

# Commission Meeting Agenda



## *Mayor*

Samuel D. Cobb

## *City Commission*

Marshall R. Newman

Jonathan Sena

Patricia A. Taylor

Joseph D. Calderón

Garry A. Buie

John W. Boyd

## *City Manager*

J. J. Murphy

**November 16, 2015**



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

**Monday, November 16, 2015 - 6:00 p.m.**

Sam D. Cobb, Mayor

Marshall R. Newman  
Commissioner - District 1

Jonathan Sena  
Commissioner - District 2

Patricia A. Taylor  
Commissioner - District 3

Joseph D. Calderón  
Commissioner - District 4

Garry A. Buie  
Commissioner - District 5

John W. Boyd  
Commissioner - District 6

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**A G E N D A**

**CALL TO ORDER AND ROLL CALL**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

1. Minutes of the November 2, 2015, Regular Commission Meeting
2. Minutes of the October 29, 2015, Special Joint Meeting

**PROCLAMATIONS AND AWARDS OF MERIT**

3. Proclamation Proclaiming November 28, 2015, as "*Small Business Saturday*"

**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.)*

## DISCUSSION

4. Update on Status of WIPP (*Philip Breidenbach, Nuclear Waste Partnership President and Project Manager*)

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

5. Resolution No. 6382 - Proclaiming a Regular Municipal Election on Tuesday, March 1, 2016, for the Position of Mayor and City Commissioners for Districts 1, 2 and 3 for Four-Year Terms (*Jan Fletcher*)
6. Resolution No. 6383 - Authorizing Modification of the Hobbs Express Fixed Route Bus Service (*Jan Fletcher*)
7. Consideration of Approval of the Purchase of a Rescue/Pumper Fire Apparatus from Smeal Apparatus Company in the Amount of \$562,619.00 Utilizing the HGAC Cooperative Purchasing Agreement (*Fire Chief Eric Enriquez*)
8. Consideration of Approval of the Purchase of a Precast Restroom for the Martin Luther King Soccer Complex from AES Precast Concrete Building Systems Through an Approved GSA Contract (*Ronny Choate*)
9. Resolution No. 6384 - Authorizing a Health Care Flexible Spending Account (FSA) Benefit for All Eligible City Employees (*Nikki Sweet*)

## COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

10. Next Meeting Date:

- ▶ Regular Meeting - **Monday, December 7, 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: November 16, 2015

**SUBJECT:** City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office  
DATE SUBMITTED: November 10, 2015  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

The following minutes are submitted for approval:

- ▶ Regular Meeting of November 2, 2015
- ▶ Special Joint Meeting of October 29, 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 Monday, November 2, 2015, 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 Jonathan Sena  
Commissioner Patricia A. Taylor  
Commissioner Joseph D. Calderón  
Commissioner Garry A. Buie  
Commissioner John W. Boyd

Also present:

J. J. Murphy, City Manager  
Mike Stone, City Attorney  
Charles Cunningham, Police Captain  
Eric Enriquez, Fire Chief  
Barry Young, Deputy Fire Chief  
Shawn Williams, Fire Marshal  
Raymond Bonilla, Community Services Director  
Ron Roberts, Information Technology Director  
Toby Spears, Finance Director  
Todd Randall, City Engineer  
Kevin Robinson, Development Coordinator  
Tim Woomey, Utilities Director  
Doug McDaniel, Parks and Recreation Director  
Britt Lusk, Teen Center Supervisor  
Meghan Mooney, Director of Communications  
Nikki Sweet, Human Resources Director  
Nicholas Goulet, Benefits and Safety Coordinator  
Ronny Choate, General Services Director  
Sandy Farrell, Library Director  
Ann Betzen, Executive Assistant/Risk Manager  
Mollie Maldonado, Deputy City Clerk  
Jan Fletcher, City Clerk  
17 citizens

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

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

### **Approval of Minutes**

Commissioner Calderón moved that the minutes of the regular meeting held on October 19, 2015, be approved as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried.

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

There were no proclamations or awards of merit presented.

### **Public Comments**

There were no public comments.

### **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. 6370 - Authorizing the Submission of a Request for Proposal to the New Mexico Non-Metro Area Agency on Aging.

Resolution No. 6371 - Authorizing the Appointment of Mr. Ronnie Munoz, Mr. Bill Morrill and Mr. Coby Shields to the City of Hobbs Labor Management Relations Board.

Resolution No. 6372 - Authorizing the Appointment of Mr. Dean Miniacci to the Lodgers' Tax Board and the Appointment of Ms. Cindy Walker to the Cemetery Board.

Resolution No. 6373 - Authorizing the Approval of a Grant Application to the New Mexico EMS Local System Improvement Project Grant to Purchase Six (6) Stryker XPS Retro Kits.

Resolution No. 6374 - Approving the City of Hobbs 2015 Fiscal Year Capital Asset Inventory.

Consideration of Approval of the Public Art Committee's Recommendation to Accept Four (4) Pieces of Art from Lea County State Bank.

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

### **Discussion**

Census Update. Mayor Cobb stated the Hobbs City Commission met in a joint special session on Thursday, October 29, 2015, with the Lovington City Commission and the Lea County Board of Commissioners. He stated the purpose of the meeting was to discuss the Lea County Census Update and receive a preliminary report from the Bureau of Business & Economic Research (BBER) of the University of New Mexico.

Commissioner Boyd stated the overall census update was a good report, and he is glad to see that Hobbs is growing at 47,349, even with the downturn economically. He stated he would have liked a more localized opinion and more accurate numbers since the data is from April, 2015, but he stated he is aware of how surveys operate.

Mayor Cobb stated the census researchers stated that they will gather census information from West Texas and will provide those numbers in the final report.

Commissioner Sena agreed with Commissioner Boyd and stated it is fantastic that Hobbs is growing. He stated this is the highest number of enrollment for Hobbs Municipal Schools (HMS). Commissioner Sena stated he is impressed with the positive report.

Commissioner Taylor stated the census report came out well and agreed with Mayor Cobb regarding West Texas being included in the census update.

Commissioner Calderón stated the streets were empty with the previous downturn in the oilfield in 1999 and 2000, but hiring is still taking place in the current downturn. He stated the HMS enrollment is the highest in school history.

In response to Mayor Cobb's inquiry, Commissioner Calderón stated the actual enrollment for the year is not yet finalized but the numbers do not seem to be dropping.

Commissioner Buie stated he was impressed by the census update and is proud to be a resident of Hobbs.

Commissioner Newman expressed appreciation to Mayor Cobb and applauded New Mexico Junior College for its current efforts to close the training gap for oilfield workers.

Mayor Cobb stated the census update identified where Lea County is doing good and where gaps need to be filled. He stated once the final report is submitted, a strategic plan can be put into place.

### **Action Items**

PUBLIC HEARING: Resolution No. 6375 - Concerning the Application of HDF Hobbs, LLC, d/b/a Hilton Garden Inn for Transfer of Ownership and Location of Liquor License No. 28006 to be Located at 4620 North Lovington Highway, Hobbs, New Mexico. Mr. Mike Stone, City Attorney, was appointed as the Hearing Officer. Mr. Jerry Hamm, with Liquor License Brokerage and Consulting, presented testimony in the hearing via conference telephone regarding the application of HDF Hobbs, LLC, d/b/a Hilton Garden Inn for transfer of ownership of Liquor License No. 28006 located at 4620 North Lovington Highway. Mr. Stone verified that Mr. Hamm was able to hear and be heard via telephone.

In response to Mr. Stone's inquiry, no members of the audience requested to speak in support of the application or against the application for the issuance and transfer of the license.

Mr. Stone recognized Ms. Judy Wink as the representative of the Hilton Garden Inn. He stated the State of New Mexico, Alcohol and Gaming Division, has granted preliminary approval to the application for transfer of ownership of the liquor license and a public hearing has to be held within 45 days of receipt of the application on whether or not the proposed transfer of ownership and location of the license should be granted. He further stated the application can be denied for only three reasons which are as follows: (1) if the location is within 300 feet of a church or school, which is not applicable here; (2) if it is in violation of a zoning or other ordinance of the governing body, which is not applicable here; and (3) if the issuance would be detrimental to the public health, safety or morals of the residents of the local option district. He further stated disapproval by the governing body on public health, safety or morals must be based on and supported by substantial evidence pertaining to the specific prospective transferee or locations and a copy of the record must be submitted to the Alcohol and Gaming Division. Mr. Hamm testified that all the above statements made by Mr. Stone are true and correct to his knowledge.

Proper publication having been made, and there being no discussion, and no comments from the audience, Commissioner Calderón moved that Resolution No. 6375 be adopted approving the transfer of ownership of Liquor License No. 28006 to HDF Hobbs, LLC, d/b/a Hilton Garden Inn located at 4620 North Lovington Highway, Hobbs, New Mexico. Commissioner Boyd seconded the motion and the vote was recorded as follows: Newman yes, Buie yes, Calderón yes, Taylor yes, Sena yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and application packet are attached and made a part of these minutes.

PUBLIC HEARING: Resolution No. 6376- Concerning the Application of El Coco Pirata 2, LLC, d/b/a El Coco Pirata 2 for a Restaurant Liquor License for the Sale of Beer and Wine at 221 North Dal Paso Street, Hobbs, New Mexico. Mr. Stone was appointed as the Hearing Officer. He recognized Ms. Sylvia Acosta as the representative of the El Coco Pirata 2.

In response to Mr. Stone's inquiry, no members of the audience requested to speak in support of the application or against the application for the issuance of the license.

Mr. Stone stated the State of New Mexico, Alcohol and Gaming Division, has granted preliminary approval to the application for transfer of ownership of the liquor license and a public hearing has to be held within 45 days of receipt of the application on whether or not the proposed transfer of ownership and location of the license should be granted. He further stated the application can be denied for only three reasons which are as follows: (1) if the location is within 300 feet of a church or school, which is not applicable here; (2) if it is in violation of a zoning or other ordinance of the governing body, which is not applicable here; and (3) if the issuance would be detrimental to the public health, safety or morals of the residents of the local option district. He further stated disapproval by the governing body on public health, safety or morals must be based on and supported by substantial evidence pertaining to the specific prospective transferee or locations and a copy of the record must be submitted to the Alcohol and Gaming Division. Ms. Acosta testified that all the above statements made by Mr. Stone are true and correct to her knowledge.

Proper publication having been made, and there being no discussion, and no comments from the audience, Commissioner Calderón moved that Resolution No. 6376 be adopted approving the application of a Restaurant Liquor License for the sale of beer and wine to El Coco Pirata 2, LLC, d/b/a El Coco Pirata 2 located at 221 North Dal Paso, Hobbs, New Mexico. Commissioner Boyd seconded the motion and the vote was recorded as follows: Newman yes, Buie yes, Calderón yes, Taylor yes, Sena yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and application packet are attached and made a part of these minutes.



Consideration of Approval of the Public Art Committee's Recommendation to Acquire a Sculpture for the Hobbs Animal Adoption Center Entitled "Who Rescued Who".

Mr. Stone recognized Mr. Daniel Russell and Ms. Mary Lyle as members of the Public Art Committee. Mr. Stone stated the Public Art Committee has worked many hours on selecting the right sculpture for the Hobbs Animal Adoption Center (HAAC).

Mr. Russell explained the proposal and stated the Public Art Committee has worked with New Mexico Arts and Art in Public Places Program to choose an art sculpture to be placed in front of the HAAC and has acquired significant funding for the sculpture. He stated the Committee has chosen "Who Rescued Who" as the sculpture to be placed at the HAAC. Mr. Russell stated the State Public Art Program will fund \$21,000.00 for the sculpture provided the City absorbs the remaining cost of \$7,000.00 and is responsible for the cost of landscaping associated with the sculpture, which is an estimated amount of \$4,000.00.

Commissioner Boyd moved to approve the Public Art Committee's recommendation to acquire a sculpture for the HAAC in the amount of \$7,000.00 plus the costs of installation and landscaping at approximately \$4,000.00, as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried.

Resolution No. 6377 - Adopting a Budgetary Adjustment for FY 15-16. Mr. Toby Spears, Finance Director, stated the budget is prepared prior to the beginning of the fiscal year and it becomes necessary to adjust the budget for items not contemplated at the time of its preparation, or for issues that arise during the fiscal year. He stated there are several adjustments to individual line items within the multiple funds both increasing and decreasing revenue, expenses, and transfers within funds. Mr. Spears stated the effect of these budgetary adjustments increases the August 25, 2015, ending cash balance from \$47,628,294.84 to \$47,815,930.46 for all funds. He stated this is accomplished by a decrease in estimated expenditures of \$187,635.62. Mr. Spears stated that reserves remain at 30%. He added that once approved by the Commission, the resolution must be forwarded to the Department of Finance and Administration for its approval.

Commissioner Boyd moved that Resolution No. 6377 be adopted as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Mayor Cobb personally thanked Mr. J. J. Murphy, City Manager, Mr. Spears and City staff for being conservative with expenditures in each City Department.

Resolution No. 6378 - Authorizing the Execution and Delivery of a Water Project . Fund Loan/Grant Agreement with the New Mexico Finance Authority in the Total Amount of \$1,807,600 for the Effluent Reuse Project. Mr. Tim Woomer, Utilities Director, stated the New Mexico Finance Authority (NMFA) has approved the 2015 Water Trust Funding for the City of Hobbs Effluent Reuse Project from Mahan to Rockwind Effluent Pipeline, in the amount of \$1,807,600.00. He stated the proposed funding structure consists of 60% in grant funds totaling \$1,084,560 and a 40% loan component in the amount of \$723,000.00. Mr. Woomer stated the loan has a 20 year term at a net interest rate of 0.25% (administrative fee of ¼ of 1%). He stated the proposed debt service incurred by the City Enterprise Fund will be approximately \$38,000.00 annually. Mr. Woomer stated the adoption of a resolution by the City Commission is required to enter into this NMFA #339-WTB Water Project Fund Loan/Grant Agreement. He stated the notice of the adopted resolution will be published in the Hobbs News Sun for a 30-day public comment period with a tentative date of December 11, 2015, set for final closing.

In reply to Commissioner Boyd's question, Mr. Woomer stated the debt service in the amount of \$38,000.00 will not begin until June, 2016; therefore, it will be budgeted in the FY17 Budget.

There being no further discussion, Commissioner Boyd moved that Resolution No. 6378 be adopted as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Mayor Cobb stated this pipeline will allow the City to fight fires by hydrant usage on the West side of Bender opposed to using tanker trucks.

Mayor Cobb expressed his appreciation to Mr. Todd Randall, City Engineer, and Mr. Woomer for all of their efforts in the Effluent Reuse Project.

Resolution No. 6379 - Authorizing the Submission of an Application for FY 2016 Funding from the New Mexico Water Trust Board to Fund a Segment of the Effluent Reuse Project, Phase II. Mr. Woomer stated the New Mexico Water Trust Board solicits applications for funding of water conservation projects. He stated a resolution of the City of Hobbs City Commission authorizing the submission of an application to the New Mexico Water Trust Board for 2016 funding is required as part of the application process. Mr. Woomer stated that as a segment of the City's

Effluent Reuse Project, it is recommended that the City submit an application requesting financial assistance in the amount of \$1 million for an environmental assessment and design of a reclaimed water transmission pipeline to the Taylor Ranch Subdivision and extending North to Navajo Drive. He stated this pipeline is an integral part of the City of Hobbs Reclaimed Water Master Plan and is identified as the Northeast Distribution segment. Mr. Woomer stated the submission of an application for 2016 Water Trust funding is solely to rank all water conservation projects for Legislative approval to fund under the Water Trust Fund and is not a financial commitment to the City of Hobbs.

In reply to Commissioner Boyd's inquiry, Mr. Woomer stated Effluent Reuse Project, Phase II will allow for effluent water to be utilized at the new Health Wellness and Learning Center.

Mayor Cobb stated the Waste Water Treatment Plant currently produces Class B water, but with the Effluent Reuse Project, Phase II it will produce Class A water. He stated Class A water is not potable but can be utilized for lakes and fishing ponds.

Commissioner Sena stated conservation creates recreation, therefore, being able to utilize effluent water for recreation purposes.

There being no further discussion, Commissioner Sena moved that Resolution No. 6379 be adopted as presented.

Mr. Woomer stated the environmental assessment and design of a reclaimed water transmission pipeline is new to New Mexico. He stated the State currently only has a skeleton operation plan. Mr. Woomer stated Albuquerque and Rio Rancho, New Mexico, are currently assessing underground storage.

After a short discussion, Commissioner Boyd seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Consideration of Approval of Bid No. 1535-16 to Furnish Municipal Vehicles and Recommendation to Reject All Bids and Purchase Vehicles Under New Mexico Approved Purchase Agreements/CES. Mr. Ronny Choate, General Services Director, stated eight bids to purchase vehicles were mailed to potential bidders and only three were received. He stated Albuquerque, New Mexico, was the lowest bidder which is a 10% cost saving over the two other bids. Mr. Choate stated these unit prices were compared to the New Mexico State Contract which is available each year to all cities and counties throughout the State. He stated the cost through State

contract is \$217,000.00 for the eight units. Mr. Choate stated purchases under the State contract would be from Bob Turner Ford, Rich Ford, and Bob Francis Dodge all of Albuquerque, New Mexico. He stated four one-ton units were not on the bid list but will be purchased through Tate Branch. Mr. Choate stated Mr. Murphy has reduced the number of vehicles to be purchased from 17 to 8. He stated it is the City's recommendation to reject all bids and purchase these vehicles through the State contract.

Commissioner Sena moved to reject all bids and purchase the vehicles through State contract, as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the supporting documents are attached and made a part of these minutes.

Resolution No. 6380 - Approving the Final Plan for Zia Crossing Subdivision, Phase 1, Unit 5, as Recommended by the Planning Board, Located Southwest of the Intersection of Millen Drive and Zia Crossing Parkway. Mr. Kevin Robinson, Development Coordinator, stated the proposed subdivision submitted by Black Gold Estates, LLC, is located southwest of the intersection of Millen Drive and Zia Crossing Parkway which is newly annexed. He stated the proposed subdivision encompasses +/- 9.30 acres and will contain 44 single family residential lots. The average residential lot size is 50' x 100'. Mr. Robinson stated the Planning Board reviewed this issue on September 15, 2015, and were all in favor and recommended approval pending receipt of an Engineer of Record Certification as to infrastructure. He added this certification has since been received.

Commissioner Sena moved that Resolution No. 6380 be adopted as presented. Commissioner Buie seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

In response to Mayor Cobb's question, Mr. Dan Dattola with Black Gold Estates, LLC., stated there are currently 143 homes in Phase I and 38 homes are currently being constructed. He stated Phase I will have 321 homes once it is completed, which should be within a year.

Resolution No. 6381 - Approving the Dedication Plat of the Extension of French Drive and Approving the Summary Subdivision of Tract "D-1A" in Section 20 and 21, Township 18 South, as Requested by Grimes Land Company, LTD. Mr. Robinson explained the resolution and stated the Dedication Plat of the extension of French Drive and the Summary Subdivision of Tract "D-1A" north of West Bender Boulevard

is submitted for the Commission consideration. He stated the municipal infrastructure is in place including water (10"), sewer (10") and an industrial section roadway. Mr. Robinson stated additional work needs to be performed addressing roadway/drainage issues prior to receiving an Engineer of Record Certification and that the developer has posted a cash bond with the municipality in the amount of \$7,193.00 as surety of completion. The Planning Board reviewed this issue on October 20, 2015, and all were in favor and recommended approval.

Commissioner Buie moved that Resolution No. 6381 be adopted as presented. Commissioner Newman seconded the motion and the vote was recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Mayor Cobb thanked Mr. Gary Schubert for his construction of new businesses in Hobbs.

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

Mr. Murphy wished the Hobbs High School men's and women's soccer teams good luck as they travel for the State finals.

Mr. Murphy stated there have been several incidents of natural disasters in Texas recently. He stated he contacted some of the Texas municipalities to see what assistance is needed. Mr. Murphy stated they declined but were very appreciative of the City's offer.

Mr. Murphy stated that Police Chief Chris McCall, a representative of the Hobbs Honor Guard and other HPD officers are attending the funeral for a fallen officer in Albuquerque, New Mexico.

Commissioner Sena welcomed Mr. Junior Ramirez, a Hobbs High student, and Mr. Kirk Chavez, an attorney who lives in his district.

Mayor Cobb read a letter he wrote to Mr. Marty Saiz, New Mexico Sports Hall of Fame Board President, recommending Coach Ray Birmingham to be inducted into the New Mexico Sports Hall of Fame for the outstanding job he has done as a coach and for the community.

There being no further discussion or business, Commissioner Newman moved that the meeting adjourn. Commissioner Boyd seconded the motion. The vote was



recorded as follows: Newman yes, Sena yes, Taylor yes, Calderón yes, Buie yes, Boyd yes, Cobb yes. The motion carried. The meeting adjourned at 6:50 p.m.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk

Minutes of the joint special meeting of the Hobbs City Commission, Lea County Board of Commissioners and the Lovington City Commission held on Thursday, October 29, 2015, in the Banquet Room at the Lea County Event Center, 6101 Lovington Highway, Hobbs, New Mexico.

### **Call to Order and Roll Call**

Chairman Greg Fulfer called the meeting to order at 6:08 p.m. and welcomed everyone in attendance to the meeting.

### **Welcome and Introductions**

Chairman Fulfer issued welcome statements. He recognized and gave a special thanks to the members of the Lea County Improvement Corporation and Ms. Debra Hicks the Chairman. Also recognized was the Maddox Foundation, Mr. Bob Reid and Mr. Dennis Holmberg, for all the work they have done.

Mayor Cobb issued welcome statements. The Hobbs City Commission, Mr. J. J. Murphy, City Manager, Ms. Jan Fletcher, City Clerk and Mr. Efren Cortez, Assistant City Attorney, introduced themselves.

Mayor Pro Tem Ava Benge issued welcome statements, and introduced the Lovington City Commission, Mr. James Williams, Lovington City Manager and the Executive Assistant.

The Lea County Commission, Mr. Mike Gallagher, County Manager and Mr. John Caldwell, County Attorney, introduced themselves. Lea County Manager Gallagher introduced the County Staff present.

### **Opening Remarks**

Lea County Board of County Commissioners. Chairman Fulfer issued opening remarks. He stated Lea County is looked at all over the state as one of the model counties for diversity and creating jobs. It is exciting to hear the positive comments concerning Lea County.

City of Hobbs. Mayor Cobb issued opening remarks. He stated this organization provided a census report in 2006, and we are glad to have them back. It gives us a good opportunity to look at the numbers and make good strategic decisions for our respective communities and the County.

City of Lovington. Pro Tem Mayor Benge issued opening remarks. She stated this is a great opportunity to look at the best resource Lea County has to offer and that is its people.

### **Meeting of Each Board Called to Order**

Lea County Board of County Commissioners. Chairman Fulfer called the Lea County Commission to order. Lea County Recording Secretary Kelli Williams polled the Commission: Chairman Fulfer, present, Vice Chairman Black present, Commissioner Dunlap, present, Commissioner Britton, present, Commissioner Long, present.

#### City of Hobbs

Mayor Cobb called the City of Hobbs Commission to order. Hobbs City Clerk Jan Fletcher polled the Commission: Mayor Cobb, present, Mayor Pro Tem Calderon, present, Commissioner Sena, present, Commissioner Newman, present, Commissioner Taylor, present, Commissioner Buie, present, Commissioner Boyd, present.

#### City of Lovington

Mayor Pro Tem Bengé called the City of Lovington Commission to order. Administrative Assistant, Anna Juarez polled the Commission: Mayor Pro Tem Bengé, present, Commissioner Trujillo, present, Commissioner Campos, present, Commissioner Butcher, present.

### **Joint Board Meeting Called to Order**

Chairman Fulfer called the joint meeting to order.

### **Presentation of County Census Update**

Bureau of Business & Economic Research (BBER) of the University of New Mexico (UNM) – Dr. Lee Reynis, Economics Research Professor and Robert Rhatigan, Research Scientist III. Dr. Reynis Economics Research Professor, UNM presented a power point presentation concerning the Lea County Census Update, research on the economy and labor markets. She discussed Lea County Employment based on all jobs, in comparison to surrounding counties in New Mexico.

Mr. Robert Rhatigan, Research Scientist III, presented a power point presentation concerning the population dynamics in Lea County. He gave a description of the past, present and future for the census calculations, and how those numbers were achieved.

Commissioner Britton stated it is interesting that the price of crude oil is brought up but not natural gas. Dr. Reynis stated the results for natural gas will be present in the final report that will be made available. He stated he would like to see comparisons to West Texas, some counties that are in a comparable situation with Lea County.

**PUBLIC COMMENT**

Chairman Fulfer opened the floor for public comment.

Mr. Kirk Chavez made comments concerning the boom or bust economy. He expressed his concern about living in a Federal/State funded economy as opposed to ours. He stated we have more variables and diversity with a bi-level economy in case one of our levels gives way, we will be able to hold our strength. Mr. Chavez stated not like Clovis or Alamogordo, New Mexico, that is only based on a Federal/State funded economy.

Ms. Debra Hicks made comments concerning the report that was given and the valuable tools that were given to use for economic development.

Commissioner Campos questioned Dr. Reynis that he has expressed a need for workforce development and how he would suggest we proceed. She responded to try to encourage school and training so the skill set needed is available. The things being done to diversify the economy are a step in the right direction.

Mayor Cobb stated he served on an advisory board at the New Mexico Junior College for Workforce Development. He stated the board is redeveloping the program and training available to best fit the diversification efforts. Mayor Cobb stated with the tools available at the Junior College for training, the efforts for diversification of the economy should be successful.

Commissioner Buie questioned as far as housing goes do you see a trend of more people becoming renters as opposed to home owners, not only in Lea County but around the U.S. Mr. Rhatigan stated she was not sure exactly. She stated it would be based on more types of housing.

Mayor Cobb stated he has received some reports recently from some of the banks that are involved in the banking mortgage institution. He stated Millennial's appear not to have as much desire for single family residences. Mayor Cobb stated that in our area if we can find the appropriate mix of affordable housing we will be doing good.

Commissioner Buie stated we are a very independent county; we do not depend on the government to write us a check, that is what makes us special.

Mr. Chavez made comments concerning the comparisons between the counties. He agreed with Commissioner Britton that we should be compared to counties that are just like us.

### **CLOSING REMARKS**

Lea County Board of County Commissioners. Chairman Fulfer issued closing remarks. He stated we have areas that we still need to work on. Housing is very important. Healthcare, wholesale trade, finance, arts and entertainment are some of our weak points. Chairman Fulfer stated he thinks some of the bandwidth problems are another thing we should work on. He stated New Mexico Junior College has a great program for workforce training and a lot of positives to be done.

City of Hobbs. Mayor Cobb issued closing remarks. He expressed his thanks to Dr. Reynis and Mr. Rhatigan. He stated we will take this information and digest it and continue to work on the short and long term strategies necessary to make our communities successful.

City of Lovington. Mayor Pro Tem Benge issued closing remarks. She stated that we are on the right path with our efforts concerning housing. Mayor Pro Tem Benge stated that she supports comparing us with other counties in Texas.

Mr. Rhatigan stated he would be happy to include in the report some of the projections of the counties in west Texas. Since these projections would not be calculated by his organization, he would not be able to say how the numbers were achieved.

### **Adjournment of Joint Meeting**

Lea County Board of County Commissioners. Chairman Fulfer adjourned the meeting at 7:34 p.m.

### **Adjournment by Each Board**

Lea County Board of County Commissioners. Chairman Fulfer adjourned the Lea County Commission.

City of Hobbs. Mayor Cobb asked for a motion to adjourn the City of Hobbs Commission. Commissioner Buie moved to adjourn. The motion was seconded by Commissioner Taylor and passed unanimously. The Hobbs City Commission adjourned.

City of Lovington. Mayor Pro Tem Benge adjourned the Lovington City Commission.



The joint meeting adjourned at 7:36 p.m.

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

ATTEST:

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

Office of the Mayor  
Hobbs, New Mexico

## PROCLAMATION

**WHEREAS**, the City of Hobbs celebrates our local small businesses and the contributions they make to our local economy and community; and

**WHEREAS**, according to the United States Small Business Administration, there are currently 27.9 million small businesses in the United States, representing more than 99 percent of American employer firms, create two-thirds of the net new jobs, and generate 46 percent of the private gross domestic product; and

**WHEREAS**, small businesses employ over 55 percent of the working population in the United States; and

**WHEREAS**, 89 percent of consumers in the United States agree that small businesses contribute positively to the local community by supplying jobs and generating tax revenue; and

**WHEREAS**, 87 percent of consumers in the United States agree that small businesses are critical to the overall economic health of the United States; and

**WHEREAS**, the City of Hobbs supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods.

**NOW, THEREFORE**, I, Sam D. Cobb, Mayor of the City of Hobbs, New Mexico, do hereby proclaim November 28, 2015 as,


### "SMALL BUSINESS SATURDAY"

in the City of Hobbs and urge the residents of our community to support small businesses and merchants throughout the year.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 2<sup>nd</sup> day of November, 2015, and cause the seal of the City of Hobbs to be affixed hereto.

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

ATTEST:

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





# **ACTION ITEMS**



## CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: November 16, 2015

SUBJECT: Election Resolution of the City of Hobbs, New Mexico

DEPT. OF ORIGIN: City Clerk's Office  
DATE SUBMITTED: November 9, 2015  
SUBMITTED BY: Jan Fletcher, City Clerk

### **Summary:**

A regular municipal election will be held on **Tuesday, March 1, 2016**, persons shall be elected to fill the following elective offices:

- ★ One Mayor, elected at large, for a four-year term
- ★ One Commissioner from District 1 for a four-year term
- ★ One Commissioner from District 2 for a four-year term
- ★ One Commissioner from District 3 for a four-year term

There are no questions on the ballot for consideration by the voters.

Important dates of interest in the resolution are as follows:

- ✓ January 5, 2016 - Candidate Filing Day
- ✓ January 12, 2016 - Write-In Candidate Filing Day
- ✓ January 26, 2016 - First Day for Absentee Voting
- ✓ February 2, 2016 - Voter Registration Closes with the Lea County Clerk
- ✓ February 10, 2016 - First Day for Early Voting Using Electronic Vote Tabulators
- ✓ February 26, 2016 - Last Day for Issuance of Absentee Ballots and Early Voting
- ✓ March 1, 2016 - Election Day

All of the precincts have been consolidated and four Voting Convenience Centers (VCC) have been secured for the election as follows:

- ▶ City Hall Annex, 1<sup>st</sup> Floor, 200 East Broadway
- ▶ Teen Center, 600 West Alto
- ▶ Hobbs Municipal Schools Training Center, 2110 East Sanger
- ▶ Lea County Event Center, 5101 Lovington Highway
  
- ▶ Absentee - City Clerk's Office, 200 East Broadway
- ▶ Early - City Clerk's Office, 200 East Broadway

**Fiscal Impact:**

Reviewed By: 

Finance Department

The total operating costs for the election are budgeted at \$30,018.00 for poll workers, precinct supplies, printed material, Ballot-on-Demand Computer System and publication of legal notices.

**Attachments:**

1) Election Resolution in both English and Spanish

**Legal Review:**

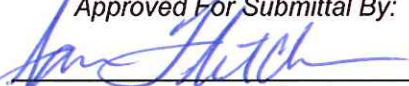
Approved As To Form: \_\_\_\_\_

  
City Attorney

**Recommendation:**

Motion to adopt Resolution; second; vote

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. 6382

RESOLUTION PROCLAIMING A REGULAR MUNICIPAL  
ELECTION ON TUESDAY, MARCH 1, 2016

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS,  
NEW MEXICO, THAT:

1. A regular municipal election for the election of municipal officers shall be held on Tuesday, March 1, 2016. The polls will open at 7:00 a.m. and close at 7:00 p.m.

2. At the regular municipal election, persons shall be elected to fill the following elective offices:

- a. One Mayor, elected at large, for a four-year term.
- b. One Commissioner from District 1, for a four-year term.
- b. One Commissioner from District 2, for a four-year term.
- c. One Commissioner from District 3, for a four-year term.

Any registered qualified elector of the City of Hobbs may be a candidate for the office of Mayor or City Commissioner for the district in which the elector has resided, if that candidate has resided within the City limits of Hobbs and, if applicable, within the appropriate Commission district for a period of at least 180 days prior to the filing of that elector's declaration of candidacy.

3. There are no questions to be submitted to the voters.

4. The following precincts have been consolidated for the regular municipal election:

CP1 Precincts 20, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32,  
33, 34, 35, 36, 41, 42, 43, 44, 51, 52, 53, 54, 55, 61, 62

5. The following locations are designated as polling places for the conduct of the regular municipal election:

City Hall Annex, 1<sup>st</sup> Floor, 200 East Broadway

Teen Center, 620 West Alto

Hobbs Municipal Schools Training Center, 2110 East Sanger

Lea County Event Center, 5101 North Lovington Hwy.

Absentee: City Clerk's Office, 200 East Broadway

Early: City Clerk's Office, 200 East Broadway

6. Absentee Voting. Applications for absentee ballots may be obtained only from the office of the City Clerk. All applications for an absentee ballot must be completed and accepted by the City Clerk prior to 5:00 p.m., February 26, 2016. After 5:00 p.m. on that date, all unused absentee ballots will be publicly destroyed by the Municipal Clerk. The City Clerk will accept completed absentee ballots delivered by mail, or in person by the voter casting the absentee ballot, by a member of the voter's immediate family or by the voter's caregiver, until 7:00 p.m. on March 1, 2016.

Absentee ballots may be marked in person in the office of the City Clerk during the regular hours and days of business, beginning on Tuesday, January 26, 2016, and closing at 5:00 p.m. on Friday, February 26, 2016.

Early Voting. Early voting on paper ballots counted by Dominion vote tabulators will be conducted in the office of the Municipal Clerk during the regular hours and days of business, beginning on Wednesday, February 10, 2016, and closing at 5:00 p.m. on Friday, February 26, 2016.

7. Persons desiring to register to vote in the regular municipal election, and who are not currently registered to vote, must register with the County Clerk of Lea County not later than Tuesday, February 2, 2016, at 5:00 p.m., the date on which the

Lea County Clerk will close the registration books. Persons desiring to register to vote may do so at the office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico.

8. All Declarations of Candidacy shall be filed with the Municipal Clerk on Tuesday, January 5, 2016, between the hours of 8:00 a.m. and 5:00 p.m. at the office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico.

9. All Declarations of Write-In Candidacy shall be filed with the Municipal Clerk on Tuesday, January 12, 2016, between the hours of 8:00 a.m. and 5:00 p.m. at the office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico.

10. The casting of votes by qualified municipal electors shall be recorded on paper ballots to be counted by the Dominion vote tabulators.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of November, 2015.

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

ATTEST:

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

MUNICIPIO DE HOBBS

RESOLUCIÓN NO. 6382

RESOLUCIÓN QUE PROCLAMACIÓN  
UNA ELECCIÓN MUNICIPAL REGULAR  
MARTES EL 1 DE MARZO DE 2016

RESUELVE EL CUERPO GOBERNANTE DEL MUNICIPIO DE HOBBS QUE:

1. Se realizará una elección municipal regular con el fin de elegir oficiales municipales martes el 1 de marzo de 2016. Se abrirán las urnas a las 7:00 a.m. y se las cerrarán a las 7:00 p.m.
2. En la elección municipal regular, se elegirán personas a los siguientes puestos electorales:
  - a. Un alcalde, por elección general, por un plazo de cuatro años.
  - b. Un concejal del distrito 1, por un plazo de cuatro años.
  - c. Un concejal del distrito 2, por un plazo de cuatro años.
  - d. Un concejal del distrito 3, por un plazo de cuatro años.

Puede presentarse como candidato todo elector competente inscrito del municipio de Hobbs a los puestos de alcalde o concejal, siempre que haya residido el candidato dentro de los confines del municipio de Hobbs y, en el caso de que el puesto sea el de una concejalía, dentro de los confines del distrito correspondiente a la concejalía, por un período como mínimo de 180 días antes de la fecha de la declaración de candidatura.

3. Hay ninguna pregunta a ser sometida a los votantes.
4. Se han combinado los siguientes recintos para la elección regular municipal:  
  
CP1 20, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34,  
35, 36, 41, 42, 43, 44, 51, 52, 53, 54, 55, 61, 62
5. Se designan como urnas para la realización de la elección regular los siguientes sitios:

City Hall Annex, 1<sup>st</sup> Floor, 200 East Broadway  
Teen Center, 620 West Alto  
Hobbs Municipal Schools Training Center, 2110 East Sanger  
Lea County Event Center, 5101 North Lovington Hwy.

Absentee: City Clerk's Office, 200 East Broadway  
Early: City Clerk's Office, 200 East Broadway

6. **Votación en Ausencia.** Puede obtenerse la solicitud para la votación en ausencia únicamente de la Secretaría Municipal. Se obliga completar y entregar toda solicitud para la votación en ausencia antes de las 5:00 p.m. del 26 de febrero de 2016. A partir de las 5:00 p.m. de aquel día la Secretaría Municipal destruirá públicamente toda solicitud sin usar. Aceptará la Secretaría Municipal las papeletas completadas hasta las 7:00 p.m. el 1 de marzo de 2016 por correo o en persona por el elector mismo, por un pariente del núcleo de la familia del elector o por una persona responsable del cuidado del elector.

Puede registrarse el voto por papeleta de votación en ausencia durante días y horas hábiles desde martes el 26 de enero de 2016 hasta las 5:00 p.m. viernes el 26 de febrero de 2016.

**Votación Anticipada.** Se realizará la votación anticipada mediante papeletas a contarse por la máquina tabuladora Dominion en la Secretaría Municipal durante días y horas hábiles desde miércoles el 10 de febrero de 2016 hasta viernes el 26 de febrero de 2016 a las 5:00 p.m.

7. Toda persona no inscrita en el registro electoral que aspira inscribirse para votar en la elección regular municipal debe inscribirse en la oficina del escribano del condado de Lea antes de martes el 2 de febrero de 2016 a las 5:00 p.m. a más tardar, la fecha y hora en las que cerrará el registro el escribano del condado de Lea. Aparte, toda persona que aspira inscribirse en el registro electoral puede realizarlo en la Secretaría Municipal, en el ayuntamiento, 200 Broadway este, Hobbs, New Mexico.
8. Se presentará toda declaración de candidatura martes el 5 de enero de 2016 entre las 8:00 a.m. y las 5:00 p.m. en la Secretaría Municipal, en el ayuntamiento, 200 Broadway este, Hobbs, New Mexico.
9. Se presentará toda declaración de candidatura conforme a nominación en el acto de votar por escrito en un blanco de la papeleta (conocido en inglés como *Declaration of Write-In Candidacy*) martes el 12 de enero de 2016 entre las 8:00 a.m. y las 5:00 a.m. en la Secretaría Municipal, en el ayuntamiento, 200 Broadway este, Hobbs, New Mexico.

10. Se registrará la votación del electorado municipal mediante papeletas a contarse por la máquina tabuladora Dominion.

PROMULGADA, ADOPTADA y APROBADA hoy el día 16 de noviembre de 2016.

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SAM D. COBB, Alcalde

DOY FE:

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JAN FLETCHER, Secretaria Municipal



## CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: November 16, 2015

**SUBJECT: RESOLUTION AUTHORIZING MODIFICATION OF THE HOBBS EXPRESS FIXED ROUTE BUS SERVICE**

DEPT. OF ORIGIN: Public Transportation Department  
DATE SUBMITTED: November 9, 2015  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

Hobbs Express proposes to modify the fixed routes to increase ridership and provide additional service for passengers. By doing so, Hobbs Express hopes to make it easier to use the system and improve the overall effectiveness of the transit system. Routes were first established and started running in October of 2006. There have been two slight modifications since that time.

The fixed bus routes consist of three routes: Blue, Red and Green routes. These three routes make 10 rounds per day, traveling approximately 13,550 miles per month and transporting approximately 4,900 to 6,000 passengers per month. The highest trip generators are the large apartment complexes (Hobbs Apartments and Broadway Apartments) and big retail stores such as Wal-Mart, Broadmoor Mall, and K-Mart. Currently, for riders to get from the Hobbs Apartments to Wal-Mart, they have to make a transfer at the Hobbs Express Office. This makes for a long trip to get to their destination and to get back home. Hobbs Express is proposing to restructure the routes so that it will only take one trip for a rider to go from these stops to Wal-Mart. The proposed route restructuring concentrates on transporting the passengers from the largest trip generators in the shortest, most-efficient means possible.


The restructuring will also include stops at the new Leaf Apartments on Marland and at the new Playa Escondida Apartments on Yeso, Hastings, the Nor Lea Clinic on Dal Paso, and two stops at the new Health, Wellness and Learning Center when it opens.

In addition to the route modification, Hobbs Express is also proposing a new Rapid Line. The Rapid Line will operate Monday through Friday from 10:30 a.m. to 4:30 p.m. This bus will run in the opposite direction of the routes. The Rapid Line will continue to operate during the High Demand Route to the Boys and Girls Club each day when the fixed routes temporarily pause. It will continue to run during this time transporting riders in a quicker time. The Rapid Line will only serve the highest trip generators. This means that riders will no longer have extended waiting periods during the High Demand Route.

These changes will also include using the new GIS mapping system that Terrance Staggs from the Engineering Department compiled for Hobbs Express customers. This will greatly increase rider convenience and information.

Hobbs Express proposes that the route changes become effective December 1, 2015, and we are proposing that all route fares in December be *FREE* to allow passengers an opportunity to transition to the route changes and to market the service.

**Fiscal Impact:**

Reviewed By: 

Finance Department

The current budget has adequate funds to cover the cost of new printed flyers and staffing/operational costs to cover the Rapid Route.

**Attachments:**

Resolution Authorizing the Route Modification  
Route Maps

**Legal Review:**

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

City Attorney

**Recommendation:**

Motion to approve the resolution.

Approved For Submittal By:

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

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

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

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

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



CITY OF HOBBS

RESOLUTION NO. 6383

A RESOLUTION AUTHORIZING ROUTE  
MODIFICATIONS FOR THE  
HOBBS EXPRESS FIXED ROUTE BUS SERVICE

WHEREAS, the City of Hobbs, Hobbs Express, operates public transportation services for its citizens throughout the City in the form of a fixed route bus service and demand response service; and

WHEREAS, a modification of the Hobbs Express fixed route bus service is proposed to increase ridership and provide additional service for passengers, thus making it easier for riders to use the system and improving the overall effectiveness of the system; and

WHEREAS, the specific changes to the routes are identified on the route service maps attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the route change December 1, 2015, be and is hereby approved.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of November, 2016.

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

ATTEST:

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



# Hobbs Express

## Fixed Route Bus Service

Effective December 1, 2015

(:00) Are minutes after the hour. Times listed are departures. Routes may be subject to delays due to weather, road closures and traffic.

Blue Route	Time	Red Route	Time	Green Route	Time	Rapid Line	Time
1. Hobbs Express	0:00	1. Hobbs Express	0:00	1. Hobbs Express	0:00	1. Hobbs Express	0:30
2. City Hall	0:02	2. Guidance Cntr.	0:02	2. Broadway Apts	0:04	2. Broadmoor Mall	0:34
3. Hobbs Police Dept	0:03	3. Library	0:06	3. Hobbs Apts	0:07	3. K-Mart	0:37
4. Broadmoor Mall	0:06	4. Triangle Park	0:10	4. Willow Bend Apts	0:09	** HWLC	
5. Hastings	0:09	5. Highrise/Cedars	0:13	5. Navajo Rd/ Dal Paso	0:16	4. Wal-Mart	0:42
6. K-Mart	0:11	6. K-Mart	0:16	6. Wal-Mart	0:20	5. Hobbs Apts	0:54
7. American Medical	0:15	7. Albertson's	0:18	7. University of the Southwest	0:27	6. Broadway Apts	0:56
8. Social Security	0:18	8. Lowes	0:22	8. MVD (Weekdays)	0:29	7. Main & McKinley	0:00
9. Bel Aire Shopping	0:20	9. Wal-Mart	0:24	9. Lea Regional Medical Center	0:33	8. Hobbs Express	0:03
10. Park Place Apts	0:23	10. Central	0:26	10. NM Junior College	0:35		
11. Nor Lea Clinic	0:24	11. Walgreens	0:27	11. Black Gold Casino	0:38		
12. Playa Escondida	0:26	12. Princess Jeanne	0:32	** HWLC			
13. Broadway Apts.	0:32	13. San Mateo/Berry	0:33	12. Hobbs Express	0:48		
14. Washington Apts.	0:34	14. San Mateo/Sanger	0:34				
15. Leaf Apts.	0:35	15. Hobbs Express	0:39				
16. Main & McKinley	0:41						
17. La Tienda	0:45						
18. Hobbs Express	0:48						

Colors Signify Transfer Locations

# BLUE ROUTE

## Existing Route

BLUE ROUTE (SOUTHEAST & DOWNTOWN)	
1. HOBBS EXPRESS	0:00
2. PUBLIC SAFETY COMPLEX	0:03
3. BROADMOOR MALL	0:06
4. K-MART	0:12
5. AMERICAN MEDICAL	0:16
6. SOCIAL SECURITY OFFICE	0:18
7. BEL AIRE SHOPPING CENTER	0:20
8. MICHIGAN APARTMENTS	0:22
9. DAL PASO & CLINTON	0:26
10. HOBBS APARTMENTS	0:27
11. WILLOW BEND VILLA APARTMENTS	0:31
12. BROADWAY APARTMENTS	0:34
13. WASHINGTON PLACE APARTMENTS	0:36
14. MAIN & MCKINLEY	0:38
15. LA TIENDA	0:42
16. HOBBS EXPRESS	0:45

## Proposed Route

BLUE ROUTE (SOUTHEAST & DOWNTOWN)	
1. HOBBS EXPRESS	0:00
2. CITY HALL	0:02
3. HOBBS POLICE DEPT.	0:03
4. BROADMOOR MALL	0:06
5. HASTINGS	0:09
6. K-MART	0:11
7. AMERICAN MEDICAL	0:15
8. SOCIAL SECURITY OFFICE	0:18
9. BEL AIRE SHOPPING CENTER	0:20
10. PARK PLACE APARTMENTS	0:23
11. NOR LEA CLINIC	0:24
12. PLAYA ESCONDIDA	0:26
13. BROADWAY APARTMENTS	0:32
14. WASHINGTON PLACE APARTMENTS	0:34
15. LEAF APARTMENTS	0:35
16. MAIN & MCKINLEY	0:41
17. LA TIENDA	0:45
18. HOBBS EXPRESS	0:48

# RED ROUTE

## Existing Route

RED ROUTE	(WEST)
1. HOBBS EXPRESS	0:00
2. GUIDANCE CENTER	0:02
3. GOOD SAM & HIGHRISE	0:07
4. K-MART	0:12
5. ALBERTSON'S	0:14
6. LOWE'S	0:19
7. WAL-MART	0:20
8. PRINCESS JEANNE & PENNINGTON	0:25
9. SAN MATEO & BERRY	0:27
10. SAN MATEO & SANGER	0:29
11. TRIANGLE PARK	0:36
12. LIBRARY	0:39
13. HOBBS EXPRESS	0:43

## Proposed Route

RED ROUTE	(WEST)
1. HOBBS EXPRESS	0:00
2. GUIDANCE CENTER	0:02
3. LIBRARY	0:06
4. TRIANGLE PARK	0:10
5. HIGHRISE/CEDARS	0:13
6. K-MART	0:16
7. ALBERTSON'S	0:18
8. LOWE'S	0:22
9. WAL-MART	0:24
10. JOE HARVEY & CENTRAL	0:26
11. WALGREENS	0:27
12. PRINCESS JEANNE & PENNINGTON	0:32
13. SAN MATEO & BERRY	0:33
14. SAN MATEO & SANGER	0:34
15. HOBBS EXPRESS	0:39



# GREEN ROUTE

## Existing Route

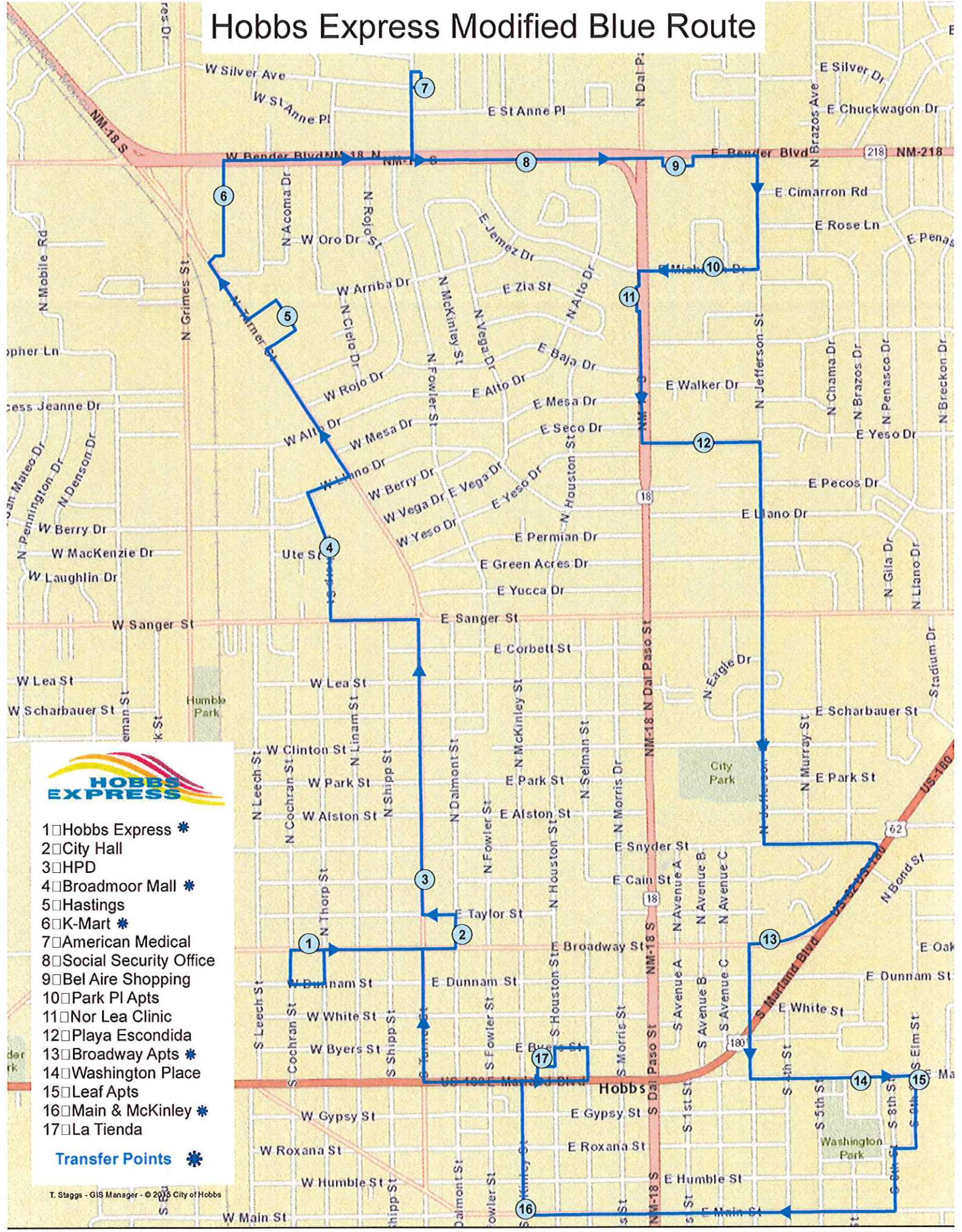
GREEN ROUTE (NORTHWEST)	
1. HOBBS EXPRESS	0:00
2. CITY HALL	0:01
3. DAL PASO & CLINTON	0:04
4. NAVAJO ROAD & DAL PASO	0:11
5. DEL NORTE PARK	0:16
6. USW	0:23
7. MVD ( <i>Weekdays Only</i> )	0:25
8. LEA REGIONAL MEDICAL CENTER	0:29
9. NMJC	0:31
10. BLACK GOLD CASINO	0:35
11. WAL-MART	0:39
12. JOE HARVEY & CENTRAL	0:43
13. WALGREEN'S	0:44
HOBBS EXPRESS	0:51

## Proposed Route

GREEN ROUTE (NORTHWEST)	
1. HOBBS EXPRESS	0:00
2. BROADWAY APARTMENTS	0:04
3. HOBBS APARTMENTS	0:07
4. WILLOW BEND APARTMENTS	0:09
5. NAVAJO RD/DAL PASO	0:16
6. WAL-MART	0:20
7. USW	0:27
8. MVD ( <i>Weekdays Only</i> )	0:29
9. LEA REGIONAL MEDICAL CENTER	0:33
10. NMJC	0:35
11. BLACK GOLD CASINO	0:38
** HWLC	
HOBBS EXPRESS	0:48



# Hobbs Express Modified Blue Route

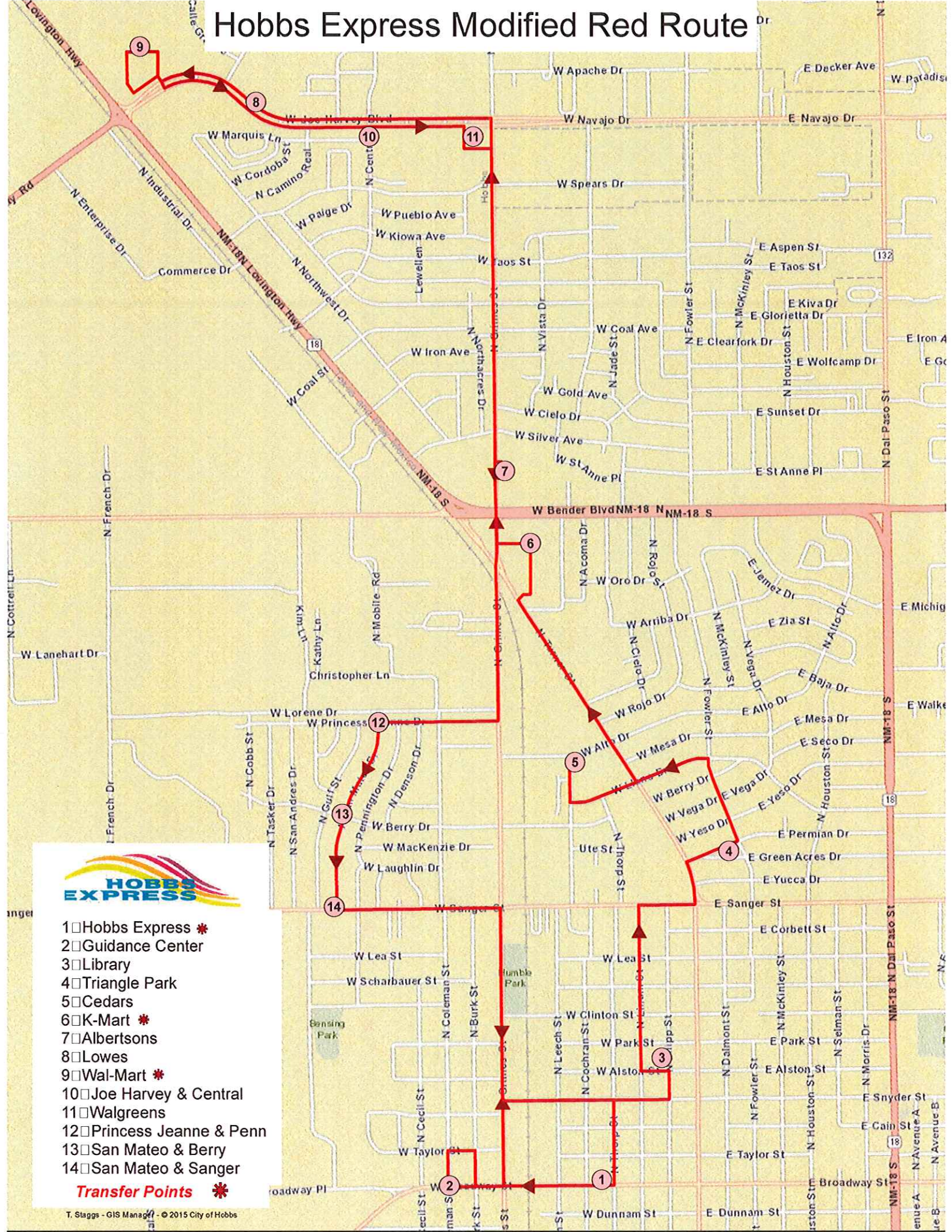


- 1 □ Hobbs Express \*
- 2 □ City Hall
- 3 □ HPD
- 4 □ Broadmoor Mall \*
- 5 □ Hastings
- 6 □ K-Mart \*
- 7 □ American Medical
- 8 □ Social Security Office
- 9 □ Bel Aire Shopping
- 10 □ Park Pl Apts
- 11 □ Nor Lea Clinic
- 12 □ Playa Escondida
- 13 □ Broadway Apts \*
- 14 □ Washington Place
- 15 □ Leaf Apts
- 16 □ Main & McKinley \*
- 17 □ La Tienda

**Transfer Points** \*



# Hobbs Express Modified Red Route

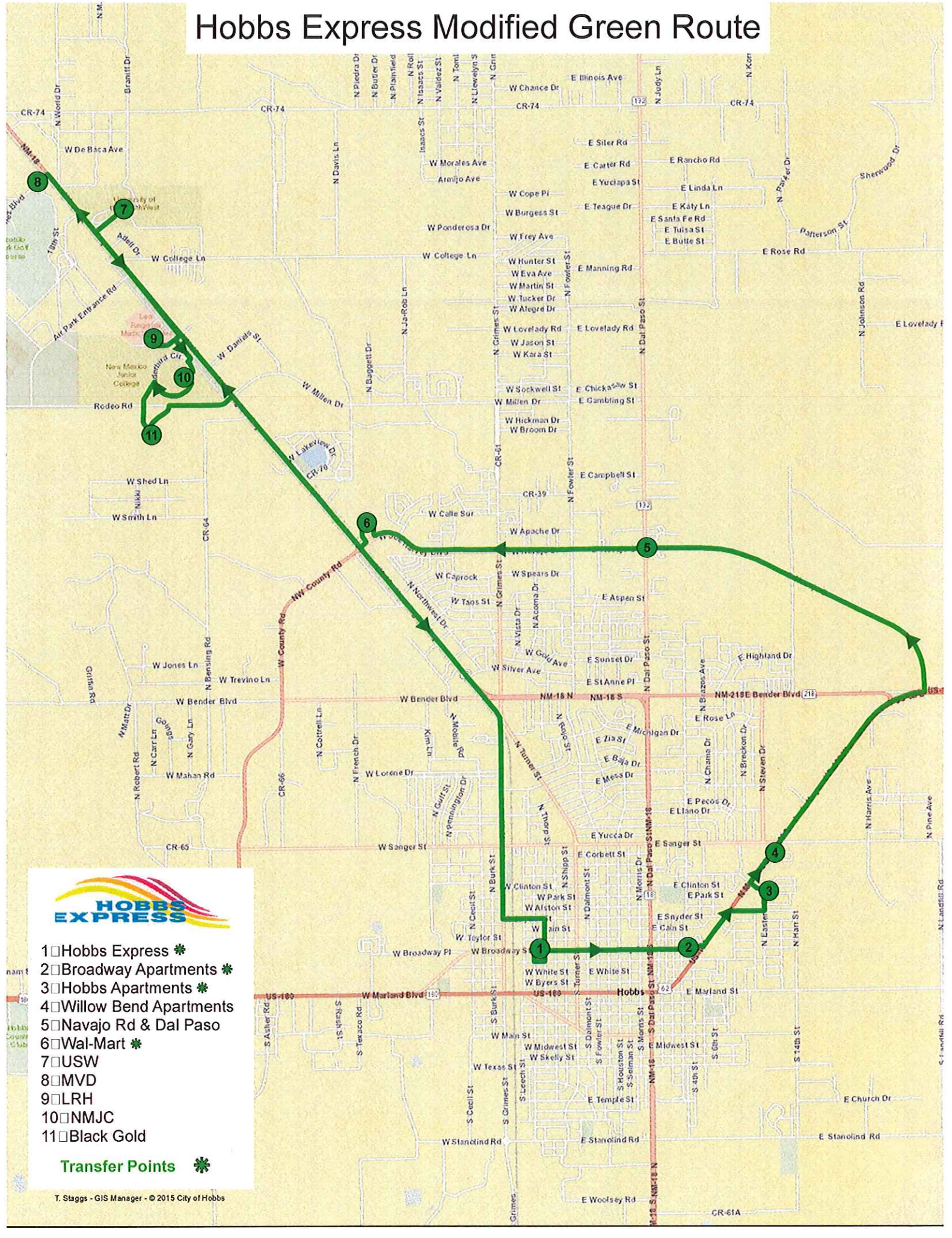


- 1 ◻ Hobbs Express \*
- 2 ◻ Guidance Center
- 3 ◻ Library
- 4 ◻ Triangle Park
- 5 ◻ Cedars
- 6 ◻ K-Mart \*
- 7 ◻ Albertsons
- 8 ◻ Lowes
- 9 ◻ Wal-Mart \*
- 10 ◻ Joe Harvey & Central
- 11 ◻ Walgreens
- 12 ◻ Princess Jeanne & Penn
- 13 ◻ San Mateo & Berry
- 14 ◻ San Mateo & Sanger

**Transfer Points** \*



# Hobbs Express Modified Green Route




1 □ Hobbs Express \*  
 2 □ Broadway Apartments \*  
 3 □ Hobbs Apartments \*  
 4 □ Willow Bend Apartments  
 5 □ Navajo Rd & Dal Paso  
 6 □ Wal-Mart \*  
 7 □ USW  
 8 □ MVD  
 9 □ LRH  
 10 □ NMJC  
 11 □ Black Gold

**Transfer Points \***









CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: November 16, 2015

SUBJECT: Purchase of Rescue/Pumper Fire Apparatus

DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: November 6, 2015
SUBMITTED BY: Eric Enriquez, Fire Chief

Summary: A reliable firefighting apparatus is one of the most important capital assets for our organization. The fire apparatus fleet must be maintained in the highest state of readiness to respond to emergencies. The efficiency and safety perspective of our fleet is always taken into consideration. Therefore, the Fire Department seeks to replace the 1996 Smeal Heavy Recue and the 1997 Pierce International 4900 pumper, with a new Rescue/Structural Combination Apparatus. By combining the two apparatus we consolidate our equipment, lower operating cost and vehicle replacement cost. Existing equipment from both replaced units will be utilized with only minimal new equipment required for this unit to be put into service.

Fiscal Impact:

Reviewed By: [Signature]
Finance Department

Total contract price \$562,619.00
\$365,000 will be from the Fire Protection Fund
\$197,619 from the General Fund

Attachments:

- 1. Bid Proposal

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

Motion to approve the purchase of a new Rescue/Structural Combination Apparatus.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

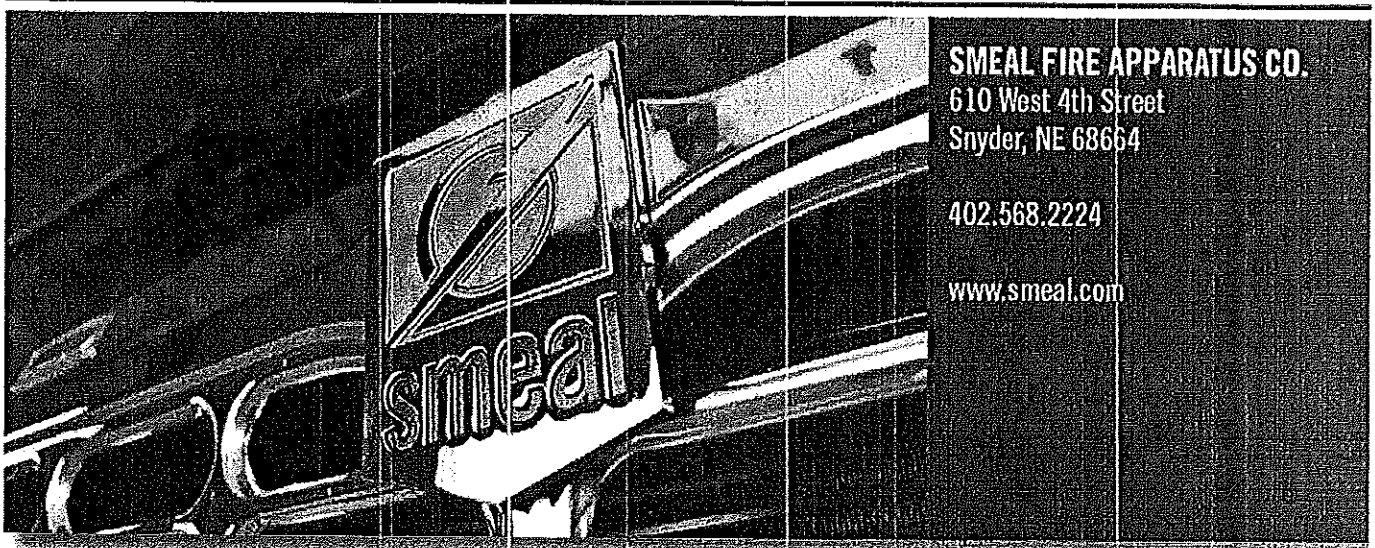
Resolution No. \_\_\_\_\_ Continued To: \_\_\_\_\_
Ordinance No. \_\_\_\_\_ Referred To: \_\_\_\_\_
Approved \_\_\_\_\_ Denied \_\_\_\_\_
Other \_\_\_\_\_ File No. \_\_\_\_\_

# BID PROPOSAL

## City of, Hobbs Fire/Ambulance

City of Hobbs Fire/Ambulance

Hobbs, NM 88240



**SMEAL FIRE APPARATUS CO.**

610 West 4th Street  
Snyder, NE 68664

402.568.2224

[www.smeal.com](http://www.smeal.com)

WE BUILD RESPECT.



810 WEST 4TH ST. - P.O. BOX 8  
SNYDER, NEBRASKA 68064

**smeal.com**  
(402) 588-8224

**WE BUILD RESPECT.**

## Table of Contents

Proposal Letter  
Proposal



610 WEST 4TH ST. - P.O. BOX 8  
SNYDER, NEBRASKA 68664

smeal.com  
(402) 588-2224

**WE BUILD RESPECT.**

Mark Ray  
City of, Hobbs Fire/Ambulance  
City of Hobbs Fire/Ambulance  
Hobbs, NM 88240

10/30/2015

Dear Mark Ray,

We are pleased to offer the attached proposal package. We would like to thank you for the opportunity for allowing us to supply you with this information.

As you may already be aware, Smeal Fire apparatus Co. has been in business since 1964 developing, designing and manufacturing the highest quality aerials, platforms and pumper apparatus on the market today. We have a proven track record in many communities ranging from the small run volunteers to the high run large municipalities. Our apparatus are built with pride and integrity every day.

We can assure that you will be pleased with not only the end product but the process involved from start to finish in the manufacturing of your apparatus.

Please call me at or e-mail me at [glen@aafirenm.com](mailto:glen@aafirenm.com) if I can be of assistance.

Sincerely,

AAA FirePro Inc. of NM

  
Glen Williams



610 WEST 4TH ST. - P.O. BOX 8  
SNYDER, NEBRASKA 68584

smeal.com  
(402) 554-2724

**WE BUILD RESPECT.**

## SALES CONTRACT

(Standard)

*To be completed by Smeal Fire Apparatus Co.*

Date: 10/19/2015

TO: City of, Hobbs Fire/Ambulance  
City of Hobbs Fire/Ambulance, Hobbs, NM 88240

Dear Sirs:

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution and approval of award of bid, the following apparatus and equipment:

One (1) New Smeal Custom Rescue Pumper built and installed on One (1)  
2017 Spartan Gladiator Chassis as per submitted  
specifications

For the sum of: Five Hundred Sixty Two Thousand Six Hundred Nineteen Dollars

Dollars \$562,619.00

All of which are to be built in accordance with the Smeal proposed specifications attached, and which are made a part of this proposal agreement, to deliver same  
270-330 calendar days after date of receipt and approval of all submitted documents affiliated with order placement with Smeal Fire Apparatus Co., properly executed, subject to all causes beyond our control.

Prepay option – The City of Hobbs May elect to pay 50% of the total contract price (\$281,309.50) at the time of the chassis delivery to Smeal Fire Apparatus

-Discount chassis interest of \$6,463.00 plus \$225.00 for a total discount of \$6,688.00

For a total of Dollars \$555,931.00

This apparatus is available for purchase utilizing the HGAC cooperative purchasing agreement.

By: Glen Williams,

<http://www.smeal.com/>

Page 4 of 6



810 WEST 4TH ST. - P.O. BOX 8  
SNYDER, NEBRASKA 68664

smeal.com  
(402) 568-2124

**WE BUILD RESPECT.**

## SALES CONTRACT

(Standard)

*To be completed by Smeal Fire Apparatus Co.*

The amount named in this proposal shall remain firm for a period of 60 days from the date of same. All state and local taxes are included above figure. Any and all additional applicable taxes are to be paid by customer upon registration and licensing of vehicle. It is understood by both the Seller and the Buyer that *Change Orders* executed after contract acceptance may delay delivery. It is understood by both the Buyer and the Seller that *Change Orders* executed after contract acceptance may increase or decrease the price. The purchase price herein is based upon all applicable state and federal manufacturing law, regulations, orders, mandates and standards in effect as of the date of this Agreement (hereinafter "Standards") such as, for example, the Standards mandated by the National Fire Protection Association, tentative interim amendments to the National Fire Protection Association Standard, Underwriters Laboratories of Canada, and the Environmental Protection Agency. The purchase price shall be subject to increase due to any state or federal Standards that are adopted, issued or mandated following the date of this Agreement that require the apparatus(es) described above to be manufactured and/or delivered in compliance with such Standard(s).

This Proposal Document, in order to be effective and binding upon Seller must be signed and accepted by an authorized officer of Seller. The effective date of this Proposal Document will be the date it is signed and accepted by the Seller.

**Performance Bond Required:**

Performance Bond NOT required.

Performance Bond Required - Performance Bond (Surety Bond) will cover standard one year warranty period only and will not cover extended warranties offered by seller or other component manufacturer.



810 WEST 4TH ST. - P.O. BOX 8  
SNYDER, NEBRASKA 68664

smeal.com  
(402) 544-2224

**WE BUILD RESPECT.**

# SALES CONTRACT

(Standard)

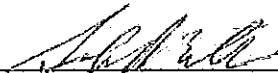
*To be completed by Smeal Fire Apparatus Co.*

All checks must be made payable to Smeal Fire Apparatus Co. only and delivered to Seller at its offices in Snyder, Nebraska. Under no circumstances shall payment be made to a dealer or anyone else as Seller's agent. Smeal Fire Apparatus Co. is the only authorized payee. Any representation that payment is to be made to any other party is absolutely unauthorized.

Official ownership documents shall remain property of the seller until the purchase price is paid in full. Upon receipt of payment, ownership documents shall be forwarded to purchaser.

Respectfully submitted,

We agree to accept the above proposal:

X  \_\_\_\_\_

X \_\_\_\_\_

SMEAL FIRE APPARATUS CO.  
C/O: AAA FirePro Inc. of NM

Printed Name) C/O: Glen Williams

Date: 10/30/15 (mmddyy)

Date: \_\_\_\_\_ (mmddyy)



<b>HGACBuy</b>		<b>CONTRACT PRICING WORKSHEET</b> For MOTOR VEHICLES Only		Contract No.:	FS12-13	Date Prepared:	10/30/2015
<p><i>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</i></p>							
Buying Agency:	City of Hobbs, Hobbs Fire Dept. (ILS)			Contractor:	Smeal Fire Apparatus		
Contact Person:	Captain Mark Ray			Prepared By:	Glen Ray Williams		
Phone:	575-397-9308			Phone:	402-568-2224		
Fax:	575-397-9331			Fax:	402-568-2346		
Email:	mray@hobbsnm.org			Email:	glen@saafire.com		
Product Code:	YC19	Description:	Pumper, Midship 1250 GPM, Custom AL Body, Gladiator, Fully Compliant 1901				
<b>A. Product Item Base Unit Price Per Contractor's H-GAC Contract:</b>							327494
<b>B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable. (Note: Published Options are options which were submitted and priced in Contractor's bid.)</b>							
Description		Cost	Description		Cost		
GM3601-026 Chng Goodyear to Michelin Tires (sngl axle)		3234	GM1103-004 Add chrome w/scuff plate door hardware		799		
GM3701-016 Chng Steel Wheels to Aluminum (sngl axle)		868	GM5701-019 Add Jensen WB/AM/FM/CD radio		624		
GM3205-014 Chng ABS Brake System to ABS/ATC/SC		2540	GM5349-003 Add angled reinforcements for light tower		721		
GM2202-006 Chng 6" bumper extension to 24" w/apron		1144	GM5005-101 Add Second Vista Screen		1893		
GM2211-004 Add Center Hose Tray w/cover		1289	GM1521-002 Add Cab Exterior Two Tone Paint		1600		
GM5503-002 Add Federal Q2B Siren		2865	GM1713-010 Add Compression Brake to VG Turbo Brk		2715		
GM1617-108 Add Climate Control on the V-Mux		641	GM1617-108 Add Climate Control to V-Mux		641		
GM1305-014 Chng Interior Dash Trim to Xtreme Duty		1165	GM1214-002 Add Zico ULL SCBA Brackets Officers St.		364		
GM1501-008 Add Sirius front fascia		849	GM8101-103 Add APS (Air Bag System) six seats		6515		
GM1521-002 Add cab exterior two tone paint		1600	001419 Add EMS Compt Center Back Wall Cag		2434		
G1701-146 Chng 400 HP to 450 HP W/3000 Tran Gladiator		744	Subtotal From Additional Sheet(s):		\$ 120,874.00		
GM1214-002 Add Zico ULL SCBA Bracket Officer Seat		364	Subtotal B:		156483		
<b>C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary. (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)</b>							
Description		Cost	Description		Cost		
Pre-Construction Meeting at OEM Factory		3500	Stokes Basket Storage Cab Roof		2215		
Pre-Paint Meeting at OEM Factory		3500	Subtotal From Additional Sheet(s):		\$ 59,927.00		
Final Inspection at OEM Factory		3500	Subtotal C:		72642		
Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).					For this transaction the percentage is:		15%
<b>D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C):</b>							
Quantity Ordered:	1	X Subtotal of A + B + C:	556619	=	Subtotal D:	556619	
<b>E. H-GAC Order Processing Charge (Amount Per Current Policy)</b>						Subtotal E:	
						2000	
<b>F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation</b>							
Description		Cost	Description		Cost		
Delivery Hobbs NM		4000					
Pay 50% of Contract Total upon Deliver of Chassis		-6688					
			Subtotal F:		-2688		
<b>Delivery Date:</b>		1-Oct-16		<b>G. Total Purchase Price (D+E+F):</b>		555931	



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**HOUSTON-GALVESTON AREA COUNCIL**

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November 20, 2013

Mr. Delwin Smeal, President  
Smeal Fire Apparatus Co.  
P.O. Box 8  
Snyder, NE 68664

Dear Mr. Smeal:

**RE: Contract No. FS12-13 for Supply of Fire Service Apparatus (All Types)**

The Houston Galveston Area Council Board of Directors approved the award of the above referenced contract to your company for use by members of HGACBuy. This award must be accepted within 45 days of the date of this letter. To complete the process, please execute the following steps:

- 1) Sign and return the two (2) original contract documents to my attention at the address above. After H-GAC management has signed the documents, one signed original will be returned to you.
- 2) Complete and return the enclosed **Information Request Form**.

It is HGACBuy's intent that members throughout the United States be able to place orders through this contract. If you would like to assign a dealer, please contact us.

**NOTE:** Any assignments done on a previous contract will not carry forward to this new contract and you must execute a new assignment to any company you wish to process orders under this contract.

Should you have any questions concerning these requirements or the contract, please call 713-499-6663.

Sincerely,

**Tammy Metty**  
Tammy Metty  
Contract Coordinator  
Cooperative Purchasing Program  
H-GAC

Enclosures

**CONTRACT ASSIGNMENT AND ASSUMPTION AGREEMENT**

This Contract Assignment and Assumption Agreement is made by and between the Houston-Galveston Area Council of Governments (H-GAC), Smeal Fire Apparatus Co. (Contractor) and AAA Firepro of New Mexico, Inc., (Assignee).

WHEREAS, Contractor entered into a cooperative purchasing Contract, identified as FS12-13, with H-GAC for the sale of Fire Service Apparatus (All Types) to various End User governmental agencies participating in H-GAC's Cooperative Purchasing Program; and

WHEREAS, Contractor assigns the performance of its obligations under the Contract to Assignee for cooperative purchasing business in specific areas (per attached Information Sheet); and

WHEREAS, Assignee shall perform as stipulated in the original Contract (a copy of which is attached hereto) and comply with all the terms and conditions set forth therein; and

WHEREAS, Contractor will continue as originally contracted with H-GAC; and

NOW THEREFORE, Assignee agrees to accept this assignment, and H-GAC concurs.

Unless otherwise noted, this Agreement goes into effect on the date signed by H-GAC. All other terms and conditions of the Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract Assignment and Assumption Agreement to be executed by their respective duly authorized representatives.

Signed for Houston-Galveston Area Council:

  
\_\_\_\_\_  
Jack Steele, Executive Director

Attest for Houston-Galveston Area Council:

  
\_\_\_\_\_  
Deirdre Vick, Public Services Director

Date: February 25, 2014

Signed for Smeal Fire Apparatus Co.  
Snyder, Nebraska:

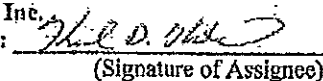
  
\_\_\_\_\_  
(Signature of Contractor)

Martin Kent Smith  
Senior Government Contracts Manager

\_\_\_\_\_  
Printed Name & Title

Date: Feb 21, 2014

Signed for AAA Firepro of New Mexico, Inc.  
Clovis, New Mexico:

  
\_\_\_\_\_  
(Signature of Assignee)

Date: 2-21-14

Kendal D. Kohler, President  
\_\_\_\_\_  
Printed Name & Title

# Information Sheet

Assignee:

AAA Firepro of New Mexico, Inc.

Contact Person:

**Name:** Glen Williams  
**Title:** Sales Representative  
**TEL:** 575-762-2594  
**FAX:** 575-762-1464  
**EMAIL:** glen@aaafirenm.com

Address:

221 Schepps Blvd.  
Clovis, NM 88101

Territory:

State of New Mexico



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: November 16, 2015

**SUBJECT:** Martin Luther King Soccer Complex Precast Restroom Purchase

**DEPT. OF ORIGIN:** General Services  
**DATE SUBMITTED:** November 9, 2015  
**SUBMITTED BY:** Ronny Choate, Director of General Services

**Summary:**

The City of Hobbs desires to purchase a Precast Restroom to be delivered and installed at Martin Luther King Soccer Complex. The restroom will be purchased from AES Precast of Northport, AL. The purchase will be made on an approved GSA Contract. The restroom will be located at the far North East corner of the complex. It will provide restrooms for smaller children who play on the far East fields.

**Fiscal Impact:**

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

Finance Department

Total cost of the Precast Restroom including delivery and placement will be \$69,550.00. Other purchases of Footing System, Plumbing and Electrical connections will be made from local contractors. The total cost of the Restroom should be under \$100,000. This part of a larger upgrade project for the Soccer Complex. Additional improvements include the construction of about 100 additional paved Parking Spaces on the North East side of the complex. Improvements to the area lighting is also planned. Thirty exist poles are to be retrofitted with LED Lighting to improve lighting for the trail and the proposed parking. The project is budgeted in Building Maintenance, account #0421-44901-64 in the amount of 297,862.00. It is expected that the budget will cover all planned improvements.

**Attachments:**

AES Precast Quote

**Legal Review:**

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

City Attorney

**Recommendation:**

Approve request to purchase Precast Restroom from AES Precast of Northport, AL.

Approved For Submittal By: \_\_\_\_\_

Department Director

Ann Betzen  
Acting City Manager

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

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

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

# AES PRECAST

PRECAST CONCRETE BUILDING SYSTEMS

3851 17<sup>th</sup> St. Northport, AL 35476  
Toll Free: (800) 342-3274  
Phone: (205) 333-8000  
Fax (205) 333-0181  
Website: [www.aesprecast.com](http://www.aesprecast.com)  
email: [sales@aesprecast.com](mailto:sales@aesprecast.com)

Quote Ref No. 150119-14-02-R2

RE: AES-1224-RRG Restroom Quote

To: Ronny Choate	Phone: 575-370-8598	Date: 11-09-2015
With: City of Hobbs, NM	Fax:	From: Marty B. Wilson
Location: MLK Soccer Complex	Email: <a href="mailto:rchoate@hobbsnm.org">rchoate@hobbsnm.org</a>	Pages: 3

**Scope of Work (SOW):** AES Precast Company, Inc. will manufacture and guarantee the following specified building, install all of the following features, and deliver to the specified site. Building will be delivered complete and ready to set.

Model AES-1224-RRG (12' x 24') Precast Concrete Building per drawing to Include:

Per AES Specs:

1. Layout:
  - 1.1. Men's: (1) Water Closet, (1) Urinal, (1) Lavatory, ADA Compliant
  - 1.2. Women's: (2) Water Closets, (1) Lavatory, ADA Compliant
  - 1.3. Utility Chase with Front Access
2. Interior:
  - 2.1. Walls Insulated, finished with FRP paneling, White
  - 2.2. Floor concrete sealed with epoxy, Gray
  - 2.3. Ceiling Finished with FRP paneling, White
3. Exterior:
  - 3.1. Walls: Concrete with Simulated Split Faced Block Finish, Sealed and Stained, Choice of Color
  - 3.2. Roof: Concrete with Simulated Standing Seam Metal Finish, Sealed and Stained, Choice of Color
4. Doors:
  - 4.1. 3'0" x 7'0" 18 Gauge Steel Insulated w/ 16 Gauge Cast-in-Place Frames
  - 4.2. 3 Hour Fire Rating
  - 4.3. NRP Stainless Steel Hinges
  - 4.4. Mortise Lockset
  - 4.5. Aluminum Thresholds
  - 4.6. Hydraulic Door Closers
  - 4.7. Galvanized, Primed & Painted, Choice of Color
5. Electrical:
  - 5.1. 48" 32W Dual Bulb Fluorescent Fixtures throughout (Operated by Switches)
  - 5.2. GFCI Duplex Receptacle in chase
  - 5.3. Tankless Water Heater
  - 5.4. 125 Amp Exterior Breaker Panel
  - 5.5. Exterior light with photocell on front
  - 5.6. Concealed wiring in restroom areas, Surface Mounted in chase
6. HVAC:
  - 6.1 Exhaust Fans operated with light switch in restrooms
  - 6.2 Heavy Duty Louvers in walls
  - 6.3 Electric Heater in Chase
7. Plumbing:
  - 7.1. Water Closet Fixtures – Vitreous China with concealed manual flush valves
  - 7.2. Lavatory Fixtures – Vitreous China with single lever faucet



# AES PRECAST

PRECAST CONCRETE BUILDING SYSTEMS

3851 17<sup>th</sup> St. Northport, AL 35476  
Toll Free: (800) 342-3274  
Phone: (205) 333-8000  
Fax (205) 333-0181  
Website: [www.aesprecast.com](http://www.aesprecast.com)  
email: [sales@aesprecast.com](mailto:sales@aesprecast.com)

- 7.3. Waste, Vent and Water Lines Pre-Plumbed to Floor Openings
- 7.4. Hose Bib in Chase
- 7.5. All Piping PVC and PEX
- 7.6. Sewer and water stub-ups required
  
8. Accessories:
  - 8.1. Grab Bars 18 Gauge, Type 304 Stainless Steel
  - 8.2. Dual Toilet Paper Holders, Stainless Steel
  - 8.3. Fixed Tilt Mirrors, ADA Compliant
  - 8.4. C-Fold Paper Towel Holders, Stainless Steel
  - 8.5. (2) 24"x24" Skylights, One in each restroom
  - 8.6. Painted Steel Stall Partitions, Red

---

#### Quality Assurance:

- International Building Code – 2009
- National Electrical Code – 2011
- Florida Building Code – 2007
- ACI-318-2008, "Building Code Requirements for Reinforced Concrete".
- ASCE-7-2008 "Minimum Design Loads for Buildings and Other Structures"
- UL-752 Test Method Level Four (4) for Bullet Resistance certified by an Independent Structural Engineer
- Concrete Reinforcing Institute, "Manual of Standard Practice"
- PCI Design Handbook – 6<sup>th</sup> Edition
- Steel Construction Manual – AISC 360-05
- ADA Standards – 28 CFR Part 36 - 1994

#### Structural Specifications:

- Concrete: Steel-reinforced, polypropylene fiber reinforced, 5000 PSI minimum 28-day compressive strength, air-entrained (ASTM C260)
- Walls & Roof: 2 Hour Fire Rated
- Walls 4", Floor 6", Roof 4" (Concrete Gable Style Roof)
- Loadings: Wind 140 MPH, Roof 60 PSF, Floor 250 PSF
- Reinforcing Steel: ASTM A615, grade 60 unless otherwise indicated
- Reinforcing Fiber: Polypropylene fiber, Fiber mesh @ 1.5 pounds per cubic yard
- Caulking: All joints between panels shall be caulked on the exterior and interior surface of the joints. Caulking shall be SIKAFLEX-1A elastic sealant or equal
- Panel Connections: All panels shall be securely welded together with 1/4" thick steel brackets. Steel is to be of structural quality, hot-rolled carbon complying with ASTM A283, Grade C. Cast-in anchors used for panel connections to be Dayton-Superior #F-63, or equal

<b>F.O.B. Destination (Hobbs, NM):</b>	<b>\$69,550.00</b>
--	--------------------

*Crane Rental for Offloading IS Included.*

*Lifting Bolts for Initial Offloading Included.*

*Weight: ≈78,000 Lbs.*

*Note: Production schedule is based upon date of Purchase Orders.*

# **AES** PRECAST

PRECAST CONCRETE BUILDING SYSTEMS

3851 17<sup>th</sup> St. Northport, AL 35476  
Toll Free: (800) 342-3274  
Phone: (205) 333-8000  
Fax (205) 333-0181  
Website: [www.aesprecast.com](http://www.aesprecast.com)  
email: [sales@aesprecast.com](mailto:sales@aesprecast.com)

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PLEASE NOTE THAT DRAWINGS AND/OR QUOTE MAY REQUIRE APPROVAL WITH SIGNATURE BEFORE PRODUCTION.

Thank you,

Marty B. Wilson.  
AES Precast Co, Inc.  
[mbwilson@aesprecast.com](mailto:mbwilson@aesprecast.com)  
800.342.3274

Payment terms Net 30. Final electrical and plumbing connections to be made by others as well as site work unless otherwise noted. Contractor must provide level unobstructed area large enough for crane and tractor trailer to park adjacent to pad. Crane must be able to place outriggers within 3'-0" of edge of pad and truck and crane must be able to get side-by-side under their own power. If AES Precast is supplying the crane, no overhead lines or piping may be within 75' radius of center of pad and no building shall be placed closer than 2'-0" to an existing structure. Firm roadbed with turns that allow 80' lowbed tractor and trailer must be provided directly to site. AES Precast is a GSA Contract Vendor. Price good for 90 days from above date. Standard exterior finish of exposed aggregate will be chosen if no choice is made.





GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

**SCHEDULE 84**

TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT,  
FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE

**GSA Schedule Contract Number: GS-07F-0421K.**

For more information on ordering from this Federal Supply Schedule, search for Vicon on [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov) and [www.MyFederalShopper.com](http://www.MyFederalShopper.com) for on-line EC access to contract ordering information, terms and conditions, up-to-date GSA pricing and to create electronic delivery orders.

**Period Covered by Contract: 9/01/2000 – 8/31/2020.**

This pricelist is current through modification #: PO-0083, dated 9/23/15, includes Mod PO-0084 effective with date of 9/16/15..

## **Vicon Industries Incorporated**

135 Fell Court, Hauppauge, NY 11788-4351  
Telephone 631-952-2288 Fax 631-951-2288

<http://www.vicon-security.com>

Product Lines Include:

- ViconNet Video Management Software
- SurveyorHD High-Performance PTZ Domes
- Roughneck High Security/Vandalproof Cameras
- Kollector Hybrid DVRs

**GSA Advantage!**



## **Vicon Industries Incorporated**

631-952-2288 Fax 631-951-2288

Facility Management Systems and  
Ancillary Services relating to Security/Facility Management Systems

## GSA CUSTOMER INFORMATION

**1a. Awarded Special Item Number(s):**

246 42 1 Facility Management Systems

246 1000 Ancillary Services relating to Security/Facility Management Systems

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**

246 42 1 V660-SPOT, CONNECTOR; allows the V660 series cameras to connect to a spot monitor for installation purposes, \$ 1

246-1000 Technician I \$54

**1c.** Hourly rates and their corresponding job descriptions are attached.

**2. Maximum order.**

SIN 246 42 1 \$150,000

SIN 246 1000 \$200,000

Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

**3. Minimum order.** \$25.00

**4. Geographic coverage.** CONUS, Alaska, Hawaii, and Puerto Rico.

**5. Points of production.** United States, United Kingdom, Taiwan, South Korea and Israel.

**6. Discount from list prices or statement of net price.** All prices herein are net prices. GSA Net Prices are shown on the attached GSA Pricelist and on GSA Advantage. Negotiated discount has been applied and the IFF has been added.

**7. Quantity discounts.** Not applicable.

**8. Prompt payment terms.** None. Net 30 days.

**9a.** Government purchase cards are accepted at or below the micro-purchase threshold.

**10. Foreign items.** Countries: Israel, Japan, Korea, Taiwan, United Kingdom and the US.

**11a.** Time of delivery. 30 days from receipt of order.

**11b. Expedited Delivery.** Not Applicable.

**11c. Overnight and 2 day delivery.** Consult with Contractor.

**11d. Urgent Requirements.** When the Federal Supply Schedule contract delivery period does not meet the bon fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contract the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 working days after receipt. (Telephonic replies shall be confirmed by the contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B. point.** FOB Destination (to the port of exportation); then Freight Prepaid and Added for Alaska, Hawaii, and Puerto Rico.

**13a. Ordering and payment addresses:**

Vicon Industries Inc.  
135 Fell Court

Hauppauge, NY 11788-4351 Telephone: (800) 645-9116 Fax Number: (631) 952-2288  
Or  
Vicon Industries Inc. C/O GSA Participating Dealer  
135 Fell Court  
Hauppauge, NY 11788-4351

**14. Payment address.**

Vicon Industries Inc.  
135 Fell Court  
Hauppauge, NY 11788-4351

**15. Vicon's U.S. Standard Equipment Warranty**

Vicon Industries Inc. (the "Company") warrants your equipment to be free from defects in material and workmanship under Normal Use from the date of original retail purchase for a period of three years, with the following exceptions:

VCRs, all models: Labor and video heads warranted for 120 days from date of original retail purchase. All other parts warranted for one year from date of original retail purchase.  
Video monitor CRT (cathode ray tube) and LCD monitors, all models: One year from date of original retail purchase.

Uninterruptible Power Supplies: Two years from date of original retail purchase.  
VDR-408 and VDR-416 Recorder Series: One year from date of original retail purchase.  
V5616MUX: One year from date of original retail purchase.

Arecont Cameras: One year from date of original retail purchase.  
Normal Use excludes prolonged use of lens and pan-and-tilt motors, gear heads, and gears due to continuous use of "autopan" or "tour" modes of operation. Such continuous operation is outside the scope of this warranty.

Vicon Security Management Systems (SMS) All Models: All hardware is warranted for two years from date of original retail purchase.

Any product sold as "special" or not listed in Vicon's commercial price list: One year from date of original retail purchase.

Date of retail purchase is the date original end-user takes possession of the equipment, or, at the sole discretion of the Company, the date the equipment first becomes operational by the original end-user.

The sole remedy under this Warranty is that defective equipment be repaired or (at the Company's option) replaced, at Company repair centers, provided the equipment has been authorized for return by the Company, and the return shipment is prepaid in accordance with policy.

The Company will not be obligated to repair or replace equipment showing abuse or damage, or to parts which in the judgment of the Company are not defective, or any equipment which may have been tampered with, altered, misused, or been subject to unauthorized repair.

Software supplied either separately or in hardware is furnished on an "As Is" basis. Vicon does not warrant that such software shall be error (bug) free. Software support via telephone, if provided at no cost, may be discontinued at any time without notice at Vicon's sole discretion. Vicon reserves the right to make changes to its software in any of its products at any time and without notice.

This Warranty is in lieu of all other conditions and warranties express or implied as to the Goods,

including any warranty of merchantability or fitness and the remedy specified in this Warranty is in lieu of all other remedies available to the Purchaser.

No one is authorized to assume any liability on behalf of the Company, or impose any obligations on it in connection with the sale of any Goods, other than that which is specified above. In no event will the Company be liable for indirect, special, incidental, consequential, or other damages, whether arising from interrupted equipment operation, loss of data, replacement of equipment or software, costs or repairs undertaken by the Purchaser, or other causes.

This warranty applies to all sales made by the Company or its dealers and shall be governed by the laws of New York State without regard to its conflict of laws principles. This Warranty shall be enforceable against the Company only in the courts located in the State of New York. The form of this Warranty is effective August 1, 2009.

THE TERMS OF THIS WARRANTY APPLY ONLY TO SALES MADE WHILE THIS WARRANTY IS IN EFFECT. THIS WARRANTY SHALL BE OF NO EFFECT IF AT THE TIME OF SALE A DIFFERENT WARRANTY IS POSTED ON THE COMPANY'S WEBSITE, WWW.VICON-CCTV.COM. IN THAT EVENT, THE TERMS OF THE POSTED WARRANTY SHALL APPLY EXCLUSIVELY.

16. **Export packing charges, if applicable.** Included in price (commercial packing only).
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Government credit cards accepted by authorized dealers only. no additional discount granted.
18. **Terms and conditions of rental, maintenance, and repair (if applicable).** Not applicable.
19. **Terms and conditions of installation (if applicable).** Not applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** Not applicable.
- 20a. **Terms and conditions for any other services (if applicable).** Not applicable.
21. **List of service points (if applicable).** See Vicon Sales and Service directory.
22. **List of participating dealers (if applicable).** See GSA participating dealers list.
23. **Preventive maintenance (if applicable).** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** Not applicable.
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Number System (DUNS) number.** 043837947.
26. **Notification regarding registration in SAM was Central Contractor Registration (CCR) database. Registration valid. CAGE code:** 58311.

Services Pricing and GSA Dealer List pages follow.

effective date 8/15/2015

Vicon Industries.GS-07F-0421K

Per mod PO-0083, awarded 9/23/15

Installation and Configuration Services

All installations will be conducted by Vicon authorized government dealers. Ancillary Service includes, but is not limited to: services necessary to install the system (from design through start-up), maintain the system (including maintenance agreements, which may not exceed the term of this contract), or training. Under no circumstances shall this include construction (construction is defined as construction, alteration, or repair of buildings, structures, or other real property, as defined by Federal Acquisition Regulation 36.102).

Ancillary Services

	Model	SIN	Description of service, as needed	GSA Labor Rate & per hour w IFF
Senior Executive	Senior Executive	246 1000	Senior Executive	\$202
Program Management	Program Manager III	246 1000	Program Manager III	\$141
	Program Manager II	246 1000	Program Manager II	\$122
	Program Manager I	246 1000	Program Manager I	\$110
Project Management	Project Manager III	246 1000	Project Manager III	\$109
	Project Manager II	246 1000	Project Manager II	\$89
	Project Manager I	246 1000	Project Manager I	\$79
Design and Application	Design Engineer III	246 1000	Design Engineer III	\$129
	Design Engineer II	246 1000	Design Engineer II	\$115
	Design Engineer I	246 1000	Design Engineer I	\$85
	Applications Engineer III	246 1000	Applications Engineer III	\$129
	Applications Engineer II	246 1000	Applications Engineer II	\$99
	Applications Engineer I	246 1000	Applications Engineer I	\$84
CAD	CAD Specialist III	246 1000	CAD Specialist III	\$96
	CAD Specialist II	246 1000	CAD Specialist II	\$70
	CAD Specialist I	246 1000	CAD Specialist I	\$59
Foreman	Foreman III	246 1000	Foreman III	\$88

GSA  
 Labor  
 Rate & per  
 hour w IFF  
 \$73  
 \$57

Model	SIN	Description of service, as needed	GSA Labor Rate & per hour w IFF
Foreman II	246 1000	Foreman II	\$73
Foreman I	246 1000	Foreman I	\$57
<b>Install and Maintenance</b>			
Technician III	246 1000	Functional Responsibility: Configuring and upgrading networks and network peripherals. Configuration and repair of PC's. Perform upgrades to existing software and hardware systems. Ensures systems and components meet established specifications. Minimum educational requirements: High school. Work experience: minimum 5 years. Certifications: Associates Degree, A+.	\$84
Technician II	246 1000	Functional Responsibility: Configuring and upgrading networks and network peripherals. Configuration and repair of PC's. Perform upgrades to existing software and hardware systems. Ensures systems and components meet established specifications. Minimum educational requirements: High school. Work experience: 2-3 years. Certifications: A+.	\$70
Technician I	246 1000	Functional Responsibility: Troubleshoot, repair, maintain and test electrical systems and components. Ensures systems and components meet established specifications. Minimum educational requirements: High school. Work experience: 0-1 years. Certifications: Certificate in the study of electronics.	\$54
Installer III	246 1000	Functional Responsibility: Performs all responsibilities without supervision. Performs addition or removal of non-powered or passive equipment/hardware. Performs addition or removal of wiring and connections. Lead verification. Analysis of specifications and drawings. Perform circuit modifications. Software adds or upgrades. Equipment testing. Minimum educational requirements: High School. Work experience: minimum 4 years. Certifications required: None.	\$80
Installer II	246 1000	Functional Responsibility: Supervised by Installation manager/Level 3 Installer. Performs addition or removal of non-powered or passive equipment/hardware. Performs addition or removal of wiring and connections. Minimum educational requirements: High School. Work experience: 2-3 years. Certifications required: None.	\$65

	Model	SIN	Description of service, as needed	GSA Labor Rate & per hour w IFF
	Installer I	246 1000	Functional Responsibility: Supervised by Installation manager/Level 3 installer. Performs addition or removal of non-powered or passive equipment/hardware. Minimum educational requirements: High School. Work experience: 0-1 years. Certifications required: None.	\$54
Quality Control	Quality Control Manager	246 1000		\$139
	Quality Control Specialist	246 1000		\$116
Purchaser	Purchaser II	246 1000		\$79
	Purchaser I	246 1000		\$55
Data Analyst	Data Analyst	246 1000		\$99
Administrative	Administrative Support	246 1000		\$80
	Administrative Assistant	246 1000		\$59
TRAINER	10107-00	246 1000	PROFESSIONAL TRAINER; customized training course; price per day; additional travel expenses. Course includes system design, installation, operation, troubleshooting and course materials.	\$6,272
CLASS-REG	10107-10	246 1000	REGISTRATION FEE; for Vicon certified dealer training course; per student	\$448
FLD-ENG	10107-20	246 1000	FIELD ENGINEER/PROJECT ENGINEERING; on-site engineering; price per day; additional travel expenses. Services include installation support, troubleshooting, system commissioning, and advanced system programming.	\$5,139
Factory Direct System Configuration*				
Configuration Services	PRO-SVC-CAMADV	246 42 1	PRECONFIGURATION OF NETWORK CAMERAS; configuring advanced camera parameters (i.e., WDR, AGC, low light, day/night, etc.); fee per camera	\$21
	PRO-SVC-CAMIP	246 42 1	PRECONFIGURATION OF NETWORK CAMERAS; fee per camera; includes setup of camera name, network configuration, video stream, time synchronization and labeling	\$21
	PRO-SVC-DVR	246 42 1	CONFIGURATION OF DVRS; fee per DVR; set up includes DVR name, camera name, network configuration, Nucleus association time synchronization, storage database configuration, auto-record verification basic recording macro, labeling.	\$97

Model	SIN	Description of service, as needed	GSA Labor Rate & per hour w IFF
PRO-SVC-NVR	246 42 1	CONFIGURATION OF NVRs; fee per NVR; set up includes NVR name, network configuration, Nucleus association, time synchronization, storage database configuration, basic recording macro and labeling	\$165
PRO-SVC-NUC	246 42 1	CONFIGURATION OF NUCLEUS; fee per unit; set up includes unit name, network configuration, time synchronization, user and group additions, import of I-Onyx and third party cameras and labeling	\$197
PRO-SVC-WS	246 42 1	CONFIGURATION OF WORKSTATION; fee per workstation; set up includes workstation name, network configuration, Nucleus association, time synchronization and labeling	\$59
PRO-SVC-VMDC	246 42 1	CONFIGURATION OF VMDC; fee per VMDC; set up includes unit name, network configuration, Nucleus association, time synchronization and labeling	\$133
PRO-SVC-KEYPAD	246 42 1	CONFIGURATION OF KEYPAD; fee per unit; set up includes network configuration, host association and labeling	\$68
PRO-SVC-WEB	246 42 1	CONFIGURATION OF WEB SERVICE; fee per unit; set up includes unit name, network configuration, Nucleus association, time synchronization and labeling	\$133
PRO-SVC-REM	246 42 1	REMOTE SUPPORT FOR SITE; 4 hours of remote support for programming, commissioning and troubleshooting; fee for 4 hour block of time for a single project (time cannot be saved if service takes less than 4 hours)	\$648
PRO-SVC-DECODER	246 42 1	CONFIGURATION OF VN-DECODER-2; fee per unit; set up includes unit name, network configuration, Nucleus association, time synchronization and labeling	\$133

\* All system components can be pre-configured by in-house engineers before being shipped. Add a "C" to the model number and add the associated price to the price of the component. Call your Vicon Representative for help as needed.

Vicon rounds up the prices to the nearest whole number.



GSA Dealers - 9-8-15

Company Name	Account Number	Address	Telephone	Contact	Email Contact
(MCB Enterprise) dba Security & Access Systems	101775	P.O. BOX 66315, ALBUQUERQUE, NM 87193	505-823-1561	Chris Ipiotis	cipiotis@sasnm.net
Advanced Automation Systems, Inc.	106657	3802 N. 40TH STREET, TAMPA, FL 33610	813-621-8257	Curtis Musser	cmusser@aadifference.com
Advanced Security Contractors	103287	135 RIO WEST, EL PASO, TX. 79932	915-845-0272	Virginia A. Robinson	virginia@asssecure.com
Alarm Electronics & Communications, LLC. (AE&C)	107205	11025 N DEER HILL LN, PRESCOTT, AZ. 86305	928-308-1896	Marc Forman	aec@commspeed.net
Audio Video Systems	108006	1860 OLD OKEECHOBEE, ST104, WPB, FL 33409	800-367-1896	Angela Bernard	angela@cctvrepair.com
Becker Communications, Inc. dba BCI Integrated Solutions	108089	5139 W. RIO VISTA AVE., TAMPA, FL 33634	813-249-1020	Grant Becker	gbecker@bcifl.net
Black Creek Integrated Systems Corp	12258	P.O. BOX 101747, IRONDALE, AL, 35210	205-949-9900	Walt Leeman	wleeman@blackcreekkisc.com
CEC Team One Communications	108612	PO BOX 17148, PENSACOLA, FL 32522	850-439-1440	Jeff Livingston	jeff@teamonecomm.com
Colsa Solutions, Inc.	105000	225 WEST PARK LOOP STE C., HUNTSVILLE, AL 35804	256-489-1354	Jonathan Phillips	jphillips@colsasolutions.com
Debra-Kuempel	108260	3976 SOUTHERN AVE., CINCI, OH 45227	513-271-6500	Kevin Broxterman	kbroxterman@debra-kuempel.com
EAI Security Systems, Inc.	105732	1084 TAFT ST. ROCKVILLE, MD., 20850	301-424-9588	Dave Damato	dave.damato@eaisecurity.net
EAS Systems, Inc.	108289	1369 C SALUD STE 102, PONCE, PR 00717-2014	787-284-4007	Pedro J. Bonnin	pbonnin@eas-pr.com
EMC Integrated Systems Group	102699	121 CENTRAL AVE., STE 200, GRAPEVINE, TX 76051	817-552-1510	Marta Marshall	marta@emc-isc.com
EO Integrated Systems, Inc.	105700	12700 31 MILE RD., WASHINGTON, MI 48095	586-752-3200	Donald Rochon	drrochon@eosis.com
Estech, Inc.	20993	2506 WACO ST, RICHMOND, VA, 23294	804-672-3223	Cori Pike	c.pike@esitechinc.com
Evergreen Fire & Security	107618	2720 SOUTH J STREET, TACOMA, WA 98409	253-627-3794	John Forslin	johnir@evergreenfire.com
Fisk Electric Company	101777	10855 WESTVIEW DR., HOUSTON, TX 77043	713-868-6111	Wayne McDonald	wmcdonald@fiskcorp.com
Great Lakes Building Systems	108291	116 GRUNER RD., BUFFALO, NY 14227	716-892-5253	William Blanchard	wblanchard@glbs-inc.com
Integrated Security Resources	100253	1403 MAIN ST., MERIDIAN, ID 83680	208-884-8562	Chris Franco	cf Franco@isr1.com
Integrated Security Solutions, Inc.	107868	108 COOPERATIVE WAY, KALISPELL, MT 59901	406-755-2504	A Woods	awoods@mtiss.com
Itsavvy, LLC.	108375	125 WIRELESS BLVD., HAUPPAUGE, NY 11788	630-396-8300	Roy Langhammer	rlanghammer@itsavvy.com
Karco Enterprises, Inc.	107731	110 PRTWATCH WAY, ST108, WILM, NC 28412	910-796-3901	David Mulholland	dmulholland@karcoent.com
Mason Technologies, Inc.	108305	517 COMMACK ROAD, DEER PARK, NY 11729	631-234-6565	Jennifer Mason	jmason@mason247.com
Master Communications	106905	54 OLD STATE RD ELLISVILLE, MO 63021	314-215-4110	Julie Enright	julieenright@mastercomminc.com
Master Fire & Security Systems	103515	1019 W. 26TH ST, ERIE, PA 16508	814-454-4677	Michael S. Sullivan	msul@ma.rr.com
McCord Communications	102747	1508 NOBLE STREET ANNISTON, AL 36201	256-237-6697	Andy Dickerson	andy.dickerson@mccordcomm.com
Mid-South Security Group, LLC	104248	820 HERBERT RD., STE 103, CORDOVA, TN 38018	901-405-4500	Morse Rose	groupmssg@aol.com
National Safe & Security Systems	105047	PO BOX 397, MILLERSPORT, OH 43046	740-467-2443	Tom Bruck	tom@nationalsafe.com
Onepath Systems, LLC.	108065	2053 FRANKLIN WAY, MARIETTA, GA 30067	678-355-0555	Robert Catanach	bc@onepathsystems.com
Pacific Systems Integrators, Inc.	107765	17744 E. RISSO COURT, LINDEN, CA 95236	209-610-6077	Patrick Fish	pat@pacsystint.com
PCT Security, LLC.	107767	34668 NOVA DR., CLINTON TWP, MI 48035	586-531-8306	Richard D. Shaffer	rshaffer@pctus.com
Rexmoore	17745	6001 OUTFALL CIRCLE, SACRA, CA 95828	916-372-1300	Doug Cuthbert	doug.cuthbert@rexmoore.com
Save on Video	10659	29397 AGOURA RD, AGOURA HILLS, CA 91301	818-706-3260	Bryan Merjan	bryan@saveonvideo.com
Sentrifilion	102854	1881 CAMPUS COMM DR, RESTON, VA 20191	703-990-5560	Bryan Ackerman	bryan.ackerman@sentrifilion.com
Signet Technologies	106898	12300 KILN CRT, STE E, BELTSVILLE, MD 20705	240-264-3295	Bill Burgess	bill.burgess@signetinc.com
Silent Guard	105342	4835 HOLLYWD BLVD, HOLLYWD, FL 33021	954-989-1612	Madelyn Levy	ml@silentguardsystems.com
Speros, Inc.	108385	2142 ROWLAND AVE., SAVANNAH, GA 31404	912-354-8900	Susan Speros	ssperos@speros.com
Strategic Solutions Unlimited	108219	128 MAXWELL ST, FAYETTEVILLE, NC 28301	910-222-8138	Erik Ross	erik@ssuinc.us
T&R Alarm Systems, Inc.	104326	189 SARGEANT AVE, CLIFTON, NJ 07043	973-471-5019	Thomas Sansone	tomsr@tralarm.com
Total Protection Systems, Inc.	16982	P.O. BOX 270837, CORPUS CHRISTI, TX 78427	361-289-2788	Matt Donnell	md@totalprotection.com
Triad Security Systems	16550	971 LEHIGH AVE, UNION, NJ 07083	908-964-5252	Richard Sylvestro	rick@triadsecurity.com
Tri-State Life Safety & Electric Systems, Inc.	104865	540 SNOW HILL CHURCH RD., MURPHY, NC 28906	828-835-3366	Donna Sharp	donna@tristatelifesafety.com
TSI Solutions, Inc.	108349	8300 BOONE BLVD., STE 508, VIENNA, VA 22182	877-871-6228	Anthony Daquin	adaquin@tsi.com
Twilight Security	16932	1355 Fairfax Ave, Ste A, San Francisco, CA 94124	415-252-1955	Alton B. Wong, Jr.	twilight_sec@sbcglobal.net
URS Electronics	12141	123 NE 7TH AVE., PORTLAND, OR 97232	503-233-7151	Mark Godfrey	mark.godfrey@urle.com
Vector Resources	108139	3530 VOYAGER ST, TORRANCE, CA. 90503	800-929-4516	Jeff Zukerman	jzukerman@vectorusa.com
Wholesale Ind. Electronics	4675	515 EAST BAY ST., CHARLESTON, SC 29403	843-722-2634	Johnny Sanders	jsanders@wiinc.com

GSA Dealers - 1-8-13					
Company Name	Account Number	Expiration Date	Territory	Contact	Email Contact
Access Control Group	104142	1/15/2014	6B	Cliff King	cking@accesscontrolgroup.net
Advanced Automation Systems, Inc.	106657	1/15/2014	7	Donald French	dfrench@asdifference.com
Advanced Security Contractors, Inc.	103287	1/28/2014	8	Virginia A. Robinson	virginia@ascsecure.com
Alarm Electronics & Communications, LLC. (AE&C)	107205	1/15/2014	19	Marc Forman	aec@commspeed.net
Audio Video Systems	10806	1/15/2014	7	Angela Bernard	angela@cctvrepair.com
Black Creek	12258	6/9/2012	6B	Connie Hill	chill@blackcreekisc.com
Blue Ridge Security Systems	106107	6/10/2011	6A	Ed Hubbard	ed.hubbard@blueridge.coop
Colsa Solutions, Inc.	105000	6/17/2011	6B	Jonathan Phillips	jphillips@colsa.com
Convergent Technologies, LLC.	104949	4/27/2012	8	Steve Montgomery	steve.montgomery@convergent.com
Cornerstone, Inc.	107677	9/8/2011	15A	Kevin Freese	cornerstoneinc@bresnan.net
Corps Security	105674	11/1/2011	4	Gerald Klein	consultgak@aol.com
EAI Security Systems	105752	7/21/2011	4	Dave Damato	dave.damato@eaisecurity.net
EO Integrated Systems, Inc.	105700	12/6/2011	21	Donald Rochon	dmrochon@eoisi.com
Esitech	20933	6/10/2011	4	Cori Pike	c.pike@esitechinc.com
Evergreen Fire and Security *Need K.Hansen approval to renew	107618	12/6/2011	15A	Tim Braden	tbraden@evergreenfire.com
Fire, Security, & Sound Systems, Inc.	108060	10/4/2012	22A	Sean Reilly	seanreilly@firesecuritysound.com
Georgia Alabama Woodlands DBA Access Digital Group, Inc.	106768	6/10/2011	6A	Mike Gibbs	mike.gibbs@aol.com
ICE Automation Group	107201	4/28/2011	6A	James Smith	jsmith@iceautomationgroup.com
Integrated Matrix Solutions, Inc.	106166	12/6/2011	5	Andrea S. Porter	aporter@imatrx.com
Integrated Security Resources	100253	11/1/2011	15A	Chris Franco	cfranco@isr1.com
Master Communications	106905	1/10/2014	8A	Julie Enright	julieenright@mastercomm.com
Master Fire & Security Systems	103515	10/4/2013	5	Michael S. Sullivan	msul@ma.rr.com
(MCB Enterprise) dba Security & Access Systems	101775	1/28/2014	19	Chris Ipitotis	cipitotis@sasnm.net
McCord Communications	102747	7/21/2011	6B	Mike Bennett	mike.bennett@mccordcomm.com
MSA Systems Integration, Inc.	104403	3/23/2013	3	Kenneth Bock	kbock@msasi.net
National Safe & Security Systems, Inc.	105047	1/8/2014	5	Tom Bruck	tom@nationalsafe.com
Norment Security Group	22093	7/28/2011	6A	Shawn Huber	shawn.huber@normentsecurity.com
Onepath Systems, LLC.	108065	9/13/2013	6A	Robert Catanach	bc@onepathsystems.com
Pacific Systems Integrators, Inc.	107765	1/28/2014	15B	Patrick Fish	pat@pacsyst.com
Portneuf Electric	106720	11/9/2011	15A	Terri Harris	terrih@portneufelectric.com
Pro-Tec Design	19113	6/10/2011	9	Tom Hagen	thagen@pro-tecdesign.com
Rexmoore	17745	1/28/2014	15B	Doug Cuthbert	doug.cuthbert@rexmoore.com
Robblee's Total Security, Inc.	100029	4/27/2012	15A	James Patterson	jim@robblees.com
Save on Video	10659	1/28/2014	17	Bryan Merjan	bryan@saveonvideo.com
Sentrillion	102854	1/28/2014	19	Bryan Ackerman	bryan.ackerman@sentrillion.com
SFI Electronics, Inc.	3572	6/30/2011	6A	Bob Hinton	bhinton@sfi-electronics.com
Signature Control Systems	107303	7/21/2011	5	Jeffrey E. Perretta	jeperretta@signaturecontrols.com
Signet Technologies	106888	1/28/2014	4	Bill Burgess	bill.burgess@signetinc.com
Silent Guard	105342	1/10/2014	7	Madelyn Levy	ml@silentguardsystems.com
South Western Communications, Inc., Alabama	3356	7/21/2011	6B	Rick Holmes	rick@swcdec.net
South Western Communications, Inc., Indiana	3356	1/17/2012	23	Dennis E. Skinner	dskinner@swc.net
Strategic Solutions Unlimited	108219	1/10/2014	4	Erik Ross	erik@ssuinc.us
T&R Alarm Systems, Inc.	104326	6/6/2012	3	Thomas Sansone	tomsr@tralarm.com
Technical Innovation	106035	7/21/2011	6B	David Berndt	dberndt@technical-innovation.net
Total Protection	16982	6/22/2010	8	Matt Donnell	md@totalprotection.com
Triad Security Systems	16550	1/15/2014	3	Richard Sylvestro	rick@triadsecurity.com
Vector Resources	108139	1/28/2014	17	Jeff Zukerman	jzukerman@vectorusa.com
Wholesale Ind. Electronics	4675	10/4/2012	6A	Johnny Sanders	jsanders@wieinc.com



# CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: November 16, 2015

**SUBJECT:** Resolution for the City to add a Health Care Flexible Spending account (FSA) benefit for all eligible employees.

**DEPT. OF ORIGIN:** Human Resources  
**DATE SUBMITTED:** November 9, 2015  
**SUBMITTED BY:** Nicole Sweet, HR Director

**Summary:** The City is requesting to add an FSA program for the 2016 calendar year for all eligible employees. Through an AON supported vendor selection process, we have selected Discovery Benefits as the administrative provider. Discovery Benefits has a per member per month cost structure of \$4.40 for administrative fees. As this is a new benefit for this calendar year, annualized cost is only estimated. Our initial projections are for 70 members at a cost of \$4.40 per member per month or \$3,696.00 per year. Employees would participate through payroll deductions for a maximum allowable contribution of \$2550 per year. Deductions would be on a pretax basis. Contributions would be eligible for a \$500 year-to-year rollover.

### RECOMENDATION

We recommend adding a Health Care Flexible Spending Account (FSA) benefit for the employees of the City of Hobbs. Furthermore, we recommend adding Discovery Benefits as our FSA administrative provider.

### **Fiscal Impact:**

Reviewed By:   
Finance Department

City of Hobbs will cover 100% of administrative costs from account 010170-42641 (Wellness Program) with no cost to the employee.

### **Attachments:**

FSA Administration Marketing Results Report (AON), FSA Employee Guide by Discovery Benefits, Guide to the Benefits Debit Card by Discovery Benefits, and the Discovery Benefits Mobile App.

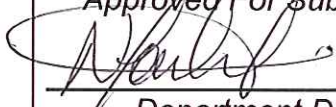
### **Legal Review:**

Approved As To Form:   
City Attorney

### **Recommendation:**

The Commission approves the addition of the 2016 Health Care FSA benefit through Discovery Benefits as the administrative provider.

Approved For Submittal By:



Department Director Acting

  
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. 6384

A RESOLUTION APPROVING THE ADDITION OF A  
HEALTH CARE FLEXIBLE SPENDING ACCOUNT BENEFIT

WHEREAS, the City is requesting to add a Health Care "Flexible Spending Account" (FSA) benefit for all eligible employees; and

WHEREAS, Discovery Benefits has been selected as the administrative provider; and

WHEREAS, Discovery Benefits has a per member per month cost structure of \$4.40 for administrative fees with our initial projection being for 70 members at a cost of \$3,696.00 per year; and

WHEREAS, employees would participate through payroll deduction for a maximum allowable contribution of \$2,550.00 per year and contributions would be eligible for a \$500.00 year-to-year rollover.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be authorized and directed to approve the addition of a Health Care Flexible Spending Account for all eligible employees.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of November, 2015.

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

ATTEST:

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



# Discovery Benefits Mobile Application



**GO  
MOBILE**



Download for **FREE** today by searching for "Discovery Benefits Mobile" in the iTunes or Google Play stores.



**Our mobile app lets you upload receipts, check balances, file claims, view filing dates and contact customer service all from the palm of your hand!**

## What are the benefits of using the Discovery Benefits mobile app?

The app allows you to manage your Flexible Spending Account, Health Savings Account or Health Reimbursement Arrangement information on the go, with convenient access to your Discovery Benefits account information. Need to view details about a claim or report a lost or stolen debit card? No problem. Open up our mobile application and do it all from your mobile device.

## Will my information be safe?

Most definitely. The data transfer in our app is completely secure, as we utilize 128-bit SSL on all mobile transmissions and require a passcode each time you enter the app. No pictures will be stored on your phone, so you can rest assured that your information is safe.

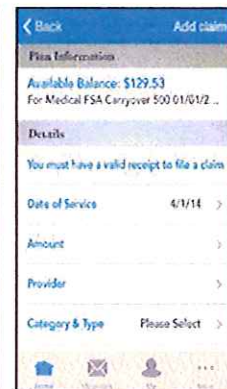
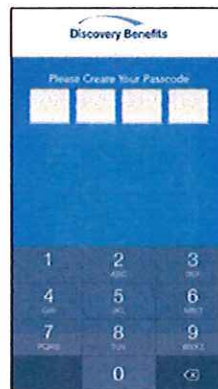
## Which devices support the app?

Our mobile app is available for iPhone, iPad and Android devices.

## How much does it cost?

The app is completely free to download in the [iTunes](#) or [Google Play](#) stores.

## What does the interface look like?



**Discovery Benefits**

[www.DiscoveryBenefits.com](http://www.DiscoveryBenefits.com)



## Guide to the Benefits Debit Card

### Advantages of the Discovery Benefits Debit Card

- Less out-of-pocket expenses at the time of service
- No waiting for reimbursement
- Merchant is paid directly at the point of sale
- Increased use of funds, less chance to forfeit at the end of the year
- Benefits Debit Card is valid for three years

### How It Works:

- Use the Discovery Benefits Debit Card to pay for eligible services and products. Payments are automatically withdrawn from your reimbursement account, so there are less out-of-pocket costs. Merchants with the Inventory Information Approval System (IIAS) can provide all IRS-required information right at the point of sale. Your debit card will also work at pharmacies and drug stores that meet the IRS' 90% rule. Documentation needs to be provided for purchases made at a 90% merchant. An IIAS and 90% merchant list can be located on our website at [www.discoverybenefits.com](http://www.discoverybenefits.com).
- PIN numbers can be set up for your Benefits Debit Card. In order to set up a PIN number, please call Discovery's automated response system at 866.451.3399, option 1 to identify that you are a participant, option 1 to identify which plan and option 3 to select PIN. Please have your card available for reference in order to expedite the process. **Note:** HSAs are exempt from this PIN process. PINs will only allow you to pay for eligible goods and services at the point-of-sale; cash-back and ATM transactions will not be allowed.

### Documentation/Receipts:

- Due to IRS regulations, certain debit card transactions need to be substantiated. Substantiating means validating a transaction to ensure the debit card was used for IRS approved items/services within the allowed time frame. If documentation is required for a debit card transaction you will receive email notifications to log in to your account to view Receipt Reminders. The Receipt Reminder will display the documentation required and your next steps. *\*\*If you do not have an email address on file, a Receipt Reminder will be mailed.*
- Debit card use will be put on temporary hold if documentation is not received within the designated time period. You will be asked to pay back the plan or offset the ineligible amount with documentation for eligible out-of-pocket expenses incurred within the same plan year. The Benefits Debit Card will be reactivated as soon as the appropriate documentation or repayment is received.

### When Documentation Is Not Needed:

- Co-payments tied to the account holder's health plan. These amounts need to be communicated to Discovery Benefits by your employer.
- Purchases made at merchants using the Inventory Information Approval System (IIAS). These merchants will approve eligible expenses at the point of purchase. When using your debit card at these merchants, swipe your debit card for the entire purchase. The items that are eligible expenses will be approved, and the merchant will ask for a secondary form of payment for ineligible items.
- Recurring expenses that match the same provider and dollar amount for previously substantiated transactions. (e.g., orthodontia claims, maintenance prescription drugs/services).



### ***When Documentation Is Needed:***

- Debit card transactions that do not meet the above criteria will need additional documentation due to IRS regulations. If documentation is required for a debit card transaction you will receive email notifications to log in to your account to view Receipt Reminders. The Receipt Reminder will display the documentation required and your next steps. *\*\*If you do not have an email address on file, a Receipt Reminder will be mailed.*

### **Documentation Requirements:**

- Documentation for **medical expenses**, which is required by the IRS, includes a receipt/statement containing: name of the provider, date(s) of service, type(s) of service and amount (after insurance, if applicable). Explanation of Benefits (EOB) provided by insurance provider are ideal for substantiating claims.
  - When submitting a receipt for a co-payment amount, please be sure the co-payment description is on the receipt. In some cases, you will need to ask for a receipt at the point of service. If "co-payment" is not clearly identified, have the provider write "co-payment" on the receipt and sign it.
- Documentation for **dependent care expenses**, which is required by the IRS, includes a receipt containing: name of provider, date(s) of service, type(s) of service and dollar amount. NOTE: The daycare provider's signature on the Receipt Reminder will replace the need to submit a receipt.

Unacceptable forms of documentation include the following:

- Provider statements that only indicate the amount paid, balance forward or previous balance
- Credit card receipt
- Missing or vague medical practitioner's note
- Bills for prepaid dependent care/medical expenses where services have not yet occurred

### **How to Submit Documentation:**

Documentation can be uploaded by logging in to your account at [www.discoverybenefits.com](http://www.discoverybenefits.com) or by using the mobile app feature. If you chose to fax your documentation, please include the Receipt Reminder. Processing time is two business days; if further action is required, you will be notified in writing. Documentation is processed on a Central Time zone basis.

Participant Services – Hours of Operations	7:00 a.m. to 7:00 p.m. CT (M-F)
Participant Services Toll-Free Phone Number	866-451-3399
Mailing Address	Discovery Benefits PO Box 2926 Fargo, ND 58108
Participant Services Toll-Free Fax Number	866-451-3245
Participant Services Email Address (inquires only, please do not submit documentation to this address)	<a href="mailto:customerservice@discoverybenefits.com">customerservice@discoverybenefits.com</a>



# FSA Administration Marketing Results Report

**City of Hobbs, New Mexico  
January 1, 2016**



**Prepared by Aon**  
U.S. Health & Benefits

Presentation to City of Hobbs, New Mexico

**AON**  
Empower Results®

## **Table of Contents**

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- Executive Summary
- Financial Results Summary
- Performance Guarantees
- Next Steps and Sample Finalist Agenda
  
- Appendix – Reference Excel File for Detailed Questionnaire and Responses



## Executive Summary

- On behalf of City of Hobbs, New Mexico, Aon solicited bids for FSA for a January 1, 2016 effective date.
- Competitive proposals were received from the following vendors:

Vendor	
Benefit Resource, Inc.	Quoted FSA
Chard Snyder	Quoted FSA
Connect Your Care	Quoted FSA
Discovery Benefits	Quoted FSA
Flex Plan Services, Inc.	Quoted FSA
HealthEquity	Declined to Quote
Optum	Quoted FSA
PayFlex	Quoted FSA
WageWorks	Quoted FSA

# Financial Summary

	Benefit Resource	Chard Snyder	Connect Your Care	Discovery Benefits	Flex Plan Services, Inc.	Optum	PayFlex	WageWorks
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Estimated Annual Cost</b>								
FSA First Year	\$2,730	\$3,318	\$3,360	\$3,696	\$2,940	\$4,600	\$4,910	\$3,318
<b>Estimated First Year Total Cost</b>	<b>\$2,730</b>	<b>\$3,318</b>	<b>\$3,360</b>	<b>\$3,696</b>	<b>\$2,940</b>	<b>\$4,600</b>	<b>\$4,910</b>	<b>\$3,318</b>
FSA Second Year	\$2,730	\$3,318	\$3,360	\$3,696	\$2,940	\$4,200	\$4,910	\$3,318
<b>Estimated Second Year Total Cost</b>	<b>\$2,730</b>	<b>\$3,318</b>	<b>\$3,360</b>	<b>\$3,696</b>	<b>\$2,940</b>	<b>\$4,200</b>	<b>\$4,910</b>	<b>\$3,318</b>
<b>Average Annual Cost 2 Years</b>	<b>\$2,730</b>	<b>\$3,318</b>	<b>\$3,360</b>	<b>\$3,696</b>	<b>\$2,940</b>	<b>\$4,400</b>	<b>\$4,910</b>	<b>\$3,318</b>

Proposals Effective Date: January 1, 2016

**Notes:**

Rate Guarantees are included in the preceding pages  
 HealthEquity declined to bid as this would be a non-integrated FSA with BCBS of NM.



# Financial Details and Optional Fees – FSA

	Benefit Resource	Chard Snyder	Connect Your Care	Discovery Benefits	Flex Plan Services, Inc.	Optum	PayFlex	WageWorks
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>FSA Fees</b>								
Initial Set Up Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$500.00	\$0.00
Health Care Admin Fee	\$3.25	\$3.95	\$4.00	\$4.40	\$3.50	\$5.00	\$5.25	\$3.95
Dependent Care Admin Fee	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Healthcare FSA and the Dependent Care FSA, Carrier charges one fee for that participant.
Limited Purpose Admin Fee	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.	If a participant is enrolled in both the Dependent Care FSA and the Limited Purpose FSA, Carrier charges one fee for that participant.
Debit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Re-enrollment Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00
Minimum Monthly Fee	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00	\$150.00	\$150.00	\$0.00
Assumed Participants	70	70	70	70	70	70	70	70
<b>First Year Cost Calculation</b>	<b>\$2,730</b>	<b>\$3,318</b>	<b>\$3,360</b>	<b>\$3,696</b>	<b>\$2,940</b>	<b>\$4,600</b>	<b>\$4,910</b>	<b>\$3,318</b>
<b>Second Year Cost Calculation</b>	<b>\$2,730</b>	<b>\$3,318</b>	<b>\$3,360</b>	<b>\$3,696</b>	<b>\$2,940</b>	<b>\$4,200</b>	<b>\$4,910</b>	<b>\$3,318</b>
Rate Guarantee	3 Years	5 Years	3 Years	5 Years	5 Years	3 Years	3 Years	5 Years

# Financial Details and Optional Fees – FSA (Continued)

Optional Fees and Thresholds	Benefit Resource <i>Proposed</i>	Chard Snyder <i>Proposed</i>	Connect Your Care <i>Proposed</i>	Discovery Benefits <i>Proposed</i>	Flex Plan Services, Inc. <i>Proposed</i>	Optum <i>Proposed</i>	PayFlex <i>Proposed</i>	WageWorks <i>Proposed</i>
Enrollment Kits	Electronic: Included	Included	Electronic: Included	Included	Electronic: Included	Electronic: Included	Electronic: Included	Electronic: Included Standard Paper Communication Materials: Included
Non Discrimination Testing	Included	Included	Contingent Upon Total Employee Population	Included	Included	\$250.00	Included - 3 Out of 9 tests 1) 25% Key Concentration Test, 2) Dependent Care Assistance 5% Owners Concentration Test and 3) Dependent Care Assistance 55% Average Benefits Test for Highly Compensated Employees.	Included
Model Plan Document	Included	Included	Template included	Included	Included	\$475.00	Included. Draft, Soft Copies in Microsoft Word Format	Included
SPD Draft	Included	Included	Template included	Included	Included	Included with Master Plan Document	Included. Draft, Soft Copies in Microsoft Word Format	Included
EE Statement Frequency	With Each Reimbursement	Online Access Quarterly	Online Access \$1.00/Paper Statement	Monthly via Portal	Determined by Client. There is No Charge for Statements (Electronic or Paper)	Online Access	Online Access - \$0.00 Account balances can also be obtained via the Participant Website, EOP and Mobile App at no charge. Available monthly or quarterly for a charge of \$1.50 per participant per month for monthly or \$0.50 per participant per month for quarterly statements.	Included: WageWorks Provides an Online On-demand Statement of Activity via the Participant Website
Check Frequency	Weekly	Weekly	Daily	Daily	Determined by Client	Daily	Client Defined - as Often as Daily	Daily





# Performance Guarantees

	Benefit Resource	Chard Snyder	Connect Your Care	Discovery Benefits	Flex Plan Services, Inc.	Optum	PayFlex	WageWorks
FSA Performance Guarantees (if yes, please reference standards)	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Total amount at risk:	Up to 35% of Monthly Administration Fees	10% of Administrative Fees	Not Applicable	15% - Benefits	\$1,250.00 for Year 1 and \$750.00 for Years 2-3	Maximum of 10%	Not Applicable	10%



## **Next Steps**

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- Select 3 Finalists
  - Request References
  
- Facilitate Finalist Meetings
  - Online (WebEx) or Live
  
- Negotiate Best and Final Offerings with Selected Administrators

## Sample Finalist Agenda

- Introductions, Vendor Overview, and Value Proposition
- Summary of Financial Offer
- Technology Overview
  - Member Portal Experience
  - Employer Portal Experience
  - Other Technology Capabilities
- Operational Overview
  - Claims Processing
  - Customer Service
- Overview of FSA Fees and Investment Options
- Implementation
  - Communications
- Closing Thoughts