

Hobbs City Commission

Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman	District 1
Cynthia D. Calderon	District 2
Patricia A. Taylor	District 3
Joseph D. Calderón	District 4
Garry A. Buie	District 5
Don R. Gerth	District 6

City Manager

J. J. Murphy

January 17, 2017



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

Tuesday, January 17, 2017 - 6:00 p.m.

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner - District 1

Cynthia D. Calderon
Commissioner - District 2

Patricia A. Taylor
Commissioner - District 3

Joseph D. Calderón
Commissioner - District 4

Garry A. Buie
Commissioner - District 5

Don R. Gerth
Commissioner - District 6

A G E N D A

*City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio
and Available via Livestream at www.hobbsnm.org*

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the January 3, 2017, Regular Commission Meeting
2. Minutes of the January 4, 2017, Special Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

3. Proclaiming Monday, January 16, 2017, as "Dr. Martin Luther King, Jr., Day"

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.)

None

DISCUSSION

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

4. Consideration of Approval of Travel and Professional Development Training Expenses for J. J. Murphy to Attend the Harvard Kennedy School Program Entitled "Leadership for the 21st Century" (*J. J. Murphy*)
5. **FINAL ADOPTION**: Ordinance No. 1099 - Amending Chapter 8.32 of the Hobbs Municipal Code Pertaining to Adoption of the 2015 International Fire Code (*Fire Marshal Shawn Williams*)
6. **FINAL ADOPTION**: Ordinance No. 1100 - Amending Section 2.28.040 of the Hobbs Municipal Code to Allow Meetings of the Community Affairs Board to be Held Every Other Month (*Doug McDaniel*)
7. Resolution No. 6509 - Authorizing Budgetary Adjustment #4 for the Fiscal Year 2016-2017 (*Deborah Corral*)
8. Consideration of Approval of Bid No. 1550-17 for C.O.R.E./HWLC Off-Site Utility Extension Project and Recommendation to Accept Bid from Desert Utility & Paving, LLC, in the Amount of \$406,390.00 Plus GRT (*Todd Randall*)
9. Consideration of Approval of Task Order to Pettigrew & Associates for an Elevated Reservoir Feasibility Study (*Tim Woomer*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

10. Next Meeting Date:

- ▶ Regular Meeting - **Monday, February 6, 2017**, 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: January 17, 2017

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of January 3, 2017
- ▶ Special Commission Meeting of January 4, 2017

Fiscal Impact:

Reviewed By: _____
Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve the minutes as presented.

Approved For Submittal By:



Department Director



City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

Minutes of the regular meeting of the Hobbs City Commission held on January 3, 2017, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Call to Order and Roll Call

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

Mayor Sam D. Cobb
Commissioner Marshall R. Newman
Commissioner Patricia A. Taylor
Commissioner Joseph D. Calderón
Commissioner Garry A. Buie
Commissioner Don Gerth

Also present:

J. J. Murphy, City Manager
Mike Stone, City Attorney
Efren Cortez, Assistant City Attorney
Chris McCall, Police Chief
Charles Cunningham, Police Captain
Michael Walker, Police Captain
Manny Gomez, Fire Chief
Barry Young, Deputy Fire Chief
Paul Thompson, Fire Captain
Todd Randall, City Engineer
Deborah Corral, Assistant Finance Director
Tanya Sanchez, Accounting Operations Supervisor
Ronny Choate, General Services Director
Shawn Williams, Fire Marshal
Nicholas Goulet, Human Resources Director
Karen Nevarez, Assistant Human Resources Director
Ron Roberts, Information Technology Director
Doug McDaniel, Parks and Recreation Director
Matt Hughes, Golf Course Superintendent
Britt Lusk, Teen Center Supervisor
Sandy Farrell, Library Director
Ann Betzen, Executive Assistant/Risk Manager
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
15 citizens

Invocation and Pledge of Allegiance

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

Mayor Cobb welcomed everyone to the meeting and wished all a Happy New Year.

Approval of Minutes

Commissioner Calderón moved that the minutes of the regular meeting held on December 19, 2016, be approved as presented. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Calderón yes, Taylor yes, Buie yes, Gerth 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 Calderón moved for approval of the following Consent Agenda Item(s):

Resolution No. 6505 - Declaring All Meetings of the City Commission and Boards to be Public Meetings.

Resolution No. 6506 - Authorizing the Appointment of Commissioner Don Gerth to Serve as the Liaison to the Community Affairs Board.

Resolution No. 6507 - Authorizing the Mayor to Approve a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 2018 for the Hobbs Fire Department.

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

Discussion

There were no items presented for discussion.

Action Items

Consideration of Approval of the Paid Time Off (PTO) Payout for Calendar Year 2016.

Mr. J. J. Murphy, City Manager, explained the Paid Time Off (PTO) Payout for Calendar Year 2016 and stated the PTO cap for all general employees is 320 hours and the cap for fire and police shift employees is 456 hours. He stated at the end of each calendar year, any employee who is over his/her PTO will be paid for every hour over the cap. Mr. Murphy stated normally the end of the year payout is not brought before the Commission for approval but the PTO ordinance states "In the event the City's general fund cash reserve dips below 20% at the end of the fiscal year, the City may elect to increase paid time off caps until the following year in which the general fund cash reserve is above 20%". He stated the general fund has dropped below 20% due to budget adjustments approved by the Commission. Mr. Murphy stated an Administrative Regulation was imposed stating exempt employees are required to utilize 40 PTO hours annually in order to avoid banking all their PTO hours and receive a huge payout. He stated only one exempt employee from the Hobbs Animal Shelter did not utilize 40 hours for the year due to staffing shortages and being unable to take time off.

In reply to Mayor Cobb's question, Mr. Murphy stated if the PTO hours above the cap are not paid out, the legacy cost increases from year-to-year. He stated employee earnings have increased by 17% for the past four years due to COLA and merit increases.

Mr. Murphy stated 40,000 hours of sick leave were written off the books when the City converted from Vacation/Sick Leave to PTO.

Commissioner Newman stated the PTO policy needs to be revisited because it causes concern if employees are not taking 40 consecutive PTO hours at once for health and well being so they can receive a payout.

Commissioner Newman stated the City did not have a liability in the old plan with sick leave because if the employee quit, they would not receive a payout. He also stated that in the past employees could only contribute sick leave to fellow employees in time of need but it is easier to give away PTO. He continued to state that he does not see a savings in the new PTO plan.

Mr. Murphy stated a retired employee would receive a payout on a portion of their sick leave in the previous plan. Commissioner Newman stated the retiree would receive a three to one payout on their sick leave.

In reply to Commissioner Gerth's question, Mr. Murphy stated all City employees accumulate PTO. He further stated regular employees work 2,080 hours annually and police/fire shift work 2,920 hours annually; therefore, they accumulate PTO at a different rate based on a five-tier plan. Mr. Murphy stated the City will pay down to 320 PTO hours in order to reduce the City's liability.

Mayor Cobb stated the Commission does owe it to the taxpayers to revisit the PTO system. He stated all policies are subject to change. Mayor Cobb further stated the City needs to be sensitive to its employees and reward employee longevity.

Mr. Mike Stone, City Attorney, stated City employees did invest in the new PTO plan when it was implemented by losing 25% of the sick and vacation time they had accumulated under the old system. Commissioner Newman stated he did not want to take away from employees but he would like to revisit the plan.

Mayor Cobb stated the City has an active Commission and all employees in virtually every Department have been affected by the City's economic growth.

Following a brief discussion, Commissioner Newman moved to approve the PTO Payout for Calendar Year 2016 in the amount of \$243,124.95. Commissioner Calderón seconded the motion and the vote was recorded as follows: Newman yes, Calderón yes, Taylor yes, Buie yes, Gerth yes, Cobb yes. The motion carried.

Comments by City Commissioners, City Manager

Mr. Murphy stated the City has received three applications for the vacant position of City Commissioner for District 2 as follows: Cynthia Calderón, Jim Carlson and Christopher Mills. Mayor Cobb requested that the applicants stand if present. All three applicants were present in the audience. Mayor Cobb stated a special Commission Meeting will be held on January 4, 2017, at 5:00 p.m., to make the selection for a Commissioner for District 2.

Commissioner Newman stated he was absent from the last Commission meeting due to being in the hospital. He thanked everyone for the phone calls, texts, visits and prayers.

Commissioner Buie stated 2017 has started good in the workforce and wished everyone a Happy New Year.

Commissioner Calderón stated his New Year's resolution is to become nicer.

Commissioner Taylor stated she was absent from the last Commission meeting due to family obligations. She wished everyone a Happy New Year.

Commissioner Gerth stated 2017 will be busy in the workforce if the price of oil goes up and to be prepared for a busy new year.

Mayor Cobb stated a Job Creation Listening Tour Round Table with New Mexico Legislators will be held on Friday, January 6, 2017, at 9:30 a.m., in the City Commission Chamber, 200 East Broadway, 1st Floor Annex. He stated the Legislators will be hearing concerns in the community. Mayor Cobb stated all the Chambers of Commerce will be contacted to inform the stakeholders of Hobbs to attend.

Adjournment

There being no further discussion or business, Commissioner Calderón moved that the meeting adjourn. Commissioner Newman seconded the motion. The vote was recorded as follows: Newman yes, Taylor yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 6:25 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Minutes of the special meeting of the Hobbs City Commission held on Wednesday, January 4, 2017, in the City Commission Chambers, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico.

Call to Order and Roll Call

Mayor Cobb called the meeting to order at 5:00 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 Patricia A. Taylor
Commissioner Joseph D. Calderón
Commissioner Garry A. Buie
Commissioner Don Gerth

Also present:

J. J. Murphy, City Manager
Mike Stone, City Attorney
Efren Cortez, Assistant City Attorney
Brian Dunlap, Deputy Police Chief
Michael Walker, Police Captain
Charles Cunningham, Police Captain
Manny Gomez, Fire Chief
Barry Young, Deputy Fire Chief
Paul Thompson, Fire Captain
Raymond Bonilla, Community Services Director
Ronny Choate, General Services Director
Ron Roberts, Information Technology Director
Todd Randall, City Engineer
Kevin Robinson, Development Coordinator
Matt Hughes, Golf Superintendent
Nicholas Goulet, Human Resources Director
Sandy Farrell, Library Director
Doug McDaniel, Parks and Recreation Director
Brenda Taylor, Aquatic/Athletic Coordinator
Britt Lusk, Teen Center Supervisor
Ann Betzen, Executive Assistant/Risk Manager
Mollie Maldonado, Deputy City Clerk
Jan Fletcher, City Clerk
18 Citizens

Invocation and Pledge of Allegiance

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

Public Comments

Mr. Kirk Chavez, a citizen who resides at 2043 Highland, addressed concerns to the Commission regarding violation of a custodial Court order between his wife and her estranged husband.

After a lengthy discussion, Mr. Murphy stated the Hobbs Police Department will have a police report ready for pickup by 12:00 noon tomorrow regarding the incident.

Mr. Mike Stone, City Attorney, stated the report and documents need to be submitted to the District Attorney for their determination regarding prosecution.

Discussion

Mayor Cobb stated that Mr. Mke Stone, City Attorney, will explain the process for appointment of a City Commissioner to fill the vacancy in District 2. He stated that the City Commission has received three resumes and letters of interest from the following citizens:

Ms. Cynthia Calderón
Mr. Jim Carlson
Mr. Christopher Mills

Mr. Stone stated each applicant will be allowed five minutes to address the Commission. Once all of the applicants have addressed the Commission, they will be escorted to the conference room behind the Commission Chamber. Mr. Stone stated the City Clerk will draw names and each applicant will be invited to come before the Commission to answer two questions. He stated after all of the candidates have addressed the Commission, an open discussion will begin and a simple majority vote will be required by the Commission to appoint a City Commissioner to the vacant seat. Mayor Cobb stated Ms. Jan Fletcher, City Clerk, has verified that all applicants have meet the requirements set forth in the City Charter to fill the position of City Commissioner.

Ms. Cynthia Calderón, Mr. Jim Carlson and Mr. Christopher addressed comments to the Commission.

Mayor Cobb thanked the candidates for their comments. He asked the applicants to adjourn to the conference room behind the Commission Chamber and stated the City Clerk will draw names to determine the order for questioning. Mayor Cobb stated each applicant will have three minutes to answer each of the two questions and when finished, they may be seated in the Commission Chamber.

Each applicant was asked and answered the following questions:

1. "Your predecessor brought consensus-based leadership to this position, how would you continue his legacy?"; and
2. "Are you familiar with the time commitment for this position and are you prepared to dedicate the time necessary to serve in this position?"

After the question and answer session concluded, Mr. Stone stated the Commission has heard comments from all of the candidates and it is now time for the Commission to make a nomination for a City Commissioner for District 2.

Action Items

Resolution No. 6508 - Authorizing the Appointment of a City Commissioner to Fill the Vacancy in District 2 Due to the Resignation of Commissioner Jonathan Sena.

Mayor Cobb stated the term for the appointee for District 2 ends in March of 2018, at which time a candidate must seek election to the office.

Commissioner Joe Calderón nominated Ms. Cynthia Calderón to serve as City Commissioner for District 2. Commissioner Taylor seconded the motion and the vote was recorded as follows: Newman yes, Taylor yes, Joe Calderón yes, Buie no, Gerth yes, Cobb yes. The motion carried.

Mayor Cobb expressed appreciation to all of the applicants for their interest in District 6 and their willingness to serve the community.

Ms. Fletcher administered the oath of office to Ms. Cynthia Calderón.

Comments by City Commissioners, City Manager

Mr. Murphy congratulated Commissioner Cynthia Calderón and stated he is looking forward to the opportunity of working with her.

Mr. Murphy encouraged the other two candidates to keep their passion in serving the community.

Commissioner Gerth stated he is no longer the newest Commissioner on the Commission. He stated he also looks forward to working with Commissioner Cynthia on the Commission.

Commissioner Cynthia Calderón thanked everyone for being appointed to the Commission and stated it is a pleasure to call Hobbs her home.

Commissioner Taylor congratulated Commissioner Cynthia Calderón for being appointed as a City Commissioner. She also encouraged the other candidates to keep their passion on serving the community. Commissioner Taylor stated it is the public voices that makes a difference in our community.

Commissioner Joe Calderón stated the Hobbs Municipal Schools also have elections for its Board members and encouraged the other candidates to keep those positions in mind.

Commissioner Buie also encouraged the other candidates to keep their passion and desire to serve the community. He congratulated Commissioner Cynthia Calderón and welcomed her to the Commission.

Commissioner Newman thanked the other candidates for participating in the selection of a City Commissioner for District 2. He stated he will see them in the future as the Commissioners represent the City and not only their districts. Commissioner Newman congratulated Commissioner Cynthia Calderón on her appointment to the City Commission.

Mayor Cobb thanked everyone in attendance and all of the applicants for showing their interest in betterment of the community. He encouraged the other candidates to stay engaged with the community.

Mayor Cobb reminded everyone that a Job Creation Listening Tour Round Table with New Mexico Legislators will be held on Friday, January 6, 2017, at 9:30 a.m., in the City Commission Chamber, 200 East Broadway, 1st Floor Annex. He stated the Legislators will be hearing concerns in the community and the meeting is open to the public.

There being no further discussion, Commissioner Cynthia Calderón moved that the meeting adjourn. Commissioner Joe Calderón seconded the motion. The vote was recorded as follows: Newman yes, Taylor yes, Cynthia Calderón yes, Joe Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 6:15 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Office of the Mayor
Hobbs, New Mexico

PROCLAMATION

WHEREAS, Dr. Martin Luther King, Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, the *King Holiday and Service Act*, enacted in 1994, designated the *King Holiday* as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

WHEREAS, since 1994, millions of Americans have been inspired by the life and work of Dr. Martin Luther King, Jr. to serve their neighbors and communities on the King Holiday; and

WHEREAS, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

WHEREAS, the *King Day of Service* is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, *King Day of Service* is being organized by the local Hobbs Branch NAACP, involving a numerous wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

WHEREAS, each of us can and must contribute to making our communities better with increased opportunity for all our citizens; and

WHEREAS, the citizens of Hobbs and Lea County can participate in the city's events honoring Dr. King's memory and to reaffirm our common humanity on the King Holiday.

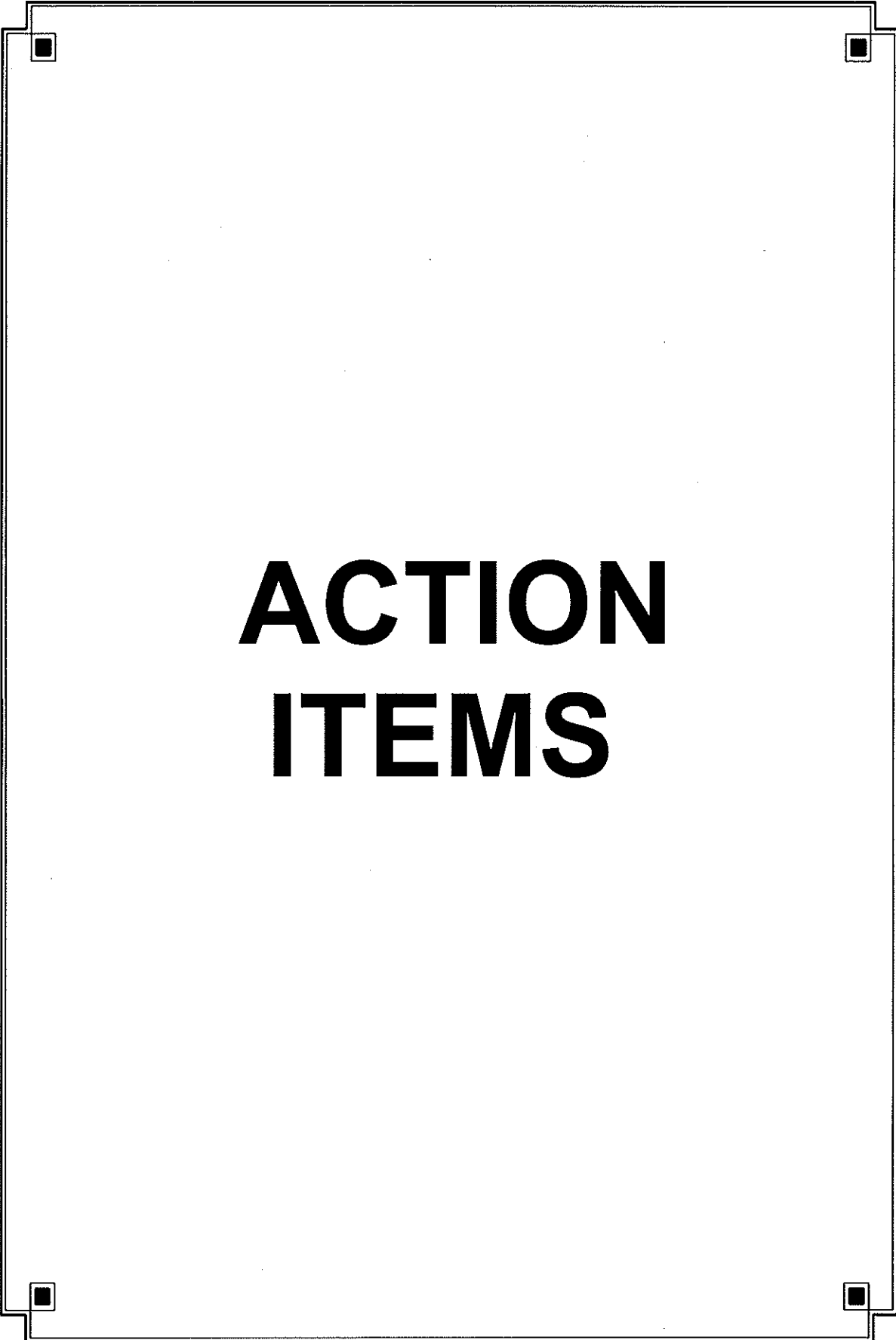
NOW, THEREFORE, I, *Sam Cobb, Mayor*; through the authority vested in me, proclaim January 16, as the Martin Luther King, Jr. Federal Holiday in Hobbs, and call upon the people of Lea County to pay tribute to the life and works of Dr. Martin Luther King, Jr. through participation in the March, and the city program held on Martin Luther King Day; and through the authority vested in me, encourage all residents to observe this day in Dr. King's memory.

IN WITNESS WHEREOF, I have hereunto set my hand this sixteenth day of January, in the year of our Lord two thousand seventeen.

SAM D. COBB, MAYOR

ATTEST:

JAN FLETCHER, City Clerk



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: Approving Travel and Professional Development Training Expenses for City Manager.

DEPT. OF ORIGIN: City Manager's Office
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: J. J. Murphy, City Manager

Summary: Per J.J.'s contract, Section 7(F) states, "City agrees to budget and to pay for the travel, subsistence and registration expenses of Murphy for such educational courses, institutes, and seminars that are necessary for his professional development and arise out of or are related to his duties performed on behalf of the city, which are approved in advance by the City Commission."

J.J. has applied and been accepted to a Harvard Kennedy School program titled "Leadership for the 21st Century" from January 29, 2017 until February 3, 2017.

The City Commission has approved his budget which has \$19,545.66 remaining and request the training expenses be ratified by the Commission.

Fiscal Impact:

Adequate funds are budgeted in the City Manager's Travel and Training line item for professional development expenses. The tuition is \$7,600.00 plus associated costs for airfare, ground services and some meals.

Reviewed By: *Cecilia Corral*
Finance Department

Attachments:

Legal Review:

Approved As To Form: *M. Lopez*
City Attorney

Recommendation: The Commission approve/disapprove of the training.

Approved For Submittal By:

Department Director

J.J. Murphy
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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



LEADERSHIP FOR THE 21ST CENTURY

Chaos, Conflict, and Courage

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Executive Education

YOU'RE HERE TO MAKE A DIFFERENCE.™



“Leadership for the 21st Century was the best training I have ever experienced, pushing me to my limits in a learning environment second to none. I left Harvard a different person.”

– MARVIN SIMS
EQUITY COORDINATOR
MOUNDS VIEW PUBLIC SCHOOLS
UNITED STATES

LEADERSHIP FOR THE 21ST CENTURY

CHAOS, CONFLICT, AND COURAGE

Every day, whether we know it or not, we make decisions that are based on a personal set of assumptions which are often guided by “gut instinct.” **Leadership for the 21st Century: Chaos, Conflict, and Courage** explores the reasons why we lead the way we do, offering you a transformative opportunity to learn how to exercise leadership with more courage, skill, and effectiveness.

While most leadership development offerings focus primarily on building a distinct set of skills and tactics, **Leadership for the 21st Century** goes beyond this framework, pushing you to think seriously about your deepest assumptions and most strongly held values. It will also encourage you to examine how your ideals, principles, and beliefs may have limited you in the past. By challenging you to look deeper than quick fix, short-term solutions, you will return home equipped with the tools and knowledge necessary to examine the competing commitments and loyalties within your own organization and community.





CURRICULUM

The unique teaching approach of **Leadership for the 21st Century** uses the group as a real-time case study. Key leadership concepts are learned in the moment as the dynamic classroom setting forces participants to confront some of the very same conditions that make exercising leadership so challenging and dangerous in the public sphere. You will experience the “perspirational” as well as the “inspirational” aspects of leadership, and collaborate with your colleagues to discuss and reflect upon your own personal leadership challenges, which will form the basis of peer-group consultations throughout the week.

Within the framework of lectures and group discussions, the curriculum will focus on:

- » Exercising leadership with and without authority
- » Analyzing and managing the dynamics that impede progress
- » Unlocking individual and group creativity
- » Translating purpose and commitment into effectiveness
- » Finding your voice
- » The centrality of purpose to the activity of leadership
- » The characteristics of effective intervention

You will actively exercise leadership in the classroom, help shape class conversations, and identify and question firmly held ideas about leadership. Class dynamics will also play an integral role in the program’s curriculum.

YOU’RE HERE TO MAKE A DIFFERENCE.SM

WHO SHOULD ATTEND

The program is intended for senior executives in public, corporate, and nonprofit organizations who wish to better understand the personal and political aspects of leadership and improve their own capabilities. Because each participant's experiences are critical to the learning process, a professionally and geographically diverse class will be selected.

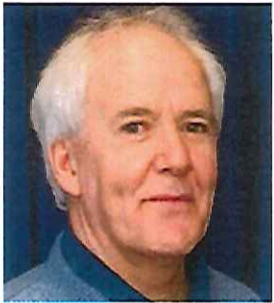


**TO APPLY OR LEARN ABOUT PROGRAM DATES,
CURRICULUM, TUITION, AND MORE, PLEASE VISIT**

[EXED.HKS.HARVARD.EDU/EE/LEAD](https://exed.hks.harvard.edu/ee/lead)

Admission is competitive and based on professional achievement and organizational responsibility. There are no formal educational requirements; however, fluency in written and spoken English is a necessity for participation.

FACULTY CHAIR



Hugh O'Doherty is Adjunct Lecturer in Public Policy at Harvard Kennedy School. He has taught leadership and conflict resolution at the Jepson School of Leadership Studies and the University of Maryland, where he directed the Ireland-U.S. Public Leadership Program for “emerging” leaders from all the political parties in Ireland. In Northern Ireland, O'Doherty led the Inter-Group Relations Project, an initiative bringing together political and community leaders in Ireland to establish protocols for political dialogue. He has consulted extensively with a variety of clients including the Irish Civil Service, the American Leadership Forum, the Episcopalian Clergy Leadership Program, and the Mohawk Community Leadership Program in Canada. O'Doherty has also consulted in Bosnia, Croatia, and Cyprus, and has addressed the United Nations Global Forum on Reinventing Government.

*“I loved the experience of **Leadership for the 21st Century** and found the diverse mix of participants, program content, and unique teaching approaches extremely engaging and thought-provoking.”*

– ELIZABETH WILDE
ASSISTANT SECRETARY, DEPARTMENT OF FOREIGN AFFAIRS AND TRADE
AUSTRALIA

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HARVARD Kennedy School

Executive Education

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Cambridge, MA 02138 USA
Phone: +1-617-496-9000
Email: exed@hks.harvard.edu
exed.hks.harvard.edu



LEADERSHIP FOR THE 21ST CENTURY: CHAOS, CONFLICT, AND COURAGE
SAMPLE SCHEDULE
Sessions, times, and faculty subject to change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 - 9:00 a.m. Breakfast	8:00 - 9:00 a.m. Breakfast	8:00 - 9:00 a.m. Breakfast	8:00 - 9:00 a.m. Breakfast	8:00 - 9:00 a.m. Breakfast
	9:00 - 10:30 a.m. Leadership and Authority Hugh O'Doherty	9:00 - 10:30 a.m. Purpose Hugh O'Doherty	9:00 - 10:30 a.m. Immunity to Change I Tim O'Brien	9:00 - 10:30 a.m. Loss and Loyalties I Ron Heifetz	9:00 - 10:15 am Leading in Times of Uncertainty Hugh O'Doherty
	10:30 - 11:00 a.m. Coffee Break	10:30 - 11:00 a.m. Coffee Break	10:30 - 11:00 a.m. Coffee Break	10:30 - 11:00 a.m. Coffee Break	10:15 -10:30 a.m. Coffee Break
	11:00 a.m. - 12:30 p.m. Technical vs. Adaptive Challenge Tim O'Brien	11:00-12:30 p.m. Application Groups II	11:00 a.m.- 12:30 p.m. Immunity to Change II Tim O'Brien	11:00 a.m.- 12:30 p.m. Loss and Loyalties II Ron Heifetz	10:30 -11:30 a.m. Designing an Experiment Hugh O'Doherty
12:30 - 3:30 p.m.	12:30 - 1:30 p.m. Lunch	12:30 - 1:30 p.m. Lunch	12:30 -1:30 p.m. Lunch	12:30 -1:30 p.m. Lunch	11:30- 12:30 p.m. Staying Alive, Closing and Graduation Hugh O'Doherty
Registration & Check in	1:30 - 3:00 p.m. Analyzing a Case Hugh O'Doherty	1:30 - 3:00 p.m. Authentic Leadership I Dana Born	1:30 -3:00 p.m. Adaptive Leadership: Insights from Diplomacy Eugene Kogan	1:30 -3:00 p.m. Leadership and Trust I Ron Ferguson	Boxed Lunches & Departure
4:30 - 6:00 p.m. Orientation Hugh O'Doherty	3:00 - 3:30 p.m. Coffee Break	3:00 - 3:30 p.m. Coffee Break/Group Photo	3:00 - 3:30 p.m. Coffee Break	3:00 -3:15 p.m. Coffee Break	
6:00 -7:00 p.m. Opening Dinner	3:30 - 5:30 p.m. Application Groups I	3:30 - 5:00 p.m. Authentic Leadership II Dana Born	3:30 - 5:00 p.m. Application Groups III	3:15 -4:30 p.m. Leadership and Trust II Ron Ferguson	
7:00 -7:45 p.m. Where Should We Begin? Hugh O'Doherty	5:30 p.m.- 7:00p.m. Dinner	5:15- 6:45 Working Dinner Hugh O'Doherty	Dinner on your own	4:30 - 6:00 p.m. Application Groups IV	
				6:00 pm Buses to HKS 6:15- 7:45pm Final Dinner at Harvard Kennedy School	



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: Adoption of 2015 International Fire Code
DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The City of Hobbs Fire Department is seeking to adopt the 2015 edition of the International Fire Code. The adoption of the 2015 edition will provide consistency with the 2015 edition of the International Building Code recently adopted by the City of Hobbs and the State of New Mexico. The request to adopt the 2015 edition was brought to the commission for publication during the December 19, 2016 meeting and the ordinance change has been publicized for a two week time period.

Fiscal Impact:

Reviewed By:

[Signature]
Finance Department

No fiscal impact with the adoption of this ordinance change.

Attachments:

- 1. Ordinance

Legal Review:

Approved As To Form:

[Signature]
City Attorney

Recommendation:

Approval for adoption of the 2015 edition of the International Fire Code.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

ORDINANCE NO. 1099

AN ORDINANCE AMENDING CHAPTER 8.32
OF THE HOBBS CITY FIRE CODE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS,
NEW MEXICO, that Section 8.32 of the City Fire Code be and is amended to read as
follows:

Chapter 8.32 - FIRE CODE

8.32.010 - International Fire Code—Adopted.

- A. There is adopted by the City Commission, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain code and those certain standards known as the International Fire Code, 2015 Edition, published by the International Fire Code Institute, along with the following appendix chapters:
 1. Appendix B, Fire-flow requirements for buildings;
 2. Appendix C, Fire hydrant locations and distribution;
 3. Appendix D, Fire apparatus access roads or as determined by authority having jurisdiction.
- B. The International Fire Code mentioned in subsection A of this section, including the enumerated appendices, is adopted, saved and except such portions as are deleted, modified or amended by this chapter. One (1) copy is filed in both the office of the City Clerk and the City Fire Prevention Bureau, and the same is adopted and incorporated as fully as set out at length herein, and the provisions thereof shall be controlling within the City.
- C. All references to Electrical, Mechanical and Plumbing in the International Fire Code are deleted and the blended codes as adopted by the New Mexico Building Code are referenced in this Fire Code.

8.32.020 - Establishment and duties of fire prevention services.

- A. The Fire Code, as adopted in Section 8.32.010 and as amended in this chapter, shall be enforced by the Bureau of Fire Prevention in the Fire Department of the City, which is established and which shall be operated under the supervision of the Chief of the Fire Department.

- B. The Chief of the Fire Department may detail such members of the Fire Department and Code Enforcement officers as shall from time to time be necessary to administer this code.
- C. The Fire Marshal is directed and empowered to enforce such rules and regulations necessary to carry out the duties of his or her office and more specifically to issue orders in conjunction with the Building Official in accordance with and as substantially embodied in the applicable provisions of the International Building Code, 2015 Edition, as adopted in Chapter 15.04 of this code, and all additions, amendments and changes as may occur therein.

8.32.030 - Definitions.

As used in this chapter:

"Building Official" means the designated authority charged with the administration and enforcement of the International Building Code.

"Fire Marshal" means the officer or the designated authority charged with the administration of the fire prevention bureau; "Fire Marshal" is interchangeable with "fire code official" in this chapter.

"Jurisdiction" means all property within the corporate limits of the City of Hobbs, New Mexico and that property within the extraterritorial zone.

8.32.040 - Establishment of limits— Areas in which storage of flammable or combustible liquids in outside aboveground tanks prohibited.

The limits referred to in Sections 5704.3.4 and 5704.34.3 of the International Fire Code, in which the storage of flammable or combustible liquids is restricted, is established as City limits, subject to any exceptions as may be established by those rules and regulations promulgated by the Chief of the Fire Department.

8.32.050 - Establishment of limits— Areas in which storage of liquefied petroleum gases prohibited.

The limits referred to in Section 6109.1 of the International Fire Code, in which storage and use of liquefied petroleum gas is restricted, are established as City limits. The aggregate capacity of any one (1) installation shall not exceed a two thousand (2,000) gallon water capacity in residential areas. Exceptions are where approved by the Fire Marshal in a multi-container location such as a dispensing station and bulk facilities.

8.32.060 - Reserved.

Editor's note— Ord. No. 1054, adopted Apr. 16, 2012, deleted § 8.32.060 which pertained to establishment of limits— Area in which storage of flammable cryogenic fluids in stationary containers prohibited and derived from Ord. 923 §§ 1, 2 (part), 2004.

8.32.070 - Amendments.

The International Fire Code is amended as set forth in this section. When an existing section number of the International Fire Code is referred to in the following section, the text in this section shall control. When a new section or subsection is referred to in the following section it shall be added to the International Fire Code, as adopted. The International Fire Code is amended and changed as follows:

Chapter 1 Administration.

Section 101.1 Title shall be amended to read as follows:

These regulations shall be known as the Fire Code of the City of Hobbs, hereinafter also referred to as "this code."

Section 104.6 Official records shall be amended to read as follows:

The fire code official shall keep official records as required by Sections 104.6 through 104.6.4. Such records shall be retained in accordance with the record retention requirements established by the City of Hobbs and State of New Mexico.

104.10.2 Section added with following language: Fire prevention personnel and police authority.

- A. Members of the fire prevention service shall have the powers of police officer in performing their duties under this code when:
 - 1. Such members of the fire prevention services have been certified by a law enforcement academy authorized by the State of New Mexico and;
 - 2. Such members have been commissioned as peace officers in the State of New Mexico;
- B. Members of the fire prevention service who meet the requirement stated in paragraphs (1) and (2) of subpart A of the section shall have the following powers:
 - 1. Powers of arrest for criminal matters;
 - 2. Authority to carry such weapons and utilizes such equipment necessary in the discharging of their duties pursuant to this code;
 - 3. Authority to investigate arson and related crimes if so appointed and authorized;

- C. All other members of the fire preventions services who do not meet the requirements of subpart A of this section shall have the power to issue citations only for violations of the International Fire Code, and have the authority to investigate arson and related crimes.

Section 105.7 Required construction permits shall be amended to read as follows:

The fire code official is authorized to issue construction permits for work as set forth in Sections 105.7 through 105.7.14. Such permits shall be processed through the City of Hobbs Fire Prevention Bureau and shall be in conformance with the requirements established by this code and the Building Inspection Division.

105.7.1.1 Section added with following language: Automatic fire-extinguishing systems. Hydraulic calculations shall be provided for modification to an existing automatic fire-extinguishing system requiring the installation of additional heads when either of the following occurs:

1. Number of heads being added exceeds 10.
2. Number of heads being added is greater than 10 percent of total heads for the system

The fire code official may require hydraulic calculations be submitted for and modification to an existing system with deemed necessary to adequately evaluate the impact on the system.

105.7.1.2 Section added with following language: Automatic fire-extinguishing systems. Hydraulic calculations shall be provided with a 10 psi safety margin on all commercial buildings requiring an automatic fire-extinguishing system.

The fire code official shall have the authority to reduce the safety margin where deemed adequate.

Section 108.1 Board of appeals established shall be amended to read as follows:

Whenever the chief disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, applicant may appeal from the decision to City Manager by writing to the Chief of the Fire Department requesting an appeal within 30 days of the aggrieved action.

Section 108.2 Limitations on authority shall be deleted in its entirety.

Section 108.3 Qualifications shall be deleted in its entirety.

Section 109.3 Violation penalties shall be deleted in its entirety; refer to section 8.32.080 of the Hobbs Municipal Code.

Section 111.4 Failure to comply shall be amended to read as follows:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be considered to be in violation of this code and shall be subject to the penalties as set forth in Section 109.3.

Chapter 4 Emergency Planning and Preparedness

Table 405.2 Fire and evacuation drill frequency and participation shall be amended as follows:

Group H occupancies shall be included with Group A occupancies in the table.

Chapter 9 Fire Protection Features

Section 902.1 Definitions shall have the definition of Standpipe System, Classes as amended to read as follows:

Standpipe classes are as follows:

Class I system. A system providing 2.5-inch (64 mm) hose connections to supply water for use by fire departments and those trained in handling heavy fire streams.

Class II system. A system providing 1.5-inch (38 mm) hose stations to supply water for use primarily by the building occupants or by the fire department during initial response. 1.5-inch hoses & hose cabinets shall not be provided, unless required by the Fire Code Official.

Class III system. A system providing 1.5-inch (38 mm) hose stations to supply water for use by building occupants and 2.5-inch (64 mm) hose connections to supply a larger volume of water for use by fire departments and those trained in handling heavy fire streams. 1.5-inch hoses and hose cabinets shall not be provided, unless required by the Fire Code Official.

Chapter 57 Flammable and Combustible Liquids

Section 5706.3 Well drilling operations shall be in accordance with Chapter 8.44 of the Hobbs Municipal Code.

8.32.080 - Violations—Penalties.

- A. Any person who violates any of the provisions of the Fire Code, as adopted and amended in this chapter [8.32], who fails to comply with the Fire Code, who violates or fails to comply with any order made under the Fire Code, who builds in violation

of any order made under the Fire Code, who builds in violation of any detailed statement of specifications or plans submitted and approved under the Fire Code or any certificate or permit issued under the Fire Code and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by this chapter or by a court of competent jurisdiction, within the required time, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than ninety (90) days or by both such fine and imprisonment. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time. When not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense.

- B. The application of the penalty in subsection A of this section shall not be held to prevent the enforced removal of prohibited conditions.

8.32.090 - Permits and fee schedule.

A fee of twenty-five dollars (\$25.00) shall be paid to the City of Hobbs for any permit required by this chapter or as required by the City of Hobbs Fire Department pursuant to its administrative regulations, unless a special permit fee is applicable. The fees for a special permit shall be as required by subsection D of this section.

- A. Definitions. As used in this section:

"Automatic fire sprinkler system" means a system that has a water supply, piping, valves, and sprinklers, and is designed to automatically detect and control an unwelcome fire in a building.

"Chemical automatic fire extinguishing system" means a system that uses a gaseous, liquid, or powder form of extinguishing agent, other than water or a water-foam mixture, to control an unwelcome fire. Such systems include at least a supply of the chemical agent, means to distribute the agent, and a fire detection system.

"Device" means a component of a fire alarm system that initiates a signal or that provides notification of a signal. Device also includes a component that transmits a signal or a fire alarm control panel.

"Fire alarm control panel" means a component of a fire alarm system that receives initiating signals and sends notification signals.

"Fire alarm system" means a system of components and circuits arranged to receive notification of a fire by automatic or manual means and arranged to initiate an appropriate warning signal.

"Sprinkler" means a device that is a part of an automatic fire sprinkler system, and is intended to spray suppression water into a fire environment.

B. Special Permit Requirement.

1. A special permit from the City of Hobbs Fire Department is required for the installation or modification of any automatic fire sprinkler system, chemical automatic fire extinguishing system, and fire alarm systems as defined in subsection A of this section.
2. Exception: A special permit shall not be required for the installation or modification of a fire alarm system in a single-family dwelling or in a two-family dwelling.

C. Application. Application for special permits shall be made on forms provided by the City of Hobbs Fire Department and shall include such plans and attached information as required. No work on the system requiring the special permit shall be done until the permit is issued by the Fire Department.

D. Special Permit Fees. Fees shall be paid to the City of Hobbs for any special permit required. Fees shall be paid at the time of application for a special permit.

1. The fee for special permit for an automatic fire sprinkler system shall be as follows:
 - a. For installation of systems or modifications to existing systems involving twenty (20) or fewer sprinklers, the fee shall be thirty dollars (\$30.00).
 - b. For installation of systems or modifications to existing systems involving twenty-one (21) to fifty (50) sprinklers the fee shall be fifty dollars (\$50.00).
 - c. For installation of systems or modifications to existing systems involving fifty-one (51) to one hundred (100) sprinklers the fee shall be one hundred dollars (\$100.00).
 - d. For installation of systems or modifications to existing systems involving more than one hundred (100) sprinklers the fee shall be one hundred-fifty dollars (\$150.00).
2. The fee for a special permit for a fire alarm system shall be as follows:
 - a. For installation of systems or modifications to existing systems involving no more than ten (10) devices, the fee shall be thirty dollars (\$30.00).
 - b. For installation of systems or modifications to existing systems involving eleven (11) to thirty (30) devices, the fee shall be fifty dollars (\$50.00).
 - c. For installation of systems or modifications to existing systems involving more than thirty (30) devices, the fee shall be one hundred dollars (\$100.00).

3. The fee for a special permit for a chemical automatic fire extinguishing system shall be as follows: for installation of systems or modifications to existing systems the fee shall be thirty dollars (\$30.00).
- E. Issuance. Applications for special permits shall be reviewed by the City of Hobbs Fire Department, and if in compliance with the applicable codes and regulations, the special permit shall be issued.
- F. Validity of Permit. The issuance of a permit or approval of plans shall not be construed to be a permit for, or an approval of, any violations of the provisions of the International Fire Code or any other ordinance of the City. The issuance of a permit shall not prevent the Fire Department from thereafter requiring the correction of errors in plans.
- G. Suspension or Revocation. The Fire Chief or the Fire Marshal may, in writing, suspend or revoke a special permit that has been issued in error, or issued on the basis of incorrect information supplied, or is otherwise in violation of any ordinance.
- H. Stop Orders. When any work is being done or a condition is being established contrary to the provisions of a special permit, the Fire Chief or the Fire Marshal may order the work stopped by notice in writing served on any persons engaged in doing or causing the work to be done. Such work shall stop until continuation is authorized in writing by the Fire Chief or the Fire Marshal.
- I. Expiration. Any special permit issued by the City of Hobbs Fire Department shall expire by limitation, and become null and void if the work authorized is not commenced within one hundred eighty (180) days from the issuance of the special permit, or if the work authorized is suspended or abandoned for a period of one hundred eighty (180) days any time after the work is commenced. For review of a permit after expiration, the applicant must submit a new application and pay a new fee.
- J. Re-inspection Fee for Permits. A fee of twenty-five dollars (\$25.00) shall be paid to the City of Hobbs for any re-inspection on permitted work.
- K. Posting of Permits. Any required special permit shall be conspicuously posted on the premises, and shall not be removed, except by the City of Hobbs Fire Department.

PASSED, ADOPTED AND APPROVED this 17th day of January, 2017.

SAM D. COBB, Mayor

ATTEST:


JAN FLETCHER, City Clerk

Affidavit of Publication

STATE OF NEW MEXICO
COUNTY OF LEA

I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 1 issue(s).

Beginning with the issue dated
December 24, 2016
and ending with the issue dated
December 24, 2016.



Publisher

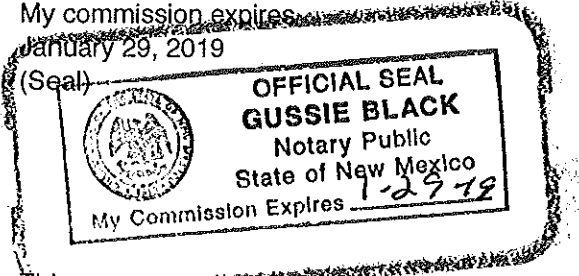
Sworn and subscribed to before me this
24th day of December 2016.



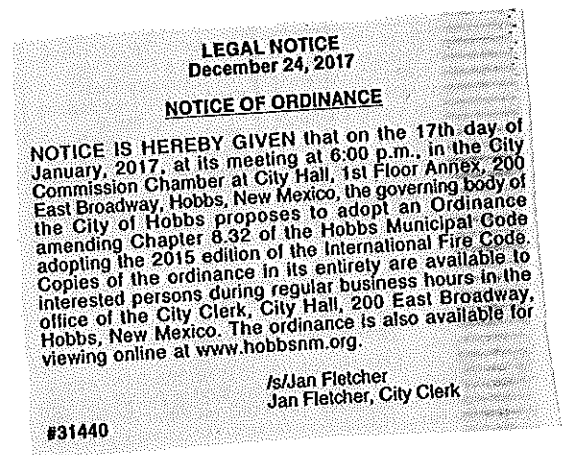
Business Manager

My commission expires
January 29, 2019

(Seal)



This newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Laws of 1937 and payment of fees for said



67108146

00186248

ELDA GONZALEZ
CITY OF HOBBS
200 E. BROADWAY
HOBBS, NM 88240



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: CONSIDER ADOPTION IN THE CHANGE OF THE CITY ORDINANCE TO ALLOW THE COMMUNITY AFFAIRS BOARD TO MEET EVERY OTHER MONTH

DEPT. OF ORIGIN: Parks and Recreation
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: Doug McDaniel, Parks and Recreation Director

Summary:

By Ordinance, the Community Affairs Board is directed to meet on a monthly basis. The Community Affairs Board is one of two Parks & Recreation Department advisory boards with the Cemetery Board being the other. The Cemetery Board's meeting dates are not set by Ordinance and the Cemetery Board recently voted to meet every other month with the ability to call Special Meetings as needed between their bi-monthly meetings. The Community Affairs Board has expressed a desire to have the City Commission approve a change in the ordinance that would allow for bi-monthly meetings. The Community Affairs Board believes that it can accomplish all of its duties with bi-monthly meetings coupled with the ability to call Special Meetings, as necessary, which is also noted in the ordinance. Previously, approval was given by the City Commission to publish this proposed change to the City Ordinance.

Fiscal Impact:

Reviewed by: [Signature]
Finance Department

None.

Attachments: Copy of Ordinance

Legal Review:

Approved As To Form:

[Signature]
City Attorney

Recommendation:

Staff recommends Adoption of the ordinance to change the requirement for monthly Community Affairs Board meetings to bi-monthly meetings with special meetings called as necessary.

Approved For Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS

ORDINANCE NO. 1100

AN ORDINANCE AMENDING SECTION 2.28.040
OF THE HOBBS CITY CODE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HOBBS,
NEW MEXICO, that Section 2.28.040 of the City Code be amended to read as follows:

Section 2.28.040

The Community Affairs Board shall meet ~~regularly at least once a~~ **every other** month, on a regular date to be designated by the Community Affairs Board; provided, that a special meeting may be called at any time by the written request to the Chairperson of the Community Affairs Board with the written consent of all members of the Community Affairs Board. All meetings, whether regular or special, shall be open to the public as provided by the laws of the State. A majority of the whole membership shall constitute quorum, and no action can be had in the absence of quorum

PASSED, ADOPTED AND APPROVED this 17th day of January, 2017.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

Affidavit of Publication


STATE OF NEW MEXICO
COUNTY OF LEA

I, Daniel Russell, Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 1 issue(s).

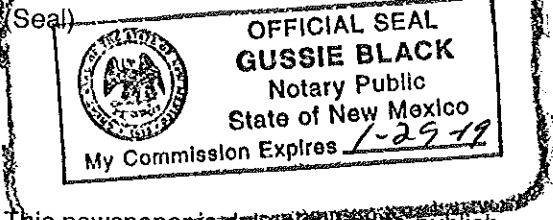
Beginning with the issue dated
December 24, 2016
and ending with the issue dated
December 24, 2016.


Publisher

Sworn and subscribed to before me this
24th day of December 2016.


Business Manager

My commission expires
January 29, 2019



This newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Laws of 1937 and payment of fees for said

LEGAL NOTICE December 24, 2016

NOTICE OF ORDINANCE

NOTICE IS HEREBY GIVEN that on the 17th day of January, 2017, at its meeting at 6:00 p.m., in the City Commission Chamber at City Hall, 1st Floor Annex, 200 East Broadway, Hobbs, New Mexico, the governing body of the City of Hobbs proposes to adopt an ordinance amending the meeting dates for the Community Affairs Board as follows:

The Community Affairs Board shall meet every other month, on a regular date to be designated by the Community Affairs Board; provided, that a special meeting may be called at any time by the written request to the Chairperson of the Community Affairs Board with the written consent of all members of the Community Affairs Board. All meetings, whether regular or special, shall be open to the public as provided by the laws of the State. A majority of the whole membership shall constitute quorum, and no action can be had in the absence of quorum.

Copies of the ordinance in its entirety are available to interested persons during regular business hours in the office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico. The ordinance is also available for viewing online at www.hobbsnm.org.

/s/Jan Fletcher
Jan Fletcher, City Clerk

#31439

67108146

00186247

ELDA GONZALEZ
CITY OF HOBBS
200 E. BROADWAY
HOBBS, NM 88240



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: Resolution adopting budgetary adjustment #4 for the Fiscal Year 2016-2017
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: January 7, 2017
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

The fiscal budget of the City of Hobbs is adopted by resolution, and reviewed and approved by the Department of Finance & Administration. The budget is prepared prior to the beginning of the fiscal year, and as such, from time to time 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.

Enclosed is a budgetary adjustment #4 for the current year. A summary of the funds adjusted is attached to this resolution. After this adjustment is approved by the Commission, it must be forwarded to the Department of Finance & Administration for their approval.

Fiscal Impact:

Reviewed By: Deborah Corral
Finance Department

Included in this budget adjustment are an increase in both revenues and expenditures. Total Expenditures increase by \$4,683,613.66, changing the total expenditures from \$215,885,947.14 to \$220,569,560.80. Total Revenues increase by \$4,470,710.62, changing the total revenue from \$133,104,304.27 to \$137,575,014.89. These changes do not alter the general fund reserve, it remains at 12%.

Attachments:

- Budget Cash Balance Sheet
- Budgeted Adjustments Detail
- Resolution approving Budget Adjustment for the fiscal year 2016-2017

Legal Review:

Approved As To Form: M. H. Steer
City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:

Department Director
J. J. [Signature]
City Manager

CITY CLERKS USE ONLY
COMMISSION ACTION TAKEN

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

CITY OF HOBBS
RESOLUTION NO. 6509

BUDGETARY ADJUSTMENT #4
FISCAL YEAR 2016-2017

WHEREAS, the City Commission of the City of Hobbs, New Mexico, has found it necessary to amend certain items within the fiscal year budget in order to provide for additional expenditures and transfers not contemplated at the time of the preparation of the 2016-2017 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the items of the 2016-2017 fiscal budget be amended.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY of the City of Hobbs, New Mexico, that the budgetary adjustments be subject to the approval of the Director of Public Finance of the State of New Mexico and that a copy of this Resolution be forwarded to his office in Santa Fe, New Mexico, for approval.

PASSED, ADOPTED AND APPROVED this 17th day of January, 2017

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**City of Hobbs Preliminary Budget
FY17 Fund Summary (BAR #4)**

	Beginning Cash	Total Revenue	Interfund Transfer	Total Expenditures	Ending Cash	
1 GENERAL	58,340,110.88	52,217,986.35	(14,223,672.95)	86,113,499.10	10,220,925.18	12%
2 LAND ACQUISITION	500,000.00			500,000.00	-	
General Fund Subtotal	58,840,110.88	52,217,986.35	(14,223,672.95)	86,613,499.10	10,220,925.18	
11 LOCAL GOV CORR	208,018.04	215,338.00		167,000.00	256,356.04	
12 POLICE PROTECTION	66,756.22	87,000.00		87,000.00	66,756.22	
13 P D N (parif, drug, narcotics)	1,918.75	-			1,918.75	
14 SAFER GRANT	-	158,566.69	55,923.08	213,489.77	1,000.00	
15 COPS GRANT	1,000.00	341,535.62	371,495.76	660,948.02	53,083.36	
16 RECREATION	21,855,151.47	38,500,000.00	41,215.31	60,347,866.78	48,500.00	
17 OLDER AMERICAN	1,000.00	207,117.00	741,111.70	948,228.70	1,000.00	
18 GOLF	1,000.00	857,612.88	2,164,265.11	3,021,877.99	1,000.00	
19 CEMETERY	1,000.00	168,690.00	359,891.00	528,581.00	1,000.00	
20 AIRPORT	295,033.20	38,300.00		36,000.00	297,333.20	
23 LODGERS' TAX	188,954.74	801,200.00		855,491.05	134,663.69	
27 PUBLIC TRANSPORTATION	1,000.00	805,731.18	439,770.99	1,245,502.17	1,000.00	
28 FIRE PROTECTION	567,070.62	497,825.00		336,195.00	728,700.62	
29 EMER MEDICAL SERV	11.00	26,365.40		26,365.40	11.00	
Special Revenue Subtotals	23,187,914.04	42,705,281.77	4,173,672.95	68,474,545.88	1,592,322.88	
37 COMM DEVE CONST	1,000.00	500,000.00	500,000.00	1,000,000.00	1,000.00	
46 BEAUTIFICATION IMPROVEMENT	1,732,739.94			1,126,179.46	606,560.48	
48 STREET IMPROVEMENTS	1,555,269.56	1,857,929.22		2,965,473.28	447,725.50	
49 CITY COMM. IMPROVEMENTS	1,000.00	2,126,582.00	(2,018,982.00)		108,600.00	
Capital Project Subtotals	3,290,009.50	4,484,511.22	(1,518,982.00)	5,091,652.74	1,163,885.98	
51 UTILITY BOND	-		307,004.50	307,004.50	-	
53 WASTEWATER BOND	1,989,842.96		2,093,121.54	2,093,121.54	1,989,842.96	
Debt Service Subtotals	1,989,842.96	-	2,400,126.04	2,400,126.04	1,989,842.96	
10 SOLID WASTE	1,149,697.45	6,050,000.00		6,050,000.00	1,149,697.45	
44 JOINT UTILITY EXTENSIONS CAPITAL P	3,159,027.63	1,300,000.00		4,352,654.37	106,373.26	
60 JOINT UTILITY	3,908,278.93		3,606,880.04	5,470,566.94	2,044,592.03	
61 JOINT UTILITY CONST	-	238,000.00	3,327,192.28	3,565,192.28	-	
62 WASTE WATER PLANT CONST	1,946,302.44	5,057,730.24	15,321,081.80	22,325,114.48	-	
63 JOINT UTILTIY - WASTEWATER	7,308,981.80		(1,889,407.16)	2,435,994.66	2,983,579.98	
65 JOINT UTILTIY INCOME - WASTEWATE	-	5,988,291.00	(5,692,891.00)		295,400.00	
66 JOINT UTILITY INCOME	-	5,504,000.00	(5,504,000.00)		-	
68 METER DEPOSIT RES	714,835.12	400,000.00		150,000.00	964,835.12	
69 INTERNAL SUPPLY	-	550,000.00	-	550,000.00	-	
Utility Subtotals	18,187,123.37	25,088,021.24	9,168,855.96	44,899,522.73	7,544,477.84	
64 MEDICAL INSURANCE	203,976.07	6,598,052.27	-	6,609,052.27	192,976.07	
67 WORKERS COMP TRUST	946,447.33	602,830.35		602,830.35	946,447.33	
Internal Service Subtotal	1,150,423.40	7,200,882.62	-	7,211,882.62	1,139,423.40	
70 MOTOR VEHICLE	1,346.72	4,720,000.00		4,720,000.00	1,346.72	
71 MUNI JUDGE BOND FUND	175,016.84				175,016.84	
72 RETIREE HEALTH INSURANCE TRUST F	9,000,000.00	1,029,331.65	-	1,029,331.65	9,000,000.00	
73 CRIME LAB FUND	74,570.55	125,000.04		125,000.04	74,570.55	
75 FORECLOSURE TRUST FUND	71.88				71.88	
76 RECREATION TRUST	103,032.51	-			103,032.51	
77 LIBRARY TRUST	5,029.12	1,000.00		1,000.00	5,029.12	
78 SENIOR CITIZEN TRUST	8,053.05	1,500.00		1,500.00	8,053.05	
79 PRAIRIE HAVEN MEM	5,353.80	-			5,353.80	
80 COMMUNITY PARK TRUST	1,432.05				1,432.05	
82 EVIDENCE TRUST FUND	122,464.85	-			122,464.85	
83 HOBBS BEAUTIFUL	22,684.49				22,684.49	
86 CITY AGENCY TRUST	5,247.38	1,500.00		1,500.00	5,247.38	
Trust & Agency Subtotals	9,524,303.24	5,878,331.69	-	5,878,331.69	9,524,303.24	
Grant Total All Funds	116,169,727.39	137,575,014.89	-	220,569,560.80	33,175,181.48	

Expenses:

Fund	Org	Object	Project	DESCRIPTION	FY17 Revised		FY17 New		Comments
					Budget	New Request	Budget		
1	010100	42601		Professional Services	739,959.38	220,502.38	960,461.76		EDC 2.3 Professional Services Agreement
1	010140	41101		Salary	480,860.64	23,076.92	503,937.56		Revenue Accountant - \$60,000 salary - 10 payperiods
1	010140	41110		Workers Comp	1,457.89	57.69	1,515.58		Revenue Accountant - \$60,000 salary - 10 payperiods
1	010140	41111		FICA	37,067.05	1,765.38	38,832.43		Revenue Accountant - \$60,000 salary - 10 payperiods
1	010140	41112		PERA	65,433.04	3,126.92	68,559.96		Revenue Accountant - \$60,000 salary - 10 payperiods
1	010140	41113		Medical/Dental Insurance	3,846.15	3,846.15	7,692.30		Revenue Accountant - \$60,000 salary - 10 payperiods
1	010145	42601		Professional Services	-	35,000.00	35,000.00		Network Assessment Project
1	010150	42601		Professional Services	75,000.00	50,000.00	125,000.00		Additional use of External Legal Services
1	010160	42701		Comp/Comp Equipment	-	4,422.00	4,422.00		Scanners for Municipal Court
1	010190	42232		Service - Janitor	12,000.00	2,100.00	14,100.00		Janitorial Contract more than original budget
1	010190	42501		Buildings & Grounds	-	1,200.00	1,200.00		Rolier Blinds for MVD Clerk Windows
1	010202	42632		Justice Assistant Grant Expense	-	10,828.45	10,828.45		Grant Balance for 2015 Jag Grant
1	010202	42632		Justice Assistant Grant Expense	10,828.45	24,035.00	34,863.45		2016 JAG Grant Award
1	010202	43003		Vehicle Replacement	124,000.00	(2,000.00)	122,000.00		Transfer to Vehicle Replacement (CID)
1	010203	43003		Vehicle Replacement	18,406.29	2,000.00	20,406.29		Transfer from Vehicle Replacement (Patrol)
1	010220	41101		Salary	4,486,836.56	(54,923.08)	4,431,913.48		Reclass to SAFER Grant Med Insurance and Overtime
1	010220	41101		Salary	4,431,913.48	(220,000.00)	4,211,913.48		Reclass to Fire Overtime - General Fund
1	010220	41102		Overtime	500,000.00	220,000.00	720,000.00		Reclass from Fire Salary Budget
1	010320	43003		Vehicle Replacement	71,079.00	1,768.00	72,847.00		Transfer from vehicle replacement to cover shortage
1	010320	43011		Land Improvements	47,688.00	(1,768.00)	45,920.00		Transfer to Vehicle Replacement to cover shortage
1	010330	43003		Vehicle Replacement	-	40,000.00	40,000.00		Reclass from Vehicle New (recreation)
1	010330	43004		Vehicle - New	40,000.00	(40,000.00)	-		Reclass to vehicle replacement (recreation)
1	010410	43003		Vehicle Replacement	65,028.00	(1,650.00)	63,378.00		Transfer to code enforcement to cover shortage
1	010422	43003		Vehicle Replacement	-	28,000.00	28,000.00		Reclass to vehicle replacement (code enforcement)
1	010422	43003		Vehicle Replacement	28,000.00	1,650.00	29,650.00		Transfer from vehicle replacement to cover shortage
1	010422	43004		Vehicle - New	28,000.00	(28,000.00)	-		Reclass to vehicle replacement (code enforcement)
1 Total						325,037.81			
14	144014	41101		Salary	-	112,640.63	112,640.63		SAFER Grant - 10 payperiods - 7 positions - grant funded
14	144014	41102		Overtime	-	28,000.00	28,000.00		SAFER Grant - 10 payperiods - 7 positions - reclass from GF salary
14	144014	41110		Workers Comp	-	3,911.12	3,911.12		SAFER Grant - 10 payperiods - 7 positions - grant funded
14	144014	41111		FICA	-	8,617.00	8,617.00		SAFER Grant - 10 payperiods - 7 positions - grant funded
14	144014	41112		PERA	-	33,397.94	33,397.94		SAFER Grant - 10 payperiods - 7 positions - grant funded
14	144014	41113		Medical/Dental Insurance	-	26,923.08	26,923.08		SAFER Grant - 10 payperiods - 7 positions - reclass from GF salary
14 Total						213,489.77			
18	184316	42304		Printing & Duplication	3,500.00	3,268.00	6,768.00		Yardage Books, Smart Phone App & Scorecards
18	184316	42805		Food & Beverage Expense	4,000.00	2,500.00	6,500.00		Retail Account - additional funds needed due to sales volume
18 Total						5,768.00			
27	274027	42366		Shop Supplies	20,000.00	(1,000.00)	19,000.00		Transfer to Buildings and Grounds
27	274027	42501		Buildings & Grounds	-	1,000.00	1,000.00		Transfer from Shop Supplies
27 Total						-			
28	284028	42356		Public Education	10,000.00	84,395.00	94,395.00		Safe House - FPF Grant Additional Revenue

28	284028	42714	Public Safety Equipment	-	8,000.00	8,000.00	Bunker Gear - FPF Grant Additional Revenue
28	284028	43002	Computer Software over \$5000	-	20,000.00	20,000.00	Firehouse Software - FPF Grant Additional Revenue
28 Total					112,395.00		
64	644064	46601	Professional Services	5,797,856.17	26,923.08	5,824,779.25	Medical/Dental Insurance related to SAFER Grant
64 Total					26,923.08		
70	704070	42324	Misc & Emergency	720,000.00	4,000,000.00	4,720,000.00	MVD Cash Deposit no longer through State of NM Account
70 Total					4,000,000.00		
Grand Total					4,683,613.66		

Revenue:

Fund Org	Object	Project	DESCRIPTION	FY17 Revised Budget	New Request	FY17 New Budget	Comments
1	019999	30701	00231 Winter Storm Goliath Grant	-	(406,544.85)	(406,544.85)	Adjust budget to reflect grant money received
1	019999	30702	00126 Justice Assistance Grant Revenue	(20,000.00)	(4,035.00)	(24,035.00)	Adjust grant projection to actual award received
1 Total					(410,579.85)		
14	144014	30702	SAFER Grant	-	(158,566.69)	(158,566.69)	SAFER Grant Revenue (10 payperiods)
14 Total					(158,566.69)		
17	179999	30709	00800 HB2 - Congregate Meals	(38,180.00)	2,099.00	(36,081.00)	State cut 5.5% from Senior Meals Budget
17	179999	30709	00801 HB2 - Home Delivery Meals	(34,072.00)	1,872.00	(32,200.00)	State cut 5.5% from Senior Meals Budget
17 Total					3,971.00		
28	289999	30707	State Allotment (Fire Protection Fund)	(385,430.00)	(112,395.00)	(497,825.00)	FPF Grant Additional Revenue
28 Total					(112,395.00)		
48	489999	30701	00189 North Grimes (MAP Grant)	(200,000.00)	(19,817.00)	(219,817.00)	Adjust grant projection to actual award received
48 Total					(19,817.00)		
62	629999	30629	00235 Effluent Loan Proceeds	(336,000.00)	101,440.00	(234,560.00)	Adjust loan proceeds projection to actual award received
62	629999	30701	00231 Effluent Grant Proceeds	(504,000.00)	152,160.00	(351,840.00)	Adjust grant proceeds projection to actual award received
62 Total					253,600.00		
64	649999	30618	Contributions/City for Employee	(5,059,976.91)	(26,923.08)	(5,086,899.99)	Medical/Dental Insurance related to SAFER Grant
64 Total					(26,923.08)		
70	709999	30425	Sale of MVD Licenses	(720,000.00)	(4,000,000.00)	(4,720,000.00)	MVD Cash Deposit no longer through State of NM Account
70 Total					(4,000,000.00)		
Grand Total					(4,470,710.62)		

Transfers:	From General Fund	(65,662.08)
	To Fund 14	55,923.08
	To Fund 17	3,971.00
	To Fund 18	5,768.00
	From Fund 69	(549,000.00)
	to Fund 65	549,000.00
	From Fund 65	(253,600.00)
	To Fund 62	253,600.00



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: Award Bid No. 1550-17 C.O.R.E./HWLC Off-Site Utility Extension Project
DEPT. OF ORIGIN: Engineering Department
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: Todd Randall, City Engineer

Summary:

Bids were opened at 2:00 PM on Tuesday, December 13, 2016 for the C.O.R.E./HWLC Off-Site Utility Extension Project, Bid No. 1550-17. The project consists of utility improvements in support of the C.O.R.E. project and surrounding development including water line, water valves, sewer line, sewer manholes, street lights & foundations, conduit, pull boxes, and wiring. The utility improvements are a portion of the total development that also include the construction of Synergy Park Blvd., Suerte Dr., and Scenic Dr., as well as the Railroad corridor drainage improvements project which is currently under construction.

An advertisement was placed in the local newspaper on November 13, 2016. 5 bids were submitted.

<u>Company</u>	<u>Bid</u>
Desert Utility & Paving, LLC	\$406,390.00
Smithco Construction Inc.	\$434,738.00
J&H Services Inc.	\$467,908.45
Entrench Inc.	\$517,149.60
TLC Company Inc.	\$587,127.00

Desert Utility & Paving, LLC is the lowest bidder, they are properly licensed and their registration with the NMDWS is current.

The Engineering Department recommends the award of the bid for the construction of the C.O.R.E./HWLC Off-Site Utility Extension Project to Desert Utility & Paving, LLC as the low bidder in the amount of \$406,390.00 not including NMGRT.

Fiscal Impact:


Reviewed By: 
Finance Department

Funds for the C.O.R.E./HWLC Off-Site Utility Extension Project are budgeted in FY 17 in account 44-4044-44901-00200.

Project Cost:	\$406,390.00
Admin/Testing:	\$20,000.00
NMGRT:	\$29,047.82
 Estimated Construction Cost:	 \$455,437.82 (Including GRT)

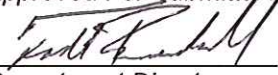
Attachments: Bid Tabulation

Legal Review:

Approved As To Form: 
City Attorney

Recommendation: Staff recommends award of the C.O.R.E./HWLC Off-Site Utility Extension Project, Bid No. 1550-17 to Desert Utility & Paving, LLC

Approved For Submittal By:



Department Director



City Manager

CITY CLERK=S USE ONLY
COMMISSION ACTION TAKEN

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

BASE BID - C.O.R.E./HWLC OFF-SITE UTILITY EXTENSION PROJECT				Desert Utility & Paving, LLC		Entrench Inc.		Smithco Construction Inc.		TLC Compay Inc.		J&H Services Inc.	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)
1	10" Water, as specified (includes fittings as required)	LF	2,835	\$22.00	\$62,370.00	\$38.00	\$107,730.00	\$27.00	\$76,545.00	\$50.00	\$141,750.00	\$32.85	\$93,129.75
2	6" Water, as specified (includes fittings as required)	LF	145	\$20.00	\$2,900.00	\$34.00	\$4,930.00	\$25.00	\$3,625.00	\$40.00	\$5,800.00	\$22.75	\$3,298.75
3	3"Water as specified (includes fittings as required)	LF	230	\$19.00	\$4,370.00	\$22.00	\$5,060.00	\$20.00	\$4,600.00	\$40.00	\$9,200.00	\$17.30	\$3,979.00
4	10" Gate Valve	Each	7	\$2,300.00	\$16,100.00	\$2,100.00	\$14,700.00	\$2,250.00	\$15,750.00	\$2,500.00	\$17,500.00	\$2,410.00	\$16,870.00
5	6" Gate Valve	Each	2	\$1,000.00	\$2,000.00	\$1,200.00	\$2,400.00	\$1,200.00	\$2,400.00	\$1,250.00	\$2,500.00	\$1,385.00	\$2,770.00
6	3" Gate Valve	Each	3	\$900.00	\$2,700.00	\$700.00	\$2,100.00	\$900.00	\$2,700.00	\$950.00	\$2,850.00	\$1,050.00	\$3,150.00
7	Blow-off Assembly, required at ends of line.	Each	2	\$2,100.00	\$4,200.00	\$1,100.00	\$2,200.00	\$1,800.00	\$3,600.00	\$1,350.00	\$2,700.00	\$1,120.00	\$2,240.00
8	Concrete valve adjustment (each gate valve, 2 at each blow-off)	Each	16	\$950.00	\$15,200.00	\$210.00	\$3,360.00	\$500.00	\$8,000.00	\$750.00	\$12,000.00	\$720.00	\$11,520.00
9	Connection to existing 10" Water near intersection of Scenic and Road B, includes removal of existing blow-off assembly	LS	1	\$4,000.00	\$4,000.00	\$975.00	\$975.00	\$3,500.00	\$3,500.00	\$2,350.00	\$2,350.00	\$1,880.00	\$1,880.00
10	Connection to existing 12" Water at Millen Drive	LS	1	\$3,300.00	\$3,300.00	\$5,200.00	\$5,200.00	\$5,000.00	\$5,000.00	\$3,100.00	\$3,100.00	\$2,600.00	\$2,600.00
11	Connect new 6" Water to existing line installed by others at C.O.R.E./HWLC	Each	2	\$3,450.00	\$6,900.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	\$1,200.00	\$2,400.00	\$1,765.00	\$3,530.00
12	Connect new 3" Water to existing line installed by others at C.O.R.E./HWLC	Each	1	\$1,850.00	\$1,850.00	\$300.00	\$300.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,175.00	\$1,175.00
13	Install 3" glued End Cap on new 3" Water to C.O.R.E./HWLC	Each	2	\$33.00	\$66.00	\$200.00	\$400.00	\$125.00	\$250.00	\$65.00	\$130.00	\$159.00	\$318.00
14	10" Sewer, as specified.	LF	2,065	\$23.00	\$47,495.00	\$60.00	\$123,900.00	\$50.00	\$103,250.00	\$75.00	\$154,875.00	\$47.10	\$97,261.50
15	8" Sewer, as specified.	LF	115	\$45.00	\$5,175.00	\$58.00	\$6,670.00	\$45.00	\$5,175.00	\$65.00	\$7,475.00	\$43.30	\$4,979.50
16	6" sewer, as specified.	LF	85	\$55.00	\$4,675.00	\$50.00	\$4,250.00	\$42.00	\$3,570.00	\$85.00	\$7,225.00	\$38.35	\$3,259.75
17	4' Diameter Manholes, complete in place	Each	9	\$6,400.00	\$57,600.00	\$8,900.00	\$80,100.00	\$4,800.00	\$43,200.00	\$7,000.00	\$63,000.00	\$4,600.00	\$41,400.00
18	Concrete manhole adjustment (one per each new manhole)	Each	9	\$1,000.00	\$9,000.00	\$750.00	\$6,750.00	\$1,200.00	\$10,800.00	\$850.00	\$7,650.00	\$730.00	\$6,570.00
19	Connection to Existing 10" Sewer line near Scenic and Road B intersection, north of CBC	LS	1	\$4,000.00	\$4,000.00	\$950.00	\$950.00	\$1,500.00	\$1,500.00	\$850.00	\$850.00	\$1,385.00	\$1,385.00
20	10" Sewer End Cap, required at end of line	Each	3	\$105.00	\$315.00	\$600.00	\$1,800.00	\$500.00	\$1,500.00	\$180.00	\$540.00	\$365.00	\$1,095.00
21	Connection to Existing 8" Sewer installed by others at C.O.R.E./HWLC	Each	1	\$2,350.00	\$2,350.00	\$600.00	\$600.00	\$1,200.00	\$1,200.00	\$750.00	\$750.00	\$955.00	\$955.00
22	Connection to Existing 6" Sewer installed by others at C.O.R.E./HWLC	Each	1	\$2,330.00	\$2,330.00	\$400.00	\$400.00	\$1,200.00	\$1,200.00	\$750.00	\$750.00	\$790.00	\$790.00

BASE BID - C.O.R.E./HWLC OFF-SITE UTILITY EXTENSION PROJECT				Desert Utility & Paving, LLC		Entrench Inc.		Smithco Construction Inc.		TLC Compay Inc.		J&H Services Inc.	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)
23	4" glued PVC, Schedule 80 conduits, as specified. (Zia Gas, TDS, Windstream, Leaco and Xcel Energy future use)	LF	1,922	\$12.00	\$23,064.00	\$12.50	\$24,025.00	\$12.00	\$23,064.00	\$12.50	\$24,025.00	\$14.45	\$27,772.90
24	4" glued PVC, Schedule 80 conduits with 2' additional depth for crossing ONEOK pipeline, as specified. (Zia Gas, TDS, Windstream, Leaco and Xcel Energy future use)	LF	834	\$15.00	\$12,510.00	\$17.00	\$14,178.00	\$18.00	\$15,012.00	\$9.50	\$7,923.00	\$14.45	\$12,051.30
25	4" glued PVC, Schedule 80 End Cap	Each	62	\$11.00	\$682.00	\$25.00	\$1,550.00	\$100.00	\$6,200.00	\$40.00	\$2,480.00	\$77.50	\$4,805.00
26	3" glued PVC, Schedule 80 conduits, as specified. (City of Hobbs irrigation future use)	LF	208	\$15.00	\$3,120.00	\$16.00	\$3,328.00	\$10.00	\$2,080.00	\$20.00	\$4,160.00	\$12.55	\$2,610.40
27	3" glued PVC, Schedule 80 End Cap	Each	6	\$25.00	\$150.00	\$75.00	\$450.00	\$85.00	\$510.00	\$31.00	\$186.00	\$25.00	\$150.00
28	2" glued PVC, Sch. 40 conduit, as specified. (Street lights) adjacent to roadway (Suerte Ave and Scenic Drive)	LF	4,936	\$8.00	\$39,488.00	\$8.50	\$41,956.00	\$7.00	\$34,552.00	\$7.00	\$34,552.00	\$10.00	\$49,360.00
29	2" glued PVC, Sch. 80 conduit, as specified. (Street Lights) under roadway. (Synergy Blvd, and Suerte/Scenic intersection)	LF	1,774	\$10.00	\$17,740.00	\$12.40	\$21,997.60	\$7.50	\$13,305.00	\$9.00	\$15,966.00	\$12.40	\$21,997.60
30	Street Light Foundation, as specified.	Each	16	\$2,400.00	\$38,400.00	\$1,450.00	\$23,200.00	\$1,500.00	\$24,000.00	\$2,200.00	\$35,200.00	\$2,240.00	\$35,840.00
31	Traffic rated pull box, as specified	Each	1	\$1,200.00	\$1,200.00	\$1,100.00	\$1,100.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,125.00	\$1,125.00
32	2" glued PVC, Sch. 80 End Cap	Each	2	\$70.00	\$140.00	\$45.00	\$90.00	\$75.00	\$150.00	\$20.00	\$40.00	\$20.00	\$40.00
33	Construction Staking by the Contractor, Control Points provided by the Owner.	LS	1	\$11,000.00	\$11,000.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00
TOTAL					\$406,390.00		\$517,149.60		\$434,738.00		\$587,127.00		\$467,908.45



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 17, 2017

SUBJECT: Engineering Services; Elevated Reservoir Feasibility Study
DEPT. OF ORIGIN: Utilities
DATE SUBMITTED: January 9, 2017
SUBMITTED BY: Tim Woormer, Utilities Director

Summary:

A 2016 Water Trust Board Grant/Loan/Match in the amount of \$586,400 has been authorized for the design of the City of Hobbs' North East reclaimed water distribution pipeline and to conduct a feasibility study to evaluate the construction of an elevated storage reservoir at a proposed HIAP area site. All of the engineering firms that are contracted under RFP 480-16 were invited to develop a statement of work for the development of an elevated reservoir feasibility study. The firms of Pettigrew & Associates and Molzen-Corbin Engineering responded and their respective work statements were utilized to develop a detailed scope of work that both consultants utilized to submit formal proposals to complete the work. The proposal were evaluated and the proposal submitted by Pettigrew & Associates was ranked the highest. A task order has been prepared for Pettigrew & Associates to complete up to three components, or deliverables, of the study. Each deliverable will be individually authorized through a formal Notice to Proceed (NTP) depending on the findings and conclusions of the previous deliverable as follows:

- **Deliverable #1A:** Evaluate the existing Harden Elevated Water Reservoir (0.5MG) in relationship to meeting current construction standards and develop a general work plan, including preliminary cost estimates to disassemble, transport and reassemble the tank at the proposed HIAP site - \$27,555.00
- **Deliverable #1B & C:** Provide a general work plan and preliminary cost estimates for the construction of (1) a new 0.5 MG typical multi-leg, elevated reservoir, and (2) a new 0.5MG pedestal spheroid elevated reservoir - \$21,730.00
- **Deliverable #1D:** Prepare a formal, engineer-stamped, comparison report based on the information gathered for City usage, as well as reference material required for application and submission of State funding requests - \$19,645.00

Fiscal Impact: \$73,755.10 (\$68,9300 @ 7% NMGRT)

Reviewed By: 
Finance Department

The three deliverable components have a combined total amount of \$68,930.00. A notice-to-proceed will be issued for each of the deliverables based upon the information derived during the evaluation of previous deliverables. Engineer rates are per RFP 480-16. Services for design of the NE reclaimed water distribution pipeline and elevated reservoir study are budgeted through Fund 62-4062-44901-00235.

Attachments:

Task Order #1 under RFP 480-15 between the City of Hobbs and Pettigrew & Associates
Pettigrew & Associates Fee Letter Proposal date 12/29/2016

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Approve Task Order #1 to be executed with Pettigrew & Associates to provide Professional Engineering Services as identified within the Letter Fee Proposal – Effluent Reuse Project, Phase II, Elevated Reservoir Feasibility Study.

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. _____



UTILITIES DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9315 tel
575-397-9370 fax

ANNUAL ENGINEERING SERVICES-TASK ORDER #1

PROJECT NAME: Effluent Reuse Project; Elevated Reservoir Study

CONTRACT NUMBER: RFP 480-16

ENGINEER OF RECORD: Pettigrew & Associates; Debra Hicks, P.E.

Scope of Work: As further defined with Engineer's proposal dated December 29, 2016, Engineer to provide professional engineering services to develop a feasibility study which evaluates the re-utilization of the Harden elevated reservoir at Hobbs Industrial Air Park (HIAP) for reclaimed water storage versus new construction.

- **Deliverable #1A:** Engineer to conduct an evaluation of the existing 0.5MG Harden elevated reservoir to current standards and a preliminary cost estimate to dismantle, transport, and reconstruct the reservoir at HIAP to meet applicable standards. **Services not-to-exceed \$27,555.00 (taxes not included).**
- **Deliverable #1B & 1C:** Engineer to provide an executive summary, general work plan, and preliminary cost estimate for construction of a new steel 0.5MG typical multi-leg elevated reservoir at HIAP. Engineer to provide an executive summary, general work plan, and preliminary cost estimate for construction of a new steel 0.5MG pedestal spheroid elevated reservoir at HIAP. **Services not-to-exceed \$21,730.00 (taxes not included).**
- **Deliverable #1D:** Engineer to provide an engineer-stamped comparison report based on the information generated for City to make a determination as to the feasibility of relocating the Harden reservoir, compared to new construction of alternative reservoir options. **Services not-to-exceed \$19,645.00 (taxes not included).**

Deliverable tasks are to be provided individually upon the formal issuance of a Notice to Proceed for the respective task.

Terms and rates are per RFP 480-16 (Professional Engineering Services, Effluent Reuse Project, Phase II) agreement executed February 1, 2016. Work and time to commence upon ENGINEER's receipt of formal Notice to Proceed with liquidated damages in the amount of \$50 per day to apply.

Engineer's proposal dated December 29, 2016 is attached and incorporated.

Total Not to Exceed Cost:

\$68,930.00 plus applicable NMGRT

City of Hobbs

Pettigrew & Associates, PA

Sam Cobb, Mayor

Debra Hicks, President & CEO

J.J. Murphy City Manager

Approved as to Form:

Jan Fletcher, City Clerk

Toby Spears, Finance Director

Michael Stone, City Attorney



Tim Woomey, Utilities Director

Fund 624062-44901-00235



LETTER FEE PROPOSAL

To: City of Hobbs

From: Debra P. Hicks, PE/LSI

Date: December 29, 2016

Subject: Effluent Reuse Project, Phase II, Elevated Reservoir Feasibility Study
Deliverable Item #1 **Revision 2**

Thank you for the opportunity to submit a fee proposal on the **Effluent Reuse Project, Phase II (Elevated Reservoir Feasibility Study), Hobbs, New Mexico**. Our team is confident your needs will be met and exceeded for this project.


For over 50 years, **Pettigrew & Associates, P.A. (P&A)** has been a leader in fully integrated surveying, engineering, and materials engineering, serving New Mexico, Texas, Kansas, and Oklahoma. **P&A** is a registered Women-Owned Business (Tx. No. 232933); DUNS No. 116242926; CAGE/NCAGE No. 3C3WO) wholly prepared to provide Design Services, Construction Materials Testing, Construction Surveying, and Inspection services. With our broad-based experience, detailed knowledge, and commitment to providing exceptional services, **Pettigrew & Associates** will be invaluable to the **City of Hobbs**.

In addition to providing leading edge surveying services, **Pettigrew & Associates** provides comprehensive engineering, materials testing, and construction management services. The firm's success lies in a can-do mentality and roll-up-the-sleeves work ethic. Additionally, all management personnel, from first level supervision to the president, have spent meaningful time in the field, on the job, observing what will work and what will not work in an engineering design. Our vast experience base – county roads, municipal streets, highways, airfields, civil site development, water systems, wastewater systems, parks and recreation, and master planning, materials engineering/testing, and construction surveying - encompasses virtually all areas of civil engineering.

Like many of our clients, you may find the convenience of full integration and potential costs savings of using **Pettigrew & Associates** for other aspects of your project a valuable benefit. Should you require engineering, materials testing, or other related services in the future, **Pettigrew & Associates** would be delighted to provide an additional fee proposal based on your specific needs.

ENGINEERING

In 2015, we performed design engineering, construction engineering, surveying, quality assurance, inspection, materials engineering and testing, on hundreds of projects valued at over \$5.5 billion throughout southeastern New Mexico and Texas. Our site development, infrastructure planning and design experience ranges from sites containing less than one acre to 640 acres. Programs for these projects include mining, electric substation sites, power plants, multi-family housing projects, aquatic



facilities, parks, education facilities, small and large-scale subdivisions, and museums, as well as numerous commercial developments. Infrastructure design services for these recent project sites have included roads, parking facilities, water and sewer trunk line extensions, lift station, and water wells, as well as on site gas, water, sewer, electric, and communications.

Pettigrew's in-house professionals are qualified and experienced to offer the desired services to complete entire projects in-house. The engineering services include:

- Feasibility Studies
- Master Plans
- Traffic Studies
- Drainage Studies
- Subsurface Utility Engineering
- Final Design and Construction Documents
- Cost Estimating
- Pre-Bid Meetings

Through strategic partnerships, **Pettigrew & Associates** offers additional services including Environmental Assessments (Phase I and II), Structural Steel Inspections, as well as many other specialty surveying and testing services.

SURVEYING

Pettigrew & Associates offers design, construction, and land surveying. Current surveying staff includes four Professional Surveyors with licenses in Texas, New Mexico, Oklahoma, or Kansas. **Pettigrew's** five field survey crews apply both extensive experience and the latest in surveying technology to perform surveying services in a precise and timely manner. **Pettigrew & Associates** offers the ability to perform surveys with the latest in GPS, Robotic Total Stations, Scanners, and Ground Penetrating Radar technology. **Pettigrew & Associates** recognizes the significance of a smooth and efficient site selection process. Our team's streamlined site feasibility process ensures our clients' concepts and desires become reality.

Our vast surveying experience encompasses numerous areas. A significant portion of our surveying work has been for the Systems Engineering Department of Southwestern Public Service Company, a subsidiary of Xcel Energy, Inc., and encompasses thousands of miles of Right of Way, preliminary, and construction layout surveys for power transmission lines and substations. Additionally, **Pettigrew & Associates** completed a 354-mile power transmission line traversing 11 counties, four states, and five State Plane Coordinate system zones.

Construction staking projects include Zia Park and Black Gold Casino, Lea County Detention Facility, Nor-Lea Hospital, Seven Rivers Substation Expansion, Potter County Interchange, Amerada Hess Substation Expansion, and the Eddy County to Seven Rivers 230 kV Transmission Line. ALTA/ACSM Land Surveys include projects such as the Caprock Wind Ranch in Quay County, New Mexico. One of the most significant projects for **Pettigrew & Associates** over the past few years has been with the National Enrichment Facility (NEF)/Louisiana Energy Services (LES) located in Eunice, with **P&A** providing consulting, engineering, and project management services in support of design, construction, testing, and operation of the NEF.



MATERIALS TESTING

Throughout the past four decades, **Pettigrew** has earned a reputation as the top choice for quality, independent materials engineering and testing. **Pettigrew & Associates** maintains a fully accredited materials testing laboratory offering comprehensive services for Eastern New Mexico and West Texas. **P&A** mandates laboratory personnel maintain the most up-to-date industry certifications to assure the highest levels of technical competency and professionalism.

P&A is classified as a qualified supplier for Quality Control for Washington TRU Solutions, accredited by the American Association of State Highway and Transportation officials (AASHTO) and the AASHTO Cement and Concrete Research Laboratory (CCRL). In addition, **P&A's** laboratory is accredited by the New Mexico Department of Transportation. **Pettigrew & Associates** actively participates in annual laboratory proficiency testing programs with the NMDOT, AMRL, and CCRL.

As an independent materials laboratory, the firm can be a valuable partner in meeting your quality control needs.

To assure the highest levels of technical competency and professionalism, **Pettigrew's** laboratory personnel maintain certifications from the (a) National Institute for Certification in Engineering Technologies (NICET), (b) American Concrete Institute (ACI), (c) NM Department of Transportation/Associated General Contractors (AGC) Technician Training and Certification Program (TTCP), and (d) Texas Department of Transportation (TxDOT) and the Texas Asphalt Pavement Association (HMA).

Pettigrew & Associates meets the requirements of the ASTM E-329-09 Standard Specification for Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction¹. AASHTO accreditation includes verification of all equipment necessary to perform required test methods. Our professional engineering testing services experience includes all aspects of geotechnical evaluations, source feasibility studies, mix design and analysis, as well as constructions materials testing on soils, aggregates, asphaltic mixtures, and concrete.



SCOPE OF SERVICES

This proposal includes services outlined in Task 2A Formal Scope of Work for Effluent Reuse Project, Phase II, Elevated Reservoir Feasibility Study, corresponding to RFP 480-16 of the City of Hobbs, NM. See attached fee breakdown and proposed project schedule for Deliverable Item #1. The service will consist of the following deliverable:

I. DELIVERABLE ITEM #1 - ALTERNATIVE EVALUATION AND COST COMPARISON DOCUMENT

- A. P&A and Subconsultant will request, acquire and review the Harden elevated storage tank design drawings and calculations and subsequent repair information in order to determine the tank's condition and applicable structural deficiencies according to current code. We will develop a comparison table which identifies current standards, expected structure requirements identified to meet minimum standards, and a preliminary opinion of cost for correcting the structural requirements identified. A remote work session will be held with City to review the information and make a determination of whether to proceed forward with evaluating the relocation of the reservoir. If it is determined that additional evaluation is warranted, P&A and Subconsultant will prepare an executive summary including a general work plan, a list of known issues, and a preliminary opinion of cost estimate for the dismantling, transporting, and the reconstructing of Harden Tower at HIAP at an overflow elevation of 3855'. Deliverable I.A. correspond to tasks 4, 5, 6, 7, 8, 9 and 18 in the attached schedule and fee.
- B. P&A and Subconsultant will prepare an executive summary including a general work plan, a list of known issues, and a preliminary opinion of cost estimate for constructing a 0.5 MG typical elevated multi-leg welded steel water storage tank at HIAP at an overflow elevation of 3855'. Deliverable I.B. corresponds to tasks 12, 13 and 14 in the attached schedule and fee.
- C. P&A and Subconsultant will prepare an executive summary including a general work plan, a list of known issues, and a preliminary opinion of cost estimate for constructing a 0.5 MG pedestal spheroid, elevated steel water tank at HIAP at an overflow elevation of 3855'. Deliverable I.C. corresponds to tasks 12, 13 and 14 in the attached schedule and fee.
- D. P&A and Subconsultant will collaborate to develop an Alternative Evaluation and Cost Comparison Report in PDF format that compares relocating the existing tank and building either a new multi-leg or pedestal elevated steel water tank. Deliverable I.D. corresponds to tasks 15, 16 and 17 in the attached schedule and fee.

Assumptions & Exclusions for Deliverable Item #1

- The City of Hobbs will provide record drawings and design calculations for the existing Harden elevated storage tank.
 - The City of Hobbs will provide all available tank inspection report(s) for the Harden Tank.
 - Specific items of service excluded consist of the following: structural special inspections, field verification of construction record drawings, geotechnical investigation, or environmental studies. Governmental Submittal fees (review or submittal fees) are also excluded.
-



ADDITIONAL SERVICES (TIME & MATERIALS)

Client generated changes to planning and work efforts once work is in progress, including consideration of areas outside of the project limits such as offsite utilities or additions to the project scope or budget that causes additional work; will be billed at hourly rates, per change-order proposals approved by the Client or the Client's Representative, until the work is at the same level of completion as it was prior to the change. Any additional work not specifically included in the above scope of services will be accomplished as Additional Services.

STANDARD INSURANCE COVERAGE

All fees are presented without NMGRT. NMGRT will be billed at current rates. The following is a summary of standard insurance coverage for **Pettigrew & Associates, P.A.**

Commercial General Liability:	\$2,000,000 aggregate, \$1,000,000 per occurrence
Automobile:	\$1,000,000 combined single limit (any Auto)
Worker's Compensation:	Statutory: \$500,000
Employer's Liability:	\$500,000 each accident, \$500,000 each employee (disease), \$500,000 policy limit (disease)
Professional Liability:	\$2,000,000 per claim, \$2,000,000 annual aggregate
Umbrella Liability:	\$5,000,000 per occurrence, \$5,000,000 aggregate

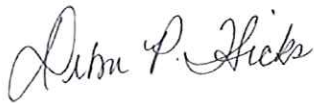
Please note:

- Required increases to these policy limits may result in additional fees to the client.
- Professional Liability and E&O Conditions are explicitly limited to "Professional Standard of Care".
- Signed copy of attached Letter of Intent is required.
- Contractual verbiage of indemnification and warranty may negate client's rights to insurance.
- Fees presented assume no retainage.

We appreciate the opportunity to present this proposal and look forward to hearing from you.

Sincerely,

Pettigrew & Associates, P.A.



Debra P. Hicks, PE/LSI | President & CEO





TERMS, CONDITIONS and STANDARD OF CARE

1. Contractual Terms per City of Hobbs RFP 480-16 Agreement.
 2. The standard of care for all professional engineering, surveying and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Interpretations and recommendations by Engineer will be based on information available to or developed by Engineer. Client recognizes that subsurface conditions may vary from those observed at specific locations where surveys, sampling, testing, or other Site explorations are made, and that conditions may change with time.
 3. Neither Client nor Engineer shall be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct any such deficiencies in technical accuracy without additional compensation except to the extent such corrective action is directly attributable to deficiencies in Client/Owner-furnished information. Engineer will not be responsible for (1) inaccuracies, errors, or omissions in data other than its own or its Consultants', or (2) improper interpretations or use by others of any data.
 4. Subject to the standard of care set forth in Item 3, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 5. Engineer and Client shall comply with applicable Laws and Regulations. Engineer shall comply with standards mandated by Client and provided to Engineer in writing. This Agreement is based on these requirements as of the Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Client's responsibilities or to Engineer's scope of services, times of performance, or compensation.
 6. Engineer shall not be required to sign any document, no matter by whom requested, that would result in Engineer having to certify, guarantee, or warrant the existence of conditions whose existence Engineer cannot ascertain. Client agrees not to make resolution of any dispute with Engineer or payment of any amount due to Engineer in any way contingent upon Engineer signing any such document.
 7. Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the Work.
 8. Engineer shall not be responsible for the acts or omissions of any Contractor, subcontractor, or supplier, or of any of their agents or employees, or of any other persons (except Engineer's own agents, employees, and Consultants) at the Site or otherwise furnishing or performing any of the Work.
 9. In the event of any termination, Engineer will be entitled to invoice Client and to receive full payment for all services performed or furnished and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Client shall have the limited right to the use of Documents, at Client's sole risk.
 10. Required increases to standard policy limits may result in additional fees to the client.
 11. Professional Liability and E&O Conditions are explicitly limited to "Professional Standard of Care".
 12. Client signed copy of Fee Proposal is required.
 13. Contractual verbiage of indemnification and warranty may negate client's rights to insurance.
-

LETTER OF INTENT

The costs associated with the tasks described above are based on the assumptions contained within this proposal, which if changed, could require additional costs or a reduction in costs. Such changes to the scope could occur during scoping with the review and funding agencies who might change the levels of effort proposed on.

Attention: Claudius Sanchez Czyzewska, P.E. csanchez@pettigrew.us
accountsreceivable@pettigrew.us or (fax) 575-393-1543

Project: Effluent Reuse Phase II (Elevated Reservoir Feasibility Study)

Project Location: Hobbs, New Mexico

Description of Work: Engineering, Geotechnical and Environmental Services

Estimated Fees:	Deliverable Item #1.A	Not to Exceed \$ 27,555.00	+ NMGRT (Est. 7%)	= \$ 29,483.85
	Deliverable Items #1.B&C	Not to Exceed \$ 21,730.00	+ NMGRT (Est. 7%)	= \$ 23,251.10
	Deliverable Item #1.D	Not to Exceed \$ 19,645.00	+ NMGRT (Est. 7%)	= \$ 21,020.15
Total Deliverable Item #1		Not to Exceed \$ 68,930.00	+ NMGRT (Est. 7%)	= \$ 73,755.10

By signing below, we accept the terms and conditions of the Letter of Intent.

Signature: _____ Date: _____

Company Information				
Client Name:				
Owner Name/Title:				
Street Address:				
City:		State:		Zip:
Phone:		Fax:		
E-mail Address:				
Company Website:				
Billing Information (If different than above)				
A/P Contact Name:				
Billing Address:				
City:		State:		Zip:
Phone:		Fax:		
Email Address:				
P.O. Number:		NTTC:	If yes attach copy	

Effluent Reuse Project Phase II - Elevated Reservoir Feasibility Study
CITY OF HOBBS
Prepared by Pettigrew & Associates, P.A.

Deliverable Item #1

Description/Personnel	Principal	PE/PS II	Sr. PM	EI/SI/III	ENGR 7	ENGR 5	ENGR 5	ENG 3	AA 5	Total Per Task
Deliverable 1A										
4 Project Start Up			2	2	3	1	1	1	1	\$1,825.00
5 Kick off meeting in Hobbs			3	3	11	11				\$5,360.00
6 Obtain and Review Tank Record Drawings and Tank Calcs from Hobbs			1	1	1	2	1	5		\$1,675.00
7 Existing Tank Evaluation to current codes					1	8		40		\$6,555.00
8 Existing Tank Analysis Tech Memo and Cost Estimates					1	8		20	2	\$4,245.00
10 REMOTE review meeting (teleconf) for existing tank			3	3	2	2	2	3		\$2,465.00
18 Review meeting in Hobbs			3	3	11	11				\$5,360.00
Deliverable 1B & 1C										
12 New Tank Alternatives Study (multileg) (Pedestal)	4		16	40	7	22	43			\$21,730.00
Deliverable 1D										
15 New Tank Alternatives Report and Cost Est (Relocation and New)	4		16	36	7	27	23		10	\$19,645.00
Total Man Hours	8	0	44	83	44	92	70	69	13	
2015 Standard Rate	\$220.00	\$168.00	\$180.00	\$140.00	\$235.00	\$165.00	\$165.00	\$125.00	\$95.00	
Unit Cost	\$1,760.00	\$0.00	\$7,920.00	\$12,320.00	\$10,340.00	\$15,180.00	\$11,550.00	\$8,625.00	\$1,235.00	

Total Labor Cost Deliverable Item #1 A	\$27,355.00
Total Labor Cost Deliverable Item #1B & #1C	\$21,730.00
Total Labor Cost Deliverable Item #1D	\$19,645.00
Subtotal Deliverable Item #1	\$68,730.00
NMGRT (Est. 7%)	\$4,825.10
Total Deliverable Item #1	\$73,555.10

PROJECT SCHEDULE **Deliverable Item #1 ONLY**

ID	Task Name	Duration	
1	COH Effluent Phase II - Elevated Reservoir Feasibility Study	50 days	
2	DELIVERABLE ITEM #1 - ALTERNATIVE EVALUATION & COST COMPARISON DOCUMENT	50 days	
3	Evaluate Existing Tank Structure	25 days	
4	Contract Award	0 days	
5	Project Kick-Off w/ City Staff	0 days	
6	Obtain Original Harden Record Drawings and Tank Calculations from City of Hobbs	5 days	
7	Evaluate structural adequacy compared to current code requirements	10 days	
8	Summarize analysis results in technical memorandum with cost estimates to correct any structural issues	5 days	
9	City of Hobbs Review	5 days	
10	Remote Work session with City	0 days	
11	Evaluate feasibility and cost of dismantling, transporting, and reconstruction of Harden tank	5 days	
12	Evaluate Construction of New Tank Structure	10 days	
13	Prepare work plan, list of issues, preliminary cost estimate for mult-leg welded steel elevated tank	5 days	
14	Prepare work plan, list of issues, preliminary cost estimate for pedestal spheroid, elevated welded steel elevated tank	5 days	
15	Alternative Evaluation Report	15 days	
16	Prepare technical memo summarizing relocation and new construction options	10 days	
17	City of Hobbs Review	5 days	
18	Review meeting with City	0 days	

City of Hobbs Reuse Phase II - Tank Relocation Fea Project Schedule	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	[
	Summary		Inactive Summary		Finish-only]
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	