

Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman

Jonathan Sena

Crystal G. Mullins

Joseph D. Calderón

Garry A. Buie

John W. Boyd

City Manager

J. J. Murphy

March 2, 2015



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

Monday, March 2, 2015 - 6:00 p.m.

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner - District 1

Jonathan Sena
Commissioner - District 2

Crystal Mullins
Commissioner - District 3

Joseph D. Calderón
Commissioner - District 4

Garry A. Buie
Commissioner - District 5

John W. Boyd
Commissioner - District 6

A G E N D A

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the February 17, 2015, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

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

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

2. Resolution No. 6258 - Authorizing an Appointment to the Lodgers' Tax Board
(Mayor Sam Cobb)

3. Resolution No. 6259 - Approving the Submission of an Application for the Municipal Arterial Program (MAP) to the New Mexico Department of Transportation for College Lane Street Improvements (*Todd Randall*)
4. Resolution No. 6260 - Approving the Submission of an Application for the New Mexico Local Government COOP Grant to the New Mexico Department of Transportation for Traffic Signal Improvements (*Todd Randall*)

DISCUSSION

5. Lea Regional Medical Center Update - Tim Thornell

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

6. Resolution No. 6261 - Authorizing an Allocation of Lodgers' Tax Funds for New Mexico Junior College Training and Outreach - Industry Day and Job Fair (\$19,816.00) (*Toby Spears*)
7. Resolution No. 6262 - Vacating the Public Right-of-Ways and Replat of Lots 4, 5, 6 and 7 of the Hobbs Industrial Airpark South Subdivision (*Kevin Robinson*)
8. Resolution No. 6263 - Approving the Final Plan of Oak Manor Subdivision, Unit 1, as Submitted by Property Owner, Oak Manor Hobbs, NM, LLC (*Kevin Robinson*)
9. Authorizing a Change Order with J&H Services, Inc., for RFP No. 473-15 for the 2014 Trunk Line F Replacement Project for an Estimated Cost of \$750,000.00 (*Todd Randall*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

10. Next Meeting Date:
 - ▶ Regular Meeting - **Monday, March 16, 2015**, at 6:00 p.m.

ADJOURNMENT

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



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015

SUBJECT: **Commission Meeting Minutes**

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: February 23, 2015
SUBMITTED BY: Mollie Maldonado, Deputy City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Meeting of February 17, 2015

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the minutes as presented.

Approved For Submittal By:

Department Director

City Manager

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

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

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

Minutes of the regular meeting of the Hobbs City Commission held on Tuesday, February 17, 2015, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Call to Order and Roll Call

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

Mayor Sam D. Cobb
Commissioner Marshall R. Newman
Commissioner Jonathan Sena
Commissioner Crystal Mullins
Commissioner Garry A. Buie
Commissioner John W. Boyd

Absent: Commissioner Joseph D. Calderón

Also present: J. J. Murphy, City Manager
Mike Stone, City Attorney
Toby Spears, Finance Director
Chris McCall, Police Chief
Tim Kent, Fire Chief
Eric Enriquez, Director of Community Services
Shawn Williams, Fire Captain
Manny Marquez, Building Official
Freddie Salgado, Community Engagement Representative
Todd Randall, City Engineer
Ron Roberts, Information Technology Director
Tim Woomeer, Utilities Director
Ronny Choate, General Services Director
Linda Howell, Golf Course General Manager
Doug McDaniel, Parks and Recreation Director
Matt Hughes, Golf Superintendent
Michal Hughes, Parks and Recreation Superintendent
Britt Lusk, Teen Center Supervisor
David Gasch, Grant Writer
Lindsay Chism, Director of Communications
Nicholas Goulet, Benefits & Safety Coordinator
Sandy Farrell, Library Director
Ann Betzen, Executive Assistant/Risk Manager
Sandra Boltshauser, Records Specialist
Mollie Maldonado, Deputy City Clerk
25 citizens

Commissioner Newman announced that Commissioner Calderón was unable to attend tonight's meeting due to being sworn in for another term as a Board member of the Hobbs Municipal Schools.

Invocation and Pledge of Allegiance

Mayor Cobb requested a moment of silence to honor the two City team members who recently lost children.

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

Approval of Minutes

Commissioner Newman moved that the minutes of the regular meeting held on February 2, 2015, be approved as presented. Commissioner Mullins seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried.

Proclamation Proclamations and Awards of Merit

There were no proclamations or awards of merit presented.

Public Comments

Mr. Terry Purcell with "Cruisin' 2 Cure" presented the Commission a Certificate of Appreciation for the financial support the City granted through Lodgers' Tax funds.

Mayor Cobb stated "Cruisin' 2 Cure" was a successful event. Mr. Purcell agreed.

Ms. Renee Carrasco stated she has called numerous times regarding the overhead lights not working at Jefferson Elementary School, which is very dark. She stated a lot of single moms live in the area and they feel unsafe. Commissioner Boyd stated Ms. Carrasco has brought this matter to his attention and he has contacted Ms. Ann Betzen, City of Hobbs Executive Assistant/Risk Manager, and the lights by the basketball court will be fixed as soon as possible. Mayor Cobb thanked Commissioner Boyd for taking care of this problem.

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 Boyd moved for approval of the following Consent Agenda Item(s):

Resolution No. 6253 - Determining that Certain Structures are Ruined, Damaged and Dilapidated Requiring Removing from the Municipality (204 E. Roxana).

Resolution No. 6254 - Authorizing the Approval of a Grant Application with the Department of Homeland Security for the Staffing for Adequate Fire and Emergency Services (SAFER).

Resolution No. 6255 - Authorizing Appointments to the Lodgers' Tax Board.

Consideration of Memorandum of Agreement between the Lea County Sheriff's Office and City of Hobbs to Enable Hobbs Police Officers to Receive County Commission Cards as Special Deputies through the Lea County Sheriff.

Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolutions, agreements and supporting documentation are attached and made a part of these minutes.

Discussion

Quarterly Report by Community Drug Coalition of Lea County. Ms. Rhonda Tyler with the Community Drug Coalition of Lea County (CDC) presented a PowerPoint presentation and a mid-year summary of the CDC activities and quarterly report. She reviewed the break-down of 2014-2015 City Funding and gave a brief description of the activities being funded with Drug Court, Mentoring Program, Public Education, Substance Abuse Awareness, Sustainability and Business Prevention. She briefly reviewed the Intervention/Legislation Committee, Business Drug Prevention, CDC's Main Purpose and progress.

Ms. Tyler stated CDC staff will be attending the Legislative Session in Santa Fe, New Mexico, February 17, 2015, in support of House Bill 215 to amend the language of the bill to state that alcohol and drugs are synonymous. She further stated CDC is partnering with New Mexico Junior College and the Hobbs Municipal Schools to host Pi Day Fair which will be held March 14, 2015, and partnering with the City of Hobbs for the Hobbs Downtown Slam & Jam. Ms. Tyler stated CDC will be hosting a banquet on Monday, April 27, 2015, at the Hobbs High School Commons and encouraged the Commission to attend.

Ms. Tyler acknowledged Ms. Mary Ann Bradshaw, Prevention Coordinator and Ms. Linda Norris, Program Coordinator, in the audience. Ms. Tyler stated Ms. Kathi Bearden, CDC Chairperson, was unable to attend the meeting. In closing, Ms. Tyler

stated Lea County has made improvements in teen pregnancy, marijuana/alcohol use and violence in schools. She thanked the Commission for their time and entrusting the CDC with City funds to fight drugs in the community.

Commissioner Boyd also recognized Mr. James Francis, CDC Treasurer, who was also present.

Action Items

Consideration of Approval of an Extension of the Lease with Hobbs Country Club. Mr. J. J. Murphy, City Manager, stated the City entered into a Lease Agreement with the Hobbs Country Club on January 1, 2014, to allow non-members access to the Club's golf course while Rockwind was under construction. The lease agreement was set to expire on December 31, 2014; however, the parties have negotiated an extension of the lease. He stated the City owes the Club up to \$200,000.00 in lease payments, subject to documentation of leasehold expenditures. Mr. Murphy stated the public will be able to continue paying Rockwind rates at the Club until December 31, 2015, at no additional charge to the City. In return, the Club will be allowed to submit any leasehold improvements until December 31, 2015, up to \$200,000.00. He stated the City will not rent City-owned golf carts or equipment.

Commissioner Buie moved to accept the extension of the lease with Hobbs Country Club in the amount of \$200,000.00 as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. A copy of the agreement and supporting documentation are attached and made a part of these minutes.

Consideration of Approval of RFP No. 470-15 and Recommendation to Accept Proposal from Bravo Lighting SW, Inc., to Furnish and Install Interior LED Lighting Upgrades. Mr. Ronny Choate, Director of General Services, explained the RFP and stated the City desires to negotiate a contract with Bravo Lighting SW that specializes in LED Lighting Projects. He stated the actual fixture installation will be contracted to Gazzaway Electric of Hobbs. He stated the project consists of replacing or re-lamping fixtures in five major City buildings which will include City Hall/Annex, Police Department, District Attorney's Office, Hobbs Public Library and Agnes Kesner Head Community Center. The Animal Adoption Center and the New Mexico Crime Lab may be added if funding is available. He stated that by replacing these bulbs or fixtures in these buildings, the City will reduce its electricity usage by half. Mr. Choate stated the expected life of the project is approximately 15 years. He stated the return-of-investment is 60 months. Mr. Choate stated the cost of the project is \$535,000.00 including GRT. He stated the exact amount may be less, depending on negotiations with Bravo Lighting. Mr. Choate stated the mid-year budget is set at \$500,000.00 with an additional \$35,000.00 that will come from a reclassification from another City fund.

In response to Commissioner Boyd's inquiry, Mr. Choate stated he has been in communication with Xcel Energy and the City may get a sizable rebate for the installation of the LED Lighting. He stated the rebate will allow for installation of LED lighting to seven buildings opposed to the five that are being recommended. Commissioner Boyd stated the usage of LED lighting will pay for itself five times and will be a great benefit to the City.

Mayor Cobb stated he installed LED lighting at his business and it is a great investment.

Commissioner Buie thanked Mr. Choate for his recommendation to the Commission to install LED lighting throughout the City.

Commissioner Buie moved to accept the RFP from Bravo Lighting SW in the amount of \$535,000.00 for the LED Lighting Upgrades, as presented. Commissioner Sena seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. A copy of the agreement and supporting documentation is attached and made a part of these minutes.

Resolution No. 6256 - Approving a Cash Deposit in Lieu of Completion and Accepting Bel Aire Center East Subdivision as Submitted by Property, Owner Old Golden Oaks, LLC, and Recommendation by the City of Hobbs Planning Board. Mr. Todd Randall, City Engineer, explained the resolution and stated the Bel Aire Center East Subdivision contains 2.58 +/- acres and 15 attached single family homes have been sited on these tracts. He stated he has determined that the cash deposit is a sufficient amount for completion and an Engineers Certification that all municipal infrastructures are installed as per plans. Mr. Randall stated the City specifications will be required for the municipality to reimburse the cash deposit to the developer. He stated the finalization of the subdivision infrastructure is ongoing and single family housing units occupy the tracts being created with this approval. Mr. Randall stated by accepting the subdivision with the cash deposit in lieu of completed infrastructure the developer would be allowed to transfer fee simple ownership of the individual lots prior to completing the installation of the required infrastructure. He stated the funds will be released to the developer once they are finished with the improvements. He stated the Planning Board reviewed this issue on February 9, 2015, and recommended the final plat approval and acceptance of the cash deposit as surety for the completion of municipal infrastructure.

Mayor Cobb stated the Bel Aire Center East Subdivision is a good project.

Commissioner Boyd moved that Resolution No. 6256 be adopted as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 6257 - Authorizing an Allocation of Lodgers' Tax Funds for the City of Hobbs - Gus Macker Event (\$100,000.00). Mr. Toby Spears, Finance Director, stated the Lodgers' Tax Board met on February 10, 2015, and recommended to forward the request from the City of Hobbs for the Gus Macker Event to the Commission for consideration of approval. He stated the cash available for allocation is \$145,832.29.

Mayor Cobb stated he has received letters from Hotel representatives who have stated the Gus Macker Event benefits them by putting heads-in-beds.

Mr. Murphy stated Gus Macker Event is one component of the Hobbs Downtown Slam & Jam that will be held April 24, 25 and 26, 2015. He stated this event will highlight downtown Hobbs with a variety of activities.

Commissioner Sena stated it is brilliant of City staff to host the Hobbs Downtown Slam & Jam that will include the Gus Macker 3-on-3 Basketball Tournament in April.

Commissioner Newman thanked Mr. Doug McDaniel, Parks and Recreation Director, and Ms. Brenda Taylor, Aquatic/Athletic Coordinator, for being aggressive in locking in on the month of April.

In reply to Mayor Cobb's question, Mr. McDaniel stated Hobbs will have the first pick in the month of April to host the Gus Macker 3-on-3 Tournament.

Mr. Doug McDaniel, Parks and Recreation Director, presented a PowerPoint presentation on the Hobbs Downtown Slam & Jam. He stated this will mark the 7th Annual Gus Macker 3-on-3 Basketball Tournament in Hobbs. Mr. McDaniel stated the City was able to lock in the month of April to host the tournament opposed to August. He stated this will be beneficial to Hobbs because the weather is cooler and schools and colleges are in session, which will produce more teams. Mr. McDaniel stated there were 175 teams who participated in the 2014 Hobbs Gus Macker Tournament and he expects approximately 250-300 teams and families to participate in this year's tournament. He stated Las Cruces, New Mexico, who formerly utilized

the April dates, brought in an average of 400 teams to their event. Mr. McDaniel stated the Gus Macker 3-on-3 Basketball Tournament will now be known as the Hobbs Downtown Slam & Jam and will include activities for the entire family, all to take place in downtown throughout the weekend. He stated concerts will be held on Friday and Saturday evening and the bands selected are "Mars Hill Band" and "TOP Band". Mr. McDaniel stated the goal is to attract people from Hobbs, Lea County, Southeast Texas along with the families of the Gus Macker participants to a weekend of activities at the Hobbs Downtown Slam & Jam. He reviewed the confirmed activities, possible activities and advertising. Mr. McDaniel stated the Hobbs Downtown Slam & Jam Committee will host a meeting with the non-profit agencies on Thursday, February 19, 2015, to discuss their interest in participating in the Hobbs Downtown Slam & Jam event.

There being no further comments, Commissioner Sena moved that Resolution No. 6257 be adopted as presented. Commissioner Mullins seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

In reply to Commissioner Buie's inquiry, Mr. Mike Clampitt with the Boys and Girls Club stated there have been communications with non-profit agencies and some of their ideas have been incorporated in the Hobbs Downtown Slam & Jam event.

Comments by City Commissioners, City Manager

Mr. Murphy expressed appreciation to Mr. McDaniel who has done a great job as a Parks and Recreation Director in a short time frame.

Mr. Murphy stated it has been a tough week for City employees for the loss of two employee's family members. He expressed appreciation to the Commission for their support and allowing him to create a family environment for City employees.

Commissioner Boyd expressed sympathy for the employees who recently lost their children and stated they are remembered in his prayers.

Commissioner Sena expressed appreciation to Mr. Anthony Maldonado, Streets Superintendent, for assisting a senior citizen in a timely manner.

Commissioner Mullins stated that Southerneastern New Mexico tends to move upward economically when other areas of the State are going downward. She expressed appreciation to the community as whole for being active in making Southeastern New Mexico thrive.

In reply to Commissioner Newman's inquiry, Ms. Tyler stated Drug Court funding is done on a local level opposed to going before the legislation.

Commissioner Newman expressed appreciation to Mr. Art DeLaCruz, Code Enforcement Superintendent, for assisting a citizen in a timely manner.

Adjournment

There being no further discussion or business, Commissioner Newman moved that the meeting adjourn. Commissioner Mullins seconded the motion. The vote was recorded as follows: Newman yes, Sena yes, Mullins yes, Buie yes, Boyd yes, Cobb yes. The motion carried. The meeting adjourned at 6:55 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CONSENT AGENDA



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 3-2-15

SUBJECT: Resolution Authorizing the Mayor to Make an Appointment to the Lodgers Tax Board.

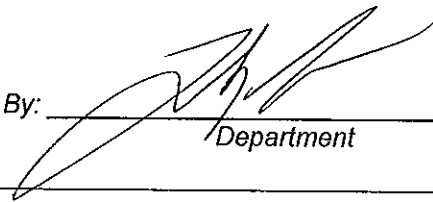
DEPT. OF ORIGIN: Mayor's Office
DATE SUBMITTED: 2-17-15
SUBMITTED BY: Sam D. Cobb, Mayor

Summary:

The Mayor would like to appoint Kevin Sweet to the Lodgers' Tax Board to fill the unexpired term vacated by Lorrie Tramell. Term will expire January 1, 2017.

Fiscal Impact:
No fiscal impact.

Reviewed By: _____

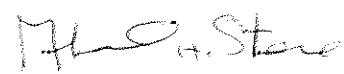


Department

Attachments:
Resolution

Legal Review:

Approved As To Form: _____

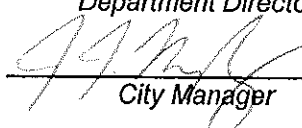


City Attorney

Recommendation:

Motion to approve Resolution.

Approved For Submittal By:

Department Director

City Manager

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COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6258

A RESOLUTION AUTHORIZING THE MAYOR
TO MAKE APPOINTMENTS TO
THE LODGERS' TAX BOARD

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to make a board appointment to the Lodgers' Tax Board as follows:

Appoint Kevin Sweet to fill the position vacated by Lorrie Tramell;
term will expire January 1, 2016.

PASSED, ADOPTED AND APPROVED this 2nd day of March, 2015

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015


SUBJECT: APPLICATION FOR MUNICIPAL ARTERIAL PROGRAM (MAP) TO NMDOT FOR COLLEGE LANE STREET IMPROVEMENTS IN HOBBS, NEW MEXICO

DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: 2-24-15
SUBMITTED BY: Todd Randall, City Engineer

Summary:

The State Maintenance Bureau is accepting applications for the Department's Municipal Arterial Program (MAP) for fiscal year 2015/2016. The application must be received by March 16, 2015. The purpose of the MAP program is to assist municipalities in various improvement projects for streets that are either: through extension of state highway routes, major connections between state highway routes, major streets of particular service to state highways, or major local service streets. Staff recommends roadway improvements to College Lane.

Fiscal Impact:

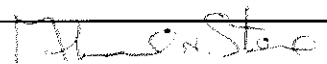
Reviewed By: 
Finance Department

Estimated Cost: \$ 500,000
Local Match: \$ 125,000
State Match: \$ 375,000
Budget Line No. Grant funds will be budgeted upon notice of funding approval.

Attachments:

Resolution

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

To make a motion to approve the Resolution for the Mayor to submit an application for the 2013/2014 MAP to the NMDOT

Approved For Submittal By:


Department Director


City Manager

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COMMISSION ACTION TAKEN**

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

CITY OF HOBBS

RESOLUTION NO. 6259

A CONCEPT RESOLUTION OF SUPPORT FOR THE SUBMISSION OF AN APPLICATION TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR COLLEGE LANE STREET IMPROVEMENTS IN HOBBS, NEW MEXICO

WHEREAS, the City of Hobbs desires to improve the roadway corridor of College Lane in the City of Hobbs; and

WHEREAS, the estimated construction cost of the proposed project is \$500,000. The City of Hobbs proposes to provide \$125,000 and request the state to provide \$375,000; 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 College Lane 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 2nd day of March, 2015.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015

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

DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: 2-24-15
SUBMITTED BY: Todd Randall, City Engineer

Summary:

The State Maintenance Bureau is accepting applications for the Department's COOP Program for fiscal year 2015/2016. The application must be received by March 15, 2015. To qualify for a Road Fund Grant, the proposed work must be on a public highway, be necessary for the public good and convenience and serve the public of the municipality. Staff recommends improvements to existing traffic signals located at 1) Bender/Fowler, 2) Lovington Hwy/Gerry, 3) Lovington Hwy/Millen, 4) Lovington Hwy/Joe Harvey, 5) Marland/Grimes, 6) Marland/Dal Paso, 7) Marland/Sanger, 8) Dal Paso/Navajo, 9) Dal Paso/Broadway, 10) Bender/Jefferson and 11) Marland/West County. The major improvements at the signalized intersections include the installation of battery back-up and the replacement of the bulbs on the street lights with LED bulbs.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

Estimated Cost: \$ 80,750
Local Match: \$ 20,187.50
State Match: \$ 60,562.50
Budget Line No. Grant funds will be budgeted upon notice of funding approval.

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 2015/2016 COOP funding to the NMDOT

Approved For Submittal By:

[Signature] Department Director
[Signature] City Manager

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COMMISSION ACTION TAKEN

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

CITY OF HOBBS

RESOLUTION NO. 6260

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 \$70,500. The City of Hobbs proposes to provide \$20,187.50 and request the state to provide \$60,562.50; 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 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 2nd day of March, 2015.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015


SUBJECT: Authorizing an allocation of Lodgers' Tax funds to fund NMJC Training and Outreach Job Fair Event

DEPT. OF ORIGIN: Finance
DATE SUBMITTED: February 24th, 2015
SUBMITTED BY: Toby Spears, Finance Director

Summary:

On January 20th, 2015, the City Commission voted to table the NMJC request. Since then, the NMJC has modified the request from \$55,300 to \$19,816.

Fiscal Impact:

Reviewed By: 
Finance Department

December 31, 2014 Cash Balance (per Lodgers' Tax ordinance) for the Lodgers' Tax Fund is as follows:

Security and Sanitation (15%)	\$ 0.00
Non-Profit/For Profit/Public Entity (20%)	\$ 128,202.01
City and County (40%)	\$ 45,832.89
Airline (25%)	\$ 280,452.58

The NMJC request would fall under the category of Non-Profit/Public Entities. (\$128,202.01 cash balance)

Attachments:

Resolution
Request from NMJC Training and Outreach Job Fair

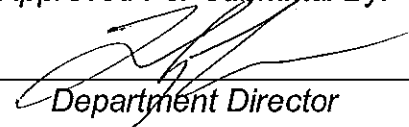
Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

To be determined by City Commission.

Approved For Submittal By:


Department Director


City Manager

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

CITY OF HOBBS

RESOLUTION NO. 6261

A RESOLUTION AUTHORIZING ALLOCATION OF
LODGERS' TAX FUNDS FOR NEW MEXICO JUNIOR COLLEGE
TRAINING OUTREACH – INDUSTRY DAY AND JOB FAIR

WHEREAS, the Lodgers' Tax Advisory Board met on January 14, 2015 and recommended forwarding a request from the New Mexico Junior College requests to the Commission; and

WHEREAS, the New Mexico Junior College has modified the their original request to the following:

	Amount Requested	City Manager Recommendation	City Commission Recommendation
New Mexico Junior College Training and Outreach – Industry Day and Job Fair	\$ 19,816.00	\$ _____	_____

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 allocate Lodgers' Tax Funds in the total amounts as specified herein.

PASSED, ADOPTED AND APPROVED this 2nd day of March, 2015.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2014 - 06/30/2015

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

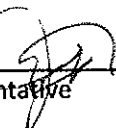
1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Advertising/Promotion	Website Costs
Sanitation	Real Property
Public Safety	Tangible Property

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.
3. All Requests for Proposal's (RFP's) for Lodgers' Tax annual funding must be received by March 14, 2014. (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)
4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.
5. When each event is completed, a report must be submitted to the City of Hobbs within sixty (60) days following the event which includes the number in attendance, the number of overnight stays and the actual revenue and expenditures. This follow-up report will be considered with future requests. **Funds associated with the event that are not requested for reimbursement within 60 days after the event will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after 60 days.**
6. In addition to the above listed criteria, organizations requesting funding must provide - where applicable - the following information:
 - Proof of non-profit status and copy of last years IRS form 990
 - Proof of agency good standing with the NM Corporation Commission
 - Proof of Workers-Comp Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

Jai Oyler 
 Representative

NMJC Training & Outreach
 Name of Organization

2/24/15
 date

Received at City Hall: _____
 (date and time)

**Request for Lodgers' Tax Assistance
Contact Information**

Organization New Mexico Junior College Training & Outreach
 Name of Contact Jai Oyler, Director TAACCCT Program
 Address 1 Thunderbird Circle
 City, State Zip Hobbs, NM 88240
 Phone#/Fax# 575-492-4721
 email _____

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Income	Sponsorships	-					-
	Sales						-
	Donations	1,315.00					1,315.00
	Prior Year Carryover						-
	Other (please explain)	11,749.00					11,749.00
Total Income		13,064.00	-	-	-	-	13,064.00
		Event 1	Event 2	Event 3	Event 4	Event 5	Total
Expense (non- lodgers tax)	Cost of Sales Items						-
	Cost of Awards						-
	Building/Booth Rent	4,000.00					4,000.00
	Advertising						-
	Printing & Mailing						-
	Print Media						-
	Electronic Media						-
	Miscellaneous (Please explain)						-
Total Expense		-	-	-	-	-	-

Lodgers Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media	18,000.00	-	-	-	-	18,000.00
Electronic Media	1,816.00	-	-	-	-	1,816.00
Other	-	-	-	-	-	-
Total Cost of Event	19,816.00	-	-	-	-	19,816.00

Lodgers Tax Budget - Event Number 1

Event Information

Name of Event New Mexico Junior College Training and Outreach Industry Day and Job Fair

Date March 25 & 26

Location New Mexico Junior College Training and Outreach Center 1 Thunderbird Circle

Description Two-Day Gas and Oil Industry and Job Fair event. On Day 1, we will offer several informational sessions on the educational programs, certifications and trainings provided by NMJC to build a stronger and more skilled labor force for Lea County and the energy plex. The event will culminate on Day 2 with a Job Fair, in which we will bring together regional industry representatives and prospective employees from the region.

Expected Attendance 250-300 # of Overnighters 150

Is this an annual event? quarterly Is this a new event? yes

Printing

	Cost	Quantity		Cost	Quantity
Posters	-	-	Flyers	-	-
Programs	-	-	Tickets	-	-

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost	
Newspaper	Hobbs News Sun	30	5,000.00	
	Lovington Leader	50	5,000.00	
	Midland, Odessa, Lubbock, Abeline paper	100	8,000.00	18,000.00

	Name	# of ads	Cost	
Magazine/Other	_____			-
	_____			-
	_____			-

Electronic Media

	Name	# of spots	Cost	
Radio	KZOR, MTD Media, KLEA	1200	1,816.00	
	_____			-
	_____			-
				1,816.00

	Name	# of spots	Cost	
Television	_____			-
	_____			-
	_____			-

Other Expense

	Name	#	Cost	
Other	_____			-
	_____			-
	_____			-

Total Request for Event 19,816.00

Industry Day & Job Fair

March 25 & 26, 2015 Hobbs, NM

NEW MEXICO
JUNIOR COLLEGE



TRAINING &
OUTREACH

training made to fit

Larry Hanna Training & Outreach Center, 4000 W. Millen Drive

What Training & Outreach Can Do For You:

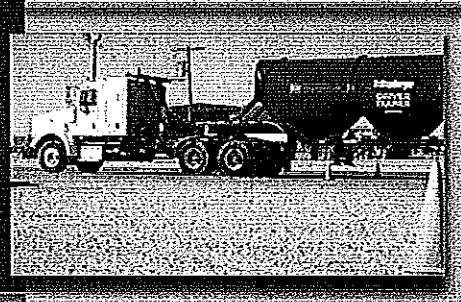
Workforce &
Customized Training

Oil & Gas Safety
Oil & Gas Technology
Energy Technology
Instrumentation & Controls
CDL Training Programs
CDL Testing Site

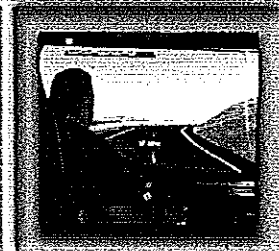
Two-Day Event

DAY 1 (1:30pm-4:30pm)
Learn about programs
& tour training facilities

DAY 2 (9:00am-12:00pm)
Recruit future employees
at Job Fair



RSVP by March 2, 2015 to
rgallagher@nmjc.edu or
575.492.4716



Top-Ranked New Mexico School for Workforce Training



www.nmjc.edu/trainingandoutreach

New Mexico Junior College Training & Outreach

3317 N Lovington Highway, Hobbs, New Mexico 88240 575.492.3109





TRAINING & OUTREACH

training made to fit

Amended Request: NMJC Industry Day and Job Fair, March 25-26

Dear Hobbs City Commissioners,

We humbly ask for your reconsideration of our **AMENDED** proposal for Lodger's Tax Funds for NMJC's Industry Day and Job Fair event on March 25-26, 2015. We have reevaluated and reduced our request to **\$19,816**.

We are leveraging NMJC funds and partnerships in addition to the request. We anticipate the event cost will total **\$33,880**. NMJC, community and industry partners are contributing **\$13,064**.

We are anticipating at least **250-300 total participants** during the two-day event. We believe this has the potential to generate approximately **75-100 overnight stays**, particularly with targeted marketing outside a 150-mile radius of Hobbs.

Please find attached **two** tables reflecting **NMJC's Financial commitments** toward the Industry Day and Job Fair event.

Table 1 shows anticipated costs to plan and run this event including financial commitments from NMJC and community partners, including the City of Hobbs Lodgers Tax.

Table 2 displays a detailed compilation of NMJC's financial inputs and leveraged contributions for the event, including services, products, savings, and partnerships.

Regards,

NMJC Training & Outreach TAACCCT Grant Team

Table 1. NMJC Training & Outreach Industry Day Event Cost

Description	Cost	NMJC	Donated	Outstanding (Lodgers Tax Request)
Facilities Total rooms/facilities used during event for 2 days.	\$2,780	\$2,780	\$0	\$0
Event Marketing & PR Print & online ads w/ regional media, social media ads, and press releases	\$24,000	\$3,869	\$315	\$19,816
Food/Refreshments Light refreshments for 50 participants per day	\$1,000	\$0	\$1,000	\$0
T&O Staff Time Planning, set up and take down	\$3,600	\$3,600	\$0	\$0
Shuttle Buses To transport participants during tours of facilities	\$1,500	\$1,500	\$0	\$0
Total	\$33,880	11,749	\$1,315	\$19,816

Table 2. NMJC Training and Outreach Industry Day Financial Inputs

Financial Inputs	Description of Services	Description of Amounts	Amount Total
Reduced Hotel Rates	Zia Park \$129/night (normal \$169) La Quinta \$129/night (normal \$159) Comfort Suites \$119/night (normal \$170) Sleep Inn \$119/night (10); \$129 double/night (nor \$149/ \$159)	\$3,000 (75 hotel rooms @ \$40 savings ea.) \$600 (20 rooms @ \$30 savings ea.) \$1,020 (20 rooms @ \$51 savings ea.) \$450 (15 rooms @ \$30 savings ea.)	\$5,070
Refreshments/Snacks	EDC Contribution NMJC Foundation Contribution LabVolt Contribution	\$100 (waiting to hear from Larry) \$300 \$600	\$1,000
Marketing/PR	EDC marketing thru their channels. 1 full-time staff @ 3% time, 2 mon (3% @ \$50K)	\$315	\$12,664
EDC In-kind services	1 full-time staff for 2 month (3% @ \$60K) & 2 full-time staff for 2 month (3% @ \$22K)	\$520	
NMJC Marketing Staff: news releases, cable access, etc	Flyers and handouts for event already produced and purchased	\$100	
Marketing Materials by NMJC	Hobbs, Lovington, Lubbock, Midland, Abilene, Fort Worth/Dallas, Tucumcari, & other regional media	\$847 saved (\$6,289/25 3X5 ads reg/NMJC special rate \$5,447) \$1,287 saved (\$7,722/30 3X5 ads reg/special rate \$6,435); \$9,000 saved (\$33,000/30 3X4 ads reg/special rate \$24,000)	
Print Ads Reduced Rates	Radio/MTD Media	\$600 saved (\$1,200/200 spots/month; special rate \$600/200 spots)	
Radio Ads	NMJC Donating driver and up to 2 buses	2 @ \$750/day ea. (Daily Rental including Driver)	\$1,500
Shuttle Buses (2)	2 full-time staff @ 10% time for 3 months planning (10% of \$50K) 2 full-time staff @ 3% time for 3 months planning (3% of \$50K)	\$2,500 \$750	\$3,250
Staff Time Planning and organizing, planning and working event	1 full-time staff @ 10% for 3 days (10% of \$30K) 1 part-time staff @ 5% for 3 days (5% of \$12K)	\$250 \$100	\$350
NMJC Facility set up for event and take down (chairs, tables, cleaning, etc.)	Large Training Room; Small Training Room; Computer Lab; Industrial Training Rm; High Bay Training Rm; 2 Conference Rooms	\$199/day @ 2 days - \$398; \$159/day @ 2 days - \$318; \$159/day @ 2 days - \$318; \$149/day @ 2 days - \$298; \$208/day @ 2 days - \$416	\$2,780
Room Rental			
Total NMJC Financial Inputs			\$26,614



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015

SUBJECT: A RESOLUTION APPROVING THE VACATING OF PUBLIC RIGHT OF WAYS AND THE REPLATING OF LOTS 4, 5, 6 & 7 OF THE HOBBS INDUSTRIAL AIRPARK SOUTH SUBDIVISION.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: February 23, 2015
SUBMITTED BY: Kevin Robinson - Planning Department

Summary: The City of Hobbs is requesting the vacation of public right of ways within Hobbs Industrial Airpark South Subdivision. Mewbourne Oil is purchasing Lots 4, 5, 6 & 7 and a portion between and contiguous to Lots 5 & 6 labeled "R.R. R.O.W" as per Ordinance #1073 adopted July 7, 2014. As per the Ordinance Mewbourne has relocated municipal infrastructures within Lots 4, 5, 6, & 7 allowing for the replating of the lots into a single lot. Additionally, a ground water monitoring well is in the process of being relocated from the site by Mewbourne, which when completed would allow for closing of the sale. The Planning Board reviewed this issue on February 17, 2015 and voted 5 to 0 to recommend approval.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

There is no fiscal impact associated with this Replat & Vacation.

Attachments: Resolution, Vacation\Replat, Planning Board Minutes.

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Staff recommends consideration to approve the Resolution replating Lots 4, 5, 6 & 7 and vacating a portion between and contiguous to Lots 5 & 6 labeled "R.R. R.O.W" within the Hobbs Industrial Airpark South Subdivision.

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. 6262.

A RESOLUTION APPROVING THE VACATING OF PUBLIC RIGHT OF WAYS AND THE REPLATING OF LOTS 4, 5, 6 & 7 OF THE HOBBS INDUSTRIAL AIRPARK SOUTH SUBDIVISION.

WHEREAS, The City of Hobbs is requesting the vacation of a public right of ways and replating of Lots 4, 5, 6 & 7 located within the Hobbs Industrial Airpark South Subdivision; and

WHEREAS, the City Commission has determined that the abandonment of the right of ways will not adversely affect the interests or rights of persons in contiguous territory or within the subdivision.

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

1. The City of Hobbs hereby approves the Replat/Vacation Plat as attached hereto and made a part of this Resolution.
2. The City officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.

PASSED, ADOPTED AND APPROVED this 2nd day of March, 2015.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**REPLAT OF LOTS 4, 5, 6 & 7 AND
THE VACATION OF R.R. R.O.W.
HOBBS INDUSTRIAL AIRPARK SOUTH SUBDIVISION
CITY OF HOBBS, LEA COUNTY, NEW MEXICO**

REPLAT OF LOTS 4, 5, 6 & 7, INTO LOT 4A.

SAD LOTS AND RAIL ROAD FRONT OF RAY ARE BEING REPLATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS THEREOF SURVEYED AND SUBDIVIDED AS THE SAME APPEARS HEREON. EXISTING UTILITIES SERVING THESE LOTS CROSSING EACH OTHER ARE HEREBY RESERVED A UTILITY EASEMENT, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER THE LOTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, RELOCATING, INSPECTING, PATROLLING, MAINTAINING, OR REMOVING SAID UTILITIES.

IN WITNESS WHEREOF, THE UNDERSIGNED OWNER OF SAID LAND, HAS HEREUNTO SET HIS HAND THIS DAY OF _____, 2015 A.D.

MAJOR SIM COBB
CITY OF HOBBS, NEW MEXICO

ACKNOWLEDGMENT

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2015 A.D., BY
CITY OF HOBBS, MAJOR SIM COBB.

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

**CERTIFICATE OF APPROVAL BY THE
CITY OF HOBBS PLANNING BOARD**

THIS VACATION AND SUMMARY REPLAT REVIEWED AND APPROVED THE DAY OF _____, 2015 A.D., BY THE CITY PLANNING BOARD OF HOBBS, NEW MEXICO.

WILLIAM M. HOKS II -- CHAIRMAN

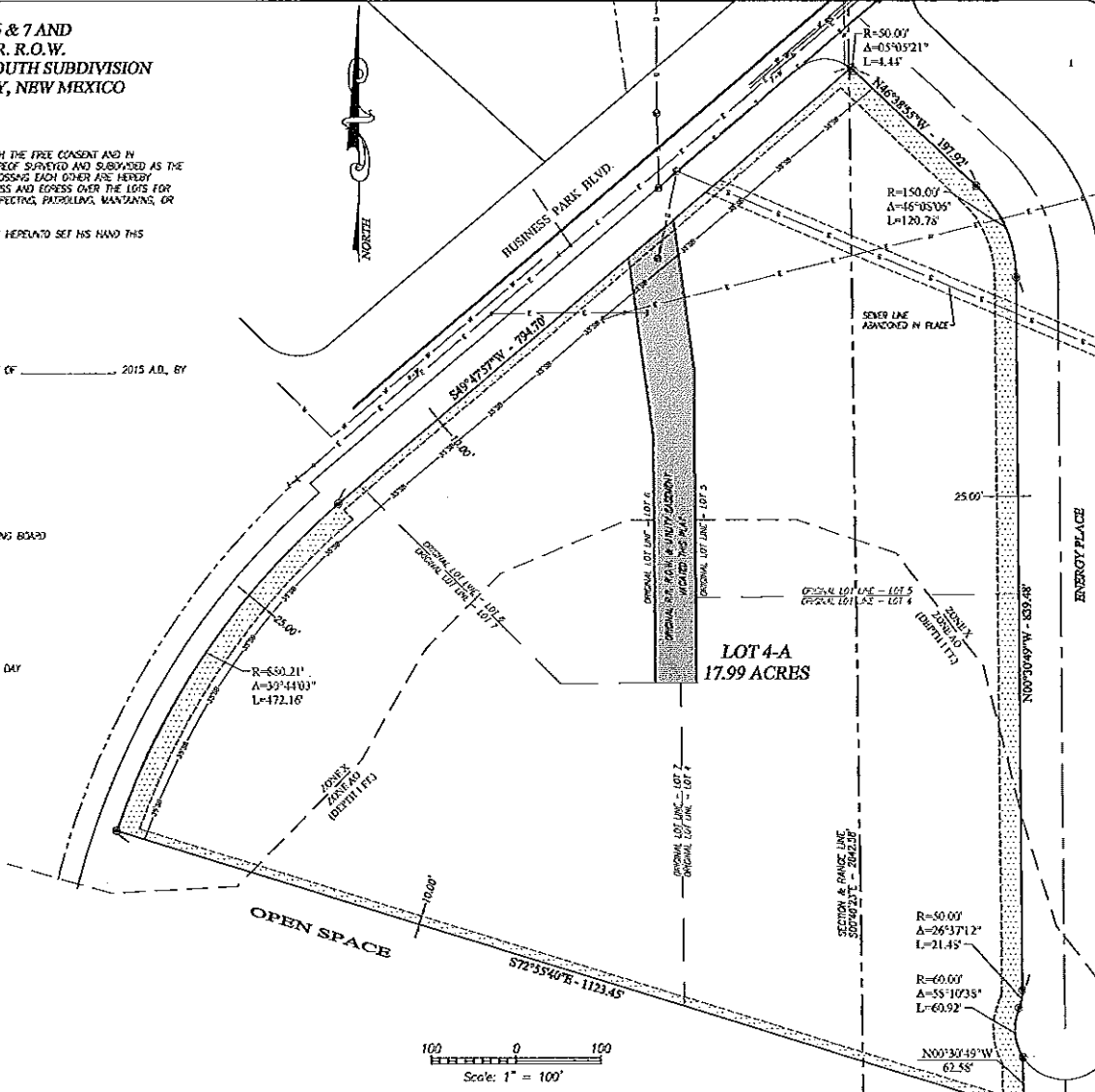
ACKNOWLEDGMENT

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2015 A.D., BY WILLIAM M. HOKS II.

NOTARY PUBLIC

MY COMMISSION EXPIRES _____



NOTE

- 1) BEARINGS SHOWN HEREON ARE BASED ON THE PLAT "HOBBS INDUSTRIAL AIRPARK SOUTH SUBDIVISION, CITY OF HOBBS, LEA COUNTY, NEW MEXICO," RECORDED ON 21 SEPTEMBER 2011, REFERENCE NO. 35257 OF THE OFFICIAL RECORDS OF LEA COUNTY, NEW MEXICO.
- 2) UNLESS NOTED OTHERWISE, ALL INTERIOR UTILITY EASEMENTS AS SHOWN ON THE PLAT "HOBBS INDUSTRIAL AIRPARK SOUTH SUBDIVISION, CITY OF HOBBS, LEA COUNTY, NEW MEXICO," FOR LOTS 4, 5, 6 & 7 ARE HEREBY VACATED.
- 3) UTILITY LOCATIONS SHOWN ARE FROM INFORMATION PROVIDED BY THE CITY OF HOBBS ENGINEERING DEPARTMENT AND FIELD SURFACE OBSERVATIONS. ACTUAL LOCATIONS SHOULD BE VERIFIED.

LEGEND

- ⊙ DENOTES FOUND 1/2" STL. ROD #/CAP W/O. 2"ASC FS 12611, UNLESS NOTED OTHERWISE
- X— DENOTES EXISTING WATER LINE
- S— DENOTES EXISTING SEWER LINE
- W— DENOTES 36" BUILDING SETBACK LINE
- ▨ DENOTES VACATED EASEMENT
- ▤ DENOTES EXISTING EASEMENT TO REMAIN

SURVEYOR'S CERTIFICATE:

I, GARY G. EDSON, NEW MEXICO PROFESSIONAL SURVEYOR No. 12841, DO HEREBY CERTIFY THAT THIS SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, THAT I AM RESPONSIBLE FOR THIS SURVEY, THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO, AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



GARY G. EDSON *Gary G. Edson*
DATE: 2/24/15

PROVIDING SURVEYING SERVICES SINCE 1946
JOHN WEST SURVEYING COMPANY
412 W. DINA BLVD. HOBBS, N.M. 88240
505-393-3117 www.jwsc2.com
75044 30271300

CERTIFICATE OF MUNICIPAL APPROVAL

STATE OF NEW MEXICO
COUNTY OF LEA

I, JAN FLETOER, THE DULY APPOINTED AND ACTING CITY CLERK OF THE CITY OF HOBBS, LEA COUNTY, NEW MEXICO, DO HEREBY CERTIFY THAT THE FOREGOING PLAT OF A VACATION BY THE CITY OF HOBBS, NEW MEXICO, WAS APPROVED BY THE COMMISSION OF THE CITY OF HOBBS BY RESOLUTION No. _____, ON THIS _____ DAY OF _____, 2015 A.D.

JAN FLETOER, CITY CLERK

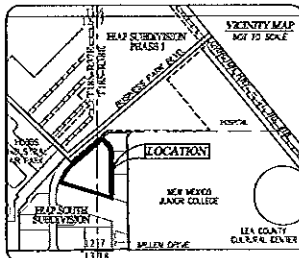
ACKNOWLEDGMENT

STATE OF NEW MEXICO
COUNTY OF LEA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2015 A.D., BY JAN FLETOER.

NOTARY PUBLIC

MY COMMISSION EXPIRES _____



© Drawn by Surveyor Paul J. (2011) (1111425) City of Hobbs
Map Scale: As Shown (Lot 4-7) Survey Date: 4/15/13. Date: 3/13/13

LEA COUNTY SEAL	STATE OF NEW MEXICO COUNTY OF LEA FILED
	_____ 2015
	at _____ o'clock _____
	and recorded in _____
	Book _____ Side _____
	Page _____
	Not Stages Chappelle, Lea County Clerk
	By _____ Deputy

Mr. Robinson said the subdivision will not change but there is an easement in place so there will be connectivity to the rest of the subdivision.

Mr. Sanderson made a motion, seconded by Mr. Penick to recommend approval to the City Commission for the Final Plat Approval for Oak Manor Subdivision, Unit 1 contingent on a letter submitted by the engineer stating that the construction has taken place as designed. The vote on the motion was 5-0 and the motion carried.

7) Review and Consider Proposed Annexation of 1.12 +/- acres of property located northwest of the intersection of Aspen and N. Grimes.

Mr. Robinson said the intersection was inadvertently listed as "Aspen and Grimes" and should have been "Apodoca and Grimes". He said Mike Miller is the petitioner for this annexation. He said staff has not reached out to the surrounding property owners. He said staff feels like the property to the south which is the storage buildings would not be interested in being a petitioner so they would be a non-petitioning property owner. He said staff would reach out to the northern property to see if the annexation could be increased. He said staff will contact these properties prior to going to the Commission.

Mr. Shaw made a motion, seconded by Mr. Ramirez to approve the Annexation. The vote on the motion was 5-0 and the motion carried.

8) Review and Consider Sketch Plan of a Proposed Subdivision located northwest of the intersection of W. Bender and Lovington Highway, as submitted by property owner Gary Schubert.

Mr. Robinson said the reason this is before the Board as a Sketch Plan is because it cannot be approved as a summary subdivision. He said this subdivision will be creating more than 3 parcels. He said there is an existing easement granted to Lea County. Mr. Randall said the easement runs from Bender to Wallach's property and then dead ends. Mr. Kesner asked what the plan was for the easement? Mr. Robinson said the city does not allow the subdivision on the easement. He said the easement is outside the control of the City of Hobbs. He said if the easement becomes a dedicated roadway installed as per city standards then there could be a variance to allow a subdivision off of an easement. He said the easement will need to be improved to get an addressable structure as per the new addressing policy.

Mr. Jones said there are two separate tracts of land. He said the easement is nothing more than a 60 foot alley. He said Zia has a gas line on the east side of the easement and Excel has one on the southern edge that goes up until it jogs over.

9) Review and Consider Replat of Lots 4, 5, 6 & 7 and the vacation of R.R. R-O-W of the Hobbs Industrial Airpark South Subdivision, as presented by property owner City of Hobbs.

Mr. Robinson said the municipality has sold all of the lots listed as 4, 5, 6 and 7 and what was erroneously plated as RR right-of-Way and Utility easement. He said it should have

been platted RR and utility easement. He said this easement will need a vacation. He said they are vacating the RR right-of-way and utility easement and they will turn it into a lot owned by the city and then there will be a replat of 4, 5, 6 and 7 and the right-of-way into a single lot for the new owner Mewbourne Oil.

Mr. Robinson said that when the city was creating the south HIAP Subdivision they thought there would be another spur. He said the city did not lock in the right-of-way easement on the northern subdivision so there was no way for them to connect. Mr. Robinson said they are trying not to cloud the title for the new owner.

Mr. Robinson said part of the real estate agreement required Mewbourne Oil to relocate the municipal infrastructure. He said Mewbourne Oil has relocated all of the infrastructure and the city has received the engineering certification that it is all done to plans and specs and the city does not want to hold up closing. He said Mewbourne Oil is also redoing a monitoring well as per the real estate agreement.

Mr. Ramirez made a motion, seconded by Mr. Shaw to recommend approval to the City Commission for the vacation of the RR right-of-way and the replat. The vote of the motion was 5-0 and the motion carried.

10) Adjournment.

With nothing further to discuss the meeting adjourned at 10:57 am.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2, 2015

SUBJECT: RESOLUTION APPROVING THE FINAL PLAN OF OAK MANOR SUBDIVISION, UNIT 1, AS SUBMITTED BY PROPERTY OWNER OAK MANOR HOBBS, NM, LLC AND RECOMMENDED BY THE CITY OF HOBBS PLANNING BOARD.

DEPT. OF ORIGIN: Planning Division
DATE SUBMITTED: February 23, 2015
SUBMITTED BY: Kevin Robinson - Planning Department

Summary: The Final Plan of Oak Manor Subdivision, Unit 1, has been submitted for acceptance by property owner Oak Manor Hobbs, NM, LLC, along with the Engineer of Record Certification pertaining to all municipal infrastructures hereby accepted. The Oak Manor Subdivision, Unit 1 contains 15.14 +/- acres and produces 21 Lots, each lot will contain four attached single family units or 1 4-plex. The City Engineer has accepted from the Engineer of Record a Certification that all municipal infrastructures are installed as per plans and City specifications. The Planning Board reviewed this issue on February 17, 2015 and voted 5 to 0 to recommend final plat approval, pending acceptance of EOR Certification.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

The City will have maintenance responsibility for the dedicated street, water and sewer lines.

Attachments: Resolution, Final Plat, Planning Board Minutes February 17, 2015.

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Staff recommends consideration to approve and accept Oak Manor Subdivision, Unit 1.

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. 6263.

A RESOLUTION APPROVING THE FINAL PLAN OF OAK MANOR SUBDIVISION, UNIT 1, AS SUBMITTED BY PROPERTY OWNER OAK MANOR HOBBS, NM, LLC AND RECOMMENDED BY THE CITY OF HOBBS PLANNING BOARD.

WHEREAS, Oak Manor Hobbs, NM, LLC has submitted a Final Plan for Oak Manor Subdivision, Unit 1, for review by the City Planning Board; and

WHEREAS, the Final Plan of Oak Manor Subdivision, Unit 1 was reviewed and recommended for approval by the City of Hobbs Planning Board at the February 17, 2015 meeting.

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

1. The City of Hobbs hereby grants Final Plan Approval to Oak Manor Subdivision, Unit 1, as recommended by the Planning Board; and

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

PASSED, ADOPTED AND APPROVED this 2nd day of March, 2015.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, CITY CLERK

There were no communications from Citizens.

- 5) **Public Hearing to Review and Consider a Request to Grant a Special Use Permit and Amend the Planning District Map to Allow a Recreational Vehicle Park (RVP), on a 10 +/- acre undivided parent parcel located southeast of the intersection of Aspen and N. Dal Paso.**

Mr. Robinson said this is a Special Use Map Amendment for a property that is located on the east side of N. Dal Paso Street. He said it is approximately 10 acres. He said this is a Map Amendment so the only question before the Board is this a good location? He said the surrounding areas have been notified. He said there is one resident here who may wish to speak. Mr. Robinson said staff has not received any negative opinions of the location of the RV Park.

Mr. Robinson said the developer did send a site plan and the staff would recommend if a map amendment is granted it should be with all design standards. He said there will be a variance request for modular units on the northeast portion of this property. He said it will have to come back before the Board as a variance.

Mr. Robinson said it will be modular units that will house 4 individual rooms. Mr. Kesner said that we are not considering the site plan development today. Mr. Shaw said that he always appreciates someone letting them know what they are doing with a project.

Mr. Shaw said that his company is involved in the marketing of this piece of property but he does not feel like there is a conflict with him voting. Mr. Robinson said a Mobile Home Park was approved on the north side of Woodleaf Apartments.

Mr. Kesner opened the Public Hearing for Public Comments at 10:13 am. He asked if there was a sign posted in the development so the people would be aware of the RV Park. He said there were also notifications sent out but staff was not able to get the property owner off of the county records for #3 but did make contact with the person representing the property owner.

There were no comments from the public. Mr. Kesner closed the Public Hearing at 10:15 am.

Mr. Penick made a motion, seconded by Mr. Ramirez to approve the Special Use Permit and Amend the Planning District Map. The vote on the motion was 5-0 and the motion carried.

- 6) **Review and Consider Final Plat Approval of Oak Manor Subdivision, Unit 1, as submitted by developer Oak Manor Hobbs, NM, LLC.**

Mr. Robinson said as of right now staff has not received the final Engineering Certification that all infrastructures are in place. He said they should be receiving the Certification within the next few days and then it will be taken to the City Commission. He said the Planning Board approved the Preliminary Plat for the entire subdivision and the developer will develop the property in phases.

Mr. Robinson said the subdivision will not change but there is an easement in place so there will be connectivity to the rest of the subdivision.

Mr. Sanderson made a motion, seconded by Mr. Penick to recommend approval to the City Commission for the Final Plat Approval for Oak Manor Subdivision, Unit 1 contingent on a letter submitted by the engineer stating that the construction has taken place as designed. The vote on the motion was 5-0 and the motion carried.

7) Review and Consider Proposed Annexation of 1.12 +/- acres of property located northwest of the intersection of Aspen and N. Grimes.

Mr. Robinson said the intersection was inadvertently listed as "Aspen and Grimes" and should have been "Apodoca and Grimes". He said Mike Miller is the petitioner for this annexation. He said staff has not reached out to the surrounding property owners. He said staff feels like the property to the south which is the storage buildings would not be interested in being a petitioner so they would be a non-petitioning property owner. He said staff would reach out to the northern property to see if the annexation could be increased. He said staff will contact these properties prior to going to the Commission.

Mr. Shaw made a motion, seconded by Mr. Ramirez to approve the Annexation. The vote on the motion was 5-0 and the motion carried.

8) Review and Consider Sketch Plan of a Proposed Subdivision located northwest of the intersection of W. Bender and Lovington Highway, as submitted by property owner Gary Schubert.

Mr. Robinson said the reason this is before the Board as a Sketch Plan is because it cannot be approved as a summary subdivision. He said this subdivision will be creating more than 3 parcels. He said there is an existing easement granted to Lea County. Mr. Randall said the easement runs from Bender to Wallach's property and then dead ends. Mr. Kesner asked what the plan was for the easement? Mr. Robinson said the city does not allow the subdivision on the easement. He said the easement is outside the control of the City of Hobbs. He said if the easement becomes a dedicated roadway installed as per city standards then there could be a variance to allow a subdivision off of an easement. He said the easement will need to be improved to get an addressable structure as per the new addressing policy.

Mr. Jones said there are two separate tracts of land. He said the easement is nothing more than a 60 foot alley. He said Zia has a gas line on the east side of the easement and Excel has one on the southern edge that goes up until it jogs over.

9) Review and Consider Replat of Lots 4, 5, 6 & 7 and the vacation of R.R. R-O-W of the Hobbs Industrial Airpark South Subdivision, as presented by property owner City of Hobbs.

Mr. Robinson said the municipality has sold all of the lots listed as 4, 5, 6 and 7 and what was erroneously platted as RR right-of-Way and Utility easement. He said it should have



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: March 2nd, 2015

SUBJECT: CHANGE ORDER No. 1 - RFP No. 473-15 2014 Trunk Line F Replacement Project
DEPT. OF ORIGIN: Engineering Department & Utilities Department
DATE SUBMITTED: February 24th, 2015
SUBMITTED BY: Todd Randall, Engineering Department

Summary:

The City Commission approved the award of RFP No. 473-14 2014 Trunk Line F Replacement Project to J&H Services on Dec. 15, 2014. The contract includes the replacement of existing Concrete Sewer pipe along a portion of SR 18 near the intersection of Joe Harvey. In the process it was determined that the sewer line was in severe disrepair and field changes were initiated by staff to bore Joe Harvey and replace the sewermain from the driveway of Hilton Express on the south end to the north side of the Wal*Mart driveway.

This work is already under construction and the attached change order will adjust the contract in order to continue work along the RR corridor from Humble Park to Grimes Street.

Once this work is completed there is an estimated \$15 to 18M in additional sewer line replacement necessary. The estimate assumes that, when replacing the sewer along Central, the roadway would be rehabilitated and all ADA pedestrian improvement would be completed.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

Budget Acct: 62-4062-44901-00097 (Infrastructure Tax)
Budget Amnt: \$5,937,893.16 (Phase 6 is complete / Phase 7 is under construction)
Available: \$4.2M
Phase 7 Contract: \$1,269,757.55
Change Order No. 1: \$750,000 (Estimated Change)

Attachments: Change Order No. 1 / Location Map

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Consideration by City Commission for the Approval of Change Order No. 1 J&H Services Inc. for \$750,000 for the 2014 Trunk Line F Replacement Project, RFP No. 473-15

Approved For Submittal By:

[Signature]
Department Director
[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



Change Order No. 1
2014 Trunk Line F Replacement Project

Date: March 2, 2015
 Owner: City of Hobbs
 Contractor: J&H Services Inc.
 Engineer: City of Hobbs Engineering Dept.

Bid No. 473-15
 Contract No. 2015-63
 Vendor No. 14563
 Account No. 62-4062-44901-00097

The Contract is modified as described below upon execution of the Change Order:

Increase existing quantities and add additional items to perform 260' L.F. of 36" steel casing boring, concrete pipe removal, concrete removal, curb & gutter removal, manhole removal, traffic control, by-pass pumping, exploratory work, temporary fence, light pole bases, sign bases, 12" concrete steel cylinder water line valve installation and repairs, 14" AC waterline repairs, 21" SDR 35 PVC sewer pipe installation, handi-cap ramps, driveway, curb & gutter, concrete slope blanket, and striping.

Contract Price Change	Contract Time Change
Original Contract Price: \$1,188,772.43	Original Contract Time: Substantial Completion: 90 days Final Payment: 90 days
Change from previously approved Change Orders: N/A	Change from previously approved Change Orders: Substantial Completion: N/A Final Payment: N/A
Contract Price prior to this Change Order: \$1,188,772.43	Contract Time prior to this Change Order: Substantial Completion: 90 days Final Payment: 90 days
Increase of this Change Order: \$702,165.01	Increase of this Change Order: Substantial Completion: 60 days Final Payment: 60 days
Contract Price including this Change Order: \$1,890,937.44	Contract Time including all Change Orders: Substantial Completion: 150 days Final Payment: 150 days

Recommended:

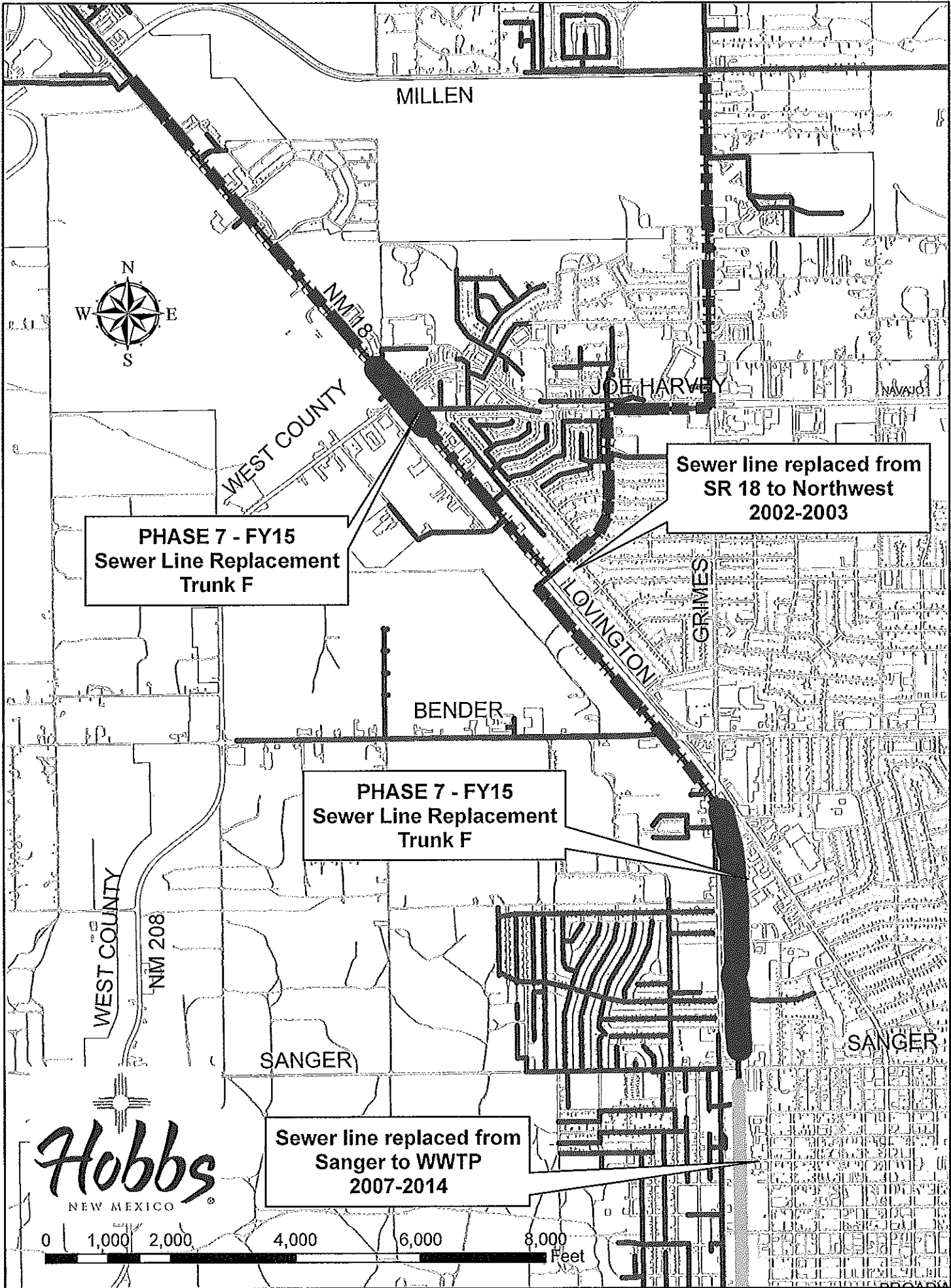
Accepted:

Accepted:

By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____
 Title: _____
 Date: _____



MILKEN



NM 18

WEST COUNTY

JOE HARVEY

NAVAJO

**PHASE 7 - FY15
Sewer Line Replacement
Trunk F**

**Sewer line replaced from
SR 18 to Northwest
2002-2003**

LOVINGTON

GRIMES

BENDER

**PHASE 7 - FY15
Sewer Line Replacement
Trunk F**

WEST COUNTY

NM 208

SANGER

SANGER



**Sewer line replaced from
Sanger to WWTP
2007-2014**

