

# 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

***March 5, 2018***



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

**Monday, March 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

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**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](http://www.hobbsnm.org)*

**CALL TO ORDER AND ROLL CALL**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

1. Minutes of the February 20, 2018, Regular Commission Meeting

**PROCLAMATIONS AND AWARDS OF MERIT**

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

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

2. Resolution No. 6634 - Authorizing the Submission of the Fire Prevention and Safety Grant, a Part of the Assistance to Firefighters Grant Program, for the Purchase of a Fire Safety Training Trailer *(Barry Young, Deputy Fire Chief)*
3. Resolution No. 6635 - Relating to the Exchange of an Existing Influent Grinder *(Tim Woomer, Utilities Director)*

### **DISCUSSION**

4. Discussion of Community Affairs Board's Recommendation to Name a Baseball Field at the Jefferson Park Ballfields in Honor of Ronnie Martin *(Doug McDaniel, Parks and Recreation Director)*

### **ACTION ITEMS** (Ordinances, Resolutions, Public Hearings)

5. Consideration of Approval of Bid No. 1568-18 for Renovations at Fire Station #3 and Recommendation to Reject All Bids *(Toby Spears, Finance Director)*
6. Resolution No. 6636 - Authorizing Support for the Submission of a Municipal Arterial Program (MAP) Application to the New Mexico Department of Transportation for Joe Harvey/Central Traffic Signal and Intersection Improvements in Hobbs *(Todd Randall, City Engineer)*
7. Resolution No. 6637 - Resolution of Support for the Submission of a COOP Application to the New Mexico Department of Transportation for Traffic Signal Improvements at Various Street Intersections in Hobbs *(Todd Randall, City Engineering)*
8. **FINAL ADOPTION:** Ordinance No. 1114 - Supplementing Chapter 12.28 of the Hobbs Municipal Code Regarding Setting Rules, Regulations and Fees at the Center of Recreational Excellence (CORE) *(Doug McDaniel, Parks and Recreation Director)*

9. Resolution No. 6638 - Establishing Fees at the Center of Recreational Excellence (CORE) (*Doug McDaniel, Parks and Recreation Director, and Catherine Vorrasi, CORE Facility Director*)
10. Consideration of Approval of a Professional Services Agreement with Life Skills Fore Youth of the Pecos for the First Tee Program at Rockwind Community Links (*Doug McDaniel, Parks and Recreation Director, and Linda Howell, Rockwind Community Links General Manager*)

### **COMMENTS BY CITY COMMISSIONERS, CITY MANAGER**

11. Next Meeting Date:

- ▶ Special Meeting - **Friday, March 9, 2018, at 11:00 a.m.**
- ▶ Regular Meeting - **Monday, March 19, 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: March 5, 2018

**SUBJECT:** City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office  
DATE SUBMITTED: February 28, 2018  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of February 20, 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, February 20, 2018, in the City Commission Chamber, 200 East Broadway, 1<sup>st</sup> 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  
Commissioner Patricia A. Taylor  
Commissioner Joseph D. Calderón  
Commissioner Garry A. Buie  
Commissioner Don Gerth

Also present:

Manny Gomez, Acting City Manager/Fire Chief  
Mike Stone, City Attorney  
Efren Cortez, Assistant City Attorney  
Chris McCall, Police Chief  
Brian Dunlap, Deputy Police Chief  
Shane Blevins, Police Captain  
Clipper Miller, Police Lieutenant  
Michael Walker, Police Captain  
Dorothy Apodaca, Detention Administrator  
Barry Young, Deputy Fire Chief  
Kevin Shearer, Fire Captain  
Chris Davis, Battalion Chief  
Toby Spears, Finance Director  
Deborah Corral, Assistant Finance Director  
Ron Roberts, Information Technology Director  
Benjamin Harrison, Municipal Judge  
Shannon Carter-Arguello, Municipal Court Administrator  
Todd Randall, City Engineer  
Kevin Robinson, Development Director  
Tim Woomeer, Utilities Director  
Britt Lusk, Administrative Services Director  
Raymond Bonilla, Community Services Director  
Doug McDaniel, Parks and Recreation Director  
Linda Howell, Golf Course General Manager  
Matt Hughes, Golf Superintendent  
Catherine Vorrasi, CORE Facility Director  
Wade Whitehead, Parks Superintendent  
Lindsay Chism McCarter, CORE Marketing Coordinator  
Kaylyn Lewis, Utilities Office Manager  
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  
235 citizens

### **Invocation and Pledge of Allegiance**

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

### **Approval of Minutes**

Mayor Cobb stated the approval of minutes should read the date of February 5, 2018.

Commissioner Joseph Calderón moved that the minutes of the regular meeting held on February 5, 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.

### **Closed Session**

The City Commission convened in closed executive session on Monday, February 12, 2018, at 5:00 p.m., for the discussion of matters subject to the attorney-client privilege pertaining to threatened or pending litigation in Federal or State Courts in which the City is or may become a participant, specifically the following cases: Ellis vs. City of Hobbs; Gonzales vs. City of Hobbs; and Freedom From Religion Foundation vs. City of Hobbs; and for discussion of limited personnel matters, specifically the evaluation of the Acting City Manager. The matters discussed in the closed meeting were limited only to those specified above. No action was taken during the meeting.

### **Proclamations and Awards of Merit**

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:

*Recognition of Employee Milestone Service Awards for February, 2018:*

- ▶ 5 years - James Collins, Parks Department
- ▶ 5 years - RP Hopper, Hobbs Police Department
- ▶ 10 years - Fidel Aldrete, Hobbs Police Department
- ▶ 10 years - Royce Finney, Streets Department
- ▶ 10 years - Carol Gober - Utilities Department
- ▶ 10 years - Amanda Gonzales, Detention
- ▶ 10 years - Frances Tello, Detention
- ▶ 20 years - Wade Whitehead, Parks Department
- ▶ 25 years - George Luetje, Streets Department

**Public Comments**

Mr. Michael Mings, Pastor Rodney Moore, Pastor Ernest Hodge, Ms. Patty Clarity, Pastor Glenda Rodriguez, Ms. Cassandra Lawson, Ms. Lillie Mae Patton, Ms. Priscilla Hodge, Mr. Greg Cofer, Ms. Pam Acevedo, Pastor Melvin Stinson, Ms. Lorrie Bova, Ms. Anyssa Lewis, Mr. Rick Scott, Mr. Jerome Campbell, Mr. Kendall Goad, Mr. Dennis Barcuch and Ms. Sandra Ables addressed comments to the Commission in support of the Ten Commandments monument remaining in its current location or moving it to private property where it will be visible for all to see.

Mr. Byron Marshall and Ms. Lorraine Villages addressed concerns to the Commission of the possible danger regarding the Eddy Lea Energy Alliance (ELEA) and Holtec plans to build an underground consolidated interim storage facility between Carlsbad and Hobbs, New Mexico.

Commissioner Newman requested everyone in attendance at tonight's meeting in support of the Ten Commandments monument to please stand. Numerous attendees stood.

Mr. Nicholas Maxwell addressed concerns regarding the Mayor's lack of calling for public comment on agenda items.

Mayor Cobb thanked all who spoke tonight under public comments and stated each and every person were very civil and respectful.

Mayor Cobb requested Action Item # 7 Resolution No. 6631 - Approving the Final Plan for Tanglewood Unit Two at Ranchview Estates Subdivision Located Northwest of the Intersection of East Bender and Ranchland as Recommended by the Planning Board and Action Item #8 Resolution No. 6632 - Approving a Development Agreement with ALJO, LLC, Concerning the Development of Market Rate Single Family Housing Within



the Tanglewood Unit Two Subdivision be moved to the top of the list under Action Items on the agenda and be the first items heard.

### **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):

Consideration of Approval of a Task Order with Ramirez & Sons, Inc., in the Amount of \$43,180.89 for South Goings Street Improvements.

Commissioner Cynthia Calderon 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 items presented to the Commission.

### **Action Items**

Resolution No. 6631 - Approving the Final Plan for Tanglewood Unit Two at Ranchview Estates Subdivision Located Northwest of the Intersection of East Bender and Ranchland as Recommended by the Planning Board.

Mr. Kevin Robinson, Development Director, stated the final plan for Tanglewood Unit Two at Ranchview Estates Subdivision has been submitted by ALJO, LLC. He stated it is located northwest of the intersection of East Bender and Ranchland within the municipal boundaries. Mr. Robinson stated the subdivision encompasses +/- 12.38 acres and will contain 42 single family residential lots. He stated all infrastructure is in place.

There being no discussion, Commissioner Joseph Calderón moved to approve Resolution No. 6631 as presented. Commissioner Gerth 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.

Resolution No. 6632 - Approving a Development Agreement with ALJO, LLC, Concerning the Development of Market Rate Single Family Housing Within the Tanglewood Unit Two Subdivision.

Mr. Robinson explained the resolution and stated ALJO, LLC, was previously approved for a Development Agreement concerning the development of single-family housing units located within the Tanglewood Unit 2 subdivision allocating \$420,000.00 for public infrastructure reimbursement. He stated the original agreement terminated on December 31, 2017, and the attached new agreement would allow reimbursement for any unit that has received a Certificate of Occupancy prior to January 1, 2020.

In reply to Commissioner Newman's question, Mr. Robinson stated no additional funds are being awarded to ALJO, LLC., on this agreement.

In response to Commissioner Cynthia Calderon's inquiry, Mr. Robinson stated there is a park in Unit 1 of Tanglewood subdivision but it does not have park equipment.

Mr. Alberto Caballero with ALJO, LLC., thanked the Commission for its support on the project. He stated he would like to develop a park and has been in communication with the Parks and Recreation staff for assistance.

In reply to Commissioner Buie's question, Mr. Robinson stated funds were previously awarded and ALJO, LLC., is not requesting additional funding at this time.

Commissioner Joseph Calderón moved to approve Resolution No. 6632 as presented. Commissioner Gerth 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 stated he has a Hobbs Municipal School Board meeting tonight which started at 6:00 p.m. He left the meeting at 7:00 p.m.

Resolution No. 6628 - Approving the City of Hobbs' 2017 Fiscal Year Audit Report as Prepared by Moss Adams.

Mr. Toby Spears, Finance Director, stated the City of Hobbs' 2017 Fiscal Year Audit Report was prepared by Moss Adams. He stated it was a very favorable report. He stated there were seven audit findings last year and all have been corrected by City staff. Mr. Spears stated there was one finding this year. He stated the City has \$430 million in assets of which \$25 million is mainly accredited to the CORE project.

Mayor Cobb stated he was part of the exit conference with Moss Adams, LLP. He further stated they were very complimentary of the Finance Department and their professionalism.

Commissioner Gerth moved to approve Resolution No. 6628 as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon 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.

Resolution No. 6629 - Authorizing Budgetary Adjustment #4 for FY 2017- 2018.

Ms. Deborah Corral, Assistant Finance Director, stated the budget is prepared prior to the beginning of the fiscal year and it becomes necessary to adjust the budget for items not contemplated at the time of its preparation, or for issues that arise during the fiscal year. She stated the budgetary adjustment includes reclasses to expenditure accounts within their own funds as well as cash transfers between funds. Ms. Corral stated the total expenditures increased by \$222,260.80, total revenues increased by \$43,500.00 and transfers within the Enterprise Funds total \$856,700.00. She further stated the general fund reserve balance increased from 30% to 35%.

Commissioners Buie and Newman thanked the Finance Department for all of their hard work.

Commissioner Cynthia Calderon moved to approve Resolution No. 6629 as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon 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.

Resolution No. 6630 - PUBLIC HEARING: Concerning the Issuance of a Restaurant Liquor License to Hollie, Inc., d/b/a Outlaw Grill, 521 West Navajo, Hobbs, New Mexico.

Mr. Mike Stone, City Attorney, was appointed as the Hearing Officer. Mr. Johnny Robertson, owner of Hollie, Inc., d/b/a Outlaw Grill, presented testimony in the hearing regarding the application of Hollie, Inc., d/b/a Outlaw Grill, for the issuance of a Restaurant Liquor License located at 521 West Navajo.

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.

Mr. Stone recognized Mr. Robertson as the owner of Hollie, Inc., d/b/a Outlaw Grill. He stated the State of New Mexico, Alcohol and Gaming Division, has granted preliminary approval to the application for issuance of a Restaurant Liquor License 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 locations and a copy of the record must be submitted to the Alcohol and Gaming Division. Mr. Robertson stated that all of the above statements made by Mr. Stone are true and correct to his knowledge.

Proper publication having been made, and there being no discussion, and no comments from the audience, Commissioner Cynthia Calderon moved that Resolution No. 6630 be adopted approving the issuance of the license. Commissioner Buie Calderon seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and application packet are attached and made a part of these minutes.

Mayor Cobb expressed appreciation to Hollie, Inc., d/b/a Outlaw Grill for their presence in the community.

*Resolution No. 6633 - Establishing Fees for Animal Permits, Licenses, Adoptions and Services for Hobbs Animal Ordinance.*

Mr. Britt Lusk, Administrative Services Director, stated Hobbs Municipal Code 6.04.070(A) establishes that fees for the Hobbs Animal Ordinance be established through resolution and adopted by the Commission. He stated on January 2, 2018, the Commission adopted three new ordinances that amended the Municipal Code as related to the impounding of animals (Hobbs Municipal Code 6.04.090), retention of stray or owner surrendered animals (Hobbs Municipal Code 6.04.110), and the reduced cost spay and neuter program (Hobbs Municipal Code 6.04.170). Mr. Lusk stated specific changes include adding a microchip option for city licenses, where currently

there is no fee. He stated according to the Hobbs Municipal Code 6.04.210, microchipping is an acceptable method for identification of animals. Mr. Lusk further stated reflecting the Ordinance No 1111, the reclaim fee has been removed and in its place are the new methods for reclaiming pets from the Hobbs Animal Adoption Center. He stated a surrender fee has been added to the resolution as was established by Ordinance No. 1112. Mr. Lusk stated the fee associated with the surrender of an animal is to recoup costs associated with the care and vaccination for the surrendered animal.

In reply to Commissioner Gerth's inquiry, Mr. Stone stated the Ordinances No. 1111, 1112 and 1113 are not new ordinances but were amended.

In response to Commissioner Newman's question, Ms. Missy Funk, Hobbs Animal Adoption Center Manager (HAAC), stated they will be educating the public via Facebook, through the City's website, through the animal advocacy groups and during the free shot clinics. Mr. Lusk stated he will also be working with the City's Communication Director to get the word out as well. Commissioner Newman stated not all citizens use Facebook or website.

In response to Commissioner Cynthia Calderon's question, Mr. Lusk stated flyers can be inserted in the water bills to educate the public.

Commissioner Taylor suggested creating a list detailing the services and costs which would be a good tool to educate the public.

Commissioner Buie moved to approve Resolution No. 6633 as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Cynthia Calderon 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.

Ms. Jan Fletcher, City Clerk, stated election day is Tuesday, March 6, 2018, and reminded voters they may currently vote absentee at the City Clerk's Office or call (575) 397-9200 to request an application. She stated early voting ends March 2, 2018.

#### **Comments by City Commissioners, City Manager**

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

Acting City Manager/Fire Chief Gomez stated the City needs more applicants and candidates for available City positions.

Commissioner Gerth thanked everyone for their attendance. He also introduced his daughter, Ms. Renee Gerth Davison, who is in the audience.

Commissioner Taylor thanked everyone present at tonight's meeting in support of their beliefs. She stated she has restraints as a Commissioner regarding religious issues. Commissioner Taylor stated everyone spoke tonight from their heart.

Commissioner Cynthia Calderon stated her heart was touched by all who spoke at tonight's meeting.

Commissioner Buie thanked everyone who stayed at tonight's meeting after public comments. He stated he would like for this community to come together in unity.

Commissioner Buie also thanked everyone for their prayers, calls, flowers, etc., last week after his brother's passing.

Commissioner Newman stated he would like to see every Commission meeting full of people with concerns about the community. He thanked all of the City employees for all that they do.

### **Adjournment**

There being no further discussion or business, Commissioner Newman moved that the meeting adjourn. Commissioner Cynthia Calderon seconded the motion. The vote was recorded as follows: Newman yes, Cynthia Calderon yes, Taylor yes, Gerth yes, Buie yes, Cobb yes. The motion carried. The meeting adjourned at 7:30 p.m.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk



# **CONSENT AGENDA**



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

SUBJECT: Fire Prevention & Safety (FP&S) Grant
DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: February 21, 2018
SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The Fire Prevention & Safety Grant is part of the Assistance to Firefighters Grant (AFG) program and supports projects which will enhance the safety of the public and firefighters from fire and fire-related hazards. The primary goal of this grant is to reduce injury and prevent death among high-risk populations. In continuing the mission of providing public education to promote fire safety and prevention to the community of Hobbs, the Hobbs Fire Department has identified the need to purchase a new Fire Safety Training Trailer. This trailer will allow the department to promote fire safety and fire prevention education programs across the community utilizing updated technology. The Federal Emergency Management Agency (FEMA) is responsible for the implementation and administration of the Fire Prevention & Safety Grant.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

All applicants seeking funding from the Fire Prevention & Safety Grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in the amount equal to and not less than 5% of the grant awarded. This cost share is automatically calculated by the grant system.

The Fire Safety Training Trailer has an approximate cost of \$115,000. According to the grant system, the cost share for the City of Hobbs and the Hobbs Fire Department would be \$5,476.19, with the remaining \$109,523.81 being paid with grant funds.

Attachments:

- 1. Resolution
2. Fire Prevention & Safety Grant information
3. Fire Prevention & Safety Grant Cost Share Calculation Form
4. Fire Safety Training Trailer Quote

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Approval of resolution and to proceed with the application for the Fire Prevention & Safety (FP&S) Grant.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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



CITY OF HOBBS

RESOLUTION NO. 6634

A RESOLUTION APPROVING THE SUBMISSION OF  
THE ASSISTANCE TO FIREFIGHTERS GRANT

WHEREAS, the City of Hobbs Fire Department is eligible to participate in the Assistance to Firefighters Grant: and

WHEREAS, the grant was created to enhance the safety of the public and firefighters with respect to fire and related hazards by providing critically needed resources to equip and train personnel; and

WHEREAS, funding will be utilized to apply for funding for the purchase of a Fire Safety Training Trailer which will allow the department to promote fire safety and fire prevention education programs across the community; and

WHEREAS, the approximate cost of the Fire Safety Training Trailer is 115,000.00 with the grant covering approximately \$109,523.81 and the City responsible for the remaining balance of \$5,476.19.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized and directed to execute on behalf of the City of Hobbs this resolution approving the grant application for the Assistance to Firefighters Grant

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of March, 2018.

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk

**The U.S. Department of Homeland Security**  
**Notice of Funding Opportunity**  
**FY 2017 Fire Prevention and Safety**

**NOTE:** Applicants pursuing this funding opportunity who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM) should take immediate action to obtain a DUNS number, if applicable, and then register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for [Grants.gov](http://www.grants.gov) to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from [Grants.gov](http://www.grants.gov) at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D. Application and Submission Information.

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

**Catalog of Federal Domestic Assistance (CFDA) Number**  
97.044

**CFDA Title**

Assistance to Firefighters Grant (AFG)

**Notice of Funding Opportunity (NOFO) Title**

Fiscal Year (FY) 2017 Fire Prevention and Safety (FP&S)

**NOFO Number**

DHS-17-GPD-044-000-98

**Authorizing Authority for Program**

Section 33 of the *Federal Fire Prevention and Control Act of 1974* (Pub. L. No. 93-498, as amended) (15 U.S.C. § 2229)

**Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2017* (Pub. L. No. 115-31)

**Program Type**

New

## **Program Overview, Objectives, and Priorities**

### ***Program Overview***

The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) Program. The Grant Programs Directorate administers the Fire Prevention and Safety (FP&S) Grant Program as part of the AFG Program.

The purpose of the FP&S Grant Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development.

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards; and
- The extent of an applicant's need for an FP&S Grant and the need to protect the United States as a whole.

FP&S Grants are offered to support projects in two activities. This NOFO provides potential eligible applicants with application requirements and details for processing and evaluating applications for financial assistance for both of these activity areas.

- **Fire Prevention and Safety Activity:** The FP&S Activity is designed to reach high-risk target groups and mitigate the incidence of death, injuries, and property damage caused by fire and fire-related hazards.

Accordingly, the four project categories eligible for funding under this activity are:

- Community Risk Reduction;
- Code Enforcement/Awareness;
- Fire & Arson Investigation; and
- National/State/Regional Programs and Studies.

Each category within this activity has specific priorities. For additional details, please see Appendix B – Programmatic Information and Priorities, Section III. Funding Priorities.

- **Firefighter Safety Research and Development (R&D) Activity:** The R&D Activity is aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries.

The six project categories eligible for funding under this activity are:

- Clinical Studies;
- Technology and Product Development;

- Database System Development;
- Dissemination and Implementation Research;
- Preliminary Studies; and
- Early Career Investigator

For additional information on program priorities and objectives for the FY 2017 FP&S Grant Program, refer to Appendix B – Programmatic Information and Priorities.

***Program Objectives***

The objective of the FY 2017 FP&S Grant Program is to award grants directly to eligible applicants in order to carry out fire prevention and education, fire code enforcement, fire/arson investigation, firefighter safety and health programming, prevention efforts and research and development.

The FY 2017 FP&S Grant Program also plays an important role in the implementation of the National Preparedness System. The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The FY 2017 FP&S Grant Program’s allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of tangible outcomes that may be seen for projects funded in FY 2017 FP&S include building and sustaining core capabilities, such as Fire Management and Suppression and Long term Vulnerability Reduction.

Additional details on the National Preparedness Goal can be found at <https://www.fema.gov/national-preparedness-goal>.

**B. Federal Award Information**

**Award Amounts, Important Dates, and Extensions**

**Available Funding for the NOFO: \$34,500,000**

**Projected Number of Awards: 150**

**Period of Performance: 12 – 36 months. Extensions are permitted. For additional information on period of performance extensions, refer to Section H: Additional Information.**

- **FP&S Activity:** The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects, such as those under the national/regional/state Programs and Studies project category, may apply for up to a 24-month period of performance from the date of award.
- **R&D Activity:** The period of performance for projects proposed under the R&D Activity is 12, 24, or 36 months from the date of award.

**Projected Period of Performance Start Date(s):** 08/01/2018

**Projected Period of Performance End Date(s):** 07/31/2019 – 07/31/2021

**Funding Instrument:** Grant

**C. Eligibility Information**

**Eligible Applicants**

The following entities are eligible to apply directly to FEMA under this NOFO:

**1. Fire Prevention and Safety Activity (FP&S)**

Fire departments; and national, regional, state, local, federally recognized tribal, and non-profit organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity.

For-profit organizations, federal agencies, and individuals are not eligible to receive an FP&S Grant Award under the FP&S Activity.

**2. Firefighter Safety Research and Development Activity (R&D)**

National, state, local, federally recognized tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions. Both private and public non-profit organizations are eligible to apply for funding in this activity.

Fire departments are not eligible to apply for funding in the R&D Activity. Additionally, for-profit organizations, federal agencies, and individuals are not eligible to receive a grant award under the R&D Activity.

**Eligibility Criteria**

FP&S Grants are offered to support projects in two activities:

- **Fire Prevention and Safety Activity:** FP&S Projects are designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards.
- **Firefighter Safety Research and Development Activity:** R&D Projects are aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries.

Each activity has its own application and eligibility requirements. These requirements are outlined in Appendix B – Programmatic Information and Priorities.

### **Other Eligibility Criteria**

#### ***National Fire Incident Reporting System (NFIRS)***

NFIRS reporting is not a requirement to apply for any FP&S Program; however, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a twelve-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to the NFIRS must be established prior to the termination of the performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.338, unless they have yet to develop the capacity to report to NFIRS, as described above.

#### ***National Incident Management System (NIMS) Implementation***

FP&S Grant Program applicants are not required to comply with the National Incident Management System (NIMS) to apply for funding under this NOFO or to be awarded a grant under this NOFO. However, any applicant that receives an FY 2017 FP&S Grant Program award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

#### ***Maintenance of Effort***

A maintenance of effort is required under this program for all recipients, unless modified by a waiver, subject to waiver eligibility. An applicant seeking an award under this NOFO shall agree to maintain during the term of the grant, the applicant's aggregate expenditures relating to the activities allowable under this NOFO at not less than 80 percent (80%) of the average amount of such expenditures in the two (2) fiscal years preceding the fiscal year in which the grant award is received.

For more information on waiver eligibility, please see Appendix C – Award Administration Information, Section I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the FP&S Grant Program for more information.

### ***Cost Share or Match***

An eligible applicant seeking an FP&S Grant Program award to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than five percent of the grant awarded. The cost share is automatically calculated by the eGrant system in the Budget section of the application.

All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified below, as well as the appropriate cost principles as identified at 2 C.F.R. § 200.101(b)(1).

The recipient is not required to have the cost share at the time of application. However, before a grant is awarded, FEMA may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

### ***Types of Cost Share***

#### **1) Cash**

Cost share match (cash or hard match), including non-federal cash spent for project-related costs.

#### **2) In-Kind**

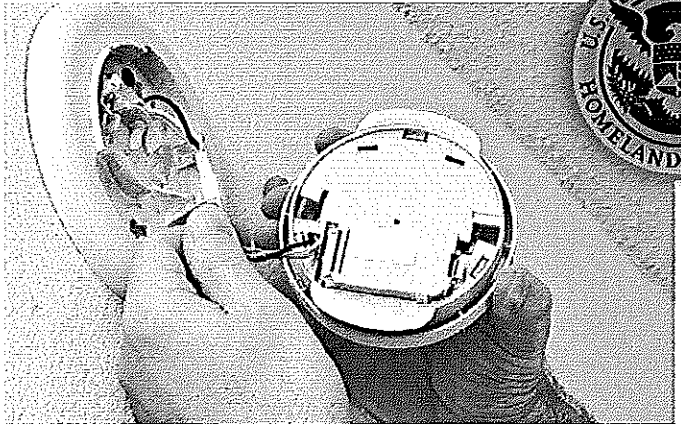
In-kind (soft; other than cash payments) cost share matches are allowable for FP&S Grants. Such matches include, but are not limited to, the valuation of in-kind services, complementary activities, and provision of staff, facilities, services, material, or equipment. In-kind is the value of something received or provided that does not have a cost associated with it. For example, where an in-kind match is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient receiving the contributions expends them as allowable costs in compliance with provisions listed above.

Recipients who use in-kind contributions for their five percent cost share must comply with all applicable regulations and 2 C.F.R. Part 200 regarding matching or cost-sharing. Applicants who are under consideration for award and plan to use in-kind as their method for cost sharing will be asked to submit their plan for documenting and verifying in-kind contributions prior to award. Please see 2 CFR § 200.306, as applicable, for further guidance regarding cost matching. For more information on 2 C.F.R. Part 200, please visit <https://www.fema.gov/media-library/assets/documents/101236>.

### ***Economic Hardship Waivers***

The Administrator of FEMA may waive or reduce cost share requirements in cases of demonstrated economic hardship. Please see [Appendix C – Award Administration Information](#), Section I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the FP&S Grant Program for more information.

# Assistance to Firefighters Grant Program (AFG)



# FEMA

## Fire Prevention & Safety (FP&S) Cost Share Calculator

### Calculating Federal Share and Cost Share for FP&S Grants

In order to assist you with determining your organization's Cost Share for FP&S Grants, a calculator and explanation of the formula is provided below. All applicants should ensure they are familiar with FEMA's administration of cost sharing requirements. Applicants are not required to have their cost share available when submitting the application. For additional information, refer to the Cost Share and Maintenance of Effort Requirements section of the Notice of Funding Opportunity Announcement (NOFO).

#### Determine the Organization's Cost Share Percentage

All eligible applicants seeking a FP&S Grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than five (5) percent of the grant awarded. Both cash and in-kind are eligible types of contributions. Please see the Cost Share and Maintenance of Effort Requirements section of the NOFO for more information on these types of contributions.

#### Example Cost Share Calculation

Total Project Cost:	\$100,000.00
Cost Share Percentage:	5%
Federal Funding Assistance:	\$95,238.10
Cost Share:	\$4,761.90

#### Example Cost Share Formula

X = Federal Funding Assistance  
Y = Total Project Cost  
P = Cost Share Percentage  
 $X + (P)(X) = Y$

X = Federal Funding Assistance  
Y = \$100,000  
P = 5%  
 $X + (P)(X) = Y$   
 $X = Y/1.15$

X = Federal Funding Assistance  
Y = \$100,000  
P = 5%  
 $X = \$100,000/1.05$   
X = \$95,238.10  
Local Cost Share = \$4,761.90

#### Use the Calculator Below to Determine the Cost Share for your Organization

Total Project Cost:	\$ 115,000.00
Cost Share Percentage:	5.00%

Example: For 5% enter .05 into the calculator

Federal Funding Assistance:	\$ 109,523.81
Cost Share:	\$ 5,476.19



# City Of Hobbs Fire Department

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## SMART FIRE SAFETY TRAINING TRAILER

### Budgetary Proposal

February 12, 2018

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Quote Number: 102562  
Date: 2-12-18  
Sales Person: Dave Dutkiewicz  
Valid Until: 3-12-18  
Terms: Net 30  
General BullEx Terms of Sales Apply

Ship To: Shawn Williams  
Address:  
Hobbs, NM  
Email: [swilliams@hobbsnm.org](mailto:swilliams@hobbsnm.org)





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## Emergency Response Training Environment (ERTE 021)

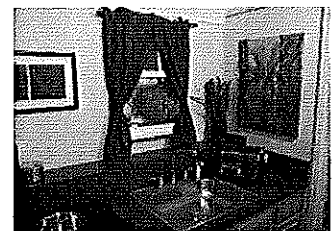
### Smart Fire Safety and Emergency Training Trailer

Price: \$53,230

The Smart Fire Safety and Emergency 21 foot Training Trailer allows you to create numerous hands-on emergency response scenarios with dozens of additional hazard recognition training opportunities. The mobile training environment features two interior rooms, including an Interactive Kitchenette Emergency Training Room and Interactive Bedroom Training Room.

#### **Interactive Kitchenette Emergency Training Room Features:**

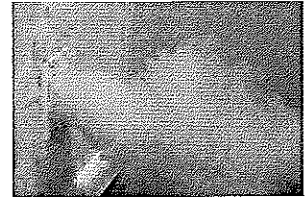
- Fully Interactive Stove with Oven and StoveTop Fire Training Scenario. Features Integrated Digital Flame, Smoke, and Sound Effects. Fire starts and grows dynamically and responds in real time to the actions of the training extinguisher and response of the trainee.
- 5lb Rechargeable Laser Driven Training Fire Extinguisher, with on-board sound effects and rechargeable batteries, that interacts in real time with the Burning CookTop SmartProp
- Central automated network control switch that allows fire to grow dynamically and spread to other linked SmartProps for realistic fire expansion scenarios
- Interactive Smoke Detector Response Scenario Prop, responds automatically to the cook top fire scenario in the room
- Wireless handheld remote for initiating or stopping emergency scenarios
- 911 Phone with dial tone, working buttons, and voice message. Phone plays pre-recorded emergency message or a customized message
- Cabinets and Sink Props
- Mock window
- Training-smoke evacuation fan
- Door to Interactive Bedroom



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**Interactive Bedroom Emergency Training Room Features:**

- Heated and Smoking Door Prop, with full door heating effects that vary the core temperature from top to bottom, allowing for interactive hazard recognition and evacuation lessons
- Adjustable temperature control on the door
- Smoking Electrical Outlet, allowing for electrical safety hazard recognition lessons
- Smoke Detector with alarm (switch operated)
- Towel rack and towel for smoking door scenario interactions
- Sliding Window with Exterior Mounted Escape Ladder for EDITH drills
- Chair, Bed and Lamp Props
- Door to Interactive Kitchenette





The trailer described in this proposal will be designed to provide safe and effective fire prevention and emergency training.

### Physical Specifications

#### **Dimensions**

Length: 21' overall body length plus tongue

Width: 8' 6" approximate

Exterior height: 11' approximate

#### **Construction**

##### **Exterior Finish**

0.050 white heavy duty aluminum with rivets

10 year construction warranty on frame

##### **Other**

Built in welded corner posts

Stabilizing jacks on all four corners

Tongue: A-frame hitch with 2 5/16" coupler and safety chains

Axles & Brakes: Two 5,200 lb. electric brake torsion axles, brakes on all wheels

Trailer Weight: 7,000lbs.

GVWR: 9,800 lbs.

Average and maximum tongue weight: 1,500lbs. (2,000lb. max)

Door: 36" x 80" hinged entrance door for kitchen training room

Pull-out step

Wood grain flooring throughout

Ventilation: Power exhaust fans above each training room with wall mounted switch

12v interior light in electrical compartment

12v interior light in trailer when plugged into vehicle

12 v power cut off switch

##### **Wiring**

14ga primary wiring (12V).

14ga THHN (15A 120V circuits).

12ga THHN (20A 120V circuits).

Electrical trailer receptacle: NEMA Style. 120/240 VAC.

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## Additional Smart Accessories

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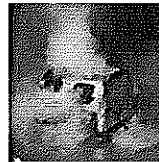
Your Safety Training trailer will include the following smart accessories:

### Interactive Kitchen Hazard Recognition Package

Price: \$4,995

Package includes:

- Smoking Toaster
- Smoking Outlet
- Chemical Cabinet
- Wall-mounted flat screen TV with DVD player for Safety Videos

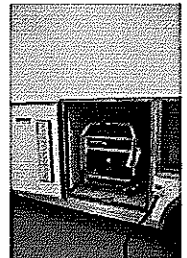
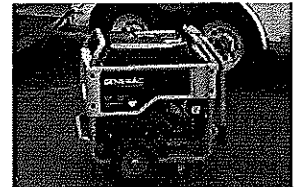


### Generator Power Package Complete

Price: \$5,045

Package Includes:

- 10 KW Portable Wheeled Generator. Power all electrical trailer features with this gas fueled generator. Fits within the external generator storage compartment built into the kitchenette room.
- 50 foot power cable with all required plugs and adaptors
- Online UPS system
- Power winch and ramps for loading and unloading the generator from the storage compartment



**Air Conditioning System****Price: \$1,275**

- Roof-mounted premium air conditioners

**Awning (15 foot)****Price: \$1,450**

- Red 15' Awning; mounted on entry side of the trailer

**Wheelchair Ramp and Hardware Storage****Price: \$860**

- Eight foot Wheelchair ramp and storage for all associated hardware (600lb weight capacity)

**Over Stove Cabinet Fire****Price: \$5,995**

- Features integrated digital flame and sound effects. Fire can grow and spread to cabinets above the stove if fire is left unchecked or is not properly extinguished. Cabinet Fire dynamically responds to the actions of the training extinguisher and response of the trainee.

**Severe Weather Package****Price: \$6,495**

*Requires Kitchen Hazard Recognition Package.*

The BullEx Extreme Weather Package is a state-of-the-art hazard recognition prop. The package includes a weather alert broadcast over the trailer's TV and radio. The alert is similar to the 'Emergency Broadcast System' alert, informing trainees that a severe weather event is imminent. The broadcast describes the differences between 'storm watch' and 'storm warning' using facts from FEMA to teach trainees life-saving tips and preparation techniques based on the type of extreme weather. The simulation includes digital amplification of various severe weather sound effects and strobe effects simulating lightning and power surges, creating an extremely realistic training environment. Passengers will feel like they're in the eye of the storm as the trailer shakes and the lights flicker.

Life-threatening weather emergencies can occur with little or no notice. The Severe Weather Package, an add-on to the Kitchen Fire Scenario, broadcasts realistic severe weather alerts and teaches trainees how to react if faced with an extreme weather event. Weather simulations incorporate actual news broadcasts with surround-sound effects for hurricane, earthquake, flood, and tornado safety education. The Bullex Severe Weather Package teaches critical life-saving steps in a highly realistic training environment.

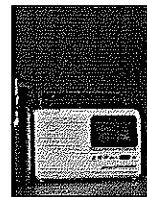
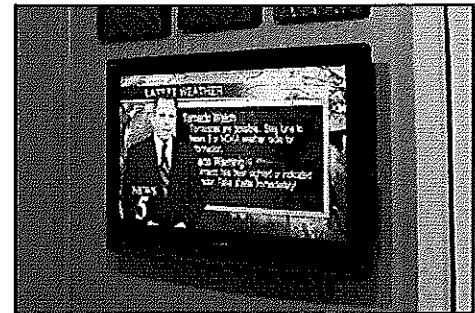
- NOAA Weather Radio warns of severe weather
- Integrated television broadcasts emergency weather news report
- Digital amplification creates realistic weather sound effects
- Strobe effects simulate lightning and intermittent power outages

The Severe Weather Package allows for breaks in the action so the instructor can discuss the emergency procedures specific to their location. The intensity level can be adjusted to provide an experience appropriate to the age level of the participants.

#### Package Includes:

Surround sound system and subwoofer, a strobe light for lightning effects, a weather radio that reports severe weather, flickering overhead lighting, emergency lights and a video that plays on the TV of a tornado, earthquake, flood and hurricane weather emergency together with instructive messaging. Overhead lighting, sound, weather radio, emergency lights, and strobe light are all automatically controlled by the simulation. The package includes the following simulations:

- Hurricane weather emergency simulation
- Tornado weather emergency simulation
- Flood emergency simulation
- Earthquake emergency simulation



#### Shipping and on-site training

- |  |                |
|--|----------------|
| ➤ Delivery to site   | Price: \$3,895 |
| ➤ Four hour train the trainer session with a Bullex representative | Price: \$1,674 |



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## Budgetary Proposal

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### BUDGETARY PROPOSAL For City of Hobbs FD

<b>21 foot Smart Fire Safety Training Trailer with:</b>	<b>\$79,345</b>
Interactive Kitchen Hazard Recognition Package	
Generator Power Package Complete	
Air Conditioning System	
Awning (15 foot)	
Wheelchair Ramp and Hardware Storage	
Severe Weather Package	
Cabinet Fire	
<b>Shipping and on-site training:</b>	<b>\$5,569</b>
<b><u>Total:</u></b>	<b><u>\$84,914</u></b>



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## Optional Features

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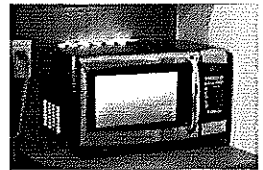
Upon your request, the Safety Training Trailer can be enhanced with optional features, as described below.

### Additional Available Accessories

#### Microwave Prop – if Cabinet or Trash Can is installed

Price: \$3,995

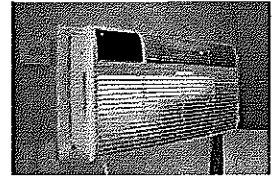
- Sparking and burning counter mounted microwave, with functioning power plug to disconnect the unit and shutdown the C-class fire scenario



#### Sparking/Burning Air Conditioner Prop

Price: \$8,500

- Sparking and burning wall mounted air conditioner in the Interactive Bedroom, with functioning power plug to disconnect the unit and shutdown the C-class fire scenario



#### Custom Graphics Package

Price: \$3,200

Full-color custom graphics for organization logo and title. Includes total design support by Bullex graphic designers who will create and customize the graphics to the requests of the customer. Includes logo on 3 sides.

#### Custom Graphics Wrap Package

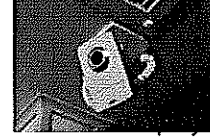
Price: \$12,995

Full-wrap, full-color custom graphics. Includes total design support by Bullex graphic designers who will create and customize the graphics to the requests of the customer.

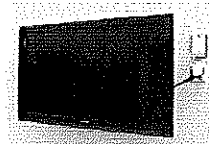
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**Camera and Wireless Video Display Package****Price: \$3,780****Package Includes:**

- Four (4) wall mounted digital color video cameras
- iPad with pre-installed networked software for video

**Exterior Television Package****Price: \$2,125****Package includes:**

- 40" or greater flat screen TV
- Mounting brackets
- Waterproof exterior power and cable outlets
- Internal storage and transport location for TV



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## Contact

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Thank you for considering Bullex as a trusted source for your fire training. It has been an honor for us to provide you with this budgetary proposal.

Please do not hesitate to contact us should you require any more information or have any questions about the proposal provided or our company.

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**Dave Dutkiewicz**  
**Account Manager**

20 Corporate Circle  
Albany, NY 12203  
Tel: 518.689.2023  
Fax: 518.689.2034  
[www.bullex.com](http://www.bullex.com)





**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

SUBJECT: Influent Grinder Replacement  
DEPT. OF ORIGIN: Utilities  
DATE SUBMITTED: February 14, 2018  
SUBMITTED BY: Tim Woomer, Utilities Director

Summary: A request for approval to exchange our existing Influent Grinder toward the purchase of a reconditioned Influent Grinder. Our existing Influent Grinder, asset # 6830, will be deleted from the asset inventory and returned to JWC Environmental to help offset the cost of the reconditioned unit. The reconditioned Influent Grinder will be added to the asset inventory. The current Influent Grinder has reached its useful life and needs to be replaced. This equipment exchange program is a cost effective way to replace this unit. This saves the City approximately \$45,000.00 when compared to purchasing a new unit at \$75,000.00. The typical reconditioned Influent Grinder service life is 3 years, whereas a new Influent Grinder service life is 4 years. This unit was purchased in February 2015. The Influent Grinder processes/grinds large solids, in the WWRF influent stream, into a smaller particle size to avoid obstruction and wear on downstream equipment. This will be a Sole Source purchase due to JWC Environmental being the OEM for the grinder unit.

Fiscal Impact: \$29,910.00

Reviewed By: 

Finance Department

Funding for replacement of the influent grinder will be under Fund 634370-43015 (Utility Equipment). Funds in this account total \$64,010.00 as of February 14, 2018.

Attachments:

Cost Proposal; JWC Environmental, LLC  
Deletion Sheet

Legal Review:

Approved As To Form: 

City Attorney

Recommendation:

Staff recommendation is to delete the existing Influent Grinder, asset number 6830, return this unit to JWC, and issue a purchase order totaling \$29,910.00 to JWC Environmental, LLC to provide a reconditioned Influent Grinder to be installed at the WWRF.

Approved For Submittal By:

  
Department Director

  
City Manager

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

CITY OF HOBBS

RESOLUTION NO. 6635

A RESOLUTION RELATING TO THE EXCHANGE OF AN  
EXISTING INFLUENT GRINDER

WHEREAS, the Wastewater Treatment Department desires to delete from its public inventory and dispose of an influent grinder currently on the City of Hobbs Wastewater Treatment Department inventory; and

WHEREAS, the influent grinder will be exchanged towards the purchase of a reconditioned influent grinder through JWC Environmental, Inc.; and

WHEREAS, the current book value of the existing influent grinder is \$5,474 and this will reduce the fiscal impact cost to \$29,910;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Hobbs, New Mexico, that:

A. The City desires to delete from its public inventory and dispose of the items of personal property, attached hereto and incorporated herein by reference and the governing body hereby makes the official, specific finding that each item of property on the attached list:

1. is obsolete; and
2. is worn-out, unusable, or obsolete to the extent that the item is no longer economical or safe for continued use by the City of Hobbs; and
3. that all such items should be deleted from the City's public inventory and traded-in towards the purchase of a reconditioned influent grinder through JWC Environmental, Inc

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

PASSED, ADOPTED, AND APPROVED this 5<sup>th</sup> day of March, 2018.

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk



**JWC**  
Environmental



JWC Environmental, Inc.  
2600 South Garnsey  
Santa Ana, Ca 92707  
Tel: 800-331-2277  
Tel: 949-833-3888  
Fax: 714-549-4007

To: Leo

Date: 02/14/2018

From: Erik Martinez

Subject: Manufacturer and Only Purchasing Source

Federal Tax ID# 45-2771126

Dear

JWC Environmental is the inventor and owner of the Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems. We hold numerous patents and trademarks on these products.

JWC Environmental is the sole manufacturer of these products and the exclusive source for service parts for this equipment.

JWC Environmental operates the only Service Centers that are factory authorized to perform repairs on Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems.

All repairs will be performed at the Western Regional Service Center in California and come with a one (1) year warranty.

Please feel free to contact me at 714-428-4760 or [erikm@jwce.com](mailto:erikm@jwce.com) if we can provide any additional information.

Best Regards,

Erik Martinez  
Customer Service  
Direct Line: 714-428-4760  
Fax: 714-549-4007  
Email: [Erikm@jwce.com](mailto:Erikm@jwce.com)

**CITY OF HOBBS  
INVENTORY TRANSFER/DELETION FORM**

**Section 1**    TODAY'S DATE: 2/14/2018    DATE OF TRANSACTION: 2/19/2015  
SERIAL/VIN #: G015777-2-1    ASSET CONTROL #: 6830  
MAKE/MODEL: JWC Environmental  
CDD5010-XDS2  
ITEM DESCRIPTION: Influend Grinder

**Section 2**    TRANSFER  
FROM:  
DEPT. NAME: \_\_\_\_\_  
DEPT. ACCOUNT #: \_\_\_\_\_  
CURRENT LOCATION: \_\_\_\_\_  
TRANSFER AMOUNT: \$ \_\_\_\_\_  
(Original Purchase Price)

\* \_\_\_\_\_ DEPARTMENT APPROVAL \_\_\_\_\_ DATE

TO:  
DEPT. NAME: \_\_\_\_\_  
DEPT. ACCOUNT #: \_\_\_\_\_  
CURRENT LOCATION: \_\_\_\_\_  
TRANSFER AMOUNT: \$ \_\_\_\_\_  
(Original Purchase Price)

\* \_\_\_\_\_ DEPARTMENT APPROVAL \_\_\_\_\_ DATE

**Section 3**    DELETION  
DELETION AMOUNT: \$ 28,152.00  
(Original Purchase Price)

REASON FOR DELETION: Item returned to JWC Environmental as core for an exchange unit.

*Kevin Woomer*    02-14-2018  
DEPARTMENT APPROVAL    DATE

PLEASE COMPLETE SECTION 1 AND SECTION 2 FOR TRANSFERS  
PLEASE COMPLETE SECTION 1 AND SECTION 3 FOR DELETIONS

**\*PLEASE NOTE THAT A SIGNATURE IS NEEDED FROM BOTH DEPARTMENTS IN A TRANSFER**

**~~PLEASE COMPLETE THIS FORM CAREFULLY AND IN ITS ENTIRETY WITH THE INFORMATION REQUESTED~~**



CITY OF HOBBS  
SOLE SOURCE/EMERGENCY

TO: CPO

FROM: Leo Wilson

DATE: 2/14/2018

CHECK ONE: SOLE SOURCE  EMERGENCY PURCHASE

ITEM(S)/SERVICE(S) TO BE PURCHASED: CDD 5010-XDS 2.0 grinder cutter assembly delivered to Hobbs, Existing grinder cutter assembly to be used in exchange.

Award To (If new vendor make sure address is on this form): JWC Environmental # 13189

2600 S. Garvey St.

Santa Ana, CA 92707

800-331-2277 / 714-549-4007

Phone/Fax No.

Erik Martinez

Point of Contact

COST: \$ 29,910<sup>00</sup>

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: \_\_\_\_\_

The wastewater entering the wastewater treatment facility contains rags and other foreign objects that cause damage to pumps and equipment. A screening/grinding/conveyor system at the influent wet well has a wearable grinder assembly that needs to be replaced. This sole source purchase is for the exchange of the existing grinder cutter assembly for a factory reconditioned assembly with a one-year warranty. JWC Environmental is the manufacturer of this equipment and no vendors can provide a reconditioned grinder cutter assembly which directly interchanges with the current system.

Account No. 634370-43015 Prepared By: Leo Wilson

Department Approval: [Signature]

CPO: \_\_\_\_\_



ASSET # 6830	EQ EQUIPMENT	MASTER ASSET	DESCRIPTION 7 COM CUTTER ASSEMBLY GRINDER UNIT
CLASS 689	UTILITIES - OTH	FUND SOURCE	MAINT CONT Y Vendor Name M:
COMMODITY		ACQUIS METH	VENDOR DESC p
DEPT 4370	WASTEWATER WWTP	ACQUIS DATE	TYPE EXPIRE DATE
LOG CODE 4370	WASTEWATER WWT	ACQUIS COST	ANNUAL COST 0.00
LOG MEMO		ACRES	MEMO
ROOM	WW	QTY 1	MEMO
STORAGE LOC		UNIT PRICE	MEMO
		PURCH MEMO	

STATUS A	ACTIVE	SOY BOOK	DEPRECIATE Y	INSURED
CONDITION	FIXED ASSET CUSTODIAN	CURRENT BOOK	DEPREC PRIN	CARRIER N
CUSTODIAN		EST SALVAGE	FIRST YR/PR 2015/08	INSURED VAL
TITLEHOLDER		REPL COST	EST LIFE 3	EXPIRE DATE
		LAST INVENT	PERIODS TAKEN 29	POLICY CST
TAG #	G015777-2-1	IMPROVE MEMO	ACCU DEPRECC	MEMO
SERIAL #	JWC E			
MANUFACTURER	CDD 5010-XDS2	RETIRE DATE		
MODEL YEAR		DISP CODE		
MODEL YEAR		DISP PRICE		
LICENSE #		SALE PRICE		

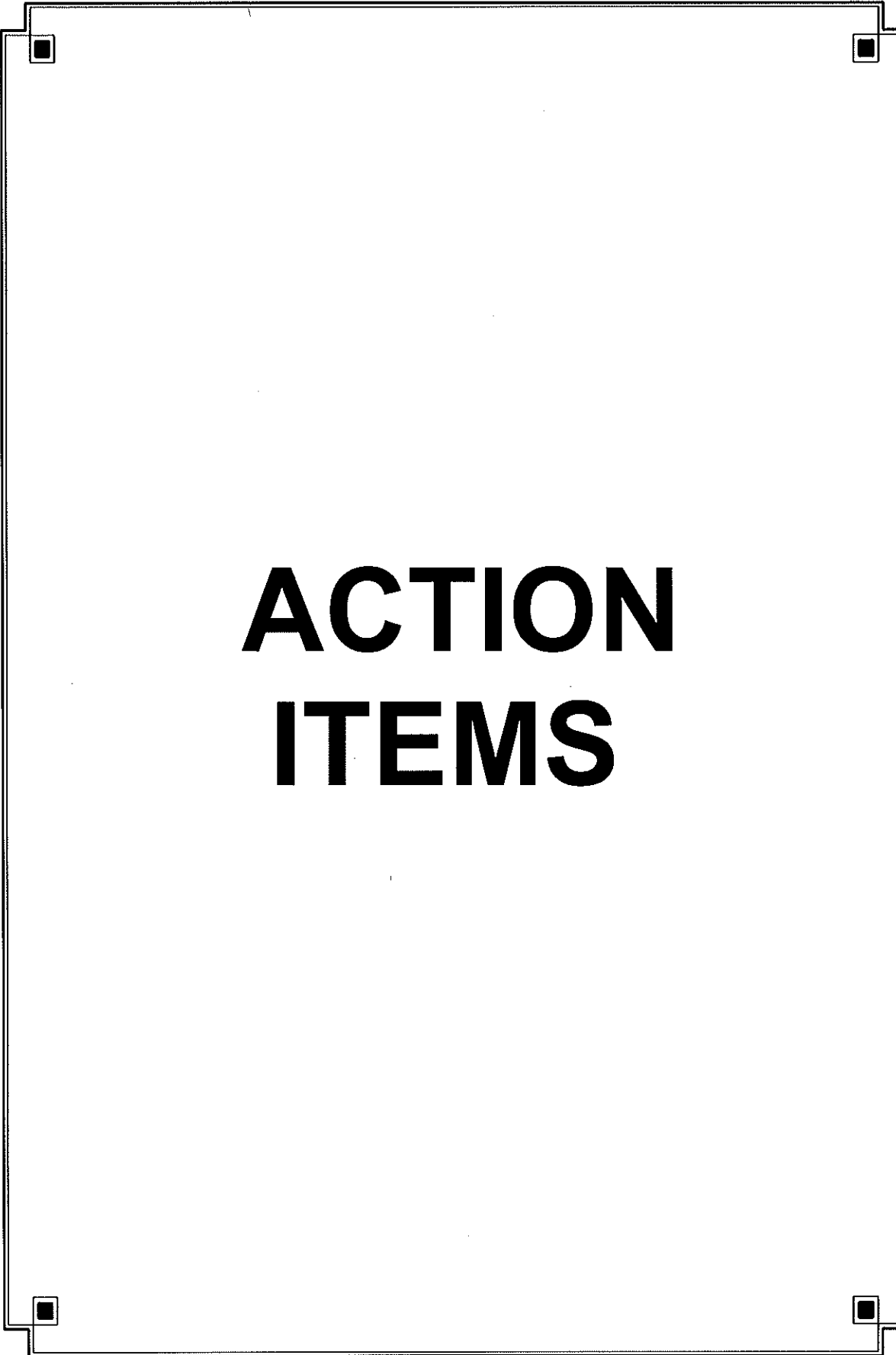
VEND # 13189	PO # 21502894	DOCUMENT # 131159	INVOICE # 63443	INV DATE 01/28/2015	INV AMT 28,152.00
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G/L Accounts

TYPE DESC	ORG	OBJ	PROJ	PERCENT
1 ASSET	920	16012		100.00
2 CONTRA	920	16015		100.00
5 DEPRECIATION EXPENSE	920	48000		100.00
6 ACCUMULATED DEPRECIATION	920	16112		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT



# **ACTION ITEMS**



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

**SUBJECT:** REJECT BID No 1568-18 FOR RENOVATIONS AT FIRE STATION #3  
**DEPT. OF ORIGIN:** Finance Dept.  
**DATE SUBMITTED:** 2-27-18  
**SUBMITTED BY:** Toby Spears

**Summary:**


Bids were opened at 11:00 AM on Tuesday, February 27, 2018 for the Renovations at Fire Station #3 Project. The project consists of remodeling the dorm rooms and restrooms, removing and replacing windows and ceiling tiles throughout the building. Bid Alternate 1 is for the installation of outdoor concrete and canopy and Bid Alternate 2 is for installation of new light fixtures.

An advertisement was placed in the local newspaper. Three bids were submitted.

Contractor	Base Bid	Bid Alternate 1	Bid Alternate 2
A Custom, LLC	\$216,000.00	\$ 4,600.00	not submitted
CDR Construction, Inc.	\$295,474.00	\$11,774.00	\$3,000.00
Lasco Constuction, Inc.	\$261,602.00	\$ 9,607.00	\$6,355.00

The budget amount allocated for this project is \$200,000.00. All bids received exceeded the budgeted amount. According to the project specifications, the City of Hobbs reserves the right to reject any or all bids or to accept any or all bids and to waive defects, and to waive any or all formalities or irregularities. Therefore, staff will be recommending that the bids received for construction of the project are rejected.

**Fiscal Impact:**

Reviewed By: 

Finance Department

Amount Budgeted: \$200,000  
Budgeted Line Item: 01-0220-43013

**Attachments:** Bid Summary Sheet, MUNIS Project Budget

**Legal Review:**

Approved As To Form: 

City Attorney

**Recommendation:** Staff recommends rejecting all bids

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. \_\_\_\_\_

### Bid Summary

BID/PROPOSAL NO. 1568-18

FURNISH Rena @ Fire Station #3

Bidder	A-Custom	COR Construction	Saoco	
NM Contractors License No.	58858	022806	13641	
Bid Bond	✓	✓	✓	
Addendum(s)		✓	✓	
Bid Form		✓	✓	
List of Subcontractors	✓	✓	✓	
Resident Bidders Pref No.	✓	✓	✓	
Veterans Preference	✓	✓	✓	
Campaign Cont. Dis. Form	✓	✓	✓	
Non-Collusion Affidavit	✓	✓	✓	
Related Party Disclosure Form	✓	✓	✓	
Non-Debarment Cert	✓	✓	✓	
Alternate 1	4600 <sup>00</sup>	11,774 <sup>00</sup>	9,607 <sup>00</sup>	
Alternate 2	-	3,000 <sup>00</sup>	6,355 <sup>00</sup>	
Alternate 3				
Alternate 4				
TOTAL	216,000 <sup>00</sup>	295,474 <sup>00</sup>	261,602 <sup>00</sup>	

1 unit \$7.45      unit \$17.00  
 2 unit \$1.25      unit 2 \$1.00



Account

Text	Org	Object	Proj	Description	2018 INITIAL Amount	2018 Actual	2018 Revised	2018 CITY MINGR Amount	2018 Original
N	010220	42633		RESTRICTED EXPENTITURES	6,000.00	3,292.00	6,000.00	6,000.00	6,000.00
N	010220	42701		COMPUTER/COMP EQUIPMENT	8,000.00	3,819.79	8,000.00	8,000.00	8,000.00
N	010220	42706		EQUIPMENT UNDER 5000.00	.00	.00	.00	.00	.00
N	010220	42707		FURNITURE/APPLIANCE	23,000.00	6,806.75	23,000.00	23,000.00	23,000.00
N	010220	42714		PUBLIC SAFETY EQUIPMENT	16,500.00	3,543.64	16,500.00	16,500.00	16,500.00
N	010220	43001		COMPUTER/COMP EQUIPMENT OVER :	.00	.00	.00	.00	.00
N	010220	43003		VEHICLE REPLACEMENT	80,000.00	32,497.44	100,067.68	80,000.00	80,000.00
N	010220	43004		VEHICLE - NEW	.00	.00	.00	.00	.00
N	010220	43005		SECURITY EQUIPMENT	.00	.00	.00	.00	.00
N	010220	43006		EQUIPMENT OVER 5000	.00	.00	.00	.00	.00
N	010220	43010		LAND	.00	.00	.00	.00	.00
N	010220	43013		BUILDING IMPROVEMENTS	300,000.00	16,890.00	366,198.41	300,000.00	300,000.00
N	010220	43014		PUBLIC SAFETY EQUIPMENT	.00	.00	.00	.00	.00
N	010220	43801		DAY ROOM FURNISHINGS	.00	5,279,741.64	8,975,826.17	.00	.00
TOTALS					8,991,305.23	5,279,741.64	8,975,826.17	8,991,305.23	8,991,305.23

Budget Detail for Account: 010220 43013 BUILDING IMPROVEMENTS

Year	Ln	Seq	Period	INITIAL Qty	INITIAL Unit Cost	INITIAL Amount	ADOPTED Amount	Description	Justification
2018	10	0	01	1.00	200,000.00	200,000.00	200,000.00	STATION #3 UPGRADES	SEPARATION OF LARGE DORM ROOM INTO INDIVIDUAL DC
2018	20	0	01	1.00	100,000.00	100,000.00	100,000.00	STUCCO AT STATION #1	NO EXTERIOR UPDATES SINCE BUILT IN 1972

<https://munisapp.hobbsnm.org/GasADProd/wa/r/mugwc/bgdeptrq>



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

SUBJECT: APPLICATION FOR MUNICIPAL ARTERIAL PROGRAM (MAP) TO NMDOT FOR JOE HARVEY/CENTRAL TRAFFIC SIGNAL AND INTERSECTION IMPROVEMENTS IN HOBBS, NEW MEXICO

DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: 3-1-18
SUBMITTED BY: Todd Randall, City Engineer

Summary:

The Programs and Infrastructure Finance Division is soliciting applications for the Department's Municipal Arterial Program (MAP) for fiscal year 2018. The application must be received by March 17, 2018. The purpose of the MAP program is to assist municipalities in project development; construction, reconstruction, improvement, maintenance, repair and right-of-way and material acquisition of and for those streets that are principal extensions of rural state highways and of other streets not on the state highway system but determined to qualify under designated criteria.

Staff recommends roadway improvements to the Joe Harvey/Central intersection. Improvements would include the construction of a traffic signal and geometric improvements to the intersection. This project is currently budgeted in the FY18 and funds will be carried over into FY19. If this grant application is funded, it will create a new revenue stream reducing the need for General Fund Dollars (Project 224)

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

Estimated Cost: \$700,000
Local Match: \$125,000
State Match: \$ 525,000
\* Project will be budgeted upon grant being awarded

Attachments:
Resolution

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

To make a motion to approve the Resolution for the Mayor to submit an application for the 2018/2019 MAP to the NMDOT

Approved For Submittal By:

[Signatures]
Department Director
City Manager

CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6636

A CONCEPT RESOLUTION OF SUPPORT FOR THE SUBMISSION OF AN APPLICATION TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR JOE HARVEY/CENTRAL TRAFFIC SIGNAL AND INTERSECTION IMPROVEMENTS IN HOBBS, NEW MEXICO

WHEREAS, the City of Hobbs desires to improve the intersection of Joe Harvey and Central in the City of Hobbs; and

WHEREAS, the estimated construction cost of the proposed project is \$700,000. The City of Hobbs proposes to provide \$175,000 and request the state to provide \$525,000; and

WHEREAS, the City of Hobbs verifies that funds, equipment, labor, and materials representing the total cost of the proposed project will be available if the funding is awarded; and

WHEREAS, the City of Hobbs has agreed to fund all on-going maintenance costs for this roadway project after construction; and

WHEREAS, the City of Hobbs supports this project and desires to receive funding; and

WHEREAS, the City of Hobbs understands two resolutions must be submitted, one at the time of application and another at the time the project is formally under contract with the New Mexico Department of Transportation; and

WHEREAS, this resolution is at the time of an application for the Transportation Roadway funding;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be, and hereby is, authorized to submit an application for the Municipal Arterial Program (MAP) funding to the New Mexico Department of Transportation for Joe Harvey/Central



in the City of Hobbs, New Mexico and hereby commits to the concept of such project as specified in the project application.

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

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

SUBJECT: APPLICATION FOR LOCAL GOVERNMENT ROAD FUND (COOP) GRANT TO NMDOT FOR TRAFFIC SIGNAL IMPROVEMENTS

DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: 2-27-18
SUBMITTED BY: Todd Randall, City Engineer

Summary:

The NMDOT District Two Engineering Support Division is soliciting applications for the Local Government Road Fund Program for fiscal year 2018/2019. The purpose of the Local Government Road Fund Program is to assist local public agencies in "project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public school parking lots, or for the acquisition of rights-of-way therefor or for material for the construction or improvement thereof". Requests are due no later than March 14th.

Staff recommends improvements to existing crosswalks located at 1) Dal Paso/Texas and 2) Dal Paso/Sunset. The improvements at the crosswalks include the installation of a Pedestrian Hybrid Beacon. This beacon is used to assist in pedestrian crossings at major arterials with minor street intersections. The sequence and instructions for the beacon is attached.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

Estimated Cost: \$ 160,000.00
Local Match: \$ 40,000.00 (25%)
State Match: \$120,000.00 (75%)
\* Project will be budgeted upon grant being awarded

Attachments:

Beacon Sequence/Instructions, Resolution

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

To make a motion to approve the Resolution for the Mayor to submit an application for the 2018/2019 COOP funding to the NMDOT

Approved For Submittal By:

[Signatures]
Department Director
City Manager

CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6637

A CONCEPT RESOLUTION OF SUPPORT FOR THE SUBMISSION OF AN APPLICATION TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR TRAFFIC SIGNAL IMPROVEMENTS IN HOBBS, NEW MEXICO

WHEREAS, the City of Hobbs desires to improve the roadway corridor of various signalized intersections in the City of Hobbs; and

WHEREAS, the estimated construction cost of the proposed project is \$160,000.00. The City of Hobbs proposes to provide \$40,000.00 and request the state to provide \$120,000.00; and

WHEREAS, the City of Hobbs verifies that funds, equipment, labor, and materials representing the total cost of the proposed project will be available if the funding is awarded; and

WHEREAS, the City of Hobbs has agreed to fund all on-going maintenance costs for this roadway project after construction; and

WHEREAS, the City of Hobbs supports this project and desires to receive funding; and

WHEREAS, the City of Hobbs understands two resolutions must be submitted, one at the time of application and another at the time the project is formally under contract with the New Mexico Department of Transportation; and

WHEREAS, this resolution is at the time of an application for the Local Government Road Fund Program funding;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be, and hereby is, authorized to submit an application for the COOP Program funding to the New Mexico Department of Transportation for Traffic Signal Improvements at various intersections in the City of Hobbs in the City of Hobbs, New Mexico and hereby

commits to the concept of such project as specified in the roadway project application.

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

---

SAM D. COBB, Mayor

ATTEST:

---

JAN FLETCHER, City Clerk



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 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: Parks and Recreation  
DATE SUBMITTED: February 28, 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. This Ordinance has been duly published and is ready for final approval

Fiscal Impact:

No fiscal impact connected to this.

Reviewed By: \_\_\_\_\_

  
Finance Department

Attachments:

Ordinance

Legal Review:

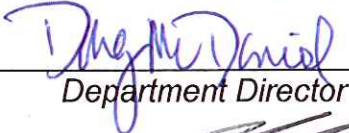
Approved As To Form: \_\_\_\_\_

  
City Attorney

Recommendation:

The Commission should approve the Ordinance.

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

ORDINANCE NO. 1114

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO THAT Section 12.28 \_\_\_\_\_ of the Hobbs Municipal Code is hereby adopted 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 5<sup>th</sup> day of March, 2018.

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk





**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

**SUBJECT:** APPROVE RESOLUTION TO ESTABLISH MEMBERSHIP FEES AND FACILITY RESERVATION FEES AT THE CORE (CENTER OF RECREATIONAL EXCELLENCE)

DEPT. OF ORIGIN: Parks and Recreation

DATE SUBMITTED: February 27, 2018

SUBMITTED BY: Doug McDaniel, Director of Parks and Recreation  
Catherine Vorrasi, CORE Facility Director

**Summary:**

Attachment A includes the CORE membership fees and facility reservation fees that were unanimously approved by the Community Affairs Board.

Fees were developed by staff and several resources were used in developing these fees: the update to the May 2014 Ballard King Feasibility Study, fee comparisons from thirteen (13) recreation centers located in New Mexico, Arizona, Colorado, Texas and Michigan, and staff's professional knowledge and experience.

The total operating expenses at the CORE will be offset by two revenue streams: fees generated and contributions toward operating expenses received from the CORE Partners. At this time, both the operating expenses and the fees generated are estimates which are based on Ballard King and staff estimates. A true picture of the CORE's operating expenses and revenues generated will become clear after two years of operation.

**Fiscal Impact:**

Reviewed by: \_\_\_\_\_

  
Finance Department

The update to the May 2014 Ballard King feasibility study estimates operating expenses at the CORE during the second full year of operation to be \$3.8 million with revenue at \$1.925 million. Although a true picture of expenses and revenue will not emerge until the completion of the second year of operation, expenses and revenues will be analyzed constantly during the initial operations at the CORE.

**Attachments:** Resolution, Attachment A

**Legal Review:**

Approved As To Form:

  
City Attorney

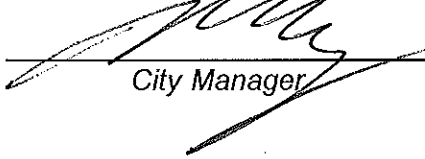
**Recommendation:**

Staff recommends that the City Commission approve the fees included on Attachment A.

Approved For Submittal By:

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

  
\_\_\_\_\_  
Department Director

  
\_\_\_\_\_  
City Manager

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_



CITY OF HOBBS

RESOLUTION NO. 6638

A RESOLUTION ADOPTING FEES  
AT C.O.R.E (THE CENTER OF RECREATIONAL EXCELLENCE)

WHEREAS, The Center of Recreational Excellence (C.O.R.E.) is expected to open in June of 2018; and

WHEREAS, Ordinance 1114 provides for the establishment of all fees at the C.O.R.E and should be approved by the City Commission after discussion at a regular Commission meeting; and

WHEREAS, significant discussions of C.O.R.E. fees has occurred in several forums with input from the Community Affairs Board and the public; and

WHEREAS, discussion of C.O.R.E. fees occurred at the February 5, 2018 City Commission meeting,

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that C.O.R.E fees should be adopted as set forth in Attachment A herein and shall be effective April 1, 2018.

PASSED, ADOPTED AND APPROVED this 5<sup>th</sup> day of March, 2018.

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk

**Proposed Fees**  
February 2018



Center Of Recreational Excellence

ATTACHMENT A

**PROPOSED HOURS OF OPERATION - \*SUMMER 2018\***

<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
5:00am – 10:00pm	6:00am – 10:00pm	10:00am – 8:00pm



	DAY Pass		WEEK Pass		FACILITY Membership (Land/Water Classes Not Included)	
	Res	Non-Res	Res	Non-Res	Res	Non-Res
Adult (18-61)	\$7	\$10	\$20	\$30	\$28/month; \$320/yr	\$40/month; \$456/yr
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
Matinee (Adults & Seniors Only)	n/a	n/a	n/a	n/a	\$14/month; \$160/yr	\$20/month; \$228/yr
Weekdays 10am - 3pm						

**\* Public Safety Personnel includes Police, Fire, EMT, Border Patrol & Military (Active & Veterans)**  
**Resident Rate = All Lea County residents**

**Only interested in Programs?**  
**Pay a yearly fee for access to**  
**register for any program**  
**offered at the CORE.**

PROGRAMS	
Res	Non-Res
\$25/year (waived for group swim lessons for youth)	\$36/year (waived for group swim lessons for youth)



## 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)	\$300/Two hours (Includes admission to CORE SPLASH)
w/ decorations	Add \$25
Party Room 171	\$75/Two hours
Party Room 171 (Dry)	\$250/Two hours (Includes admission to CORE Play)
Party Room 171 (Wet)	\$300/Two hours (Includes admission to CORE SPLASH)
w/ decorations	Add \$25
Observation Deck	\$75/hour - Negotiated by appointment only
Executive Conference Room	\$25/hour
Full Facility	\$2500/Two hours (includes staff)





**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 5, 2018

**SUBJECT:** CONSIDER RENEWING THE PROFESSIONAL SERVICES AGREEMENT WITH LIFE SKILLS FORE YOUTH OF THE PECOS FOR THE FIRST TEE PROGRAM AT ROCKWIND COMMUNITY LINKS.

DEPT. OF ORIGIN: Parks and Recreation/Legal  
DATE SUBMITTED: February 27, 2018  
SUBMITTED BY: Doug McDaniel, Parks & Recreation Director  
Linda Howell, Rockwind Community Links General Manager/PGA Golf Professional

**Summary:**


With the opening of Rockwind Community Links, one of the goals was to engage the youth of Hobbs, Lea County, southeast New Mexico and west Texas in the game of golf by offering various golf instructional programs, clinics and camps.

The City of Hobbs has funded the First Tee Program at Rockwind Community Links for the previous three years. The partnership with Life Skills Fore Youth Of The Pecos has afforded local youth golfers to participate in the nationally renowned, First Tee Program. The First Tee's Nine Core Values, Nine Healthy Habits and Code of Conduct continue to have a positive impact on all that participate in this program at Rockwind Community Links. By renewing this agreement, Rockwind Community Links will continue to be officially designated as a, "The First Tee of Southeastern New Mexico Program Location" and will receive all considerations normally associated with First Tee Program locations as described in the attached agreement.

Over the past year, The First Tee of Southeastern New Mexico has made many strides to reach even more of the youth population in Hobbs having recently started a new initiative at three (3) elementary schools used by the Boys and Girls Club for after school programs. This new program is in addition to the programming that takes place at both Rockwind Community Links and the Boys and Girls Club.

The City of Hobbs will also provide a maximum of two (2) fundraising golf events per year to benefit The First Tee program.

**Fiscal Impact**

Reviewed by: 

Finance Department

The City of Hobbs has included \$109,560 in the Rockwind Community Links budget for the operation of the First Tee program. The funds are budgeted in account 180-184316-42601. (Professional Services)

**Attachments:** Copy of the Professional Services Agreement

**Legal Review:**

Approved As To Form:

  
City Attorney

**Recommendation:**

Staff recommends that the Commission consider renewing the Professional Services Agreement for the operation of the First Tee Program at Rockwind Community Links.

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. \_\_\_\_\_

## PROFESSIONAL SERVICES AGREEMENT

### CITY OF HOBBS – LIFE SKILLS FORE YOUTH OF THE PECOS

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

WHEREAS, the City Commission of the City of Hobbs, Lea County, New Mexico, has determined that the services to be provided by the contracting party pursuant to this Agreement are needed by certain segments of the population of the City and are necessary to contribute to the quality of life of the citizens of the City of Hobbs; and

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

NOW, THEREFORE, the City of Hobbs (hereinafter referred to as "City") and Life Skills Fore Youth of the Pecos (hereinafter referred to as "Life Skills") hereby do agree as follows:

#### 1.0 SCOPE OF SERVICES

1.1 Life Skills will provide the following services:

1.1.1 Provide coaches to deliver golf skills and life skills instruction to the youth of the City of Hobbs under The First Tee of Southeastern New Mexico program;

1.1.2 Provide all equipment, instructional materials and other programming materials for The First Tee of Southeastern New Mexico program;

1.1.3 Provide all program management resources including scheduling of class sessions and staff, registration, collection of program fees and supervision for The First Tee of Southeastern New Mexico program;

1.1.4 Provide all coach and volunteer training required for The First Tee of Southeastern New Mexico program delivery. Additionally, perform comprehensive background checks of all coaches and volunteers to help ensure the safety and well-being of the participants of The First Tee of Southeastern New Mexico program ;

1.1.5 Allow for The First Tee of Southeastern New Mexico brand and logo usage on Rockwind Community Links marketing materials;

1.1.6 Provide official designation of Rockwind Community Links as a "The First Tee of Southeastern New Mexico Program Location";

1.1.7 Provide on-site signage regarding The First Tee of Southeastern New Mexico;

1.1.8 Recognize Rockwind Community Links in marketing and sponsorship materials including The First Tee web site;

1.1.9 Provide accounting services to assure accurate statements of income and expense and make that information available to the City of Hobbs at regularly agreed intervals.

1.2 All persons retained by Life Skills to provide the services required by this Agreement shall be employees, volunteers or contractors of Life Skills, which shall be solely responsible for their acts and omissions, as well as all compensation, taxes and benefits associated with their work for Life Skills.

1.3 It is expressly understood and acknowledged that Life Skills is an independent contractor, that it is not an instrumentality, agent or employee of City, and that it will not so represent itself to the public.

1.4 This Agreement shall not preclude funding or other contracts from other sources.

## 2.0 CITY'S CONTRIBUTION

2.1 The City of Hobbs will fully fund The First Tee program's budget as in the attached document (\$109,560). This sum will be paid in three (3) equal payments of \$36,520.00 that will be paid on March 19, July 19 and November 19 during each term. Life Skills will be required to invoice the City on these dates after service is provided.

2.2 City will provide access to dedicated driving range and practice areas to deliver The First Tee of Southeastern New Mexico program including the Life Skills Experience. Access to the driving range and practice areas shall be coordinated and approved by the Rockwind Community Links General Manager.

2.3 City will allow members of The First Tee during non-program times, to use the driving range/golf course located at Rockwind Community Links at a discounted First Tee rate. This rate will be designated by Rockwind Community Links and Rockwind Community Links will retain this income.

2.4 City will provide areas at Rockwind Community Links to certify program participants and to deliver life skills classroom instruction. The designation and use of such areas at Rockwind Community Links will be at the sole discretion of the Rockwind Community Links General Manager.

2.5 City will strive to provide Rockwind Community Links staff time for program instruction and/or other programming organizational needs if possible. The designation and use of such staff will be at the sole discretion of the Rockwind Community Links General Manager.

2.6 City will provide the use of the Rockwind Community Links golf course facility for a maximum of two (2) special fundraising golf events specifically for The First Tee. The designation of dates and use of the facility for such fundraising events shall be coordinated and approved by the Rockwind Community Links General Manager.

2.7 City will assist with raising awareness of The First Tee through City marketing materials, marketing programs and appropriate signage.

2.8 City will strive to provide opportunities, where appropriate, for participant employment and career training in golf course operations.

2.9 City will help to identify and recruit program volunteers to assist with program delivery, transportation and other tasks related to programming.

2.10 Life Skills shall make no claim against City for any expense incurred by it in providing the services required by this Agreement. Specifically, Life Skills shall make no claim against City for staffing, program materials, operating expense, travel expense, duplication costs, telephone costs, secretarial assistance, office supplies or any other cost not specifically allowed herein.

### 3.0 INSURANCE

Life Skills shall provide the City of Hobbs with a Certificate of Insurance naming the City of Hobbs as an additional insured on all general and/or professional liability and workers' compensation insurance policies.

### 4.0 TERM

The duration of this agreement will be for one year from the date of signatures below with the option to renew, by mutual agreement between the City and Life Skills for two additional one year terms. With mutual agreement between the parties, either party may terminate this agreement by giving notice at least 120 days prior to the end of any one-year term.

### 5.0 LOGO USAGE

Under the terms of this agreement, there are specific uses of The First Tee of Southeastern New Mexico logo that are allowable. Misuse of the logo could result in breach of contract. The following requirements must be followed anytime The First Tee of Southeastern New Mexico logo is utilized:

5.1 All of the name "The First Tee of Southeastern New Mexico" must be used rather than dropping "The" or "of Southeastern New Mexico" from the name;



5.2 The ® must be included with the first usage of the trademark text unless the logo appears before the text;

5.3 Never use the individual elements of the logo alone or in less than the full design;

5.4 The Chapter must reproduce the secondary mark from artwork or digital files initially obtained from the home office.

## 6.0 MISCELLANEOUS PROVISIONS

6.1 Life Skills shall timely notify City of any change as to its principal place of business, the identity of all its directors, officers and members, any change of its corporate status, any change of its tax-exempt status with the Internal Revenue Service, any change in programming and any pending litigation or asserted claims or any other matter that might affect the continued rendition of services to City residents under this Agreement.

6.2 Life Skills represents and warrants that the information given to City in support of its request for City's contribution as outlined in this agreement is true and correct; further, that its staff is competent to render the services which are the subject of this Agreement, and finally, that there is no other provider in Lea County of the kind of services contemplated by this Agreement.

6.3 Life Skills agrees to abide by all state and federal rules, regulations and statutes pertaining to equal opportunity. In accordance with these laws and regulations, Life Skills agrees to assure that no person shall, on the grounds of race, color, national origin, sex, age, handicap or medical condition, be excluded from participation in programs and services to be rendered by Life Skills pursuant to this Agreement.

6.4 Life Skills shall give City prompt and timely notice of any claim made or suit instituted against Life Skills which may in any way, directly or indirectly, contingently or otherwise, result in a judgment against City.

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

6.6 This Agreement shall be construed pursuant to the laws of the State of New Mexico and the parties agree that any dispute arising out of this agreement shall be heard in the Fifth Judicial District Court of Lea County, New Mexico.

6.7 The parties agree that any changes or modifications to this Agreement suggested or required by any supervising state entity, such as the New Mexico Attorney General's office or

the New Mexico Department of Finance and Administration, shall be made in order to fully comply with the law as such agencies might interpret and define it to the parties. City may cancel this Agreement without further responsibility to provide services on behalf of Life Skills if the legality of such is challenged.

6.8 If Life Skills obtains an audit or other type of financial review of its affairs, then City shall receive a copy of same. This provision does not otherwise obligate Life Skills to secure such services.

6.9 This is a personal services contract and neither City nor Life Skills may assign this Agreement, or any interest herein, without prior written approval of the other.

6.10 This Agreement reflects all covenants, understandings and agreements between the parties. This Agreement may not be altered except by another writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day of March 2018.

ATTEST:

THE CITY OF HOBBS, NEW MEXICO

\_\_\_\_\_  
JAN FLETCHER, City Clerk

By: \_\_\_\_\_  
SAM D. COBB, Mayor

\_\_\_\_\_  
MANNY GOMEZ, Acting City Manager

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
MICHAEL H. STONE, City Attorney

ATTEST:

LIFE SKILLS FORE YOUTH OF THE PECOS

By: \_\_\_\_\_  
ADRIENNE FIELDS, Executive Director  
The First Tee of Southeastern New Mexico