

A G E N D A

. . . for the Regular Meeting of the Farmington City Council to be held at 7:00 p.m., Tuesday, July 23, 2013 in the Council Chamber, City Hall, 800 Municipal Drive, Farmington, New Mexico. . .

1. Roll Call and Convening the Meeting:
2. Invocation: Minister of Music Mario Parga of First Baptist Church.
3. Pledge of Allegiance:
4. Acceptance of Consent Agenda: Those items on the agenda that are marked with an asterisk (\*) have been placed on the Consent Agenda and will be voted on without discussion with one motion. If any item proposed does not meet with approval of all Councilors or if a citizen so requests, that item will be heard under Business from the Floor.
5. \*Approval of Minutes for:
  - (a) the Regular Meeting of the City Council held July 9, 2013; and----- 8
  - (b) the Regular Work Session of the City Council held July 2, 2013 ----- 9
6. \*Approval of Bid for purchase of trucking services (Public Works) being awarded to the lowest and best bidders per category based on the hourly rate after application of five percent in-state preference (Category One – Envirotech, Sierra Oilfield Services, Herrera Trucking and Atencio Trucking and Category Two – Lobato Trucking, Envirotech, Herrera Trucking and Atencio Trucking). Bids opened July 10, 2013 with five bidders participating. ----- 1
7. \*Approval of Bid for leasing services for golf carts (Parks, Recreation and Cultural Affairs) being awarded to California First National Bank (contingent upon the execution of a lease agreement), as the sole bid is fair and reasonable (\$315,227.04). Bids opened July 16, 2013. ----- 2
8. \*Approval of Memorandum of Understanding authorizing the City to act as the fiscal agent on behalf of the City of Aztec for grant funding in the amount of \$319,900 received from the Federal Transit Administration for extension of the trail system from Aztec Ruins National Park to the City of Aztec-owned greenway and trailhead. ----- 3
9. \*Approval of Warrants up to and including July 20, 2013.
10. Recommendation from the Planning and Zoning Commission:

Acceptance of Consent Agenda: The item marked with an asterisk (\*) has been placed on the Planning and Zoning Commission Consent Agenda and will be voted on without discussion with one motion. If the item does not meet with

approval of all Councilors or if a citizen so requests, the item will be removed from the Consent Agenda and heard in regular order.

- \* (1) Adoption of the recommendation from the Planning and Zoning Commission, as contained within the Community Development Department Petition Report, to approve Petition No. ZC 13-07 from Arta Specht requesting a zone change from the OP, Office and Professional, District to the MF-M, Multi-Family Medium Density, District for 0.48 acres located at 800 and 802 North Dustin Avenue.

The recommendation of the Planning and Zoning Commission passed by a vote of 6-0 on July 11, 2013. ----- 4

- 11. Public Hearing to receive comments on the Community Development Block Grant 2013 Annual Action Plan **AND** Adoption of Resolution No. 2013-1478 adopting the Community Development Block Grant 2013 Annual Action Plan (CDBG Administrator Jay Peterman) ----- 5
- 12. Presentation on the current status and the future plans for the Farmington Regional Animal Shelter and direction to staff regarding a spay and neuter proposal (Cory Styron)
- 13. New Business:
  - (a) Mayor
    - (1) Appointments to the Public Utility Commission.
  - (b) Councilors
  - (c) City Manager
  - (d) City Attorney
  - (e) City Clerk
- 14. Business from the Floor:
  - (1) Items removed from Consent Agenda for discussion.
  - (2) Any other Business from the Floor.
- 15. Closed Meeting to discuss requests for qualification-based proposals for professional engineering services for the Foothills Drive Widening project and professional architectural/engineering services for downtown gateway signage, pursuant to Section 10-15-1H(6) NMSA 1978.
- 16. Proposal: Request for authorization to commence negotiations for the proposal for professional engineering services for the Foothills Drive Widening project (Public Works) with Souder, Miller & Associates as the best evaluated offeror. Proposals opened May 29, 2013 with five offerors participating. **[Tabled at the June 18, 2013 City Council Work Session]**----- 6


17. Proposal: Request for authorization to commence negotiations for the proposal for professional architectural/engineering services for downtown gateway signage (Community Development) with DHM Design Corporation as the sole proposal is deemed to be advantageous and in the best interest of the City. Proposals opened May 21, 2013 with one offeror participating.----- 7
18. Adjournment.

**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  
INTER-OFFICE MEMORANDUM**

**TO:** Mayor Roberts and City Council

**FROM:** Kristi Benson, CPPO   
Purchasing Supervisor

**DATE:** July 18, 2013

**SUBJECT:** Trucking Services, Bid #14-99303

**USING DEPARTMENT:** Public Works

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A bid opening was held on July 10, 2013 for Trucking Services. Five (5) bidders responded with one (1) submitting no bid for Category One and one (1) submitting no bid for Category Two.

The Central Purchasing Department concurs with the recommendation from the Public Works Department to award the bid to the following bidders, as responsible bidders submitting responsive bids meeting specifications for the categories listed below.

<u>CATEGORY ONE</u>	<u>AWARDED BIDDERS</u>	<u>AWARDED HOURLY RATE</u>
Tandem Truck	Envirotech, Farmington, NM	\$69.50
	Sierra Oilfield Services, Farmington, NM	\$70.00
	Herrera Trucking	\$75.00
	Atencio Trucking	\$80.00
<u>CATEGORY TWO</u>	<u>AWARDED BIDDERS</u>	<u>AWARDED HOURLY RATE</u>
End Dump	Lobato Trucking	\$79.00
	Envirotech, Farmington, NM	\$79.50
	Herrera Trucking	\$80.00
	Atencio Trucking	\$90.00

Kristi Benson (Presenter)  
Consent Agenda/Council Meeting 7/23/13

**xc:** Andy Mason, Administrative Services Director  
Jeff Smaka, Public Works Director  
File - 14-99303/KR

THIS DOCUMENT IS SUBJECT TO FINAL REVIEW BY THE CENTRAL PURCHASING DEPARTMENT AND SUBJECT TO FINAL AWARD BY CITY COUNCIL.

CITY OF FARMINGTON - ABSTRACT SCHEDULE

BID: TRUCKING SERVICES, BID #14-99303 OPENING DATE: JULY 10, 2013


Public Works		Envirotech Donald P. Ortiz, Field Operations Manager 5786 Hwy 64 Farmington, NM 87401 Ph: 505-632-0615		Sierra Oilfield Services, Inc. Jason Valdez, Vice President PO Box 6074 Farmington, NM 87401 Ph: 505-8012831		Atencio Trucking Rosie Atencio, Owner 1404 Gelledge Rd. Farmington, NM 87401 Ph: 505-216-1746	
EST HRS	1000	CATEGORY 1: TANDEM					
		TOTAL BID - CATEGORY ONE:	69.50/hr	\$69,500.00	70.00/hr	\$70,000.00	80.00/hr
	250	TOTAL BID - CATEGORY ONE WITH IN-STATE PREFERENCE APPLIED:	X	\$66,025.00	X	\$70,000.00	X
		CATEGORY 2: END DUMP					
		TOTAL BID - CATEGORY TWO:	79.50/hr	\$19,875.00	NO BID	\$0.00	90.00/hr
		TOTAL BID - CATEGORY TWO WITH IN-STATE PREFERENCE APPLIED:	X	\$18,881.25	X	\$0.00	X
		IN-STATE PREFERENCE:	YES	L1759059520	NO	N/A	N/A
		ESTIMATED APPLICABLE TAXES		\$5,641.80		\$4,987.50	not stated
		PAYMENT TERMS:	NET 30		NET 30		NET 30
		DELIVERY:	30 Calendar Days		NOT STATED		NOT STATED
		NUMBER OF TANDEM TRUCKS AVAILABLE:	3		2		1
		NUMBER OF END DUMP TRUCKS AVAILABLE:	2		0		1

Public Works

Public Works		Lobato Trucking Abram Lobato, Sr., Owner PO Box 1171 Bloomfield, NM 87413 Ph: 505-632-3176		Herrera Trucking Richard Herrera, Owner PO Box 3232 Farmington, NM 87401 Ph: 505-320-4195		
EST HRS	1000	CATEGORY 1: TANDEM				
		TOTAL BID - CATEGORY ONE:	NO BID	\$0.00	75.00/hr	\$75,000.00
	250	TOTAL BID - CATEGORY ONE WITH IN-STATE PREFERENCE APPLIED:		\$0.00	X	\$75,000.00
		CATEGORY 2: END DUMP				
		TOTAL BID - CATEGORY TWO:	79.00/hr	\$19,750.00	80.00/hr	\$20,000.00
		TOTAL BID - CATEGORY TWO WITH IN-STATE PREFERENCE APPLIED:	X	\$19,750.00	X	\$20,000.00
		IN-STATE PREFERENCE:	NO	N/A	NO	N/A
		ESTIMATED APPLICABLE TAXES		\$1,246.23		not stated
		PAYMENT TERMS:	NET 30		NET 30	
		DELIVERY:	NOT STATED		NOT STATED	
		NUMBER OF TANDEM TRUCKS AVAILABLE:	0		1	
		NUMBER OF END DUMP TRUCKS AVAILABLE:	1		1	

CITY OF FARMINGTON  
INTER-OFFICE MEMORANDUM

TO: Mayor Roberts and City Council

FROM: Edward Smylie, CPPO   
Purchasing Officer

DATE: July 18, 2013

SUBJECT: Leasing Services for Golf Carts, Bid #14-99567

USING DEPARTMENT: Parks, Recreation, and Cultural Affairs  
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A bid opening was held on July 16, 2013 for Leasing Services for Golf Carts. One bidder responded.

The Central Purchasing Department concurs with the recommendation from the Parks, Recreation, and Cultural Affairs to award the bid to California First National Bank, contingent upon executing a lease agreement, from Irvine, CA as submitting the only responsive bid which is considered to be fair and reasonable meeting specifications for a total awarded amount of \$315,227.04, plus estimated applicable taxes of \$16,155.39. The single response documentation memo is attached.

Edward Smylie (Presenter)

Consent Agenda/Council Meeting 7/23/13

xc: H. Andrew Mason, CPFO, Administrative Services Director  
Cory Syron, PRCA Director  
Chris Jones, Golf Course Manager  
File – 14-99567

CITY OF FARMINGTON  
CENTRAL PURCHASING  
INTER-OFFICE MEMORANDUM

TO: Leasing Services for Golf Carts, #14-99567  
FROM: Jennifer Rowland, Buyer II *JR*  
DATE: July 16, 2013  
SUBJECT: Single Response Documentation

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One hundred (100) companies were notified of this solicitation.

The following firms were contacted regarding this solicitation and requested information regarding their decision not to respond to the above bid.

Their decision was based on the following:

- (1) VGM financial Services/Aaron: Couldn't accept City's terms and conditions in bid documents. His understanding was, the City wouldn't accept any exceptions to the City's terms and conditions.
- (2) Wells Fargo/Adam Kinny: Due to an oversight by Wells Fargo, he didn't receive the City's bid solicitation for Golf Cart Leasing Services.
- (3) PNC Financial Services/Tom Wiegler: Non-response to the City's invitation to bid, is due to an oversight by PNC's Municipal leasing folks regarding the due date.
- (4) Fleetwood Leasing LLC/Scott Miller: Usually their firm partners with the golf cart supplier and submits pricing as a total package.

xc: Edward Smylie, Purchasing Officer

*ES*  
\_\_\_\_\_  
(Initial/Concur)

**CITY OF FARMINGTON - ABSTRACT SCHEDULE**

**BID: Leasing Services for Golf Carts, #14-99567    OPENING DATE: July 16, 2013 @ 2:00 PM**

<b>Parks, Recreation, and Cultural Affairs</b>	<b>California First National Bank</b>
<b>Monthly Payment Amount</b>	<b>\$6,567.23</b>
<b>Interest Rate %</b>	<b>N/A</b>
<b>TOTAL OF 48 MONTHLY PAYMENTS</b>	<b>\$315,227.04</b>
<b>ESTIMATED TAXES</b>	<b>\$16,155.39</b>
<b>BID SIGNED:</b>	<b>yes</b>
<b>IN-STATE/VETERANS PREFERENCE:</b>	<b>n/a</b>
<b>ADDENDUM ONE ACKNOWLEDGED:</b>	<b>yes</b>
<b>EXCEPTIONS TAKEN:</b>	<b>yes</b>



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF FARMINGTON AND THE CITY OF AZTEC  
FEDERAL TRANSIT ADMINISTRATION GRANT FUNDING**

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**THIS AGREEMENT** is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Farmington, a New Mexico municipal corporation, (hereinafter referred to as CITY) and the City of Aztec, a New Mexico municipal corporation (hereinafter referred to as GRANTEE),

**WITNESSETH:**

**WHEREAS**, each organization finds that the performance of this agreement is in the best interests of both parties, that the undertaking will benefit the public; and

**WHEREAS**, the GRANTEE is the recipient of Federal Transit Administration (hereinafter referred to as FTA) funding in the amount of \$319,900 for "extension of trail system from Aztec Ruins National Park boundary to city owned greenway and trailhead"; and

**WHEREAS**, the GRANTEE is not a current FTA registered recipient for receiving FTA funding; and

**WHEREAS**, the CITY is an FTA registered recipient of federal funding and is located within the same Metropolitan Statistical Area and operates FTA funded projects within the GRANTEE's city limits.

**NOW, THEREFORE**, the CITY and GRANTEE agree as follows:

**SECTION 1**

The CITY shall be Fiscal Agent on behalf of GRANTEE and will submit the required application and documents. The City of Farmington shall be responsible for all receipts and disbursements of grant funds for work performed in accordance with the grant agreement.

**SECTION 2**

The GRANTEE shall be solely responsible for all project costs, project work, procurement, project management and compliance with all state regulations. Any third party costs incurred by the CITY as a result of administering this grant shall be reimbursed by the GRANTEE.

### **SECTION 3**

The GRANTEE agrees to submit to the CITY the necessary financial and performance reports and documentation concerning the expenditure of FTA fund so that the CITY can be in compliance with grant reporting requirements.

### **SECTION 4**

The GRANTEE shall request payment by submitting a Request for Payment, in the form provided by the CITY. The GRANTEE must submit one original Request for Payment; each request must contain proof of payment by the GRANTEE. Requests for Payment shall be submitted by GRANTEE twenty-five (25) days from the end of the calendar quarter in which the expenditure was incurred.

### **SECTION 5**

The CITY will file all required reports on behalf of the GRANTEE as per the grant agreement. The GRANTEE agrees to provide to the CITY any necessary documentation for grant expenditures upon request of the FTA and/or the CITY.

### **SECTION 6**

The CITY agrees to retain all records related this project for a period of five (5) years from the closeout date of this grant.

### **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 two (2) years from said date unless the parties otherwise agree upon thirty (30) day's notice in writing.

Legal Department  
Approved as to form and content  
By JPH  
Date 7/16/13

City of Farmington

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

~~Tommy Roberts~~, Mayor Pro Tem  
Dan Darnell

Attest: \_\_\_\_\_

Dianne Furman, City Clerk  
Smylie

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

City of Aztec

By: Jim Crowley  
Sally Burbridge, Mayor pro tem

Attest: Karla Sayler  
Karla Sayler, City Clerk

Date: 7-9-13

- \* **Adoption** of the Planning and Zoning Commission action in the Community Development Petition Report and **approval** of Petition ZC 13-07, a request from Arta Specht, for a zone change from the OP Office & Professional District to the MF-M Multifamily Medium Density District for property at 800 and 802 North Dustin Avenue.

Recommendation of approval by the Planning and Zoning Commission on July 11, 2013 by a vote of 6-0.