

# Commission Meeting Agenda



## *Mayor*

Samuel D. Cobb

## *City Commission*

Marshall R. Newman

Christopher R. Mills

Patricia A. Taylor

Joseph D. Calderón

Dwayne Penick

Don R. Gerth

## *Acting City Manager*

Manny Gomez

***December 16, 2019***



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

**Monday, December 16, 2019 - 6:00 p.m.**

Sam D. Cobb, Mayor

Marshall R. Newman  
Commissioner - District 1

Christopher R. Mills  
Commissioner - District 2

Patricia A. Taylor  
Commissioner - District 3

Joseph D. Calderón  
Commissioner - District 4

Dwayne Penick  
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 December 2, 2019, Regular Commission Meeting

**PROCLAMATIONS AND AWARDS OF MERIT**

2. Recognition of City Employees - Milestone Service Awards for the Month of December, 2019 (*Manny Gomez, Acting City Manager*)
  - ▶ 5 years - Jessica Reza, Hobbs Police Department
  - ▶ 5 years - Elda Gonzalez, Finance Department
  - ▶ 5 years - Michal Hughes, Parks Department
  - ▶ 5 years - Nikolas Mann, Hobbs Police Department
  - ▶ 5 years - Dustin Sharp, Parks Department
  - ▶ 10 years - Shelly Raulston, Finance Department

**PUBLIC COMMENTS** *(Citizens who wish to speak must sign the Public Comment Registration Form located in the Commission Chamber prior to the beginning of the meeting.)*

**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.)*

3. Resolution No. 6886 - Authorizing Appointments to the Labor Management Relations Board *(Mayor Sam Cobb)*

## **DISCUSSION**

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

4. Resolution No. 6887 - Authorizing Acceptance of Work Product and Deliverables from the J. F Maddox Foundation *(Mayor Sam Cobb)*
5. Resolution No. 6888 - Authorizing Ballot Questions at the Municipal Election on March 3, 2020 *(Jan Fletcher, City Clerk)*
6. Resolution No. 6889 - Authorizing a CES Contract with Smith Engineering Company in the Amount of \$107,500.00 for Professional Engineering Design Services of Trunk F Sewer Replacement *(Todd Randall, City Engineer)*
7. Consideration of Approval of Change Order #5 with RMCI, Inc., in the Amount of \$328,560.77 for Demolition and Decommissioning of Existing Aerobic Digesters *(Tim Woomer, Utilities Director)*

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

8. Next Meeting Date:
  - ▶ City Commission Regular Meeting  
**January 6, 2020**, 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: December 16, 2019

**SUBJECT:** City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office  
DATE SUBMITTED: December 9, 2019  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of December 2, 2019

**Fiscal Impact:**

Reviewed By: \_\_\_\_\_  
Finance Department

N/A

**Attachments:**

Minutes as referenced under "Summary".

**Legal Review:**

Approved As To Form: \_\_\_\_\_  
City Attorney

**Recommendation:**

Motion to approve the minutes as presented.

Approved For Submittal By:

  
\_\_\_\_\_  
Department Director  
  
\_\_\_\_\_  
City Manager

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

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

Minutes of the regular meeting of the Hobbs City Commission held on Monday, December 2, 2019, 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 Christopher Mills  
Commissioner Patricia A. Taylor (*Via Telephone*)  
Commissioner Joseph D. Calderón  
Commissioner Dwayne Penick  
Commissioner Don Gerth

Also present:

Manny Gomez, Acting City Manager/Fire Chief  
Efren Cortez, City Attorney  
John Ortolano, Police Chief  
Barry Young, Deputy Fire Chief  
Todd Randall, City Engineer  
Doug McDaniel, Parks and Recreation Director  
Bryan Wagner, Parks and Open Spaces Director  
Matt Hughes, Rockwind Community Links Superintendent  
Nicholas Goulet, Human Resources Director  
Tracy South, Assistant Human Resources Director  
Toby Spears, Finance Director  
Lindsay Chism McCarter, CORE Marketing Director  
Bobby Arther, Municipal Judge  
Tim Woomer, Utilities Director  
Shelia Baker, General Services Director  
Ben Maynes, Building Official  
Raymond Bonilla, Community Services Director  
Meghan Mooney, Communications Director  
Ron Roberts, Information Technology Director  
Sandy Farrell, Library Director  
Bob Hamilton, Reference Librarian  
Ann Betzen, Risk Manager/Executive Assistant  
Mollie Maldonado, Deputy City Clerk  
Jan Fletcher, City Clerk  
23 citizens

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

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

### **Approval of Minutes**

Commissioner Newman moved that the minutes of the meeting held on November 18, 2019, be approved as presented. Commissioner Gerth seconded the motion and the vote was recorded as follows: Mills yes, Taylor yes, Newman yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

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

#### ***Proclamation Proclaiming Tuesday, December 10, 2019, as "Hobbs Public Library Day"***

Mayor Cobb proclaimed December 10, 2019, as "Hobbs Public Library Day". He presented the proclamation to Ms. Sandy Farrell, Library Director, and Mr. Bob Hamilton, Reference Librarian. Ms. Farrell thanked the Mayor and Commission for recognizing the Library Staff and Library Board. She invited the Commission and the public to an Open House at the Hobbs Public Library on Tuesday, December 10, 2019, from 4:00 p.m. to 6:00 p.m.

### **Public Comments**

Ms. Tanya Sanchez, Tourism Development Coordinator, invited everyone to the Hobbs Tree Lighting Ceremony on Saturday, December 7, 2019, from 5:00 p.m. to 8:00 p.m. She stated there will be approximately 26 vendors at the event. Ms. Sanchez further stated in addition to the Tree Lighting Ceremony, there will be free photos with Santa, a holiday market, horse carriage rides, entertainment, food, and fun for the whole family.

Mayor Cobb also encouraged everyone to attend.

Mayor Cobb introduced Mr. Fabian Palomar, the interpreter for Municipal Court.

Commissioner Calderón requested the large group of Hobbs High School students present in the audience to introduce themselves.

### **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 Calderón moved for approval of the following Consent Agenda Item(s):

*Resolution No. 6881 - Establishing a Multi-Family Complex Membership Program at the CORE*

*Resolution No. 6882 - Approving Special Event Application Fees for Events with up to 99 Participants*

*Resolution No. 6883 - Appointing Members to the Public Art Committee*

Commissioner Penick seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of resolution and supporting documentation are attached and made a part of these minutes.

### **Discussion**

#### **Art Committee**

Mayor Cobb stated a resolution was approved on the Consent Agenda authorizing the appointment of the following individuals to serve on the Public Art Committee: Mr. Daniel Russell, Ms. Mary Lyle, Mr. Barry Peters, Ms. Joanne Zespy, Mr. Mick Cavanaugh, Ms. Susan Crutchfield, and Ms. Phoebe Spencer. Mr. Daniel Russell, Chair of the Committee, reviewed a brief background on the history of the Art Committee. He stated they will be move forward to work on some new public art projects which should be completed by June 30, 2020. Mr. Russell stated more details will be provided at a later date.

### **Action Items**

*Resolution No. 6884 - Adopting the Recommendations of the Charter Commission*

Mr. Efen Cortez, City Attorney, gave a PowerPoint presentation outlining the actions of the Charter Commission. He stated pursuant to Section 7-1 of the City of Hobbs Charter, "the City Commission shall appoint a Charter Commission at least every ten (10) years to review the Charter." On October 21, 2019, via Resolution No. 6869, the City Commission appointed a nine (9) member Charter Commission to review the City Charter. He stated the Charter Commission met twice, on November 7th and 19<sup>th</sup>, in public hearings "to obtain public opinion and input" and has four (4) recommendations for amendments to the City Charter to submit to the City Commission. He explained the proposed amendments are to:

1. Section 2-1(A). Electors - Candidates (amendment);
2. Section 10-1. Recall (amendment);
3. Section 11 - Public Officer and Employee Anti-Discrimination (new); and
4. Section 4-7 - City Commission Powers and Duties (amendment).

Mr. Cortez stated the City Charter states, "the City Commission shall act on the recommendations of the Committee by an affirmative vote of the majority." Thus, if a majority of the City Commission votes affirmatively on each of the recommendations, the issue(s) shall be placed on the ballot for the March, 2020 Municipal Election.

Mayor Cobb stated he will request separate votes for each recommendation made by the Charter Commission.

Mayor Cobb requested a motion for Measure 1, Section 2-1(A). Electors - Candidates: Following some discussion, it was agreed that the measure should read in the present tense, not past tense, so the words "has resided" will be changed to "resides" and will read as follows:

Candidates. Any registered qualified elector of the City of Hobbs may be a candidate for the office of Mayor, Municipal Judge, or Commissioner for the district in which the elector resides, if that candidate ~~has resided~~ resides within the City limits of Hobbs and, if applicable, within the appropriate Commission district.

Commissioner Calderón moved that Section 2-1 (A) be approved as presented to include the amended language. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

Mr. Cortez clarified the vote was in favor of the amendment.

Mayor Cobb requested a motion for Measure 2, Section 10-1. Recall. The entire section will be repealed and new language will read as follows:

The Mayor and any City Commissioner are subject to a recall election as provided in the manner provided by State law.

Mr. Cortez stated the vote of the Charter Commission was 9-0 in favor of the measure.

There being no discussion, Commissioner Newman moved that Section 10-1 Recall be approved as presented. Commissioner Penick seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.



Mayor Cobb requested a motion for Measure 3, a new Section 11 – Public Officer and Employee Anti-Discrimination which will read as follows:

Wherever the masculine gender is used in this Charter, in defining the qualifications for specific offices or employment, it shall be construed to include the feminine.

Mr. Cortez stated the vote of the Charter Commission was 8 – 1 in favor of the recommended change.

Commissioner Penick moved that Section 11 – Public Officer and Employee Anti-Discrimination be approved as presented. Commissioner Gerth seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

Mayor Cobb requested a motion for Measure 4, Section 4 – City Commission, 4-7. – Powers and Duties. A new Paragraph F will read as follows:

The Commission is the governing body of the City of Hobbs and may exercise all legislative powers not expressly denied by general law.

The Commission shall:

- A. Pass all ordinances and other measures conducive to the health, safety and welfare of the City;
- B. Carry out the provisions of this Charter;
- C. Perform all acts required for the general welfare of the City;
- D. Create all offices and departments necessary for proper carrying on of the work of the City;
- E. Appoint a City Manager and hold him responsible for the proper and efficient administration of City government; and
- F. Provide advice and consent via resolution regarding the termination of the City Attorney.

Mr. Cortez stated the vote of the Charter Commission was 9-0 in favor of the measure.

There being no discussion, Commissioner Mills moved that Section 4 – City Commission 4-7. – Powers and Duties be approved as presented. Commissioner Penick seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

Commissioner Penick then moved to repeal the current runoff provision contained in Section 2-6 of the Hobbs City Charter. A lengthy discussion was held on the topic. Mayor Cobb stated if the runoff provision of the Charter is removed, the candidate with the highest number of votes would win. Mr. Cortez agreed and stated this issue went to the voters in the form of a Charter amendment in 2010 and was approved by the voters to add runoff provisions to the Charter. Mayor Cobb clarified that the intent of the motion is to remove the existing runoff requirements from the Charter. Commissioner Penick agreed.

Based on the motion, Mr. Cortez stated if approved by the Commission, this would be a fifth proposal to be considered by the voters at the upcoming March, 2020, Election.

In response to Mayor Cobb's question, Mr. Cortez explained the two ways that the City Charter can be amended and ultimately, the City Commission has the final say and has the power to add something additional.

Accordingly, Mayor Cobb stated he would accept Commissioner Penick's motion for removal of the runoff provision from the Charter. Commissioner Mills seconded the motion and the vote was recorded as follows: Newman no, Mills yes, Taylor yes, Calderón yes, Penick yes, Gerth yes, Cobb no. The motion carried.

*Resolution No. 6885 - Authorizing Ballot Questions at the Municipal Officer Election on March 3, 2020*

Due to the changes made during the prior item, Mayor Cobb removed Resolution No. 6885 from the agenda. In answer to Mayor Cobb's question, Ms. Jan Fletcher, City Clerk, stated there is ample time for approval of the ballot questions at the next meeting. Mayor Cobb stated it will be placed on the City Commission Meeting agenda for December 16, 2019, with the new language to include the removal of the runoff provision from the Hobbs City Charter.

**Comments by City Commissioners, City Manager**

Acting City Manager/Fire Chief Gomez reminded the Commission of the Holiday Memorial Service to be held at 6:30 p.m. on Tuesday, December 3, 2019, at Prairie Haven Memorial Park Chapel. He also reminded the Commission and the public of the Open House to be held at the Hobbs Public Library on December 10, 2019. Acting City Manager/Fire Chief Gomez thanked Ms. Farrell and Mr. Hamilton for their leadership at the Library.

Commissioner Gerth thanked everyone for their attendance tonight.

Commissioner Mills stressed the importance of educating the voters regarding the changes to the Hobbs City Charter, especially the changes to the runoff provisions. He expressed a desire to work with local media to get all of this information out to the voters.

Commissioner Taylor thanked everyone for coming to the meeting. She also thanked Ms. Jan Fletcher, City Clerk, and Ms. Mollie Maldonado, Deputy City Clerk, for setting up the telephone conference so she could call participate in the meeting.

Commissioner Penick thanked everyone for attending tonight's meeting. He stated he has great respect for the Charter Committee; however, he respectfully disagrees with the runoff provision in the Hobbs City Charter. Commissioner Penick stated it is difficult to get voters out during a regular election, much less a runoff election. He added the voters he spoke to regarding this issue stated they felt they had already voted during the first election.

Mayor Cobb thanked everyone for their attendance. He reminded everyone of the Hobbs Tree Lighting Ceremony on December 7, 2019, to be held at the Shipp Street Plaza.

### **Adjournment**

There being no further business or comments, Commissioner Calderón moved that the meeting adjourn. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Taylor no vote recorded, Cobb yes. The motion carried. The meeting adjourned at 6:55 p.m.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk



**PROCLAMATIONS**

**AND**

**AWARDS OF MERIT**

## **December Milestones**

### **5 Years**

Jessica Reza	HPD	12/01/2014
Elda Gonzalez	Finance	12/03/2014
Michal Hughes	Parks	12/31/2014
Nikolas Mann	HPD	12/15/2014
Dustin Sharp	Parks	12/22/2014

### **10 Years**

Shelly Raulston	Finance	12/28/2009
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# **CONSENT AGENDA**



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 12-16-19

SUBJECT: A Resolution Authorizing the Mayor to make appointments to the Labor Management Relations Board.

DEPT. OF ORIGIN: Mayor's Office  
DATE SUBMITTED: 12-10-19  
SUBMITTED BY: Ann Betzen

Summary:

A Resolution authorizing the appointment of Scotty Holloman as the Management representative and Brian Belyeu as the Labor representative to the Labor Management Relations Board.

Fiscal Impact:


There is no effect on the current year budget.

Reviewed By:   
Department

Attachments:

Resolution

Legal Review:

Approved As To Form:   
City Attorney

Recommendation:

Motion to approve Resolution.

Approved For Submittal By:

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

  
City Manager

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6888

A RESOLUTION AUTHORIZING THE MAYOR  
TO MAKE APPOINTMENTS TO  
THE LABOR MANAGEMENT RELATIONS BOARD

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to appoint Scotty Holloman as the Management Representative and Brian Belyeu as the Labor Representative to the Labor Management Relations Board.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of December, 2019.

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

ATTEST:

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





# **ACTION ITEMS**



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: December 16, 2019

**SUBJECT: A RESOLUTION ACCEPTING A GIFT FROM THE JF MADDOX FOUNDATION OF WORK PRODUCT AND DELIVERABLES.**

DEPT. OF ORIGIN: Mayor's Office  
DATE SUBMITTED: December 11, 2019  
SUBMITTED BY: Sam D. Cobb, Mayor

**Summary:**

The JF Maddox Foundation has sought to assist with the improvement of the economy and quality of life of Hobbs, New Mexico. To attempt to achieve their goal, the JF Maddox Foundation contracted with a nationally recognized place-marketing agency, Development Consellers International (DCI), to develop strategies that would position Hobbs, New Mexico for long-term economic success. The JF Maddox Foundation invested their own funds to achieve this result. At this time, the JF Maddox Foundation seeks to give the work product and deliverables to the City of Hobbs.

**Fiscal Impact:**


The City of Hobbs will recognize contributed capital in the amount of approximately \$175,000.00, and the same may be recorded as an intangible asset if accepted.

Reviewed By:   
Finance Department

**Attachments:**

Letter from the JF Maddox Foundation  
Summary of Deliverables

**Legal Review:**

Approved As To Form:   
City Attorney

**Recommendation:**

The Commission should consider the Resolution.

Approved For Submittal By:

\_\_\_\_\_  
Department Director  
  
City Manager

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

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

CITY OF HOBBS

RESOLUTION NO. 6887

A RESOLUTION ACCEPTING A GIFT FROM THE JF MADDOX  
FOUNDATION OF WORK PRODUCT AND DELIVERABLES

WHEREAS, the JF Maddox Foundation has sought to assist with the improvement of the economy and quality of life of Hobbs, New Mexico; and

WHEREAS, in their efforts, the JF Maddox Foundation engaged a national firm to research the region and develop strategies to enable Hobbs, New Mexico to be more competitive in attracting oil and gas investments, as well as other economic investments, into Hobbs, New Mexico; and

WHEREAS, that national firm, Development Counsellors International (DCI), has provided the JF Maddox Foundation with various work product and deliverables that are aimed at achieving the Foundation's goal of attracting oil and gas investments, as well as other economic investments, into Hobbs, New Mexico; and

WHEREAS, the JF Maddox Foundation seeks to gift the work product and deliverables to the City of Hobbs.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the gift from the JF Maddox Foundation be and is hereby gratefully accepted.

PASSED, ADOPTED AND APPROVED this 16th day of December, 2019.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk



RECEIVED  
DEC 10 2019  
PB AB

December 10, 2019

Sam Cobb, Mayor  
City of Hobbs  
200 E Broadway St.  
Hobbs, NM 88240

Dear Mayor Cobb:

Over the past couple of years, economic activity has picked up significantly across the Permian Basin. The City of Hobbs has certainly benefited from increased oil & gas activity. The level of investment in the energy sector of the Permian Basin seems virtually unprecedented. However, with the sole exception of Jal, other communities in Lea County, including Hobbs, have not received a level of investment consistent with areas on the eastern and western edges of the Permian Basin. This is despite Hobbs being physically located at the very center of the Permian Basin.

The Foundation has been advised that efforts to promote Lea County should principally focus on Hobbs given that approximately 60% of the County's population resides within the City's sphere of influence. The theory related to this is that when it comes to private investment in the local economy, as goes Hobbs goes the rest of Lea County.

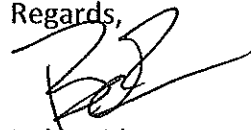
Nearly a year ago, we discussed the need for a digital marketing campaign to better promote Hobbs to interests outside the region who decide where to place their oil & gas investments. Accordingly, the Foundation agreed it would engage a national firm to research the region and develop strategies to enable Hobbs to be more competitive in attracting oil & gas investment, as well as other forms of investment in the community. We worked with representatives of the Economic Development Corporation (EDC) to assure the quality of the work provided by our consultant was up to its standards and that the products are reasonably compatible with EDC's pre-existing work. Our engagement is now wrapping up and we are prepared to gift to the City the deliverable from the engagement for use by the City in its sole discretion.

The Foundation is happy to grant and convey to the City the attached deliverables from the yearlong engagement for which we have incurred fees of up to \$164,000 plus expenses. Our purpose with this project is merely to provide valuable resources to the City for its economic development. This is a gift from the Foundation to the City. The Foundation retains no interest

in the consultant's deliverables, and we seek nothing in exchange for them. We have arranged for a representative of the consulting firm the Foundation engaged to present the strategies that emerged and corresponding microsite to the Commission at its meeting on December 16.

We sincerely hope the deliverables from our engagement can help Hobbs achieve its proportionate share of economic activity within the oil & gas sector, and thereby facilitate growth for all communities in Lea County.

Regards,

A handwritten signature in black ink, appearing to be "Bob Reid", written over the word "Regards,".

Bob Reid  
Chief Executive Officer

cc: Manny Gomez, City Manager  
Attachment





**DEVELOPMENT COUNSELLORS INTERNATIONAL**

DENVER | LOS ANGELES | TORONTO | NEW YORK

2420 17th Street, Suite 200

Denver, CO 80202

T: 303.627.0272

aboutdci.com

# **JF Maddox Foundation 2019 Deliverables Report January – December 2019**

PREPARED FOR:



## OVERVIEW

The JF Maddox Foundation engaged Development Counsellors International, a specialized place-marketing agency, in January 2019 to develop a brand (logo and tagline) and coinciding marketing strategy to position Hobbs as a premier location in the Permian Basin. This engagement was intended to be for the benefit of the City of Hobbs directly and Lea County indirectly.

Rooted in research, the project outlined a strategy for the City of Hobbs to boost marketing efforts and advance its reputation. Ultimately, the aim of the project was to position the City of Hobbs for long-term success by putting the proper building blocks into action now.

Following the delivery of a brand and marketing strategy in July of 2019, DCI continued working closely with the JF Maddox Foundation to build a website to positively showcase the City to an online audience. The website, [choosehobbsnm.com](http://choosehobbsnm.com), launched Nov. 6.

In addition to crafting copy, designing and building the website, DCI worked with the JF Maddox Foundation to develop and design five pieces of marketing collateral. Lastly, DCI recently kicked off a paid digital advertising campaign following the launch of the website.

Below is a recap of 12 months of focused work, from January 1 – December 9, 2019.

## DCI/JF Maddox Engagement Deliverables

### Research & Discovery

DCI conducted a 360-degree assessment of Hobbs' offerings, including:

- **Immersion Tour:** DCI's service team traveled to Hobbs in February 2019 for two days of meetings, tours, and five in-person focus groups with stakeholders. The purpose was to gain insight on living and working in Hobbs.

The five focus groups encompassed the following:

1. HR Executives, Recruiters, and University/Training/Workforce Leaders
  2. Energy Company Executives
  3. Non-Energy Sector Employers
  4. Regional Partners/Stakeholders
  5. Recently Relocated Residents/Existing Residents
- **Peer Market Assessment:** DCI conducted an analysis of five peer cities (Carlsbad, Midland, Odessa, Pecos and Roswell) to compare Hobbs on select demographic and lifestyle factors of

most importance to relocating/expanding companies and potential residents.

- **Review of Key Marketing Materials:** DCI examined several pieces of marketing materials to serve as a baseline for where Hobbs stands and what may be improved upon.
- **Website Audit:** DCI reviewed the City of Hobbs' current website—as well as partner websites like the Lea County EDC and EnergyPlex—to ultimately recommend strategies for best positioning Hobbs online.
- **SWOT Analysis:** Synthesizing the research phase, DCI developed a concise analysis of the region's strengths, weaknesses, threats and opportunities (SWOT).
- **Target Audience Assessment:** Identified the following target audiences:
  - Families/Internal Residents
  - Businesses/Corporate Executives, including the City's targets (i.e., retail and oil/gas services and real estate developers)
  - External Talent
  - Site Selection Consultants

### Brand Strategy

Once the foundation was laid after the research phase, DCI developed the brand strategy, including:

- **Key Messages:** DCI developed four key messages to serve as Hobbs' "elevator speech" in highlighting all of the City's key assets.
- **Value Proposition:** DCI condensed all pertinent key message information into one clear/concise statement that can be used as an internal guide for the City's marketing efforts prospectively.
- **Tagline:** DCI selected a recommended tagline, ultimately settling upon "At The Heart of the Permian Basin" after reviewing a handful of tagline options.

DCI also delivered a brand book, including all style guidelines for using the updated logo/tagline.



**At The Heart of The Permian Basin**



## Marketing Blueprint

DCI designed an actionable marketing strategy to advance the City of Hobbs' reputation as a premier location in the Permian Basin.

DCI's recommended tactics included the following:

1. The Microsite
2. Recommended Social Media Best Practices
3. Advertising
4. Lead Generation
5. Marketing Collateral
6. Employer Marketing

### **Metrics**

The marketing strategy goes into detail on tracking and measuring key performance indicators related to marketing tactics proposed, with a primary focus on metrics for tracking website performance, social media engagement and paid media.

## Microsite

DCI kicked off the microsite project in August 2019 and worked closely with the JF Maddox Foundation to develop a site map and craft all content for the site.

DCI worked with the JF Maddox Foundation to select photos and build/develop the microsite, ultimately launching choosehobbsnm.com on Nov. 6, 2019.



## Collateral

Following the delivery of the marketing strategy in July 2019, DCI moved forward with design and development of new collateral to be used for economic development marketing purposes.

DCI developed the following pieces of collateral:

1. Key Messaging Document
2. City of Hobbs General Fast Facts
3. Oil & Gas Industry Fast Facts
4. Residential Developers Fast Facts
5. Retail Industry Fast Facts

All pieces of collateral are downloadable via [choosehobbsnm.com](http://choosehobbsnm.com); and all collateral is also available to be printed at the City of Hobbs' discretion. DCI will share all design files with the City of Hobbs to enable future edits.

## Lead Generation

- DCI developed a target prospect lists for the oil and gas industry, retailers and residential developers.

## Digital Advertising

- Launched search ads targeting users searching keywords related to living and doing business in Hobbs.

### **In Progress:**

- DCI is crafting ads for Facebook and LinkedIn
- DCI is working to create a LinkedIn page for Hobbs, NM and creating seed posts to populate the page

###



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: December 16, 2019

**SUBJECT: Resolution Authorizing Ballot Questions at the Municipal Officer Election on March 3, 2020**

DEPT. OF ORIGIN: Clerk's Office  
DATE SUBMITTED: December 6, 2019  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

Five (5) proposed amendments to the City Charter were approved by the City Commission at its last meeting on December 2, 2019. It is recommended that the five (5) proposed charter amendment questions be included on the ballot at the Municipal Officer Election scheduled on March 3, 2020, on the following topics which are listed in the order as they are addressed in the existing Charter:

1. Removal of residency requirement to comply with N. M. Constitution
2. Removal of runoff elections
3. Add power for the City Commission related to termination of the City Attorney
4. Remove recall provisions and provide for recall as stated in the Recall Act
5. Add a new section related to gender references

Pursuant to NMSA 1978 §1-16-7, the Secretary of State has issued Administrative Rule 1.10.16.1 to prescribe uniform guidelines for a state or local election ballot question to appear on the ballot, a copy of which is attached. This rule provides that the Secretary of State shall approve the form of ballot questions to be placed on a ballot.

**Fiscal Impact:**

Reviewed By: 

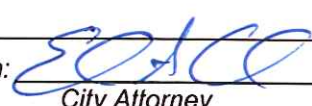
Finance Department

Costs for the Municipal Officer Election are budgeted in the FY 19-20 Election Budget.

**Attachments:**

Resolution  
NMAC 1.10.16

**Legal Review:**

Approved As To Form: 

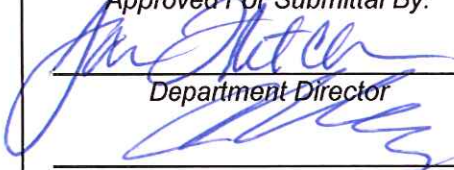
City Attorney



**Recommendation:**

Approval of resolution

Approved For Submittal By:



Department Director



City Manager

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

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

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

CITY OF HOBBS

RESOLUTION NO. 6888

A RESOLUTION PROPOSING CHARTER  
AMENDMENT BALLOT QUESTIONS AT THE  
MUNICIPAL OFFICER ELECTION ON TUESDAY, MARCH 3, 2020

WHEREAS, a municipal election for the election of municipal officers will be held on Tuesday, March 3, 2020, pursuant to the Election Code, Chapter 1, NMSA 1978, and the Local Election Act, NMSA §1-22-3.1; and

WHEREAS, amendments to the Hobbs City Charter have been proposed and NMSA 1978 §3-15-16 requires any Charter amendments to be submitted to the voters for approval; and

WHEREAS, it is the desire of the City of Hobbs to place five (5) ballot questions on the ballot for municipal voters at the March 3, 2020, election.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the following Charter Propositions shall be submitted to the voters at the municipal officer election on March 3, 2020. With each proposition is the summary of the proposition as it shall appear on the ballot. At the election, the qualified voters of the City of Hobbs shall vote “yes” or “no” on each of the following proposals to amend the City Charter:

**PROPOSITION NO. 1 - SUMMARY FOR BALLOT**

Shall the City Charter be amended to remove the 180-day residency requirement for candidates as required by the N. M. Constitution?

**PROPOSITION NO. 1 – FULL TEXT OF THE AMENDMENT**

Section 2-1. Electors

A. Candidates. Any registered qualified elector of the City of Hobbs may be a candidate for the office of Mayor, Municipal Judge, or Commissioner for the district in which the elector resides, if that candidate resides within the City limits of Hobbs and, if applicable, within the appropriate Commission district.

\*\*\*\*\*

**PROPOSITION NO. 2 - SUMMARY FOR BALLOT**

Shall the City Charter be amended to remove the requirement for runoff elections and, thus, the single candidate with the highest number of votes for an office shall be declared the winner?

**PROPOSITION NO. 2 – FULL TEXT OF THE AMENDMENT**

Section 2-6. Runoff Elections. Repeal in its entirety

\*\*\*\*\*

**PROPOSITION NO. 3 - SUMMARY FOR BALLOT**

Shall the City Charter be amended to add the power to the City Commission to provide advice and consent by resolution regarding the termination of the City Attorney?

**PROPOSITION NO. 3 – FULL TEXT OF THE AMENDMENT**

SECTION 4 – CITY COMMISSION

4.7 – POWERS AND DUTIES

The Commission is the governing body of the City of Hobbs and may exercise all legislative powers not expressly denied by general law.

The Commission shall:

- A. Pass all ordinances and other measures conducive to the health, safety and welfare of the City;
- B. Carry out the provisions of this Charter;
- C. Perform all acts required for the general welfare of the City;
- D. Create all offices and departments necessary for proper carrying on of the work of the City;
- E. Appoint a City Manager and hold him responsible for the proper and efficient administration of City government; and
- F. Provide advice and consent via resolution regarding the termination of the City Attorney.

\*\*\*\*\*



**PROPOSITION NO. 4 - SUMMARY FOR BALLOT**

Shall the City Charter be amended to remove the specific recall provisions for the Mayor and any City Commissioner and provide for recall election as set forth in the Recall Act in the New Mexico State Statutes?

**PROPOSITION NO. 4 – FULL TEXT OF THE AMENDMENT**

Section 10-1. Recall.

The Mayor and any City Commissioner are subject to a recall election as provided in the manner provided by State law.

\*\*\*\*\*

**PROPOSITION NO. 5 - SUMMARY FOR BALLOT**

Shall the City Charter be amended to add a new section providing that wherever the masculine gender is used in the Charter, it shall be construed to include the feminine?

**PROPOSITION NO. 5 – FULL TEXT OF THE AMENDMENT**

SECTION 11 – PUBLIC OFFICER AND EMPLOYEE ANTI-DISCRIMINATION

Wherever the masculine gender is used in this Charter, in defining the qualifications for specific offices or employment, it shall be construed to include the feminine.

\*\*\*\*\*

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of **December**, 2019.

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

ATTEST:

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

**TITLE 1 GENERAL GOVERNMENT ADMINISTRATION**  
**CHAPTER 10 ELECTIONS AND ELECTED OFFICIALS**  
**PART 16 BALLOT QUESTIONS**

**1.10.16.1 ISSUING AGENCY:** Office of the New Mexico Secretary of State.  
[1.10.16.1 NMAC - N, 9/10/2019]

**1.10.16.2 SCOPE:** This rule applies to all state and local ballot questions.  
[1.10.16.2 NMAC - N, 9/10/2019]

**1.10.16.3 STATUTORY AUTHORITY:** This rule is authorized by Sections 1-16-7 and 1-2-1, NMSA 1978.  
[1.10.16.3 NMAC - N, 9/10/2019]

**1.10.16.4 DURATION:** Permanent.  
[1.10.16.4 NMAC - N, 9/10/2019]

**1.10.16.5 EFFECTIVE DATE:** September 10, 2019, unless a later date is cited at the end of a section.  
[1.10.16.5 NMAC - N, 9/10/2019]

**1.10.16.6 OBJECTIVE:** The purpose of this rule is to provide uniform guidelines on how state and local ballot questions are to appear on a ballot.  
[1.10.16.6 NMAC - N, 9/10/2019]

**1.10.16.7 DEFINITIONS:**

**A. "Ballot question"** means a question submitted to the voters of the state or a local government on a ballot pursuant to the provisions of the Election Code and does not include a candidate nomination, election contest or nonpartisan judicial retention election.

**B. "Form of ballot question"** means the final format of the ballot question as it will appear on the ballot.

**C. "Election official"** means either the county clerk or municipal clerk.

**D. "Local government ballot question"** means any:

(1) tax authorization for bond issues, mill levy or gross receipts tax, as provided by law;

(2) recall of county, school board or certain municipal officers, as provided by law or by municipal home rule charter;

(3) petition for the creation of a special district or consideration of a statutory local option, as provided by law;

(4) referendum on local government taxation authority, as provided by law;

(5) referendum on local government ordinances, as provided by the charter of a home rule municipality, by an incorporated or urban county, or otherwise provided by law;

(6) change in the laws of a home rule municipality, as provided by the municipal charter or by law;

(7) changes in the charter of an incorporated or urban county, as provided by the charter of the incorporated or urban county or by law; and

(8) other questions, as provided by state statute or the constitution of New Mexico.

**E. "State ballot question"** means any:

(1) proposed amendment to the constitution of New Mexico, as provided in a joint resolution passed by the legislature;

(2) tax authorization for general obligation bonds or mill levy, as provided by law;

(3) referendum, as provided in Article 4, Section 1 of the constitution of New Mexico; and

(4) other questions, as provided by state statute or the constitution of New Mexico.

[1.10.16.7 NMAC - N, 9/10/2019]



**1.10.16.8 THE FORM OF BALLOT QUESTION:**

**A.** The form of ballot question shall be stated as a question that seeks permission of the voters to accomplish an act with a legal consequence. The form of the ballot question shall contain such information necessary to give a reasonably prudent voter notice of the act proposed to be taken by the state or local government proposing the ballot question. The full text of the act, resolution, charter amendment, or ordinance itself is not part of the form of the ballot question and shall not be printed on the ballot.

**B.** The secretary of state shall approve the form of ballot question to be placed on a ballot.

**C.** The ballot question must be written in the form of a question, which must be answerable with a "Yes" or "No," unless otherwise required by state law. The ballot question must be styled in such a manner that an affirmative answer to the ballot question will indicate approval and a negative answer to the ballot question will indicate rejection.

**D.** The appropriate election official shall submit the proposed form of a ballot question to the secretary of state pursuant to Subsection B of Section 1-16-3 NMSA 1978. The proposed form of a ballot question shall include the required information in Subsection G of Section 1.10.16.8 NMAC. The proposed form of the ballot question need not contain language that amounts to an advisory question. When an election official submits a proposed form of a ballot question to the secretary of state, the election official must also submit the full text of the act, resolution, charter amendment, or ordinance. The proposed form of the condensed text for a ballot question must be received by the secretary of state at least 67 days before the election on which the ballot question shall appear.

**E.** The full text of the act, resolution, charter amendment, or ordinance shall be posted on the secretary of state's website for a state ballot question or, for a local government ballot question, on the proposing local government's website and be made available at the election official's office for inspection 10 days after the certification of the ballot question. The full text of the act, resolution, charter amendment, or ordinance may also be posted on the elections official's website.

**F.** A copy of the full text of the proposed ballot question shall be posted in every polling place in a location that is easily accessible to the voters.

**G.** Each ballot question shall appear on the ballot containing the following information:

- (1) a question number
- (2) a brief designation of the source of the question;
- (3) a brief descriptive title in boldface type;
- (4) the form of ballot question; and
- (5) the voting choices available to the voter.

**H.** For a proposed constitutional amendment, the form of the ballot question shall include the full title of the joint resolution proposing the constitutional amendment and the constitutional amendment number assigned to the joint resolution by the secretary of state.

[1.10.16.8 NMAC - N, 9/10/2019]

**1.10.16.9 BALLOT POSITION:** Ballot questions shall be printed on the ballot in the order provided in Subsection D of Section 1-10-8 NMSA 1978.

[1.10.16.9 NMAC - N, 9/10/2019]

**1.10.16.10 SEVERABILITY CLAUSE:** If any part of this rule is declared unconstitutional by a court of competent jurisdiction, the remaining parts shall survive in full force and effect.

[1.10.16.10 NMAC - N, 9/10/2019]

**History of 1.10.16 NMAC: [RESERVED]**



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: Dec. 16th, 2019

SUBJECT: CES CONTRACT WITH SMITH ENGINEERING FOR THE PROFESSIONAL ENGINEERING DESIGN SERVICE OF TRUNK F SEWER REPLACEMENT (CENTRAL DR.)

DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: 12-10-19
SUBMITTED BY: Todd Randall, City Engineer

Summary:

The City has received a capital appropriation from the 2019 Legislative session in the amount of \$197,000 for design and construction Trunk Line F Sewer Replacement. Smith Engineering Company provided design services for the last two phases of the Trunk Line F Sewer replacement. In addition, Smith Engineering provided preliminary surveying work along Central Dr from SR 18 to Joe Harvey Blvd, which is the next phase of construction. Separately, the City included this project in the Mobile Lidar acquisition and will provide Smith Engineering with the base-mapping planimetrics provided by Bohannun Huston on a separate contract.

The attached resolution will authorize the City Manager to enter in a contract with Smith Engineering using CES's current procurement contract (CES NO. 19-01B-C205-ALL). The attached proposal fee is \$107,590.00 (excluding GRT)

Fiscal Impact:

Reviewed By:

[Signature]
Finance

Budget Line: 62-44901-00097 SEWER LINE REPLACEMENT
Grant: \$197,000 (Legislative Grant 2019 - Design / Construction)
Design Fees: \$107,590.00

Any Professional Services Contract over \$60,000 requires City Commission Approval

Attachments:

Smith Engineering Company Scope and Fee Proposal

Legal Review:

Approved As To Form:

[Signature]
City Attorney

Recommendation:

Consideration to approve a Resolution for the City Manager to enter into a contract with Smith Engineering Company (CES No. 19-01B-C205-ALL)

Approved For Submittal By:

[Signature]
Department Director
[Signature]
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. 6889

A RESOLUTION AUTHORIZING THE CITY MANAGER  
TO EXECUTE CES CONTRACT WITH SMITH ENGINEERING COMPANY  
FOR ENGINEERING PROFESSIONAL SERVICES  
RELATED TO TRUNK LINE F – SEWER REPLACEMENT

WHEREAS, the City of Hobbs has received a capital appropriation for design and construction of Trunk Line F Sewer Replacement; and

WHEREAS, Smith Engineering has provided the engineering design of the last phase and provided preliminary surveying for this project location; and

WHEREAS, the City desires to accelerate the design of the infrastructure and Smith Engineering has specialized knowledge of the specific scope and location of improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the City Manager, be and hereby is, authorized to execute, on behalf of the City of Hobbs, to enter into a CES contract with Smith Engineering Company.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of December, 2019.

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

ATTEST:

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



12/10/2019

Todd Randall, PE, City Engineer  
City of Hobbs  
200 E. Broadway  
Hobbs, New Mexico 88240

Re: Trunk Line "F" Sanitary Sewer Replacement; Central Drive NM 18 to Joe Harvey Boulevard  
SEC# TBD

Dear Mr. Randall:

Smith Engineering Company (Smith) is pleased to submit this scope of work plan for a new Contract to complete the next phase of the Trunkline "F" Sanitary Sewer Replacement. Based on our phone conversation, the City intends to utilize the CES Agreement to enter a design services contract. Smith is an approved CES Vendor. Smith will provide professional land surveying and civil engineering services as provided herein.

It is our understanding that this phase of sanitary sewer replacement will continue from the termination of the previous phase at the north side of the Copper Avenue/Central Drive intersection and continue along Central Drive to the existing manhole within the southmost eastbound lane in Joe Harvey Boulevard. The replacement consists of approximately 2,250 linear feet of sanitary sewer line. The existing sanitary sewer line within Central Drive is a deteriorating 24-inch diameter concrete trunk line, and it will be replaced with a new 24-inch diameter sanitary sewer line (no increased capacity shall be provided).

Design Phase Services:

The new 24-inch diameter replacement sanitary sewer line will be designed using conventional trenching methods (open-trench) from the point of beginning (north side of the Copper Avenue/Central Drive intersection) to the manhole at the alley located between Pueblo/Kiowa Avenues (approximately 970 linear feet). This section of sewer replacement will include roadway pavement section reconstruction, ADA ramp improvements at street intersections, and alley pad replacements.

The remaining section from the alley south of Pueblo Avenue to Joe Harvey will be completed by subsurface boring of the replacement 24-inch diameter sanitary sewer line. Subsurface boring is assumed as local residences/businesses front Central Drive in this segment and would alleviate the majority of access issues in this area. Manholes will still need to be cut-in in and connections to incoming/outgoing sewer lines will be completed. Asphalt patching at manhole/utility cuts will be completed in this segment as well as ADA ramp improvements at street intersections. Following completion of the sanitary sewer installation the roadway will be milled and overlaid to pre-existing road grades.

Land Surveying Services:

The City of Hobbs mobile lidar information (as provided) will be utilized for surface improvements. Smith completed a topographic survey of Central Drive (NM 18 to Joe Harvey Boulevard) in November 2015.



Smith will complete a utility survey (sanitary sewer only) from the new manhole installed in the intersection of Central Drive/Copper Avenue (constructed with Phase 8 Sewer Replacement) to the ending manhole located in Joe Harvey Boulevard. The utility survey will establish existing manhole rim and invert elevations for the main Trunkline as well as incoming/outgoing sanitary sewer lines. The immediate upstream and/or downstream manhole for all incoming/outgoing sanitary sewer lines will have rim and invert elevations established. The City of Hobbs shall provide the invert elevation of the sewer pipe stub beyond the Phase 8 termination manhole for connection of this phase. The same project survey control utilized on Phase 8 Replacement shall be used on this phase.

Engineering Services:

*Street Plan & Profiles:* Smith will prepare Street Plan and Profiles for Central Drive from the intersection of Copper Avenue to the alley south of Pueblo Avenue. These plans will show the horizontal and vertical layout of existing and proposed improvements as it relates to the finish grade at the top back of curb, intersections, and critical tie-in to existing streets.

Included in this item:

- Horizontal plan labeling of street/alley centerlines, such as stationing, offsets, curb returns, and horizontal curve data based on City requirements. The horizontal layout will establish control for construction of edge of pavement, transitions, curb and gutter, intersections, and travel lanes.
- Vertical profiles for street centerlines, to include finish grades and top back of curb elevations, vertical curve data based on City requirements, and gradients.
- Replacements of curbs and sidewalks along Central Drive are not anticipated.
- Paving details for Central Drive.
- Permanent signage plan.
- The City will provide standard details for curb & gutter, sidewalks, valley gutters, etc.

*Mill and Inlay Plan:* Smith will prepare asphalt patching plan and mill and inlay plans for Central Drive from the alley south of Pueblo Drive to Joe Harvey Boulevard. The plan(s) will delineate the limits of milling and inlay of new asphalt pavement for completion of Central Drive roadway resurfacing.

*Removal Plan:* Smith will prepare a removal plan denoting existing features to be removed and or relocated as part of this project.

*Traffic Control Plan:* Smith will prepare traffic control plans for Central Drive as well as a single lane closure on Joe Harvey Boulevard. It is anticipated that segments of Central Drive may be closed entirely provided a detour plan is established for local traffic. At a minimum the southmost eastbound lane of Joe Harvey Boulevard will need to be closed to construct the new manhole. Bypass pumping operations will be considered during traffic control development.

*ADA Ramp Plan:* Smith will prepare a Plan that denotes the specific location of ADA ramps for the proposed improvements, such as intersections and alley pads. The plan will also meet current regulations set forth by PROWAG and ADA (Americans with Disabilities Act) for ramps, access routes, etc.

*Drainage Plan:* Smith will not prepare a Drainage Plan for the proposed improvements related to stormwater conveyance within streets, alleys, and intersections. However, Smith will confirm that

positive flow is maintained and make efforts to correct ponding areas within the portion of Central Drive to be reconstructed.

Included in this item:

- Transition of dependent side streets to maintain positive slope along independent streets and valley gutters.

Not included in this item:

- Hydraulic/hydrologic calculations and modeling of design flows, storm drain systems, and street sections, including street and inlet capacities for implementing an efficient storm sewer system. Supportive documentation, such as drainage reports, will not be included.
- Storm drain plan and profiles, including any related inlets, catch basins, ponds, and control structures.
- Design of stormwater retention/detention facilities, if required. Including runoff volumes for pre-developed and post-developed conditions and related facilities, such as individual ponds, regional ponds, or underground systems.

*Utility Plan:* Smith will prepare plans for water and sanitary sewer improvements including manholes, cleanouts, fire hydrants, valves, meters, mains, services, blow offs, and any other related appurtenances. These improvements will be designed to replace existing public mains located within public right-of-way.

Included in this item:

- Coordination with other respective public and franchise utilities, through the City of Hobbs, to avoid any potential conflicts with water and sanitary sewer.
- Plans for potable water, effluent reuse, and sanitary sewer mains, profiles for sanitary sewer only. Public utilities (water) within alleys crossing Central Drive shall be replaced from back of alley pad to back of alley pad. Assume a conventional sanitary sewer system and no lift stations or force mains will be required.
- Coordination, through the City, of cable television, telephone, and fiber-optic services as required.

Not included in this item:

- Design of any off-site utility improvements, upgrades, or extension not mentioned above.
- Profiles for potable water and effluent reuse mains and private utility services.
- Coordination and preparation of permits required for utility replacement.

*Erosion & Sediment Control Plan:* Smith will prepare an Erosion and Sediment Control Plan for the referenced project.

Included in this item:

- Location and construction details for erosion/sediment control devices (BMPs) to manage the discharge of stormwater runoff from the site during construction activities and minimize pollutant runoff.

Not included in this item:

- Services associated with filing the "Notice of Intent" (NOI) nor "Notice of Termination" (NOT) forms to the Environmental Protection Agency (EPA).



- Preparation of a Storm Water Pollution Prevention Plan (SWPPP).

*Meetings and Coordination:* Smith will attend five (5) meetings with the City for project coordination and management during the design phase. These meetings will include a kickoff meeting, milestone design meetings (30%, 60%, and 90%) prior to the submittal of 100% Construction Plans. In addition, Smith will attend a pre-bid meeting during the bid phase.

Construction Specifications: For all improvements designed by Smith, standard specifications for construction will follow the latest editions of the City of Hobbs and APWA Design Standard for Construction. Reference will be made on the construction plans with any appropriate supplemental information, if required. The City of Hobbs will provide the bid documents.

Fee Arrangement for Professional Services: The services described above are shown below as a Fixed Fee, which does not include applicable gross receipts taxes but does include direct reimbursable costs, such as vehicle mileage, reproduction, and mail delivery fees, etc. The manhour estimate for development of these fees is included at the end of this scope document for reference.

Land Surveying Services:	\$4,300.00
Engineering Services:	
Street Plan and Profiles:	\$21,600.00
Mill & Inlay Plans:	\$1,500.00
Removal Plans:	\$2,700.00
Traffic Control Plans:	\$10,500.00
ADA Ramp Plans:	\$12,600.00
Utility Plans:	\$22,050.00
Erosion & Sediment Control Plans	\$3,150.00
Project Management & Coordination:	\$19,200.00
Construction Specifications:	\$5,250.00
Reimbursables:	\$3,150.00
CES Administration Fee (1.5%):	\$1,590.00
<b>TOTAL</b>	<b>\$107,590.00 (excluding NMGR)</b>

Based on our understanding of the scope of services, the following items are assumed to be provided by the Owner, completed by others, or not included in this proposal and will be subject to additional fees if required by Smith.

- Final Plat or Easements by Separate Instrument
- Right-of-way acquisitions and mapping
- Site Lighting Plan
- Landscape and Irrigation Plan
- Storm Water Pollution Prevention Plan (required for any site engineering over one-acre)
- SWPPP Inspections
- Geotechnical Investigations and Soil Analysis Reports for Pavement Sections
- Subsurface Utility Engineering (SUE) and Investigations

Todd Randall, PE, City Engineer

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12/10/2019

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- Environmental Investigation and Report
- Traffic Impact Analysis
- Construction Phase Services (Observation)
- Materials Testing

Smith appreciates the opportunity to provide the City with this proposal. Should you have any questions or concerns, feel free to contact me at 575-523-2395 or [rustyp@smithengineering.pro](mailto:rustyp@smithengineering.pro).

Sincerely,

Smith Engineering Company



Rusty Payne, PE

Project Engineer/Team Leader





## Schedule of Hourly Charges by Billing Classification

Effective January 1, 2019

Charges for engineering services are based on the following rates.

### Engineering Services:

Engineer V .....	\$210/hour	Field/Lab Technician IV .....	\$125/hour
Engineer IV .....	\$190/hour	Field/Lab Technician III .....	\$100/hour
Engineer III .....	\$170/hour	Field/Lab Technician II .....	\$85/hour
Engineer II .....	\$150/hour	Field/Lab Technician I .....	\$75/hour
Engineer I .....	\$130/hour	Land Surveyor .....	\$135/hour
Engineering Associate IV .....	\$130/hour	Survey Technician IV .....	\$125/hour
Engineering Associate III .....	\$120/hour	Survey Technician III .....	\$110/hour
Engineering Associate II .....	\$110/hour	Survey Technician II .....	\$90/hour
Engineering Associate I .....	\$100/hour	Survey Technician I .....	\$60/hour
Designer III .....	\$130/hour	3-Man Survey Crew w/GPS .....	\$280/hour
Designer II .....	\$120/hour	2-Man Survey Crew w/GPS .....	\$250/hour
Designer I .....	\$110/hour	1-Man Survey Crew w/GPS .....	\$145/hour
CAD Technician III .....	\$95/hour	Accounting/HR Manager .....	\$115/hour
CAD Technician II .....	\$80/hour	Administrative Assistant IV .....	\$105/hour
CAD Technician I .....	\$60/hour	Administrative Assistant III .....	\$85/hour
Field Operations Manager .....	\$160/hour	Administrative Assistant II .....	\$65/hour
Lab Manager .....	\$150/hour	Administrative Assistant I .....	\$45/hour
Certified Welding Inspector .....	\$95/hour		

### Legal

Time in connection with depositions and discovery will be charged at 2 times the above rates, and time in connection with court appearances will be charged at 3 times the above rates listed above, with a minimum 4-hour charge.

Expenses will be charged as follows:

1. Transportation by automobile.....\$0.58 /mile – effective 1/1/18  
*(rate is set in accordance with IRS Standard Rates)*
2. In-house reproduction work.....at prevailing commercial rates
3. Travel and subsistence.....at direct cost
4. Other consultants .....at cost plus 10%

**TERMS:** Charges are due and payable within thirty (30) days after date of the invoice. Interest will be charged at the rate of 1.5% per month for late payments.

## Materials Analysis & Quality Control Fee Schedule

Effective January 1, 2019

### Concrete

#### Capping Compression Strength (ASTM C-617, C-1231, C-39)

Concrete Cylinders .....	\$25/each
Mortar Cubes .....	\$25/each
Grout Prisms .....	\$37/each
Concrete Core Samples (ASTM-C-42) .....	\$80/each
Concrete Masonry Units .....	\$110/each
Bricks/Pavers .....	\$32/each

Unit Weight and Absorption (ASTM-C-138) ..... \$75/each

### Aggregate

Sand Equivalency Test (ASTM D-2419) .....	\$135/each
Flat and Elongated Particles.....	\$75/each
Fractured Faces.....	\$75/each
Specific Gravity and Absorption of Coarse Aggregates .....	\$75/each
Specific Gravity and Absorption of Fine Aggregates.....	\$75/each
Uncompacted Voids of Fine Aggregate (ASTM C-1252) .....	\$75/each

### Soils

Sieve Analysis.....	\$75/each
Atterberg Limits (Plasticity Index).....	\$75/each
Natural Moisture Content (ASTM D-2216) .....	\$20/each
Classification (ASTM D-2487).....	\$23/each

#### Proctors:

##### Standard (ASTM D-698, AASHTO T-99)

Fine Soils .....	\$140/each
Coarse Soils.....	\$200/each

##### Modified (ASTM D-1557, AASHTO T-180)

Fine Soils .....	\$140/each
Coarse Soils.....	\$200/each

Breakdown Gradation for Proctor ..... \$75/each

Hydrometer Analysis (ASTM D-422) ..... \$250/each

Expansion Index of Soils (ASTM D-4829) ..... \$250/each

### Asphalt

Maximum Theoretical Specific Gravity..... \$75/each

#### Marshall Testing - Maximum Theoretical Specific Gravity, Asphalt Binder Content,

Voids Analysis, Sieve Analysis, Stability and Flow ..... \$450/each

#### Superpave Testing - Maximum Theoretical Specific Gravity, Asphalt Binder Content,

Voids Analysis, Sieve Analysis..... \$450/each

Bulk Specific Gravity and Density of Core Samples of Compacted Hot Mix Asphalt..... \$75/each  
(ASTM D-1188/ASTM D-2726)

Mechanical Analysis of HMA (ASTM D-5444)..... \$75/each

### Field Sampling and Testing

Concrete Sampling and Testing, Soil/Aggregate Sampling, Asphalt Sampling, Densities, etc.









**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: December 16, 2019

**SUBJECT:** Change Order #5 - Demolition and Decommissioning of Existing Aerobic Digesters. Contract Number 2019-39, Aerobic Digester Replacement Project with RMCI, Inc.  
**DEPT. OF ORIGIN:** Utilities  
**DATE SUBMITTED:** December 9, 2019  
**SUBMITTED BY:** Tim Woomer, Utilities Director

**Summary:**

On August 06, 2018 the City Commission awarded bid number 1564-18 to RMCI, Inc. in the amount of \$8,982,000.00 to construct new Aerobic Digesters at the Wastewater Reclamation Facility (WWRF). The construction of the new Aerobic Digesters is now substantially complete and in operation. The new Aerobic Digesters replaced the existing aeration basin structures that were constructed in 1980 and repurposed into Aerobic Digesters in 2007. The City desires to proceed with Bid Alternate #1; the Demolition and Decommissioning of the old Aerobic Digesters as detailed on drawing C-4 and includes the removal of three (3) existing Hoffman Blowers, ten (10) jet aeration pumps, and associated piping, wiring, equipment, and appurtenances. The Project Engineer, Bohannon-Huston, and City Staff have determined that the pricing submitted by RMCI, Inc. in Cost Proposal #014 is warranted for the scope of work. The estimated time for completion of this portion of the project is ninety (90) days.

The Cost Proposal for Change Order #5 is \$ 307,605.17 (plus NMGR @ 6.8125%).

**Fiscal Impact: \$328,560.77**

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

*Finance Department*

Proposed Change Order #5: \$ 307,605.17

NMGR @ 6.8125%): \$ 20,955.60

Total \$ 328,560.77

The Aerobic Digester Project is funded through a CWSRF Loan (#064) in the amount of \$6,143,300.00, State Grants in the amount of \$1,400,000.00, and \$1,817,440.00 in Utilities Enterprise Funding. The Project is included in the FY 2019-2020 budget; Account Number 624062-44901-00205, Digester Project.

Change Order #5 will require the reclassification of \$95,453.23 from line item 624062-44901-00238, Tertiary Treatment Project and the reclassification of \$175,000.00 from line item 624062-44901-00037, WWTP Plant Expansion Project into line item 624062-44901-00205, Digester Project in order to fully fund this change order.

**Attachments:**

RMCI, Inc. Cost Proposal #014 for the Demolition and Decommissioning of the existing old Aerobic Digesters (Bid Alternate #1).

Change Order #5 Aerobic Digester Replacement Project

**Legal Review:**

Approved As To Form:   
City Attorney

**Recommendation:**

Award Change Order #5 for the Demolition and Decommissioning of the existing old Aerobic Digesters (Bid Alternate #1) to RMCI Inc. of Albuquerque pursuant to cost proposal #014 in the amount of \$328,560.77, including NMGRT.

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. \_\_\_\_\_

October 28, 2019

Bohannon Huston  
7500 Jefferson St. NE  
Albuquerque, NM 87109-4335

Attn: Rob Richardson, PE

RE: CITY OF HOBBS AEROBIC DIGESTER REPLACEMENT  
HOBBS, NEW MEXICO  
CP#014 – BID ALTERNATE #1 DEMOLITION

Dear Mr. Richardson:

Please see enclosed for review and approval the cost associated with additional scope of work as described below at the above-mentioned project.

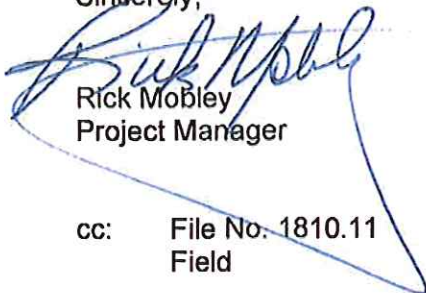
- Scope of work as defined on sheet C4 / Key Notes 1 through 17.
- Remove existing blowers and appurtenances and salvage blowers to Owner.

Please expedite a change order in the amount of Three Hundred Seven Thousand Six Hundred Five Dollars and Seventeen Cents (\$307,605.17) plus New Mexico Gross Receipts Tax.

A total of Seventy-Five (75) calendar-day time extension to the contract will be required to perform the added scope.

If you have any questions and/or comments, please let me know.

Sincerely,

  
Rick Mobley  
Project Manager

cc: File No. 1810.11  
Field







## CORBINS ELECTRIC BID PROPOSAL

**CE BID ID:** 180035-007  
**PROJECT NAME:** Hobbs Aerobic Digester – Existing Digester Demolition  
**DATE:** 10/23/2019  
**DELIVERED TO:** Jordan Bateson, jbateson@rmciinc.com

Dear Jordan,

Corbins Electric is pleased to offer the following bid proposal for your project. This proposal has been prepared in accordance with the *Contract Documents* listed below as well as the project specific *Inclusions, Exclusions, and Clarifications* attached.

**CONTRACT DOCUMENTS:**

- Drawing C4 dated 2/1/2018
- Specification Section 26

**PROPOSAL PRICING:**

**Aerobic Digester Demolition                      \$99,870.00**

We look forward to being selected as the electrical contractor for this project and to working with your project team for its successful and timely completion. If you have any questions, or need any additional information, please contact me at the phone number or email below. Thank you.

Sincerely,

Julie Gibson  
Branch Manager  
(505) 221-9672  
j.gibson@corbinselectric.com

4829 S. 38<sup>th</sup> Street  
Phoenix, AZ 85040  
(602) 275-8500

6000 Midway Park Blvd  
Albuquerque, NM 87113  
(505) 994-1623

4595 S. Palo-Verde, Ste. 503  
Tucson, AZ 85714  
(520) 334-9580



