	\$ 15,511
Carryover From Previous Fiscal Year: Promotional	251,740
(Note: 2 years maximum carryover before money must be spent).	
NON-PROMOTIONAL FUND	\$ 0
PROMOTIONAL FUND	\$ 565,877
Grand Total (Non-Promo)	\$ 15,511
Grand Total (Promo)	\$ 817,617

4. TRANSFERS: IN

INTERGOVERNMENT, INTERFUND TRANSFERS - IN	
(e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)	
1. _____	\$ _____
2. _____	\$ _____
	\$ 0

TRANSFERS:OUT

NON-PROMOTIONAL FUND	
INTERFUND TRANSFERS - (OUT)	
(e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	\$ 0

PROMOTIONAL FUND	
INTERFUND TRANSFERS - (OUT)	
(e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	\$ 0

INTERGOVERNMENTAL TRANSFERS - (OUT)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	\$ 0

INTERGOVERNMENTAL TRANSFERS - (OUT)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	\$ 0

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

PROMOTIONAL FUND

CATEGORY/DESCRIPTION		YEAR-TO-DATE (Y-T-D)		YEAR-TO-DATE (Y-T-D)	
CONTRACTUAL SERVICES		Quarterly Amount	AMOUNT	Quarterly Amount	AMOUNT
EVENT or ACTIVITY	DATE	(This reporting period)	(SUM OF ALL QUARTERS)	(This reporting period)	(SUM OF ALL QUARTERS)
see attached sheet				73,974	\$ 119,977
ADVERTISING CONTRACT(S)					
*VENDOR:					
EVENT/ACTIVITY	DATE				
SUB-TOTAL		0	0	73,974	119,977
*Add additional sheets if necessary.					
OPERATING EXPENSES (IDENTIFY)					
			0		
TOURIST RELATED EVENTS (LIST)					
EVENT	DATE				
PUBLIC SAFETY (FIRE / EMS / POLICE)					
SANITATION SVCS.					
PUBLIC SAFETY					
SANITATION SVCS.					
PUBLIC SAFETY					
SANITATION SVCS.					
PUBLIC SAFETY					
SANITATION SVCS.					
SUB-TOTAL		0	0	0	0
CAPITAL OUTLAY (IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY					
DEBT SERVICE (IDENTIFY)					
SUB-TOTAL					
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 73974	\$ 119977

CITY OF HOBBS
EVENT SUMMARIES
12/31/2017

PROMOTIONAL
ITEMS

17-06	LEA COUNTY COMMISSION OF THE ARTS	1,372.17
17-09	HOBBS USSSA	9,500.00
18-01	JUNETEENTH	3,700.00
18-02	NM NATIONAL BLACK CHAMBER OF COMMERCE	4,930.31
18-07	LEA COUNTY COMMISSION OF THE ARTS	4,000.00
18-08	SOUTHWEST SYMPHONY	22,500.00
18-09	HOBBS USSSA 2018	38,474.04
18-10	WESTERN HERITAGE MUSEUM COMPLEX	18,000.00
18-12	CYCLE CITY PROMOTIONS	17,500.00

TOTAL

119,976.52

12/31/17

CITY OF HOBBS LODGERS' TAX PROGRAM
EXPENDITURE REPORT FOR THE 2nd QUARTER OF 2017 - 2018

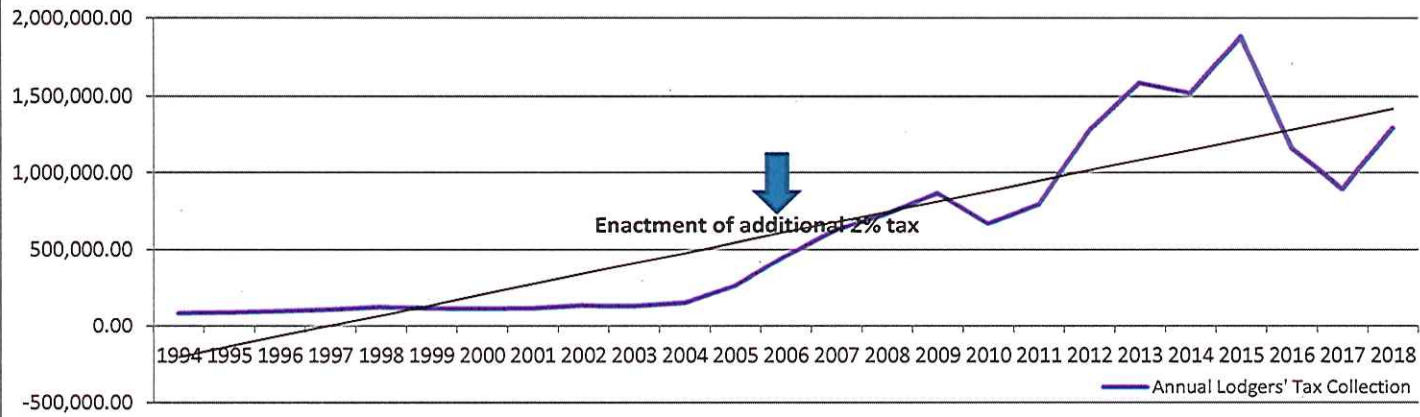
		PROMO	NON PROMO	TOTAL
CASH BAL.	6/30/17	251,740.02	15,511.46	267,251.48
FIRST QUARTER INCOME		309,806.74		309,806.74
FIRST QUARTER INTEREST		3,932.60		3,932.60
TOTAL REVENUE		313,739.34	0.00	313,739.34
FIRST QUARTER EXPENSES		46,002.48		46,002.48
CASH BAL.	9/30/17	519,476.88	15,511.46	534,988.34
SECOND QUARTER INCOME		362,170.85		362,170.85
SECOND QUARTER INTEREST		9,943.10		9,943.10
TOTAL REVENUE		372,113.95	0.00	372,113.95
SECOND QUARTER EXPENSES		73,974.04		73,974.04
CASH BAL.	12/31/17	817,616.79	15,511.46	833,128.25
THIRD QUARTER INCOME				0.00
THIRD QUARTER INTEREST				0.00
TOTAL REVENUE		0.00	0.00	0.00
THIRD QUARTER EXPENSES				0.00
CASH BAL.	3/31/18	817,616.79	15,511.46	833,128.25
FOURTH QUARTER INCOME(FORCE EXTRA TO PROMO)				0.00
FOURTH QUARTER INTEREST				0.00
TOTAL REVENUE		0.00	0.00	0.00
FOURTH QUARTER EXPENSES**				0.00
CASH BAL.	6/30/18	817,616.79	15,511.46	833,128.25
YEAR TO DATE INCOME		671,977.59	0.00	671,977.59
YEAR TO DATE INTEREST		13,875.70	0.00	13,875.70
TOTAL REVENUE		685,853.29	0.00	685,853.29
YEAR TO DATE EXPENSES		119,976.52	0.00	119,976.52
YEAR TO DATE CASH BALANCES		817,616.79	15,511.46	833,128.25

CITY OF HOBBS LODGERS' TAX REPORT

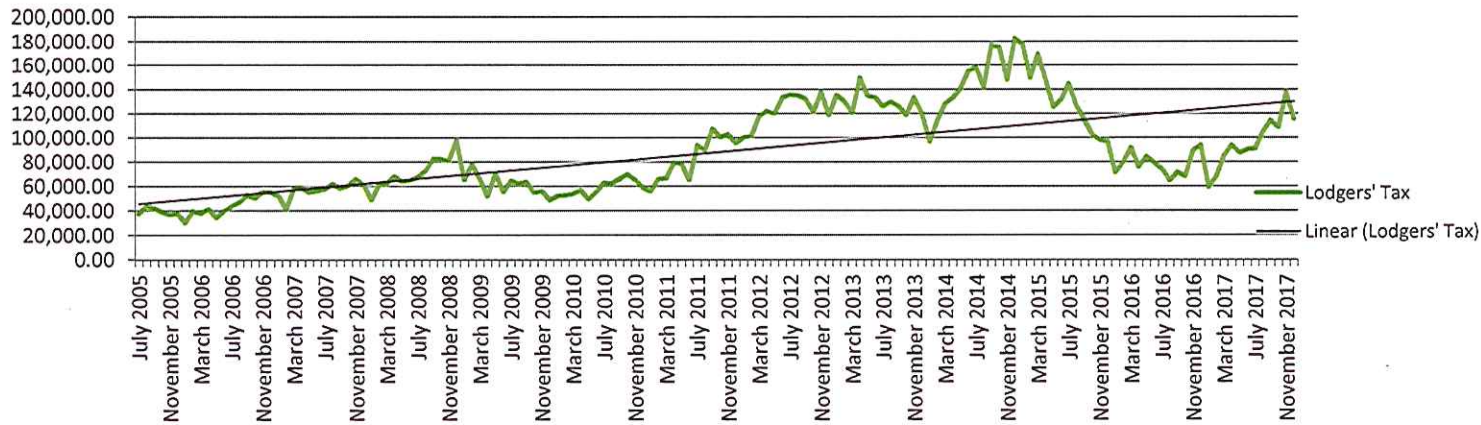
December 31, 2017

		RECEIPTS 239999-				EXPENDITURES			NET CHANGE		Cash
Month	Month	Gross Taxable Revenue	Lodgers' Tax	Other Income	TOTAL	Contract for Services	Advert & Promotion	TOTAL	For Month	YTD	Balance
SUBTOTAL		15,364,272.60	768,213.63	527.46	768,741.09	0.00	762,619.97	762,619.97			
SUBTOTAL		18,028,844.80	901,442.24	973.44	902,415.68	0.00	1,452,826.32	1,452,826.32			
CASH BALANCE	06/30/15	713,543.86	1,885,088.47	1,769.80	1,886,858.27		2,219,502.38	2,219,502.38			
July 2015		2,900,131.40	145,006.57	96.18	145,102.75		8,042.29	8,042.29	137,060.46	137,060.46	850,604.32
August 2015		2,529,784.20	126,489.21	111.19	126,600.40		144,675.09	144,675.09	(18,074.69)	118,985.77	832,529.63
September 2015		2,295,191.20	114,759.56	91.70	114,851.26		156,289.41	156,289.41	(41,438.15)	77,547.62	791,091.48
October 2015		2,048,496.80	102,424.84	125.40	102,550.24		89,784.47	89,784.47	12,765.77	90,313.39	803,857.25
November 2015		1,963,598.60	98,179.93	90.85	98,270.78		67,821.32	67,821.32	30,449.46	120,762.85	834,306.71
December 2015		1,934,861.20	96,743.06	92.58	96,835.64		559,250.02	559,250.02	(462,414.38)	(341,651.53)	371,892.33
SUBTOTAL		13,672,063.40	683,603.17	607.90	684,211.07	0.00	1,025,862.60	1,025,862.60			
January 2016		1,420,170.20	71,008.51	126.28	71,134.79		40,866.67	40,866.67	30,268.12	(311,383.41)	402,160.45
February 2016		1,600,508.40	80,025.42	231.91	80,257.33		228,045.55	228,045.55	(147,788.22)	(459,171.63)	254,372.23
March 2016		1,836,594.80	91,829.74	182.49	92,012.23		204,512.68	204,512.68	(112,500.45)	(571,672.08)	141,871.78
April 2016		1,518,952.60	75,947.63	132.27	76,079.90		94,829.98	94,829.98	(18,750.08)	(590,422.16)	123,121.70
May 2016		1,688,331.80	84,416.59	171.54	84,588.13		25,056.30	25,056.30	59,531.83	(530,890.33)	182,653.53
June 2016		1,591,457.20	79,572.86	185.02	79,757.88		73,456.67	73,456.67	6,301.21	(524,589.12)	188,954.74
SUBTOTAL		9,656,015.00	482,800.75	1,029.51	483,830.26	0.00	666,767.85	666,767.85			
CASH BALANCE	06/30/16	188,954.74	1,166,403.92	1,637.41	1,168,041.33	0.00	1,692,630.45	1,692,630.45			
July 2016		1,483,720.00	74,186.00	174.74	74,360.74		10,000.00	10,000.00	64,360.74	64,360.74	253,315.48
August 2016		1,286,676.40	64,333.82	229.08	64,562.90		35,000.00	35,000.00	29,562.90	93,923.64	282,878.38
September 2016		1,427,108.20	71,355.41	411.72	71,767.13		25,375.27	25,375.27	46,391.86	140,315.50	329,270.24
October 2016		1,363,327.20	68,166.36	508.97	68,675.33		88,717.26	88,717.26	-20,041.93	120,273.57	309,228.31
November 2016		1,783,813.00	89,190.65	574.99	89,765.64		20,000.00	20,000.00	69,765.64	190,039.21	378,993.95
December 2016		1,877,455.00	93,872.75	680.49	94,553.24		15,069.00	15,069.00	79,484.24	269,523.45	458,478.19
SUBTOTAL		9,222,099.80	461,104.99	2,579.99	463,684.98	0.00	194,161.53	194,161.53			
January 2017		1,183,489.00	59,174.45	371.91	59,546.36		291,814.62	291,814.62	-232,268.26	-232,268.26	226,209.93
February 2017		1,357,364.20	67,868.21	421.71	68,289.92		0.00	0.00	68,289.92	68,289.92	294,499.85
March 2017		1,701,676.00	85,083.80		85,083.80		12,391.92	12,391.92	72,691.88	72,691.88	367,191.73
April 2017		1,877,931.00	93,896.55	1,399.24	95,295.79		38,170.00	38,170.00	57,125.79	57,125.79	424,317.52
May 2017		1,745,164.20	87,258.21	1,253.77	88,511.98		1,133.00	1,133.00	87,378.98	87,378.98	511,696.50
June 2017		1,803,606.00	90,180.30	1,457.94	91,638.24		336,083.26	336,083.26	-244,445.02	-244,445.02	267,251.48
SUBTOTAL		9,669,230.40	483,461.52	4,904.57	488,366.09	0.00	679,592.80	679,592.80			
CASH BALANCE		267,251.48	944,566.51	7,484.56			873,754.33				
July 2017		1,815,246.20	90,762.31	976.79	91,739.10		1,372.17	1,372.17	90,366.93	90,366.93	357,618.41
August 2017		2,089,782.80	104,489.14	1,216.90	105,706.04		18,130.31	18,130.31	87,575.73	177,942.66	445,194.14
September 2017		2,291,105.80	114,555.29	1,738.91	116,294.20		26,500.00	26,500.00	89,794.20	267,736.86	534,988.34
October 2017		2,170,628.60	108,531.43	3,549.66	112,081.09		59,216.40	59,216.40	52,864.69	320,601.55	587,853.03
November 2017		2,764,121.40	138,206.07	2,979.81	141,185.88		14,757.64	14,757.64	126,428.24	447,029.79	714,281.27
December 2017		2,308,667.00	115,433.35	3,413.63	118,846.98		0.00	0.00	118,846.98	565,876.77	833,128.25
SUBTOTAL		13,439,551.80	671,977.59	13,875.70	685,853.29	0.00	119,976.52	119,976.52			
January 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
February 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
March 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
April 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
May 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
June 2018		0.00			0.00			0.00	0.00	0.00	833,128.25
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00			
CASH BALANCE		833,128.25	671,977.59	13,875.70	685,853.29		119,976.52				

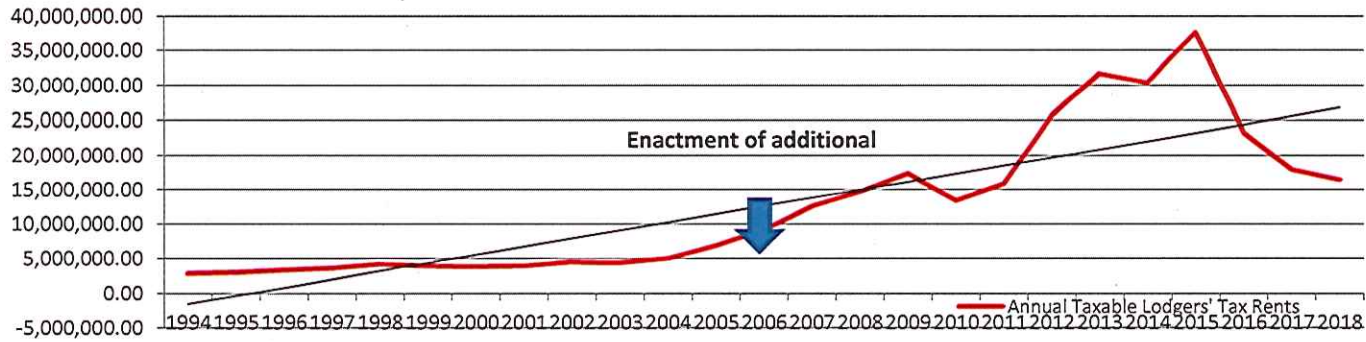
Annual Lodgers' Tax Collection



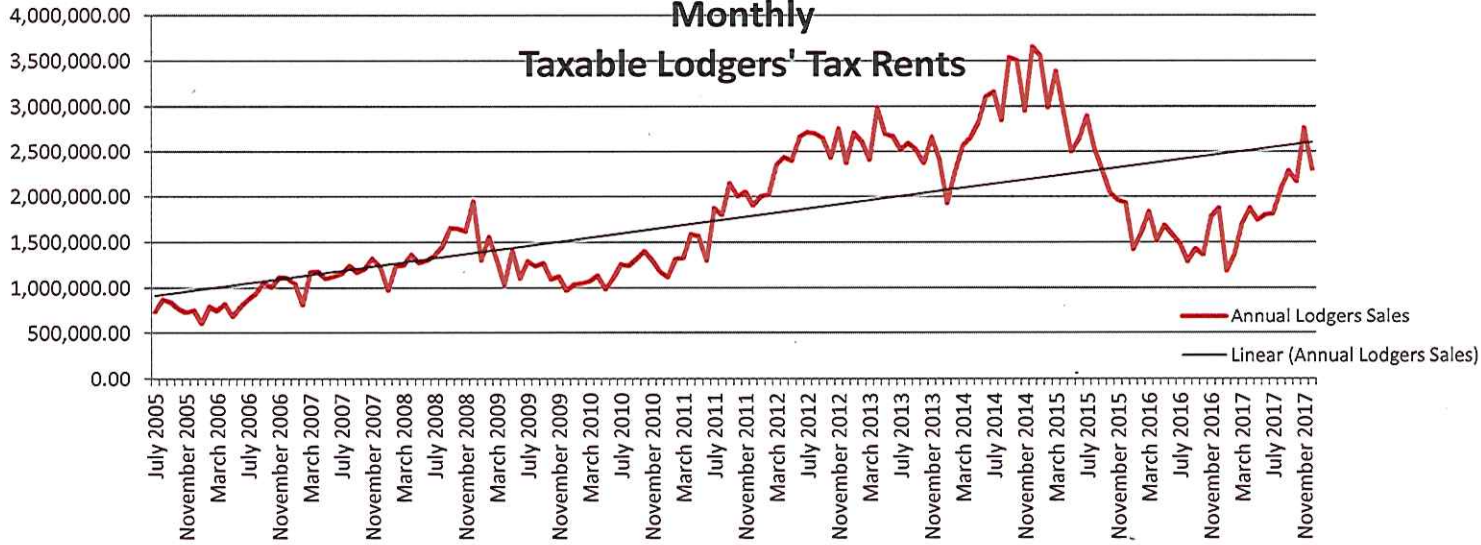
Monthly Lodgers' Tax Collection



Annual Taxable Lodgers' Tax Rents



Monthly Taxable Lodgers' Tax Rents



CITY OF HOBBS LODGERS' TAX PROGRAM					ACTUAL OUTSTANDING GRANT	CATEGORY
12/31/2017	AWARD					
	PROJECT	DATE	AMOUNT	ACTUAL EXPENSE		
12/31/2017	CASH BALANCE				833,128.25	
Proof of Cash:						
Beginning Cash Available for Profit, Non-Profit, and Public Entities (20%)						124,676.18
16-27	CINCO DE MAYO COMMITTEE (CITY MGR APPROVED)	1/15/2016	10,000.00	4,340.88	5,659.12	NP
17-06	LEA COUNTY COMMISSION OF THE ARTS	4/18/2016	10,000.00	8,872.17	1,127.83	NP
17-08	SOUTHWEST SYMPHONY	4/18/2016	25,000.00	25,000.00	0.00	NP
17-09	HOBBS USSSA	4/18/2016	70,000.00	67,614.27	2,385.73	NP
18-01	JUNETEENTH	4/17/2017	3,716.00	3,700.00	16.00	NP
18-02	NM NATIONAL BLACK CHAMBER OF COMMERCE	4/17/2017	4,930.31	4,930.31	0.00	NP
18-03	HOBBS CHAMBER OF COMMERCE - HOBBS HOLIDAY TOURNEY	4/17/2017	10,000.00	0.00	10,000.00	NP
18-04	HOBBS HISPANO CHAMBER OF COMMERCE-MARACHI CHRISTMA	4/17/2017	10,000.00	0.00	10,000.00	NP
18-05	HOBBS HISPANO CHAMBER OF COMMERCE-FIESTA SEPTIEMBRE	4/17/2017	16,000.00	0.00	16,000.00	NP
18-06	HOBBS KENNEL CLUB	4/17/2017	3,200.00	0.00	3,200.00	NP
18-07	LEA COUNTY COMMISSION OF THE ARTS	4/17/2017	10,000.00	4,000.00	6,000.00	NP
18-08	SOUTHWEST SYMPHONY	4/17/2017	22,500.00	22,500.00	0.00	NP
18-09	HOBBS USSSA 2018	4/17/2017	70,000.00	38,474.04	31,525.96	NP
18-10	WESTERN HERITAGE MUSEUM COMPLEX	4/17/2017	18,000.00	18,000.00	0.00	NP
18-11	TUFF HEDEMAN CHAMPIONSHIP BULL RIDING	4/17/2017	10,000.00	0.00	10,000.00	P
18-12	CYCLE CITY PROMOTIONS	4/17/2017	17,500.00	17,500.00	0.00	P
TOTAL REMAINING ALLOCATION FOR PROFIT, NON-PROFIT AND PUBLIC ENTITIES			310,846.31	105,827.32	95,914.64	
Add:	20% Monthly Tax Revenue (starting April 1st, 2013)				134,395.52	
Cash Available for Allocation					183,157.08	
Beginning Cash Available for Local Government (City and County) (40%)						88,500.00
18-13	LEA COUNTY EVENT CENTER 2018	4/17/2017	25,000.00	0.00	25,000.00	LOCAL GOV LOCAL GOV
TOTAL REMAINING ALLOCATION FOR LOCAL GOVERNMENT			25,000.00	0.00	25,000.00	
Add:	40% Monthly Tax Revenue (starting April 1st, 2013)				274,341.32	
Cash Available for Allocation					337,841.32	
Beginning Cash Available for Fire, EMS, Sanitation (15%)						
TOTAL REMAINING ALLOCATION FOR CITY OF HOBBS POLICE AND FIRE			46,471.24	0.00	46,471.24	
Add:	15% Monthly Tax Revenue (starting April 1st, 2013)		46,471.24		100,796.64	
Cash Available for Allocation					54,325.40	
Beginning Cash Available for Airline subsidy (25%)						55,860.67
	EDC - 2018 AIRLINE SUBSIDY (\$220,502.38 GENERAL FUND)		235,162.89	0.00	235,162.89	
Add:	25% Monthly Tax Revenue (starting April 1st, 2013)				167,994.40	
TOTAL REMAINING ALLOCATION FOR AIRLINE SUBSIDY			20,000.00	0.00	0.00	
Cash Available for Allocation					(11,307.82)	



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: RESOLUTION TO APPROVE A LETTER OF SUPPORT, AND WAIVE PERMITTING FEES, TO CHELSEA INVESTMENTS CORPORATION FOR A PROPOSED APPLICATION TO NMMFA FOR 9% TAX CREDITS TO REHABILITATE WOODLEAF APRTMENTS.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: January 29, 2018
SUBMITTED BY: Kevin Robinson - Planning Department

Summary: Chelsea Investments Corporation in partnership with Eastern Regional Housing Authority has proposed to apply for 9% Tax Credits for the rehabilitation of the Woodleaf Apartments located at 3320 N. Dal Paso. Woodleaf Apartments is currently a 152 unit market rate apartment complex with 6 units being uninhabitable due to disrepair. If tax credits are awarded for the project all units will be rehabilitated to assure safe occupancy. Additionally, 122 of the units will be affordable, with income and rent restrictions applicable.

The Resolution authorizes the Letter of Support for the project and additionally waives the permitting fees of \$11,400.00 that this project would normally incur, providing that 9% Tax Credits are issued by NMMFA thereby assuring affordable housing status for the project.

Fiscal Impact: Reviewed By: [Signature] Finance Department

This resolution will waive the permitting fees of +/- \$11,400.00 that this project would normally incur, providing that 9% Tax Credits are issued by NMMFA for the project.

Attachments: Resolution, Letter of Support, Development Synopsis And Intent To Submit Tax Credit Application w/map.

Legal Review: Approved As To Form: [Signature] City Attorney

Recommendation: Staff recommends consideration of the Resolution to approve the Letter of Support to Chelsea Investments Corporation and waive permitting fees providing 9% Tax Credits are issued for the project.

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.

CITY OF HOBBS

RESOLUTION NO. 6627

RESOLUTION TO APPROVE A LETTER OF SUPPORT, AND WAIVE PERMITTING FEES, TO CHELSEA INVESTMENTS CORPORATION FOR A PROPOSED APPLICATION TO NMMFA FOR 9% TAX CREDITS TO REHABILITATE WOODLEAF APARTMENTS.

WHEREAS, the City Commission has previously approved Chelsea Investments Corporation as a qualified housing developer of affordable multi-family housing and certified this company as a "Pre-Qualifying Grantee"; and

WHEREAS, Chelsea Investments Corporation intends to submit an application to the NMMFA for the acquisition/rehabilitation of the Woodleaf Apartments located at 3320 N. Dal Paso; and

WHEREAS, the City Commission waives the permitting fees of \$11,400.00 that this project would normally incur, providing that 9% Tax Credits are issued by NMMFA thereby assuring affordable housing status for the project; and

WHEREAS, a proposed letter of support is attached to this resolution.

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

1. The City of Hobbs hereby approves the Letter of Support for the proposed Affordable Housing Project, and the Mayor is hereby authorized to sign the letter, a copy of which is attached hereto as Exhibit "A" and made a part of this Resolution.

2. The City of Hobbs hereby approves waiving the permitting fees of \$11,400.00 subject to NMMFA funding.

PASSED, ADOPTED AND APPROVED this 5th day of February, 2018.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



Office of the Mayor

200 E. Broadway St.
Hobbs, NM 88240

575-397-9206 bus
575-397-9227 fax

City of Hobbs, New Mexico

February 5, 2018

Ms. Robin Pelton
Chelsea Investments Corporation
6339 Paseo Del Lago
Carlsbad, CA 92011

RE: City of Hobbs issuance of a Letter of Support and Approval of Chelsea Investments Corporation's and Eastern Regional Housing Authority's Application for 9% Tax Credits.

Dear Ms. Pelton:

This letter is an affirmation that the City of Hobbs welcomes and supports Chelsea Investments Corporation's and Eastern Regional Housing Authority's proposed rehabilitation of the Woodleaf Apartments located at 3320 N. Dal Paso, in the City of Hobbs.

Chelsea Investment Corporation has been a valuable partner to the Community and has been instrumental in improving our severe shortage of adequate housing. As such and in support of the proposed rehabilitation project the Municipality will commit to waiving the permitting fees valued at \$11,400.00 providing approval and funding of your project by NMMFA, City governmental appropriations and/or referendum. This commitment will expire on December 31, 2019.

The proposed rehabilitation project will be subject to all developmental rules, regulations and requirements as enacted by the City of Hobbs Commission to include the City of Hobbs Municipal Code, Major Thoroughfare Plan, Building Codes and Fire Codes.

If we can be of any assistance during the development process please feel free to call us. Should you or your staff have any questions please contact Manny Gomez, City Manager at (575) 397-9206. We look forward to working with you.

Sincerely,

CITY OF HOBBS, NEW MEXICO

Sam D. Cobb – Mayor

DEVELOPMENT SYNOPSIS AND INTENT TO SUBMIT TAX CREDIT APPLICATION

Woodleaf Apartments

Hobbs, NM

A. Intent to Submit Tax Credit Application

Chelsea Investment Corporation and Eastern Regional Housing Authority will be submitting a 9% tax-credit application as follows:

1. **Date of Submission of the Intent to Submit:** January 22, 2018
2. **Name of Applicant, Developer, and Project Owner:**
 - a. Applicant: Chelsea Investment Corporation and Eastern Regional Housing Authority
Contact: Cheri Hoffman, (760) 456-6000, cheri@chelseainvestco.com
 - b. Developer: Chelsea Investment Corporation
Contact: Robin A. Pelton, (818) 408-9147, rpelton@chelseainvestco.com
 - c. Project Owner: To-be-formed LLLP

General partner: Eastern Regional Housing Authority
Contact: Chris Herbert, (575) 622-0881, rha.herbert@dfn.com

General partner: Chelsea Investment Corporation (or affiliate)
Contact: Cheri Hoffman, (760) 456-6000, cheri@chelseainvestco.com

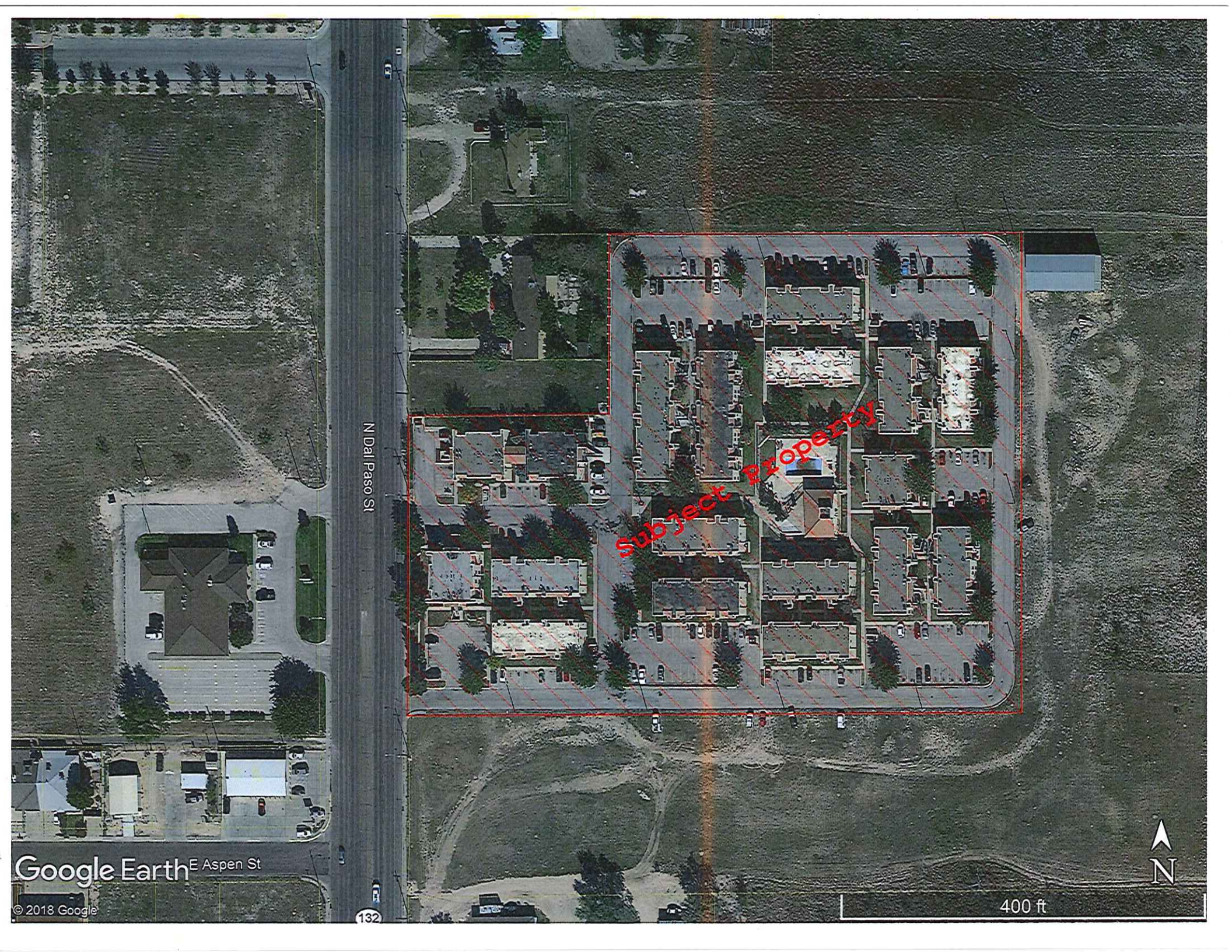
3. **Project Name, Location, Number of Units and Unit Mix:**
 - a. Project Name: Woodleaf Apartments
 - b. Location: 3320 N. Dal Paso, Hobbs, NM 88240
 - c. Number of Units: 152
 - d. Unit Mix: 32 one-bedroom/one-bath, 130 two bedroom/one-bath
4. **Year Built (if rehab):** 1983
5. **Tax Credits Requested and Amount:** 9% tax credits, Amount: \$1,100,000 (annual)
6. **Contact:** Robin A. Pelton, (818) 408-9147, rpelton@chelseainvestco.com

B. Development Synopsis

1. **Description of the Project as Proposed:** The project includes acquisition/rehabilitation. The project is currently a 100% market rate project. The proposed development will create 122 affordable units (80% of total) below 60% AMI and 30 units (20% of total) market rate apartments. This will increase the number of affordable units to better serve the residents and community. The project is currently 86% occupied with 6 un-rentable units (due to deteriorating stairs and landings to the units, roof leaks, deteriorated kitchen cabinets and damaged tub surrounds). It targets a family with children population. The project is located on 7.516 ± acres. The total square feet of the project is 152,672. It consists of 18 two-story walk-up dwelling buildings and 1 rental/management office building with a laundry center. Buildings 1, 2, 9 and 18 consist of 8 one-bedroom units each. Buildings 3 and 4 consist of 12 two-bedroom units each. Buildings 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, and 17 consist of 8 two-bedroom units each. The current amenities include a laundry facility, onsite parking, and a swimming pool. In the proposed renovation 2 playgrounds will be added since the project serves a target population with children. It has large floorplans, with one-bedroom units averaging 670 square feet and two-bedroom units averaging 900 square feet. The project is situated on a main street that provides easy access to all areas of Hobbs. Directly across the street is a strip center providing easy access to hair care, Holiday restaurant, TDS Cable, a clothing store, and other services. Within a mile there is a convenience store with access to fuel and groceries, schools, worship center, Hobbs Express bus transportation, civic center, pharmacy and hardware store.

Since the project is partially occupied, a written Relocation Plan, consistent with the Uniform Relocation Act, will be prepared and implemented. It will be resident-friendly minimizing any inconvenience to the residents. Hospitality suites will be set up during the repairs/replacement of the stairs and apartment landings. It primarily impacts the residents in the upstairs units. They should not be out of their apartments more than 7 to 10 days during the stair and landing replacement/repairs. The developer will set aside funds for the relocation.

2. **Summary of the Need for the Development:** Woodleaf was built in 1983 and has never been renovated. Due to its age, it suffers from obsolescence. The HVAC, water-heater equipment, and roof systems are in poor condition and require replacement. The windows and sliding-glass patio doors, interior unit kitchen cabinets and countertops, and bath vanities are original and have exceeded their useful life. Most importantly, the concrete landings to the entries of the units are crumbling and the stairs and risers are deteriorating. If these are not replaced, there will be no access to the units which will cause units to remain un-rentable. This will negatively impact on the revenue stream to properly maintain and support the project and resident needs in the future.
3. **Summary of the Impact of the Development to the Community:** The project will provide affordable rents and safe, decent housing. Some of the existing units will be converted to ADA accessible units to better serve individuals with special needs. Access to the laundry, mailbox center, and other areas on site will be made more ADA compliant. Without the rehabilitation scope of work, the project will continue to deteriorate. Conditions for the residents will worsen, and the entire project will become a blight on the community. The rehabilitation of Woodleaf Apartments will be the same positive transformation as resulted with Casa Hermosa Apartments (aka Park Place), with the residents and the community at large benefiting greatly.



N Dal Paso St

Subject Property

Google Earth E Aspen St

© 2018 Google

132

400 ft





DISCUSSION



PROPOSED HOURS OF OPERATION - *SUMMER 2018*

Monday - Friday	Saturday	Sunday
5:00am – 10:00pm	6:00am – 10:00pm	10:00am – 8:00pm

RATES

	DAY Pass		WEEK Pass		FACILITY Membership (Land/Water Classes Not Included)		PROGRAM Membership	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Adult (18-61)	\$7	\$10	\$20	\$30	\$28/month; \$320/yr	\$40/month; \$456/yr	\$25/year (waived for group swim lessons for youth)	\$36/year (waived for group swim lessons for youth)
Adult Couple	n/a	n/a	n/a	n/a	\$50/month; \$570/yr	\$72/month; \$820/yr		
Youth (1-12)	\$4	\$7	\$12	\$21	\$16/month; \$182/yr	\$23/month; \$262/yr		
Youth under 1 year	FREE	FREE	FREE	FREE	FREE	FREE		
Teen (13-17)	\$5	\$8	\$15	\$24	\$20/month; \$228/yr	\$29/month; \$330/yr		
Student/Public Safety (18+)*	\$5	\$8	\$15	\$24	\$20/month; \$228/yr	\$29/month; \$330/yr		
Senior (62+)	\$4	\$7	\$12	\$21	\$16/month; \$182/yr	\$23/month; \$262/yr		
Senior Couple	n/a	n/a	n/a	n/a	\$29/month; \$330/yr	\$41/month; \$467/yr		
Family (Up to 6 members)	n/a	n/a	n/a	n/a	\$55/month; \$627/yr	\$80/month; \$912/yr		
Kid Watch (6 months-6yrs)	\$5 drop-in	\$7 drop-in	\$5 drop-in	\$7 drop-in	Included	Included		
Kid Fit (7-12)	\$3 drop-in	\$5 drop-in	\$3 drop-in	\$5 drop-in	Included	Included	\$3 drop-in	\$5 drop-in
Matinee (Adults & Seniors Only) Weekdays 10am - 3pm	n/a	n/a	n/a	n/a	\$14/month; \$160/yr	\$20/month; \$228/yr	n/a	n/a

*Public Safety Personnel includes Police, Fire, EMT, Border Patrol & Military (Active & Veterans)





Facility Rentals (Non-programmatic)

- All facility rental requests must be received at least 30 days in advance. Accommodations may be made on a case by case basis with less notice.
- All facility rental requests are based on availability.
- Members receive 5% discount on all Private Rentals.

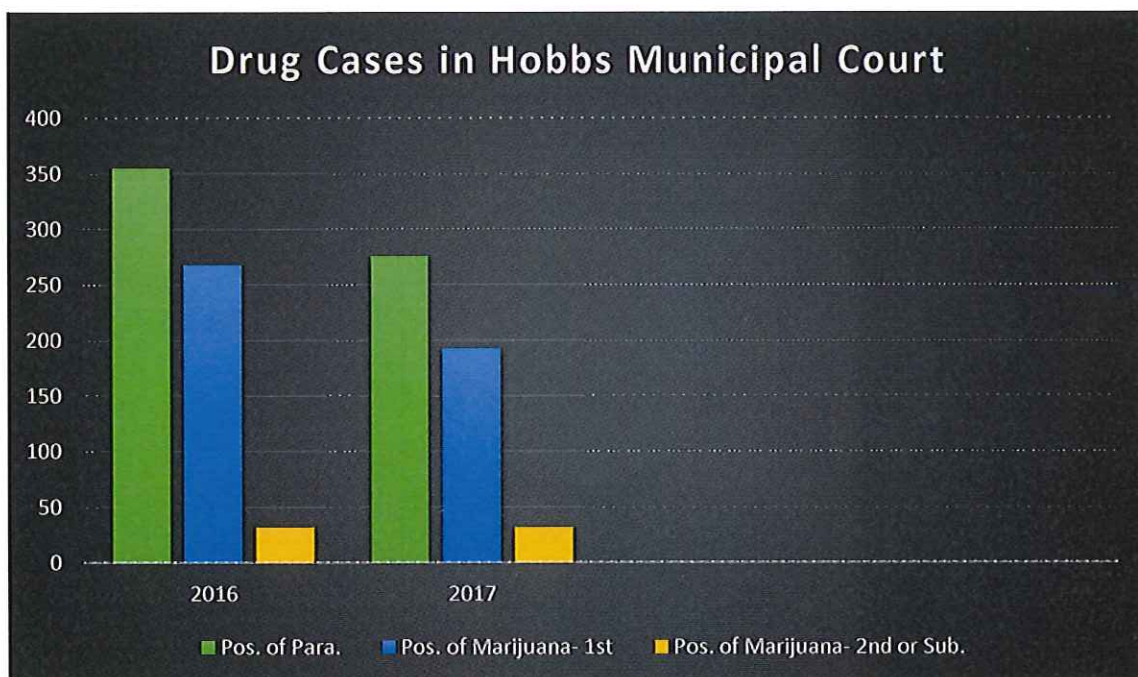
These fees apply to private rentals (social gatherings). Requests related to programming will be discussed at a later date.

	<u>Private</u>
Turf Full	\$250/Two hours (includes staff)
Turf Half	\$175/Two hours (includes staff)
Gymnasium Full	\$250/Two hours (includes staff)
Gymnasium Half	\$175/Two hours (includes staff)
Competition Pool	\$300/Two hours (includes staff)
Leisure/Fun Pool	\$350/Two hours (includes staff)
Therapy Pool	\$150/Two hours (includes staff)
Aquatics Classroom	\$25/hour
Aerobic Studio 1	\$25/hour
Aerobic Studio 2	\$25/hour
Banquet Room 133	\$100/half day; \$200/full day
Banquet Room 134	\$125/half day; \$250/full day
Combined Banquet Rooms	\$175/half day; \$350/ full day
Catering Kitchen	\$100/half day; \$200/ full day (For Exclusive Use; otherwise this is included in all facility rentals.)
Party Room 170	\$75/Two hours
Party Room 170 (Dry)	\$250/Two hours (Includes admission to CORE Play)
Party Room 170 (Wet) w/ decorations	\$300/Two hours (Includes admission to CORE SPLASH) Add \$25
Party Room 171	\$75/Two hours
Party Room 171 (Dry)	\$250/Two hours (Includes admission to CORE Play)
Party Room 171 (Wet) w/ decorations	\$300/Two hours (Includes admission to CORE SPLASH) Add \$25
Observation Deck	\$75/hour - Negotiated by appointment only
Executive Conference Room	\$25/hour
Full Facility	\$2500/Two hours (includes staff)

CDC Misdemeanor Intervention Program

Since March of 2017, the Hobbs Municipal Court no longer can send citizens the DWI/Misdemeanor Compliance Program. Through September 2017, the Court has seen 497 cases of misdemeanor drug and drug paraphernalia cases. The Community Drug Coalition (CDC), in partnership with Palmer Drug Abuse Program (PDAP) and The Guidance Center of Lea County (GCLC), has created a pilot intervention program to help the Hobbs Municipal Court with the growing number of substance abuse cases in Hobbs. Listed below is the process of the intervention program.

1. The Hobbs Municipal Court will adjudicate citizens charged with misdemeanor drug and drug paraphernalia charges. The Court would refer them to the CDC for screening and intervention programs developed to detour substance abuse.
2. The Court would require clients to contact the CDC within 48 hours to schedule a screening. CDC will collect a onetime \$25 fee to cover costs of screening and materials for the intervention program. The client will then complete the SASSI (Substance Abuse Subtle Screening Inventory). Once the SASSI is complete, CDC will process the screening that will show a mild, moderate, or severe probability of substance use disorders. If the screen indicates a mild probability, the citizen will complete a 4-6 session substance abuse education class provided by CDC. If the screen indicates a moderate to severe probability, CDC staff will refer the clients to PDAP or the GCLC.
3. Once the client completes the screening and CDC has the results and has referred the client to the proper program, CDC will send a letter to the court notifying them that the client will be completing classes at the CDC office, has been referred to PDAP or has been referred to the GCLC.
4. If the client is referred to PDAP or the GCLC, CDC will send a referral to that agency and a copy of the SASSI results to the agency within 48 hours. If the client does not show up to the agency assigned, that agency will contact the Court with that information.
5. Upon completion of the program assigned, the last agency involved will notify the court of the completion of the program.



Draft budget for Hobbs Municipal Court Pilot Intervention Program

Expense	
Salary	\$38,000
Payroll Taxes	\$4,560
SASSI Tests	\$5,000
Educational Supplies	\$5,000
Computer	\$2,000
Meeting Space	\$2,000- CDC will provide
Testing Room	\$2,000- CC will provide
Other Supplies	\$2,000-CDC will provide
Telephone/Internet	\$1,200-CDC will provide
Clerical Support	\$10,400-CDC will provide
Total	\$54,560-City
	\$17,600- CDC
Income	
*400 Clients x \$25	\$10,000

- The money collected from this program will be used specifically materials or indigent clients in the Intervention Program.



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 05, 2018

SUBJECT: AUTHORIZE PURCHASE OF STREET SWEEPER EQUIPMENT
DEPT. OF ORIGIN: General Services
DATE SUBMITTED: 1-9-18
SUBMITTED BY: Ronny Choate, General Services Director

Summary:
The City of Hobbs would like to purchase a Street Sweeper to replace an existing Street Sweeper that has exceeded its useful life. The cost to repair the equipment to extend its useful life is 40% of the replacement cost and would likely only provide an additional two years of use. The City would utilize a Cooperative Purchasing Program, HGACBuy, contract to purchase the sweeper. The total cost of the equipment plus added options is \$229,365.00 and has an estimated life of 5-7 years.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

Estimated Purchase Amount: \$229,365.00

A budget transfer will be required.

Budget Number: 001-010423-43003
FY 18 Budget Amount: \$71,754.98

Budget Number: 001-010423-44901-00148
Transfer from Account: \$157,610.02

Attachments:

Price Estimate

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation: Authorize Contract with Business Environments

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. _____



CONTRACT PRICING WORKSHEET
For MOTOR VEHICLES Only

Contract No.:

SW04-16

Date Prepared:

1/8/2018

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Hobbs, NM	Contractor:	TYMCO, Inc. (ISSUE P.O. TO TYMCO, Inc.- email below)
Contact Person:		Prepared By:	Kaye Morgan
Phone:		Phone:	254-799-5546
Fax:		Fax:	254-799-2722
Email:		Email:	kaye.morgan@tymco.com

Product Code:	BI06	Description:	TYMCO Model 600 Regenerative Air Sweeper
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: \$ 116,300.00

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if

Description	Cost	Description	Cost
Gutter Broom Tilt Adjuster - Left & Right 600022	\$ 1,300.00	Gutter Broom Drop Downs - Left & Right 600081	\$ 1,600.00
Sweeper Deluge 600013	\$ 1,050.00	CAT 290 Water Pump 600044	\$ 1,050.00
High Output Water 600045	\$ 850.00	Abrasion Protection Package 600036	\$ 1,275.00
Pick-Up Head Curtain Lifter 600087	\$ 1,605.00	Hopper Drain 600020	\$ 565.00
Auxiliary Hydraulic System 600053	\$ 1,130.00	Reverse Pick-Up Head System 600082	\$ 410.00
Traffic Directing Light - LED 600823	\$ 1,200.00	Auxiliary Hand Hose - 8" 600035	\$ 1,225.00
AWTIC Camera/Monitor System - Rear	\$ 1,530.00	2016 International 4300-ISB Chassis	\$ 81,500.00
		COMDEX Package 600021	\$ 4,900.00
High Capacity Dust Separator is standard on HGAC Contract		Broom Assist Pick-Up Head	\$ 4,350.00
		Subtotal From Additional Sheet(s):	
		Subtotal B:	\$ 105,540.00

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary:

Description	Cost	Description	Cost
LED Lights - Stop/Turn/Tail/Clearance/Markers	\$ 500.00	Dump Switch in Cab	\$ 200.00
Hopper Suction Throat Liner w/Flange Wear Liners	\$ 1,500.00	2018 International 4300-ISB w/Power Windows UPGRADE	\$ 1,750.00
Additional Nozzles w/Separate Switch - Hopper	\$ 400.00		
PRICES GOOD THROUGH MARCH 31, 2018			
		Subtotal From Additional Sheet(s):	
		Subtotal C:	\$ 4,350.00

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 2%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C): \$ 226,190.00

Quantity Ordered:	1	X Subtotal of A + B + C:	\$ 226,190.00	=	Subtotal D:	\$ 226,190.00
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F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation

Description	Cost	Description	Cost
Freight/PDI/Inservice	\$ 2,175.00	Training - 2 People	\$ 1,000.00
		Subtotal F:	\$ 3,175.00

Delivery Date: 90-120 Days **G. Total Purchase Price (D+E+F):** \$ 229,365.00



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: Amendment #4 to Professional Services Agreement with Bohannon Huston, Inc.
DEPT. OF ORIGIN: Utilities
DATE SUBMITTED: January 22, 2018
SUBMITTED BY: Tim Woomer, Utilities Director

Summary:

Under RFP 485-17, an agreement has been executed with Bohannon Huston, Inc., (BHI) to provide professional engineering services for the design of new aerobic digesters at the Wastewater Reclamation Facility. Final design drawings and technical specifications are nearing completion with the Project on schedule to solicit for formal bids for construction in early 2018. Both engineering and construction of the aerobic digester project are being funded through the State of NM's Clean Water State Revolving Fund (CWSRF-064).

A detailed scope of work and fee estimate has been prepared for BHI to provide construction and operational services under the existing agreement. Under the Construction Phase of agreement, BHI will provide professional engineering services in bid administration, construction administration, construction observation, O&M manuals, record drawings, and CWSRF recordkeeping/reimbursement. Under the Operational Phase of agreement, BHI will provide professional engineering services in reporting and evaluating project performance.

The work to be performed by BHI requires that an amendment be made to the executed agreement. Under Amendment #4 of the agreement, BHI will provide Construction Phase (Attachment III) and Operational Phase (Attachment IV) per agreement as detailed within BHI scope of work dated January 3, 2018. NMED Construction Programs Bureau has reviewed the both the scope of work and fee estimate for conformance under the existing agreement and reimbursement under CWSRF-064.

Fiscal Impact: \$467,410.00 @ 7.5% NMGR

Reviewed By: 

Finance Department

The not-to-exceed amount for Construction and Operational Phase Services is \$427,800.00, including \$7,000.00 for direct reimbursable expenses. Engineering fees and construction costs for the aerobic digester project have been budgeted within Fund 624062-44901-00205. Project balance is \$7,139,929.85.

Attachments:

Amendment #4 to the Agreement for Professional Engineering Services between the City of Hobbs and Bohannon Huston, Inc. (March 6, 2017); Attachments III and IV.

Legal Review:

Approved As To Form: _____

M. H. Stone
City Attorney

Recommendation:

Staff recommends that Amendment #4 to the Professional Engineering Agreement between Bohannon Huston, Inc. and the City of Hobbs be approved for Engineer to provide the Construction and Operational Phase services as defined under Attachments III and IV.

Approved For Submittal By:

Kevin Woomey

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

Amendment #4

PROJECT NAME: RFP 485-17; Aerobic Digester Project

Under the professional services agreement executed March 6, 2017 between the City of Hobbs (OWNER) and Bohannon Huston, Inc., (ENGINEER), ENGINEER will provide Construction Phase and Operational Phase services, as defined within Attachments III and IV.

Services to be provided and Engineers' compensation, NMGRT excluded, under the Construction Phase of agreement are:

Table with 2 columns: Task description and NTE Amount. Tasks include Bid Administration, Construction Administration, Construction Observation, Operations and Maintenance Manuals, Record Drawings, and CWSRF Recordkeeping and Reimbursements.

Services to be provided and Engineers' compensation, NMGRT excluded, under the Operational Phase of agreement are:

Table with 2 columns: Task description and NTE Amount. Tasks include Project Performance Reporting and Evaluation, and Reimbursable Expenses (Tasks 1-7).

Total Not-To-Exceed amount: \$434,800.00

CITY OF HOBBS

BOHANNAN HUSTON, INC

By: Sam Cobb
Mayor
Date

Handwritten signature of Robert P Richardson, PE
Date: 1-5-18

Mike H. Stone
City Attorney
Date

REVIEWED: NMED-CPB

Tim Woormer
Utilities Director
Date

Sara Rhoton
Project Manager
Date

CONSTRUCTION PHASE FEE ESTIMATE

Name of Project: Aerobic Digester Replacement
Client: City of Hobbs
Principal-in-Charge/ PM, Des. Eng.: Rob Richardson
Date of proposal: 1/3/2018
Prepared by: Rob Richardson
Reviewed by: Matt Thompson
inits.

Item #	Task/Activity	Engineer 7	Engineer 6	Engineer 5	Engineer 4/ Const Observer	Engineer 3	Engineer 2	Engineer 1	Eng Tech 4	Admin Asst 4	Subconsultant	Reimbursable Expenses	Task Sub-Totals		
		Per-Hrs	Cost	Per-Hrs	Cost	Per-Hrs	Cost	Per-Hrs	Cost	Per-Hrs	Cost	Per-Hrs	Cost	Per-Hrs	Cost
		\$ 235	\$ 205	\$ 165	\$ 145	\$ 125	\$ 105	\$ 95	\$ 90	\$ 85					
	Task 1: Bidding												105	\$ 18,125	
1.1	Prepare Advertisement for Bids.	1								2			3	\$ 405	
1.2	Newspaper advertisement									1		500	1	\$ 85	
1.3	Request/compile wage rates			1						1			2	\$ 250	
1.4	Prepare CD's of plans and specifications copies									2			2	\$ 170	
1.5	Distribute plans thru Project tracker									4			4	\$ 340	
1.6	Maintain a bidder's log and addenda distribution log.									4			4	\$ 340	
1.7	Conduct pre-bid meeting at the project site.	12								1	\$ 500	\$ 352	13	\$ 3,435	
1.8	Provide clarifications				4					2	\$ 1,500		10	\$ 3,150	
1.9	Prepare and distribute addenda	4	2			4	4	4	4	8			28	\$ 3,540	
1.10	Attend Bid Opening	12										\$ 352	12	\$ 2,820	
1.11	Tabulate/evaluate bids		2							4			6	\$ 750	
1.12	Verify Contractor compliance		1						2	2			5	\$ 565	
1.13	Advise OWNER as to any irregularities	2											2	\$ 470	
1.14	Prepare a recommendation of award letter	1	2							2			5	\$ 815	
1.15	Issue Notice of Award	1								2			3	\$ 405	
1.16	Compile As-awarded Contract Documents	1								4			5	\$ 575	
1.17	Award presentation to City Commission	12										\$ 352	12	\$ 2,820	
	Task 2: Construction Administration												738	\$ 114,529	
2.1	Construction Phase Kick off meeting	12					12			4			28	\$ 4,420	
2.2	Site Visit/ Progress Meetings	72	48		10							\$ 3,520	130	\$ 28,210	
2.3	11-month Project Management	24								40			64	\$ 9,040	
2.4	11-Month Project Tracker - Project Communications									24			24	\$ 2,040	
2.5	Submittal Review/Approvals	16	16	16	16	80	80	62		48	\$ 4,400		364	\$ 47,884	
2.6	RFI Responses	24	12	12	12	12	12				\$ 1,900		84	\$ 16,594	
2.7	Pay Request Certification	12				20				12			44	\$ 6,340	
	Task 3: Construction Observation													\$ 201,068	
3.1	Construction Inspection RPR				230		1320				\$ 189,672		1550	\$ 201,068	
	Task 4: O and M Manuals													\$ 38,520	
4.1	Review O and M Manuals for suppliers	12					24	40			\$ 3,500		76	\$ 12,850	
4.2	Prepare O and M Manual summary and binders	12					24	40		40	\$ 10,500	\$ 400	116	\$ 23,670	
	Task 5: Record Drawings													\$ 20,000	
5.1	Compile Contractors Markups						80 sheets @ 250 per sheet							\$ 20,000	
	Task 6: CWSRF Recordkeeping and Reimbursements													\$ 8,210	
6.1	CWSRF funding paperwork	6								80			86	\$ 8,210	
	Task 7: Project Performance Reporting and Evaluation													\$ 26,528	
7.1	Site Visits	12					48				\$ 2,500	\$ 1,424	60	\$ 10,510	
7.2	Data Evaluation and Reporting	6			6		24			16	\$ 9,300	100	52	\$ 16,018	
	TOTAL HRS:	254	87	29	278	116	1548	176	8	297	\$ 209,972	\$ 7,000	2795		
	TOTAL PROJECT COST:													\$ 427,800	

AMOUNTS SHOWN DO NOT INCLUDE NMGR

2,795 \$ 434,800

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ATTACHMENTS III and IV – CONSTRUCTION and OPERATION PHASE

SCOPE OF SERVICES, FEES AND PAYMENT SCHEDULE FOR PROFESSIONAL ENGINEERING AND ENVIRONMENTAL SERVICES UNDER RFP 485-17 AND EXECUTED AGREEMENT BETWEEN THE CITY OF HOBBS AND BOHANNAN HUSTON, INC.

CONSTRUCTION ADMINISTRATION, OBSERVATION, AND START-UP SUPPORT

The original scope of services for the City of Hobbs Aerobic Digester Replacement included the final planning, assistance with funding acquisition and design of the digester facility. Now that construction funding is in place, bidding, construction and operational phase services for the project are needed to complete the project. Each task of the bidding, construction and operational phase is described in detail below.

Throughout this document the terminology "Owner" refers to the City of Hobbs and "Engineer" refers to Bohannon Huston, Inc.

PROJECT DESCRIPTION

The Final Design Basis Memo dated July 25, 2017 prepared by Engineer defined the final design criteria for which the Hobbs Aerobic Digester Replacement will be accomplished. This construction phase and operations phase services scope is based on the project description as described in the final memo and subsequent construction plans and specifications prepared by Engineer to include the following:

Base Bid

1. Aerobic Digesters - Base bid: Concrete basin configuration with a total volume of approximately 2.1 MG (overall dimensions approximately 140' x 140' x 19'), jet mixing and aeration, Hybrid (rotary lobe) blowers, new TWAS and Digested Sludge pumping equipment, 6,000 sq. ft. of pre-engineered metal blower and pump building(s), all related water and air piping, electrical, instrumentation and controls, meters, stairs, handrails, grating, temporary by-pass pumping during construction, decommissioning and associated miscellaneous items.
2. Electrical/Instrumentation/Control system upgrades – New primary power feeds for blower and motive pumps, Motor Control Centers (MCCs), Central Telemetry Units (CTUs), integration of digester process control into existing plant SCADA network, main service and plant feed circuits to all new facilities fed by this service.

Bid Alternates:

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One additive alternate to include selective demolition of existing aerobic digestion equipment, piping, electrical and controls;

One additive alternate to include new asphalt paving as depicted on the construction drawings for the new digester facility.

ENGINEERING SCOPE OF SERVICES

The Engineering scope of services for the Construction Phase of the project include the following:

Task 1: Bid Administration

Task 2: Construction Administration

Task 3: Construction Observation

Task 4: Operations and Maintenance Manuals

Task 5: Record Drawings

Task 6: CWSRF Recordkeeping and Reimbursements

The Engineering scope of services for the Operation Phase of the project include the following:

Task 7: Project Performance Reporting and Evaluation

CONSTRUCTION PHASE - Task 1: Bid Administration

Objective: Provide technical assistance to OWNER to solicit bids for the construction of the Project through a competitive design-bid-build process in conformance with current state and local procurement procedures.

Approach: ENGINEER will provide Construction Phase services under the executed agreement between Owner and Engineer. The following services are to be performed throughout the bid phase of the project.

1. Prepare advertisement of Request for Bid to Contractors.
2. BHI will place newspaper advertisement in local paper.
3. Conduct pre-bid meeting at the Project site.
4. All project construction documents distribution will be accomplished using a BHI On-line Management website called "Project Tracking and Bidding Process". All prospective bidders and plan rooms will access electronic files for their reproduction use at bidder's expense. Website will require bidders to log in for access and will record a plan holders

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list. BHI will issue responses, including formal bid addendum(s) to all bidder inquiries on construction documents. Inquiries will be recorded and responded accordingly in contract addenda issued through the website. All communication will be managed internally through the website.

5. Attend a Bid Opening at OWNER's office.
6. Provide a certified tabulation of bids and assist OWNER in evaluating the bids.
7. Assist OWNER in verifying contractor compliance with bidding procedures under project funding requirements, license requirements, and use of subcontractor.
8. Advise OWNER as to any irregularities in the bidder's bid proposal, if necessary.
9. Prepare a recommendation of award letter to the OWNER for review by OWNER counsel and Funding Agency, prior to formal action by the City of Hobbs Commission within one/two week(s) of Bid Opening.
10. Prepare a Notice of Award to be issued by the OWNER to the selected Contractor.
11. Compile as-awarded documents for execution by the Contractor and OWNER.

Assumptions:

1. ENGINEER will pay for newspaper advertisements as part of expense budget.
2. The number of prime construction contracts for the work designed and specified will be advertised for bid is one (1) construction contract, hereby referred to as Project.
3. *Federal wages/procurement and MBE/WBE reporting are required by CWSRF Funding Agency*
4. Services associated with responding to Contractor protests during the bidding phase, if any, are not included in the scope of work and will be provided on a T and M basis as additional services if necessary.
5. Compliance with the American Iron and Steel requirements (AIS) mandated by the CWSRF program.

Deliverables:

1. Addenda, as required
2. Recommendation for award to OWNER -and Funding Agency
3. Notice of Award for execution
4. As-awarded contract documents for execution (4-Owner/Funding Agency, 2-Contractor, 1-Engineer/RPR)

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CONSTRUCTION PHASE - Task 2: Construction Administration

Objective: Document project compliance with the contract documents, specifications and plans as the work progresses. Provide effective communications, coordination, meetings and project management between the Owner, the Engineer and the Contractor during construction of the Project.

Approach: Engineer will provide construction administration of the construction contract on behalf of the Owner to include the following:

1. Provide administration and engineering services of the construction contract as required and defined in the Conditions of the Contract for Construction. The extent of the Engineer's duties and responsibilities and the limitations of his authority thereunder shall not be modified without the Owner's written consent.
2. Be the representative of the Owner during the construction phase and shall advise and consult the Owner. Instructions to the Contractor shall be forwarded only through the Engineer. The Engineer shall have authority to act on behalf of the Owner only to the extent provided in the Contract Documents and any amendments thereto.
3. Organize and conduct a pre-construction conference with Owner, Funding Agency, the prime Contractor and their subcontractors. The pre-construction meeting will allow all stakeholders in the project to meet and understand how the contractor will approach the project and provide a schedule of events. Attendees will be allowed to raise concerns, and protocols will be established. As part of this meeting, attendees will provide contact information that will be copied and provided to all stakeholders. Meeting minutes will be documented and distributed.
4. Create an online project management documentation system to develop, store, maintain, and update all pertinent project information during the construction, start-up and performance evaluation phase. The Engineer will use our construction *BHITracker* software to track Requests for Information (RFIs), Design Revisions, Submittals/Shop Drawings, Pay Requests, Change Orders and Field Reports. Field reports will be generated weekly based on daily inspection reports of the Resident Project Representative(s). All key personnel and agencies will be provided access to the software website using a user name and password. Once access is established, the *Project BHITracker* will allow the user access to the documentation so that they have the latest information available to them at all times. The software is user friendly, and online help is available or BHI personnel are available for technical difficulties. BHI's assigned "gatekeeper" will monitor and facilitate the flow of information. Email notifications will keep the each party responsible aware if they have any outstanding items pending. *BHITracker* will automatically log the information, and will provide a quick print out for use during progress meetings.
5. Make monthly visits to the site or at such other times as appropriate during the progress of the Work by the Engineer of Record for each discipline, for the purposes of notifying the Owner on the

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progress and condition of the Work and to adequately represent the Owner. Additionally, the Engineer shall familiarize himself with the progress and quality of the Work and determine if the Work is proceeding substantially in accordance with the Contract Documents. On the basis of on-site observations, the Engineer shall endeavor to guard the Owner against defects and deficiencies in the construction. Should the Engineer determine that any portion of the Work varies from the requirements of the Contract Documents, he shall immediately notify the Contractor and the Owner of the nature of the work required to correct such non-compliance.

6. Render interpretations of the documents necessary for the proper execution or progress of the Work with reasonable promptness on written request of either the Owner or the Contractor, and shall render written decisions within a reasonable time on all claims, disputes, and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents. Interpretations and decisions of the Engineer shall be consistent with the requirements and intent of the Contract Documents and shall be in written or graphic form. The Owner / Engineer's decisions in matters relating to functional and aesthetic result shall be final if consistent with the requirements of the Contract Documents.
7. Review the Contractor's submittals, such as shop drawings, product data, and samples, for the conformance with the design concept of the Work and with the information given in the Contract Documents including manufacturer's Certification Letters as part of compliance with AIS requirements; and for each submittal, the Engineer shall designate in writing that the Engineer: A) Approves this submittal; B) Approves this submittal as noted; C) Requires corrections as noted by the Engineer; D) Requires revisions and resubmittal to the Engineer; or E) Rejects the submittal; and Requires the Contractor to submit the specified item. Such action shall be taken within the timetable stipulated in the construction contract. The Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The Engineer shall provide the Owner with 3 hard copies, 1 electronic PDF and CADD file (if available), set of shop drawings and other related submittals at the completion of the Project as part of the operations and maintenance manual.
8. Review and determine the acceptability of all schedules that Contractor is required to submit to Engineer, including the Work Progress Schedules, Schedule of Submittals, and Schedule of Values.
9. Establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
10. Determine, certify, and make recommendations to the Owner for payment of the amounts owing to the Contractor subject to the Owner's approval, based on observations at the site and on evaluations of the Contractor's Applications for Payment. The Engineer shall issue Certificates for Payment in such approved amounts as provided in the Contract Documents.

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11. Issue a monthly Certificate and recommendation for payment to constitute representation by the Engineer to the Owner, based on the Engineer's observations at the site, that the Work has progressed to the point indicated; that the quality of the Work is substantially in accordance with the Contract Documents; and that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Engineer has made any examination to ascertain how and for what purpose the Contractor has used the money paid on account of the Contract Sum.
12. Review and process all Change Orders, as necessary, as defined in the Conditions of the Contract for Construction. Such Change Orders shall not become effective or binding on the Owner or Contractor until signed by the Owner and reviewed by the funding agency. The Change Order shall be initiated by the party requesting a change. Approval in writing by the Owner of a completed Change Order modifies this Contract to the extent indicated. No Work which could reasonably be expected to alter the contract price or materially alter the Project shall be undertaken until the Owner and the Funding Agency has approved a completed Change Order which outlines the desired change.
13. Continuously monitor overall project funding including change orders, bid alternates additional work directives, and funding contingencies. Provide written updates on the overall project budget and "estimates to finish" at least quarterly.
14. Conduct observations to determine the Dates of Substantial Completion and Final Completion. The Engineer shall obtain and forward to the Owner for the Owner's review all closeout documents including written warranties, occupancy certificates, maintenance and operating instructions, schedules, guarantees, bonds, evidence of insurance required by the Contract Documents, and other related documents required by the Contract Documents, Funding Agency, and assembled by the Contractor. The Engineer shall then issue a final Certificate for Payment.

Assumptions:

1. The Construction Phase will commence with the execution of the Contract for Construction and ends with the final payment to the Contractor.
2. The construction period designated in the contract documents is 300 calendar days for substantial completion and 330 calendar days to final completion for the base bid construction. It is assumed that none of bid alternates will add any time to the construction schedule. This scope of services is based on this construction period during the Work and a project start-up and performance evaluation period of 1 year after final completion. Any changes in the project schedule may require an amendment to this scope of work and the related compensation to the Engineer.

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3. The extent of the duties, responsibilities, and limitations of authority of the Engineer as the Owner's representative during construction shall not be modified or extended without written consent of the Owner and the Engineer, and as authorized by Funding Agency.
4. The Engineer shall have access at all times to the Work, whether it be in preparation or progress.
5. The Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
6. The Engineer shall have authority to reject Work which does not conform to the Contract Documents. Where rejected Work is not promptly corrected, the Engineer shall recommend to the Owner that the Work shall stop. Whenever, in the Engineer's professional opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, the Engineer will have authority to require special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work be then fabricated, installed, or completed.

Deliverables:

1. Pre construction conference meeting agenda and minutes
2. Weekly Progress Reports through *BHITracker*
3. Submittal log and review, RFI's, interpretations of documents, field directives, through *BHITracker*
4. Certification of Contractor pay requests and change orders
5. Project budget monitoring report
6. Monthly invoices for Engineer's services
7. Conduct and issue minutes of monthly construction meetings

CONSTRUCTION PHASE - Task 3: Construction Observation

Objective: Provide one or more full time Resident Project Representative(s) (RPR) and equipment during the construction of the project. Through the observations of such RPRs, the Engineer shall provide further protection for the Owner against defects and deficiencies in the Work to determine that the Work is carried out in conformance with the plans and specifications.

Approach: Engineer will provide Additional Engineering services under the executed agreement between Owner and Engineer. Engineer will provide construction observation of the construction contract on behalf of the Owner to include the following:

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Coordination

1. Act as Owner's agent at the site as directed by and under the supervision of Engineer. The RPR's dealings in matters pertaining to the on-site work shall in general be with Owner and the Contractor. RPR's dealings with subcontractors shall only be through or with full knowledge and approval of the Contractor. Serve as Owner's liaison with Contractor, working principally through the Contractor's superintendent and assist in understanding the intent of the contract documents.
2. Coordinate with the Contractor for the safe storage of equipment and materials at the job site, establish designated procedures for construction activities that will interface with project functions such as site access, waste disposal, and perimeter delineation, and assist the Contractor in becoming familiar with other operational activities affected by the Work. Confirm materials delivered are in compliance with AIS requirements.
3. Coordinate the activities of the materials testing laboratory and other special consultants retained by Contractor or Owner to perform special services during the Work.
4. Organize, schedule, direct and otherwise attend meetings with the Contractor, Owner, and other parties affected by the Work, such as preconstruction conferences, progress meetings, job conferences and other project related meetings.
5. Accompany visitors representing the public or other agencies having jurisdiction over the project; record these visits and results of these visits, and report to Owner.
6. Report to Owner when clarification and interpretations of contract documents are needed and transmit to Contractor clarifications and interpretations as issued.
7. Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Owner. Transmit to Contractor decisions as issued by Owner and Engineer.
8. Consult with Owner in advance of scheduled major tests, inspections, start of important phases of Work or delivery of items furnished by Owner.

Documentation

1. Record names, addresses, and telephone numbers of all emergency services, public and private utilities, contractors, subcontractors, and major suppliers of materials and equipment.

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2. Review the progress schedule, schedule of shop drawings and schedule of values prepared by the Contractor and consult with Owner concerning acceptability.
3. Record dates of receipt of material samples received from the Contractor at the site and notify Owner of the availability of samples for examination. Document materials are in compliance with AIS requirements.
4. Maintain at the jobsite orderly files of correspondence, reports of job conferences, approved shop drawings and samples, reproductions of original contract documents including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, Owner's and Engineer's clarifications and interpretations of contract documents, progress reports, requests for payment, and other project related documents.
5. Keep a daily record of Contractor hours on the job-site, staffing levels, equipment in use, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of jobsite visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; make daily reports of all inspection personnel available to Owner using *BHITracker*. Maintain a record of construction material testing conducted including results of testing. Notify Engineer and Contractor of all failed tests, and document repeat testing performed by Contractor.
6. Using *BHITracker* compile a complete photographic journal of the project progress; include photos of construction processes, completed work, severe weather conditions; take photos on both a random and scheduled basis showing changes in the project site from designated locations over the course of the project.
7. Compile and distribute a written progress report of project progress monthly to Owner, Contractor and other parties designated by Owner.
8. Review applications for payment submitted by the Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer of Record for Certification, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site, but not incorporated in the work.
9. Insure that the Contractor updates on a regular basis note less than monthly and maintains one set of project documents to be designated "as-built drawings" at the end of the construction phase. Insure that the documents are turned over to the Engineer at the end of the project for incorporation into the contract documents and submission to Owner.
10. Document proposed changes in the Work; request costs from the Contractor for proposed scope changes; evaluate proposed changes and Contractor estimates for impact on schedule and budget and make recommendations regarding proposed changes to Owner.

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11. For compliance with the City of Hobbs GIS standards, the following information shall be collected and processed by the RPR:

a. Pipes

1. Every 100 ft or portion thereof
2. At all intersections with another pipe
3. At all fittings with an alignment or change in direction
4. Horizontal (X,Y) - at the center of the fitting
5. Vertical (Z) - at the top of the pipe

b. Valves

1. Horizontal (X,Y) - at the center valve box
2. Vertical (Z) - at the top of the operating nut

c. Other External Elements

1. As requested by the owner

Data shall be collected using the City of Hobbs GPS as the datum. Other site features (such as foundations or above ground elements) are not included in the assumed scope but can be located with owner approval.

Inspection

1. For the purposes of establishing and initial construction observation budget, the RPR will be present at the jobsite during at least 70% of all work hours in which the Contractor, subcontractors, or other parties to the project are performing Work covered by the contract documents that is essential to project function, performance and aesthetic quality.
2. Monitor Contractor progress with the Work, evaluate Contractor work force and equipment dedicated to the project and report to Owner on acceptability of the same throughout the course of the project.
3. Advise Owner, Engineer and Contractor of the commencement of any Work for which approved shop drawings or samples have not been received by RPR at the site.

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4. Conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the contract documents. Advise Owner and Engineer of safety and security concerns within project limits, including Contractor staging areas.
5. Issue non-conformance reports to the Contractor for any work not in substantial compliance with the contract documents. Report to Owner and Engineer whenever RPR believes that any work is unsatisfactory, faulty or defective or does not conform to the contract documents, or has been damaged, or does not meet the requirements of any inspection, test, or approval required to be made; and advise Owner of work the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
6. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.
7. As a required of CWSRF funding, RPR will provide Owner assistance in conducting wage rate interviews with Contractor and sub-contractor personnel to verify compliance with Davis-Bacon Wage requirements. An initial round of wage interviews will be conducted within the initial 60 days of notice to proceed within the first two weeks laborers are on the job site, when new laborers arrive on the job site, and projected to be performed on a quarterly basis thereafter.
8. Submit to Contractor a list of observed items that will require completion or correction prior to issuing a certificate of substantial completion.
9. Participate in a final inspection in the company of Owner, the RPRs, the Contractor and other interested parties; prepare a final list of items to be completed or corrected. Insure that punch list items are completed, and consult with Owner concerning final acceptance of the project. Participate in one-year warranty inspection of project same as Engineer.
10. Prepare a final construction report for the project outlining project conditions, events, progress, and other pertinent aspects. Identify project specifics that worked well and other areas that can be improved for future reference for other projects.

Limitations of Authority

In conjunction with the above Scope of Work, the RPR shall not:

1. Authorize any deviation from the contract documents or substitution of materials or equipment unless authorized by Owner either verbally or by written order.

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2. Exceed limitations of Engineer's authority as set forth in the contract documents.
3. Assume any of the responsibilities of the Contractor, subcontractors, or contractor's superintendent.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the contract documents.
5. Advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the Work.
6. Authorize Owner to occupy the project in whole or in part.

Assumptions:

1. Temporary office space for inspection personnel will be provided by the Contractor as part of the construction contract.
2. Engineer will provide inspection personnel and all equipment necessary to perform the functions as described.
3. Specialized inspection and testing equipment, if any, will be provided by the Contractor as specified in the construction contract documents.
4. It is assumed that none of bid alternates will add any time to the construction schedule. This scope of services is based on this construction period during the Work and a project start-up and performance evaluation period of 1 year after final payment. Any changes in the project schedule may require an amendment to this scope of work and the related compensation to the Engineer.
5. For the purposes of establishing and initial construction observation budget, the RPR staff is being provided by Pettigrew and Associates, as subconsultant to the Engineer.

Deliverables:

1. Daily Activity Reports through *BHITracker*
2. Photo journal of project progress through *BHITracker*
3. Verification of Contractor pay requests and change orders
4. On a monthly basis, provide to Owner a CD of the prior months Daily Activity Reports, photographs of construction, construction material testing reports, and other pertinent information of project status.

CONSTRUCTION PHASE - Task 4: Operation and Maintenance Manuals

Bohannon Huston

Objective: Provide written procedures for the treatment plant operations staff to use to operate and maintain the facility upon completion.

Approach: Engineer will provide the following services to deliver Operations and Maintenance (O and M) Manuals:

1. Review operations and maintenance manuals for individual equipment and/or system components that are required as part of the construction contract. Insure each manual properly includes major sections that include a general description of the system or equipment, installation instructions, theory of operation, standard operating procedure and troubleshooting, regular and preventive maintenance, part lists and drawings. Provide review comments to suppliers and insure final O and M manuals reflect as built conditions.
2. Ensure completion of on-site field training and video taping of equipment installations as required by the contract documents. Record of training and video in electronic format to be provided to Owner prior to Substantial Completion.
3. Prepare digester facility operations summary (from the outlet of the gravity thickener to the inlet of the centrifuge) that connects individual equipment and systems into an integrated operations plan. Operations summary will include an overall facility layout, operational theory and process control, flow schematics for all major fluid and solids streams, hydraulic routing and valve scheduling and operational sequence, procedures for bypass of individual units, electrical and instrumentation control references, emergency operations, shutdown procedures and troubleshooting guidelines.
4. Include a section in the O and M manual that provides an inventory of critical assets that are a part of the project to be included as part of the Owner's Fiscal Sustainability (Asset Management) Plan. Summarize required replacement expenditures and time line for replacement.
5. Include a section in the O and M manual that provides a discussion on the energy conservation efforts that were a part of the project design and how the final design basis supports conserving energy as part of the aerobic digestion process.
6. For the individual equipment and/or system components that are required as part of the construction contract, prepare a laboratory testing protocol and schedule that identifies the regular testing to be performed to facilitate plant operations and comply with regulatory requirements. The laboratory testing protocol will identify the test parameters and purpose of testing as well as interpretation of results. Sample lab worksheets will be provided for basic laboratory procedures.
7. Prepare a maintenance protocol that defines the routine maintenance, maintenance procedures and schedule for all equipment, and general housekeeping for the individual equipment and/or system components that are required as part of the construction contract.

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8. Provide general safety procedures for lab, mechanical equipment hazards, electrical hazards, and other health hazards as applicable for the individual equipment and/or system components that are required as part of the construction contract.
9. Aggregate all equipment O and M manuals, into a single resource that can be referenced by the operations staff daily for the individual equipment and/or system components that are required as part of the construction contract.
10. Compile all digital O and M Manuals from equipment suppliers on CD's for archiving.

Assumptions:

1. All equipment supplier O and M manuals will be provided in digital format as part of the construction contract.

Deliverables:

1. Two complete O and M manuals in hard copy, including one electronic version, to include the individual equipment O and M Manuals, submittals, and relevant plant operations and maintenance protocols as defined above.
2. Field training reports and videos Record of training and video in electronic format to be provided to Owner prior to Substantial Completion.
3. Electronic archive of all O and M data.

CONSTRUCTION PHASE - Task 5: Record Drawings

Objective: To prepare a permanent record of the as built conditions of the Project upon completion.

Approach: The Engineer will provide the following services to prepare the record drawings for the project:

1. Insure the Contractor maintains an up-to-date set of project construction drawings as the Work progresses until final completion.
2. Using the Contractor field mark-ups, the Engineer shall modify the original reproducible drawings, delineating recorded built conditions of the Project showing changes in the Work from the as advertised condition.

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Assumptions:

1. None.

Deliverables:

1. Final record drawings in both paper (3 sets) and in electronic (PDF and CADD) format.

CONSTRUCTION PHASE - Task 6: CWSRF Recordkeeping and Reimbursements:

Objective: To provide assistance to Owner in seeking reimbursement of expenditures in the engineering and construction of Project as funded under CWSRF-064.

Approach: Engineer will provide recordkeeping and technical services on Owners behalf for reimbursement of Project expenditures under CWSRF-064.

1. Compile and maintain actual Engineers and Contractors monthly invoices, including project material invoices, as required by Funding Agency.
2. Draft monthly requisitions for reimbursement of eligible expenditures for submittal to Funding Agency by Owner.

OPERATION PHASE - Task 7- Project Performance Reporting and Evaluation

Objective: To monitor and report on the project system performance during the warranty period and address warranty issues as they occur.

Approach: Engineer will provide Operation Phase services under the executed agreement between Owner and Engineer. The following services are to be performed during the project performance reporting and evaluation phase of the Project.

1. Provide assistance in connection with the refining and adjusting of any equipment or system.
2. Assist the Owner in training the Owner's staff to operate and maintain the Project.
3. Visit the site at times requested by the Owner or at least every 3 months to review the project operations and discuss operational parameters and identify any issues that have come up during the review period.
4. Compile digester influent and effluent flow and quality data generated as part of regular operations and

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evaluate system performance.

5. Evaluate system performance with respect to energy consumption.
6. Prepare a performance evaluation report for each 3 months of operations summarizing issues identified, steps for resolution of issues, evaluation of plant performance related to water quantity, quality and energy consumption. Compare actual versus expected values.
7. Schedule a meeting with the Owner and Contractor eleven months after final completion, to evaluate the Project and its operations determine if any defects in materials, equipment, and workmanship exist. Such defects shall be documented as part of the 11-month warranty inspection. Make recommendations as to replacement or correction of defective work. Insure that a resolution of all defects noted is initiated by the Contractor prior to the expiration of the warranty period.

Assumptions:

1. The project performance period will begin on the date of final inspection and end 12 months thereafter. The Final performance report will be issued within 30 days of the end of the project performance (warranty) period.

Deliverables:

1. 3-month project performance reports
2. Item specific warranty correspondence with the Owner and Contractor.

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FEES

Compensation for services of Engineer (including direct costs, markups and cost of subcontracted services) will be as outlined below. All amounts shown are exclusive of New Mexico Gross Receipts Tax.

Compensation terms and not-to-exceed (NTE) amounts for each scoped task contained in Attachment A are provided below. Invoicing for Lump Sum items will be based on percent complete of task or cumulative completion of subtasks associated with the work under the task. Lump Sum amounts shown include all direct costs, markups, and cost of subcontracted services associated with the task. T and M task will be invoiced for the actual time and expenses completed during the invoice period.

The Total Contract Not to Exceed amount for the scope of work as presented is \$434,800.00 including bid alternate work if authorized. Changes to this amount will only be accomplished by written amendment to this scope.

Phase 3 CONSTRUCTION ADMINISTRATION, OBSERVATION, AND START UP SUPPORT

Task 1: Bid Administration

Lump Sum Amount	<u>\$ 18,125.00</u>
Presentation at one (1) Commission meeting (if requested)	<u>\$ 2,820.00</u>

Task 2: Construction Administration

Lump Sum Amount	<u>\$ 114,529.00</u>
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Task 3: Construction Observation

T and M (Initial Budget)	<u>\$ 201,068.00</u>
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Jr. Construction Observer	\$ 110/hr.
Sr. Construction Observer	\$ 180/hr.

Task 4: Operations and Maintenance Manuals

Lump Sum Amount	<u>\$ 36,520.00</u>
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Task 5: Record Drawings

Lump Sum Amount \$250 per Sheet - 80 sheets	<u>\$ 20,000.00</u>
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Task 6: CWSRF Recordkeeping and Reimbursements

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Task 6: CWSRF Recordkeeping and Reimbursements

Lump Sum Amount \$ 8,210.00

Task 7: Project Performance Evaluation and Reporting

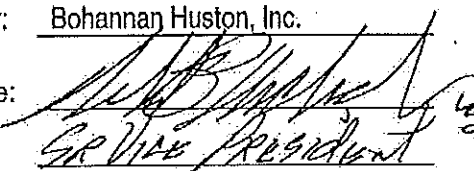
Lump Sum Amount \$ 26,528.00

Reimbursable expenses including: mileage (federal prevailing rate), per diem, reproduction of documents, postage/shipping, newspaper notices, etc. will be invoiced at cost with no markups or fee added.

Expenses (Initial Budget) \$ 7,000.00

PROJECT SCHEDULE

The time periods for the performance of Engineer's services shall coincide with BID AND the construction schedule of the Contractor beginning with Funding Agency approval for advertisement to bid the project through the end of the warranty period as established by the date of final completion.

Engineer:	<u>Bohannon Huston, Inc.</u>	Owner	<u>City of Hobbs</u>
Signature:		Signature	_____
Title:	<u>GR Vice President</u>	Title:	_____
Date:	<u>1-3-18</u>	Date	_____



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: An Ordinance Supplementing Chapter 12.28 of the Hobbs Municipal Code Regarding Setting Rules, Regulations and Fees at The Center of Recreational Excellence (C.O.R.E.).

DEPT. OF ORIGIN: City Attorney's Office
DATE SUBMITTED: January 17, 2018
SUBMITTED BY: Doug McDaniel, Parks and Recreation Director

Summary:

The C.O.R.E. is currently under construction and once completed the citizens of Hobbs will have a new, state-of-the-art recreational facility. The completion and opening of the facility will require the setting of rules, regulations and fees. This Ordinance establishes procedures for the C.O.R.E. rules, regulations and fees.

Fiscal Impact:

No fiscal impact connected to this.

Reviewed By: _____



Finance Department

Attachments:

Ordinance

Legal Review:

Approved As To Form: _____



City Attorney

Recommendation:

The Commission should vote to publish the proposed Ordinance.

Approved For Submittal By:



Department Director



City Manager

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

CITY OF HOBBS

ORDINANCE NO. _____

AN ORDINANCE SETTING RULES, REGULATIONS AND FEES
AT C.O.R.E (THE CENTER OF RECREATIONAL EXCELLENCE)

WHEREAS, The Center of Recreational Excellence (C.O.R.E.) is currently under construction; and

WHEREAS, the construction of the C.O.R.E. will result in a new recreational facility for the citizens of Hobbs; and

WHEREAS, rules, regulations and fees will need to be set for the C.O.R.E.,

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that Chapter 12.28 of the Hobbs Municipal Code is hereby supplemented to read as follows:

12.28. _____ The Center of Recreational Excellence (C.O.R.E.) – Rules, regulations and fees generally.

All rules, regulations and policies regarding The Center of Recreational Excellence (C.O.R.E.) shall be established by the C.O.R.E. Facility Director, subject to advisement from the Community Affairs Board. The establishment of appropriate fees at the C.O.R.E. shall be approved by the City Commission and shall be established after discussion of the fees at a prior regular commission meeting.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2018.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: AWARD OF RFP 496-18: PRINTING OF CITY OF HOBBS MAGAZINE
DEPT. OF ORIGIN: Parks & Recreation Department
DATE SUBMITTED: January 30, 2018
SUBMITTED BY: Doug McDaniel, Parks and Recreation Director, Lindsay Chism McCarter, CORE Marking Coordinator

Summary: RFP 496-18 for printing of the City of Hobbs magazine was advertised beginning on December 3, 2017. There was a Pre-Submittal Conference on December 8, 2017, and responses were due on December 21, 2017. The Finance Department received three (3) proposals and one (1) of these proposals was deemed responsive. The Evaluation Committee reviewed the proposal, reviewed printed materials printed by the offeror's firm, and contacted references. The Evaluation Committee, which consisted of staff from the Parks & Recreation, Finance and Communications Departments, scored the proposal as follows:

Marketing Strategies, Inc. - Average Score 139.60 (150 points possible)

Upon checking the references of Marketing Strategies, they were found to be a very stable printing firm who has been doing business with some of their references for 20 years. References were highly complementary of the services received from Marketing Strategies to include design work (the City of Hobbs project would not include design), printing, and on-time delivery. Staff believes that the City of Hobbs magazine is a project that Marketing Strategies can complete at a very high level of service.

A 64-page magazine, self cover, full color, with a total of 33,000 copies has a cost of 57.9 cents per issue, not including delivery or NMGRT. Delivery will be via United States Postal Service mail and these costs will be paid by the City of Hobbs directly to USPS. Lodgers Tax Funds will provide the funding for the printing of the new City of Hobbs magazine. The magazine is expected to be published three (3) times a year.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

Lodgers Tax Funding Approved: \$99,800.00
Issues Printed in FY 2018 Budget: One (1) in April 2018
Anticipated Number of Copies: 33,000
Cost Estimate: \$19,107 (not including delivery or NMGRT)

Attachments: RFP 496 Score Sheet, Vendor Submittal Letter, Vendor Pricing Estimate

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Staff recommends that the City Commission consider approval of RFP 496-18 with Marketing Strategies, Inc. at a cost not to exceed \$66,000 per year (not including delivery and NMGRT). Purchase Order to follow.

Approved For Submittal By:

[Signature] Department Director
[Signature] City Manager

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

Magazine RFP - Scoring

Non Cost

	COH 1	COH 2	COH 3	COH 4	COH5
Evaluation Criteria #1	28	30	29	25	26
Evaluation Criteria #2	30	30	30	25	28
Non Cost Scoring Total	58	60	59	50	54

Non Cost Scoring Avg Eval Criteria #1 27.6

Non Cost Scoring Avg Eval Criteria #2 28.6

Non Cost Average Total 56.2

	COH 1	COH 2	COH 3	COH 4	COH5
Cost Scoring	38	40	29	35	38

Cost Scoring Average 36

	COH 1	COH 2	COH 3	COH 4	COH5
Phase II - Interview Scoring	50	50	50	40	47

Phase II - Interview Average Score 47.4

Total Average Scoring Non-Cost + Cost + Interview 139.6 150 points possible



225 Gold Ave SW
 Albuquerque New Mexico 87102
Tel: 1-505-883-5400
Fax: 1-505-883-5401
Email: csr@marketingstrategies.biz
Web: www.marketingstrategies.biz

Finance Director Toby Spears
 City of Hobbs
 200 E. Broadway
 Hobbs, New Mexico 88240

T: 575-397-9235
 E: tspears@hobbsnm.org

Estimate

Estimate No: 00003411
Date: 12/18/2017

Dear Mr. Spears,

Re City of Hobbs Magazine 64 pages self cover 4/4

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Item Title	Magazine	
Artwork	Customer to provide hi Rez pdfs	
Size	8 3/8 x 10 7/8	
Colors	Full color throughout	
Material	60# Coated gloss text	
Finishing	Saddle Stitched	
Packing	Boxed for the inside delivery to the city of Hobbs 2 locations USPO to deliver to the Post Offices	
Delivery	UPS for the City of Hobbs inside delivery To the USPO	
Notes	Postage not included	
Quantity:	24500	33000
Price (ex Tax)	\$13,496.00	\$17,109.00

All prices are subject to Tax at the standard rate prevailing at point of delivery. I trust this estimate is of interest and I look forward to hearing from you.

Yours sincerely,

Tony Medrano

City of Hobbs
Attn: Finance Department
Doug McDaniel
Lindsay McCarter
200 E. Broadway
Hobbs, NM 88240

Re: Submittal letter
Printing Services for the City of Hobbs RFP No: 496-18

Marketing Strategies Inc is pleased and honored to submit an RFP for the production and distribution of the New Magazine for the City of Hobbs.

Tony Medrano President of Marketing Strategies Inc. will be the person handling the business and is the person that is able to authorize the company to contractually obligate the business for this RFP.

Tony Medrano President 505-883-5400
Marlo Legendre Gutierrez Production Manager 505-883-5400
Hollie Nelson Graphic Arts Director 505-883-5400

Thank you very much for the opportunity to present this submittal letter and thank you for hosting the pre-submittal conference.

Marketing Strategies Inc is excited to submit our proposal.

Sincerely,

Tony Medrano
President
Marketing Strategies Inc
225 Gold Ave SW
Albuquerque NM, 8710
505-883-5400



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: AWARD OF RFP 497-18: RECREATION SOFTWARE
DEPT. OF ORIGIN: Parks & Recreation Department
DATE SUBMITTED: January 30, 2018
SUBMITTED BY: Doug McDaniel, Parks and Recreation Director

Summary:
RFP 497-18 for Recreation Software was advertised beginning on December 3, 2017. Responses were due on December 21, 2017. The Finance Department received five (5) proposals and all proposals were deemed responsive. In Phase I, the Evaluation Committee reviewed the proposals and reviewed submitted cost proposals. The Evaluation Committee was composed of staff from the follow Departments: Finance, IT, Parks & Recreation. Once Phase I scoring was complete, the top three (3) vendors advanced to Phase II which was an in-person or online demonstration of each software's capabilities. After completion of Phase II, the following vendor received the highest score:

Etrak-plus: Average Score 266.33 (300 points possible)

Etrak-plus was created by Parks & Recreation professionals and is capable of performing all of the functions needed by the Parks & Recreation Department. Etrak-plus can also satisfy all of the City of Hobbs Finance Department's requirements related to reporting of daily grand ledger totals, accounts receivables and financial transaction tracking. Etrak-plus can also meet the Parks & Recreation Department's deadlines for installation and implementation.

Etrak-plus also offered the most attractive cost proposal. Cost for year one, not including NMGR \$26,950.00, with costs for years 2-4 @ \$7,250 per year, not including NMGR.

Fiscal Impact:


Reviewed By: 
Finance Department

CORE FF&E Available Balance: \$1,268,712.96
FY 2018 Cost for Software: \$26,950.00 (not including NMGR)

The funding allocation for Recreation Software will be split between the General Fund (Parks & Recreation) and the CORE Special Revenue account.

Attachments: RFP 497-18 Score Sheet, Vendor Submittal Letter

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Staff recommends that the City Commission consider approval of RFP 497-18 with Etrak-plus for Recreation Software at a cost not to exceed \$26,950.00 per year (not including NMGR). Purchase Order to follow.

Approved For Submittal By:

Department Director

City Manager

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

ORIGINAL



December 21, 2017

eTrak-Plus
1095 Playground Road
Charleston, SC 29407

SUBMITTAL LETTER: eTrak-Plus

TOBY SPEARS, CITY OF HOBBS INFORMATION TECHNOLOGY DEPARTMENT:

On behalf of eTrak-Plus, I would like to thank the City of Hobbs for the opportunity to respond to the City's RFP No. 497-18 for Recreation Software for the Parks and Recreation Department. The response that follows describes the many benefits of the fully-hosted, cloud-based, all-inclusive eTrak-Plus solution.

eTrak-Plus has efficiently and cost-effectively served the needs of municipal, state, and county parks and recreation agencies for more than 36 years, and is a leader in the parks and recreation management software industry. After reviewing the Hobbs RFP, we are confident eTrak-Plus provides the best fit for the City's technical and functional needs; now and in the future.

This Submittal Letter confirms the status of eTrak-Plus as a vendor interested in a long-term contractual business relationship with the City of Hobbs to provide our comprehensive and all-inclusive parks and recreation management services as outlined in the detailed response that follows beginning Section 1.

The eTrak-Plus personnel authorized to contractually obligate eTrak-Plus for the purpose of this RFP and the person to contact for clarification on this RFP response:

Mark Spinn
eTrak-Plus
Vice President of Marketing and Sales: **RESPONSIBLE LEAD APPLICANT**
1095 Playground Rd.
Charleston, SC 29407 (877) 513-8725

Please feel free to call me at any time with questions regarding our proposal, our solution, or the services that we provide.

Kind regards,

A handwritten signature in black ink that reads 'Mark Spinn'.

Mark Spinn
eTrak-Plus
Vice President, Marketing and Sales
(877) 513-8725 toll-free
mark@eTrak.com
www.eTrak.com

eTrak-plus

1095 Playground Rd. * Charleston, SC * 29407
TEL: (877) 513.8725 FAX: (843) 763.3877 etrak-plus.com

1

RFP 497-18 - Recreation Software

	Active.net	daxko	e-track Plus	Inno-Soft	Tyler Systems
AVG. SCORING For Evaluation Criteria #1	14.00	15.08	16.00	13.33	13.50
AVG. SCORING For Evaluation Criteria #2	14.83	16.17	18.50	13.83	13.50
AVG. SCORING For Evaluation Criteria #3	12.00	11.83	11.83	10.33	12.00
AVG. SCORING For Evaluation Criteria #4	15.33	18.33	22.17	19.17	22.00
AVG. SCORING For Evaluation Criteria #5	86.33	98.33	93.00	85.83	78.00
Sub-Total for Non-Cost Scoring	142.50	159.75	161.50	142.50	139.00
AVG. SCORING For Evaluation Criteria #6	56.50	63.33	56.83	56.83	47.83
NM Bidder Preference	0.00	0.00	0.00	0.00	0.00
Vendor Sub-Total (Avg.) For Phase I	199.00	223.08	218.33	199.33	186.83
NM Bidder Preference					
AVG. SCORING Phase II Scoring (In-Person Interview)		23.83	48.00	35.00	
Vendor TOTALS	199.00	246.92	266.33	234.33	186.83



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 5, 2018

SUBJECT: Clarification of Approval Updating Minimum Qualifications for a City Manager.
DEPT. OF ORIGIN: Human Resources
DATE SUBMITTED: January 31, 2018
SUBMITTED BY: Nicholas Goulet, HR Director

Summary: The minimum qualifications were updated at the September 18, 2017 Commission Meeting. Amendments were made at that meeting to adjust several bullet points on the proposed City Manager minimum qualifications document. In discussions after the meeting it appeared as though the finished document did not meet the expectations of the Commission with the updated amendments. Although the Commission approved the minimum qualifications at that time, staff would like to clarify that the final version as proposed and attached is what the Commission intends to move forward with.

RECOMENDATION

Staff requests a clarification of the approved minimum qualifications for City Manager.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

There is no fiscal impact at this time.

Attachments:

Updated minimum qualification document and the original document as proposed by staff for the City Manager position.

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Approval of clarified minimum qualifications for the City Manager position.

Approved For Submittal By:

[Signatures]
Department Director
City Manager

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



(City Clerk transcribed from the Commission Meeting 09/18)

**City Manager
Administration
Minimum of \$140,000 annually (DOEE)**

ESSENTIAL DUTIES

As the Chief Administrative Officer, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of City Government.

MINIMUM QUALIFICATIONS

Education and Experience:

- 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 or higher **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 or higher **level of Acting or Assistant City Manager or higher.**

In addition:

- 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**, or a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.
- Public labor union/ Negotiation experience preferred, but not required.
- New Mexico government experience preferred, but not required.
- Established, verifiable history of successful partnerships with community leaders and related entities.
- Established, verifiable history of successful public/private partnerships and interaction with non-profit organizations.
- Management of public information and relations.

Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern policies and practices of public administration.
- B. Skill in preparing and administering governmental budgets; skill in strategic planning; directing and administering governmental programs.
- C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively both verbally and in writing with employees, City officials and the public; ability to establish and maintain effective working relationships; ability to efficiently and effectively administer a municipal government.

Licensing and Certifications:

- A. Valid State issued Driver's License
- B. Residency requirement: must reside within the five (5) mile planning radius of the City. Requirement must be met within 12 months from date of employment.



(2017 Originally Proposed)
City Manager
Administration
Minimum of \$140,000 annually (DOEE)

ESSENTIAL DUTIES

As the Chief Administrative Officer, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of City Government.

MINIMUM QUALIFICATIONS

Education and Experience:

- 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 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 or higher.

In addition:

- Experience managing a community or area with a population of at least 30,000 people, or a General Fund budget of \$50M with an overall budget of \$100M plus, or a minimum of 300 government employees.
- Public labor union/ Negotiation experience preferred, but not required.
- New Mexico government experience preferred, but not required.
- Established, verifiable history of successful partnerships with community leaders and related entities.
- Established, verifiable history of successful public/private partnerships and interaction with non-profit organizations.
- Management of public information and relations.

Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern policies and practices of public administration.
- B. Skill in preparing and administering governmental budgets; skill in strategic planning; directing and administering governmental programs.
- C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively both verbally and in writing with employees, City officials and the public; ability to establish and maintain effective working relationships; ability to efficiently and effectively administer a municipal government.

Licensing and Certifications:

- A. Valid State issued Driver's License
- B. Residency requirement: must reside within the five (5) mile planning radius of the City. Requirement must be met within 12 months from date of employment.