

**CITY OF FARMINGTON  
CITY COUNCIL WORK SESSION AGENDA  
July 16, 2013 – 9:00 a.m.**

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**DEPARTMENT HEAD REPORTS**

1. Consideration of Greenlawn Cemetery Association's proposal to donate the property and assets of Greenlawn Cemetery to the City (Bob Campbell) -----1

Action Requested of Council:

Provide staff with direction regarding an offer from the Greenlawn Cemetery Association to donate the assets and property of Greenlawn Cemetery to the City.

Background/Rationale:

The Association is requesting that the City take over operations because they believe that this will better serve the community.

Staff Recommendation:

None.

Instructions upon Approval:

If directed to pursue the donation, staff will notify the Association and request a detailed audit, prepared by a certified public accountant, of all the assets and liabilities of the cemetery, pursuant to Section 3-40-9, NMSA 1978.

Budgetary Impact:

No impact anticipated in FY 2014. Investments of approximately \$2,250,000 would need to be transferred into "State approved" investments which could take several months. There is an anticipated loss of approximately \$54,000 for FY 2015.

2. Memorandum of Understanding between the City and San Juan County regarding the 2013 Byrne Justice Assistance Grant (JAG) award (Keith McPheeters) -----2

Action Requested of Council:

Approve the Memorandum of Understanding ("MOU") to submit an application for the 2013 Byrne Justice Assistance Grant and authorize the Mayor to sign the MOU.

Background/Rationale:

As the fiscal agent for the JAG grant, the City is required to submit an application requesting an award of \$66,251 from the JAG program (City to receive \$45,129 and San Juan County to receive \$21,122). The City intends to use its share towards the purchase of an electric mobility police vehicle, police cruiser and the accessories required to prepare and augment the factory police cruiser for use as a patrol vehicle.

Staff Recommendation:

Approve and authorize the Mayor to sign the MOU.

Budgetary Impact:

Additional funding in the amount of \$45,129. Minor impact to workload for Grants Coordinator in the Accounting Division (annual portion of work already accounted for in duties).

- 3. Consideration of Resolution No. 2013-1475 approving the fourth and final revision to the FY13 Budget and Requesting State Approval (Andy Mason) -----3

Action Requested of Council:

Adopt Resolution No. 2013-1475.

Background/Rationale:

The attached resolution and budget adjustment recap sheet detail the various revenue and expense accounts requiring adjustment.

Staff Recommendation:

Adopt Resolution No. 2013-1475.

Instructions upon Approval:

The budget adjustment will be submitted to the State Department of Finance and Administration for review and approval.

Budgetary Impact:

Budget Adjustment #4 reflects all necessary revenue and expense budget adjustments.

- 4. Consideration of Resolution No. 2013-1476 approving a cash loan to the Golf Enterprise Fund (Andy Mason) -----4

Action Requested of Council:

Adopt Resolution No. 2013-1476.

Background/Rationale:

In order to comply with State guidelines and Generally Accepted Accounting Principles, a loan to the Golf Fund is necessary to avoid a negative cash balance at the end of FY 2013.

Staff Recommendation:

Adopt Resolution No. 2013-1476.

Instructions upon Approval:

Submit the loan to the State Department of Finance and Administration for review and approval.

5. Consideration of a resolution superseding and replacing Resolution No. 2012-1437 which established the current schedule of rates, fees and charges for the operation of certain businesses or use of certain property or facilities at the Four Corners Regional Airport (Todd Gressick) -----5

Action Requested of Council:

Adopt the resolution.

Background/Rationale:

Annually, the airport reviews the schedule of airport rates and charges and makes adjustments as necessary. A schedule of Rates, Fees, and Charges for the Four Corners Regional Airport was previously adopted by Resolution No. 2012-1437.

A summary table of the proposed rates and charges are listed in Exhibit "A" to the proposed resolution.

Airport Advisory Commission Recommendation:

Adopt the resolution.

Instructions upon Approval:

Provide a copy of the signed resolution to Airport Administration.

Budgetary Impact:

The changes will increase the amount of revenue generated by the Airport.

6. Bid for purchase of animal shelter equipment (Eddie Smylie) -----6

Action Requested of Council:

Approve recommendation for award.

Background/Rationale:

Bids for purchase of animal shelter equipment (Parks, Recreation & Cultural Affairs) opened on July 10, 2013 with three bidders participating.

Staff Recommendation:

A recommendation will be made from the floor by the Purchasing Officer.

7. Correction to the Request for Proposals for the Community Development Block Grant 2013 Annual Action Plan for Public Service Projects (Eddie Smylie) -----7

Action Requested of Council:

Approve a correction to the amount awarded to Masada House for its public service project (correct amount is \$10,000).

Background/Rationale:

Proposals were opened on April 10, 2013. Presentations by all offerors were done at two City Council meetings and final award took place at the June 11, 2013 regular City Council meeting. The amount awarded to Masada House was not the correct amount as discussed at the June 4, 2013 Work Session.

Staff Recommendation:

Correct the award amount for Masada House to \$10,000.

Instructions upon Approval:

Upon approval by the U.S. Department of Housing and Urban Development, staff will execute an agreement with Masada House in the corrected amount of \$10,000 for their public service project.

8. Consideration of cancellation of the August 27, 2013 regular City Council meeting (Rob Mayes)

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**COUNCIL BUSINESS**

9. Appointments to the Public Utility Commission (Mayor)

**AGENDA ITEM SUPPORT MATERIALS ARE AVAILABLE FOR INSPECTION AND/OR PURCHASE AT THE OFFICE OF THE CITY CLERK, 800 MUNICIPAL DRIVE, FARMINGTON, NEW MEXICO.**

**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 599-1106 or 599-1101 prior to the meeting so that arrangements can be made.

City of Farmington  
Memorandum

Date: November 7, 2012

To: Mayor & Council

CC: Rob Mayes

From: Bob Campbell

Subject: Greenlawn Cemetery

Attached is Greenlawn Cemetery expense and income summary spreadsheet. These are anticipated City costs and revenue for the first year of operation by the City. As you can see the anticipated costs are \$161,643.23 and the anticipated revenues are \$107,279.44 for a net operating loss of \$54,363.79.

The Greenlawn Cemetery Association operates the cemetery with a positive cash flow. They were able to generate \$80,595.47 through their investment income during 2011. The City is limited in the types of investments we can make. Should the City acquire the cemetery the investments would need to be transferred to investments that comply with state law. Unfortunately these investments do not generate the revenue that the investments in Greenlawn Cemetery's portfolio. We are anticipating generating approximately \$20,000 annually based on our current investments performance.

State law requires that before a municipality can acquire a cemetery the cemetery must have a detailed audit listing all the assets and liabilities of the cemetery prepared by a certified public accountant and submitted to the governing body. Staff is seeking guidance from Council whether we should request from Greenlawn Cemetery Association to incur the cost of an audit prepared by a certified public accountant a listing of all assets, liabilities, revenues and expenses.

**Greenlawn Cemetery Association**  
**Expense and Income Summary**

<b>Expense</b>	<b>Anticipated City Cost/Revenue</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>Total</b>
Advertising	\$500.00	\$246.48	\$81.96	\$245.88	\$297.43	\$871.75
Bank Fees	\$0.00	\$169.00	\$140.00			\$309.00
Building	\$226.93		\$77.22	\$509.27	\$94.30	\$680.79
Contract Labor	\$0.00	\$352.08	\$28.00	\$1,750.37	\$1,503.73	\$3,634.18
Equipment Maintenance	\$3,271.75	\$3,271.75	\$559.06	\$7,515.60	\$21,792.40	\$33,138.81
Fuel, Oil & Tires	\$2,393.65	\$2,393.65	\$2,533.10	\$2,704.79	\$3,760.18	\$11,391.72
Garnishments	\$2,453.86	\$2,453.86	\$1,100.00	\$1,310.00	\$1,101.65	\$5,965.51
Grounds Maintenance	\$2,172.38	\$2,172.38	\$398.28	\$18,808.37	\$4,386.41	\$25,765.44
Insurance/Health & Liability	\$800.00	\$23,930.00	\$15,442.26	\$16,320.73	\$4,385.45	\$60,078.44
License/Fees/Penalties	\$28.75	\$28.75	\$10.00			\$38.75
Lot Refunds	\$2,430.00	\$2,430.00	\$500.00	\$975.00	\$1,215.00	\$5,120.00
Materials & Supplies	\$718.30	\$718.30	\$1,696.89	\$1,655.20	\$2,770.79	\$6,841.18
Office Supplies	\$1,575.38	\$1,575.38	\$1,300.84	\$1,396.41	\$2,066.17	\$6,338.80
Taxes (Payroll)	\$30,800.00	\$19,321.19	\$17,912.91	\$23,377.55	\$18,457.08	\$79,068.73
Postage	\$88.00	\$88.00	\$88.00		\$42.00	\$218.00
Pre-Open/Close Refunds	\$200.00	\$200.00				\$200.00
Professional Fees	\$605.26	\$605.26				\$605.26
Telephone	\$1,010.06	\$1,010.06	\$899.72	\$932.57	\$954.85	\$3,797.20
Utilities	\$2,368.91	\$2,368.91	\$3,274.04	\$2,288.97	\$2,221.56	\$10,153.48
Wages (3 FTE's)	\$110,000.00	\$75,353.72	\$73,734.73	\$83,309.52	\$77,946.33	\$310,344.30
<b>Total</b>	<b>\$161,643.23</b>	<b>\$138,688.77</b>	<b>\$119,777.01</b>	<b>\$163,100.23</b>	<b>\$142,995.33</b>	<b>\$564,561.34</b>

<b>Investment</b>	<b>Anticipated City Cost/Revenue</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>Total</b>
BP-America		\$190.86	\$273.30	\$357.94	\$661.50	\$1,483.60
Citizens Bank				\$286.48	\$114.08	\$400.56
Edward Jones		\$53,513.18	\$59,923.01	\$30,157.06	\$1,261.59	\$144,854.84
Vectra		\$1,826.46	\$3,251.66	\$3,346.90	\$22,542.71	\$30,967.73
Merrill Lynch			\$3,509.97	\$6,004.65	\$3,236.98	\$12,751.60
Morgan Stanley Smith		\$25,064.97	\$31,596.51	\$12,149.69	\$31,312.36	\$100,123.53
	\$20,000.00	\$80,595.47	\$98,554.45	\$52,302.72	\$59,129.22	\$290,581.86
Graves/Care 1375	\$50,000.00	\$56,065.00	\$68,744.00	\$71,961.00	\$77,067.64	\$273,837.64
Open/Close/Setting 1196	\$32,405.00	\$32,405.00	\$38,819.00	\$37,763.00	\$30,767.56	\$139,754.56
Prepaid Open/Close 6555	\$4,845.00	\$4,845.00	\$3,320.00	\$7,000.00	\$8,910.00	\$24,075.00
Checking Interest	\$29.44	\$29.44		\$70.90	\$95.01	\$195.35
	\$87,279.44	\$93,344.44	\$110,883.00	\$116,794.90	\$116,840.21	\$437,862.55
<b>Total</b>	<b>\$107,279.44</b>	<b>\$173,939.91</b>	<b>\$209,437.45</b>	<b>\$169,097.62</b>	<b>\$175,969.43</b>	<b>\$728,444.41</b>

The State of New Mexico  
County of San Juan

**Memorandum of Understanding  
Between the City of Farmington and County of San Juan**

**2013 Byrne Justice Assistance Grant (JAG) Program Award**

This agreement is made and entered into this 16th day of July, 2013 by and between the County of San Juan, hereinafter referred to as COUNTY, and the City of Farmington, hereinafter referred to as CITY, both of San Juan County, State of New Mexico, witnesseth:

Whereas, each governing body finds that the performance of this agreement is in the best interests of both parties, that the undertaking will benefit the public and that the division of funds is being done upon agreement of both parties; and

Whereas, the parties agree that it is in their best interests to cooperate in requesting an award of \$66,251.00 from the Justice Assistance Grant program and to share the amount awarded with the City receiving \$45,129.00 and the County receiving \$21,122.00.

Now therefore, the COUNTY and CITY agree as follows:

Section 1.

The CITY agrees to be the fiscal agent for the 2013 Byrne JAG program (Grantor) and will submit the required application and documentation for same and disperse funds as they become available.

Section 2.

Within a reasonable time after receipt of the award, the CITY shall pay to the COUNTY the COUNTY'S allocated amount of \$21,122.00.

Section 3.

COUNTY agrees to use its share, \$21,122.00, towards the purchase of fourteen (14) Tasers with holsters, five (5) hand-held police radios, twenty-eight (28) police flashlights, and forty (40) 2013 NM Criminal & Traffic Law Manuals.



**CITY OF FARMINGTON, NEW MEXICO**

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

Tommy Roberts, Mayor

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Diane Smylie, City Clerk

APPROVED AS TO FORM  
CITY OF FARMINGTON ATTORNEY

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

Date: \_\_\_\_\_

Section 4.

CITY agrees to use its share, \$45,129.00, towards the purchase of an electric mobility police vehicle, a police cruiser, and necessary accessories required to prepare and augment the factory police cruiser for use as a police patrol vehicle.

Section 5

The COUNTY agrees to submit to the CITY the necessary financial reporting documentation concerning the expenditure of its JAG funds so that the CITY can be in compliance with grant reporting requirements.

Section 6

Each party in this agreement will be responsible for its own actions concerning the procurement of equipment or property and disbursement of its share of funds and shall not be liable for any civil liability that may arise by the actions of the other party.

Section 7.

By entering into this agreement, the parties do not intend to create any obligations express or implied which are not set out in this agreement.

Section 8.

This Agreement shall be effective on the date last signed by a party hereto and shall terminate one (1) year from said date unless the parties otherwise agree in writing.

**BOARD OF COUNTY COMMISSIONERS  
OF SAN JUAN COUNTY, NEW MEXICO**

**ATTEST:**

By: \_\_\_\_\_  
Scott Eckstein, Chairman  
Date: \_\_\_\_\_

\_\_\_\_\_  
Debbie Holmes, County Clerk

APPROVED AS TO FORM  
SAN JUAN COUNTY ATTORNEY

By: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION  Application Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>		
Legal Name  City of Farmington New Mexico	Organizational Unit  Farmington Police Department	
Address  800 Municipal Drive Farmington, New Mexico 87410-2663	Name and telephone number of the person to be contacted on matters involving this application  McPheeters, Keith (505) 599-1552	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)  85-6000129	7. TYPE OF APPLICANT  Municipal	
8. TYPE OF APPLICATION  New	9. NAME OF FEDERAL AGENCY  Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738  CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT  Police Equipment, Patrol Vehicles and Accessories Program	
12. AREAS AFFECTED BY PROJECT  City of Farmington, County of San Juan, State of New Mexico		
13. PROPOSED PROJECT  Start Date: July 09, 2013 End Date: July 08, 2014	14. CONGRESSIONAL DISTRICTS OF  a. Applicant  b. Project NM03	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  Program is not covered by E.O. 12372	
Federal	\$66,251	
Applicant	\$0	
State	\$0	
Local	\$0	

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  N
Program Income	\$0	
TOTAL	\$66,251	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

**GMS Application Number – 2013-H5144-NM-DJ**  
**2013 Edward Byrne Memorial Justice Assistance Grant (JAG)**  
Attachment 4

**Abstract Farmington Police Department**

**Applicant Name:** Farmington Police Department

**Project Title:** Police Patrol Vehicles and Accessories Program

**Project Identifiers:** Vehicles – Police Cruisers (SUV)  
Equipment – General  
Policing  
Officer Safety  
Traffic Enforcement

**Project Goal:** The Farmington Police Department proposes the utilization of the allocated JAG funds (\$45,129) for the purchase of various, unfunded, items of police equipment required to maintain operational efficiency and regional response capabilities.

These items include an electric mobility patrol vehicle, a police cruiser and the necessary accessories and equipment required to fully equip and prepare the vehicle for service as a police patrol vehicle for the Farmington Police Department.

**Strategy for  
Implementation of  
Grant Activities:**

The patrol vehicles and accessories to be purchased pursuant to the program will be researched for appropriateness, feasibility, and pricing. Upon selection of appropriate equipment, valid quotes will be obtained for the equipment costs and delivery. Upon delivery of the equipment, they will be installed and placed into service.

**Benchmarks for Program Implementation:**

1. Vehicle and Accessory Research and Identification.
2. Vehicle and Accessory Selection.
3. Price and Delivery Quotes Obtained.
4. Acquisition and Installation.

**Coordination and  
Major Deliverable:**

Acquisition of the vehicles and accessories will be made with the assistance of the City of Farmington Purchasing Division.