

## A G E N D A

. . . for the Regular Meeting of the Farmington City Council to be held at 7:00 p.m., Tuesday, September 10, 2013 in the Council Chamber, City Hall, 800 Municipal Drive, Farmington, New Mexico. . .

1. Roll Call and Convening the Meeting:
2. Invocation: Pastor Glenn Perica of First Presbyterian 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 August 13, 2013; and --- 7
  - (b) the Regular Work Sessions of the City Council held August 6, 2013 and August 20, 2013. ----- 8
6. \*Approval to Declare worn-out, unusable or obsolete vehicles (Administrative Services, Central Warehouse, General Services and Vehicle Maintenance) surplus to the needs of the City and not essential for municipal purposes, and to authorize the City Manager or his designee to dispose of such surplus property pursuant to State Statutes. ----- 1
7. \*Approval to Accept Grant Funding from the New Mexico Department of Homeland Security & Emergency Management (Sub-Grant Agreement No. HM-HMP-0293-12-01-01 FFD) for training reimbursement for the 2013 Hotzone Hazardous Materials Response Conference in the amount of \$2,350 (the City's match is \$912.50). ----- 2
8. \*Approval of Warrants up to and including September 7, 2013.
9. 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 13-08 from Dwight Jacobson

requesting a zone change from the MF-L, Multi-Family Low Density, District to the GC, General Commercial, District for 0.29 acres located at 1001 Farmington Avenue.

The recommendation of the Planning and Zoning Commission passed by a vote of 5-0 on August 15, 2013. ----- 3

10. Community Relations Commission Annual Report (David John) ----- 3
11. New Business:
  - (a) Mayor
  - (b) Councilors
  - (c) City Manager
    - (1) Acknowledgement of the Department of Finance and Administration's approval of the City's Fiscal Year 2014 Budget, as required by Section 6-6-5 of New Mexico State Statutes. ----- 4
    - (2) Public Hearing and prioritization of the top five projects to be submitted to the State Department of Finance and Administration, Local Government Division, as the City of Farmington's Fiscal Year 2014 Infrastructure Capital Improvement Plan (ICIP). This item is scheduled for final adoption by resolution at the September 17, 2013 City Council Work Session. ----- 5
  - (d) City Attorney
  - (e) City Clerk
12. Business from the Floor:
  - (1) Items removed from Consent Agenda for discussion.
  - (2) Any other Business from the Floor.
13. Closed Meeting to discuss request for qualification-based proposals for professional architectural/engineering services for downtown gateway signage, pursuant to Section 10-15-1H(6) NMSA 1978. ----- 6
14. Proposal: Recommendation from the Purchasing Officer to award the proposal for professional architectural/engineering services for downtown gateway signage (Community Development) to 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.
15. 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  
Purchasing Supervisor

DATE: 8/15/2013

SUBJECT: Declaration of Worn-Out, Unusable or Obsolete Property

USING DEPARTMENT: Administrative Services, Central Warehouse  
General Services, Vehicle Maintenance  
=====

The Central Purchasing Division of the Administrative Services Department concurs with the recommendation from both the Central Warehouse and Vehicle Maintenance to declare the attached list of vehicles as worn-out, unusable or obsolete.

If it is determined the best disposal method for this property is through the City's internet-based Public Surplus auction system, authorization is requested to grant the Warehouse Superintendent authority to issue an immediate e-mail award notification to the highest cash bid received meeting the bidding requirements set forth.

Kristi Benson (Presenter)  
Consent Agenda/Council Meeting 9/10/2013

xc: Eric Schlotthauer - Accounting, Controller  
Debi Dalton - Accounting, Staff Accountant – Fixed Assets  
Sarah Talley - Accounting, Staff Accountant – Grants Administration  
Jerry Parson - Vehicle Maintenance Superintendent  
Bob Schrag - Warehouse Superintendent

<b>UNIT #</b>	<b>VIN / SERIAL #</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL / DESCRIPTION</b>
3	1J4FJ27S8NL179107	1992	JEEP	CHEROKEE 4X4 2 DOOR
160	1GBGK24NXPE157353	1993	CHEVROLET	K2500 3/4T 4X4 UTILITY BODY
9407	1FTYR14V7YPA87516	2000	FORD	RANGER 2WD EXT CAB PICKUP
9460	2G1WF52E319205634	2001	CHEVROLET	IMPALA SEDAN 4DR
9534	JKC5304014	2002	VIBROMAX	265 ROLLER
9541	2G1WF52EX29201565	2002	CHEVROLET	IMPALA SEDAN 4DR
9594	1GCEC19W72Z304631	2002	CHEVROLET	1/2T 2WD EXT CAB PICKUP
9596	1FTNX21S22ED13179	2002	FORD	F250 4X4 EXT CAB PICKUP
9638	2FAFP71W73X206512	2003	FORD	CROWN VICTORIA MARKED UNIT
9747	2FAFP71W05X157012	2005	FORD	CROWN VICTORIA MARKED UNIT
9944	1GDHK34607E568402	2007	GMC	K3500 1T 4X4 UTILITY BODY
9948	1GDHK34667E568727	2007	GMC	K3500 1T 4X4 UTILITY BODY



**New Mexico Homeland Security and Emergency Management  
REQUEST TO USE FEDERAL HMEP GRANT FUNDS  
For Planning and Training Activities**

NMDHSEM, State Administrative Agency (SAA)  
P.O. Box 27111, Santa Fe, NM 87502

**\*\*PLEASE TYPE OR PRINT CLEARLY – COMPLETE ALL APPLICABLE SECTIONS\*\***

**Please indicate the type of project to be funded with grant funds:**

- Planning:** Application packet must contain Page 1 and 2 of this Form AND Section 1 OR Section 3 AND Narrative\*
- Training:** Application packet must contain Page 1 and 2 of this Form AND Section 2 OR Section 3 AND Narrative\*
- TBD:** Application packet must contain Page 1 and 2 of this Form AND Narrative\*

REQUESTER INFORMATION	
<b>Requester Name:</b> Jos Lesscher	<b>Date of Request:</b> 8/22/2013
<b>Agency/Program/Organization:</b> Farmington Fire Dept.	
<b>Mailing Address:</b> 301 N Auburn Ave.	
<b>City:</b> Farmington	<b>Zip Code:</b> NM 87401
<b>Email:</b> jlesscher@firenet.org	
<b>Phone:</b> 505-320-5150	<b>Fax:</b> 505-327-6353
GRANT ACTIVITY INFORMATION	
<b>SUB-GRANT NUMBER</b>	<small>*For NMDHSEM Use Only*</small> HM. HMP. 0293-12-01-00 FFD.
<b>PROJECT TITLE</b>	
<b>PLANNING/TRAINING ACTIVITY NAME</b>	2013 HOTZONE Conference
<b>ACTIVITY DATE(S) &amp; LOCATION</b>	October 16, 2013 through October 20, 2013 (includes 1 day for travel) (Conference Dates Oct 17-20, 2013)
<b>MATCHING FUNDS AVAILABLE?</b>	Match of 20% of total expenses must be non-federal funds. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Brief Description of matching funds:  Salaries of participants
<b>IS THIS AN APPROVED ACTIVITY?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Check Activity Guidance for allowable activities) <a href="http://www.nmdhsem.org/uploads/files/Activities%20Guidance.pdf">http://www.nmdhsem.org/uploads/files/Activities%20Guidance.pdf</a>  If No, provide Justification in Narrative
<b>PARTICIPANT OR AUDIENCE</b>	<input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> EMERGENCY COMMUNICATIONS <input checked="" type="checkbox"/> EMERGENCY MANAGEMENT <input type="checkbox"/> EMS <input checked="" type="checkbox"/> FIRE/HAZMAT <input type="checkbox"/> HEALTH <input type="checkbox"/> HOSPITAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> NGO/VOAD <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> OTHER: _____

\* Narrative must explain in detail requested funds and any other relevant information not in this form

**CERTIFICATION**

**Certifying Agent:**

The signatory below represents and warrants that the signor has the authority to allocate the use of grant funds and execute the *Request to Use Federal HMEP Grant Funds* on behalf of the entity for the activity specified above.

**I certify that:**

- all information provided in this application is true and correct to the best of my knowledge;
- all information in the applicable Section of this application is true and correct;
- all funds will be used only for the activity/project and purposes identified in the application package; and
- the requested activity shall be conducted in the current FY (October 1 through September 30).

Total Amount of Federal Funds Requested: \$ 3,650.00

*Scholarships - 1 full + 1 partial  
\$2350 - federal  
Total \$2,937.50*

Name (Print): Jos Lesscher

Title: Captain

Signature: *J. Lesscher*

Date: 8/22/2013

Please Complete & Submit this form along with the applicable Section and Narrative. You must complete and return Attachment 4 - Training and Conference Evaluation Form with your Reimbursement Package.

\*\*\*\*\*  
\*FOR NMDHSEM USE ONLY\*

<b>DHSEM HMEP ADMINISTRATOR</b> APPROVED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: <u>8/29/2013</u>	SIGNATURE: <u><i>Donna S. Vigil</i></u> NAME (PRINT): <u>DONNA S. VIGIL</u>
<b>GRANTS/FINANCE SPECIALIST</b> APPROVED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: <u>8/31/2013</u>	SIGNATURE: <u><i>Donna S. Vigil</i></u> NAME (PRINT): <u>DONNA S. VIGIL</u>
<b>CABINET / DEPUTY SECRETARY</b> APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE:	SIGNATURE: <u><i>N/A - \$ on existing SGA.</i></u>

→ Note: Participants are required to attend  
 16 hrs of training or workshops if travel Oct 16-20  
 or 9hrs of training or workshops if travel Oct 17-20



### SECTION 1 - PLANNING ACTIVITY REQUEST

- HMEP ACTIVITY GUIDANCE ALLOWABLE**  
 **NON-HMEP ACTIVITY GUIDANCE LISTED: PROVIDE JUSTIFICATION IN NARRATIVE**

ACTIVITY NAME: 2013 HOTZONE CONFERENCE

DHSEM COURSE CODE: (If applicable)

ACTIVITY VENDOR NAME &  
CONTACT INFORMATION

VENDOR NAME: HOTZONE, INC.  
ADDRESS: 482 VZCR 1106  
Canton, TX 75103

PHONE: BENNY HOWARD 214-536-9804 FAX: 903-896-1916  
WEB SITE: HTTP://HOTZONE.MOBI/?PAGE\_ID=46

ARE YOU REQUESTING STAFF SUPPORT FROM NM DHSEM FOR ACTIVITY?  Yes  No  
If YES, describe:

**SELECT PLANNING ACTIVITY (FOR EXERCISES FILL OUT SECTION 3)**

- Hazmat Challenge
- HOTZONE with 16 hrs required hazmat workshops and training
- International Association of Fire Chiefs (IAFC) International Hazmat Conference
- Fire Department Instructors Conference
- National Association of SARA Title III Program Officials (NASTTPO) Conference
- Hazmat/LEPC Regional Conference
- Regional Hazmat Workshops/Training/Conferences
- Regional/Local Hazmat Preparedness Conferences
- Hazmat Planning Conferences
- Regional Hazard Analysis
- Commodity Flow Surveys
- Hazardous Materials Disaster Scenario Table Top Exercises (fill out Section 3)
- Annual Hazmat Workshop
- CAMEO Software
- EPA-Risk Management Planning
- Other (see Attachment 1 and specify):

**REQUESTED FUNDS MUST BE REASONABLE AND MEET FEDERAL TRAVEL REGULATIONS**

PLANNING BUDGET INFORMATION (PROVIDE DETAILS IN NARRATIVE)		FEDERAL	MATCHING	AMOUNT
NUMBER OF INSTRUCTORS: _____	INSTRUCTOR FEE	<input type="checkbox"/>	<input type="checkbox"/>	\$
	INSTRUCTOR TRAVEL	<input type="checkbox"/>	<input type="checkbox"/>	\$
	INSTRUCTOR LODGING/PER DIEM/CAR RENTAL	<input type="checkbox"/>	<input type="checkbox"/>	\$
	FACILITY RENTAL - TOTAL	<input type="checkbox"/>	<input type="checkbox"/>	\$
	ACTIVITY SUPPLIES - TOTAL	<input type="checkbox"/>	<input type="checkbox"/>	\$
	ACTIVITY EQUIPMENT RENTAL/PURCHASE - TOTAL	<input type="checkbox"/>	<input type="checkbox"/>	\$
ANTICIPATED NUMBER OF PARTICIPANTS: 2	COST ESTIMATE EXPENSES PER PERSON:		<input type="checkbox"/>	\$
	• Registration \$200/person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 400.00 <i>scholarship</i>
	• Lodging \$460/person 4 nights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 920.00 <i>460</i>
	• Per Diem/Transport \$450/person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 900.00
NUMBER OF TIMES THE ACTIVITY WILL BE CONDUCTED PER FY: 1	OTHER (SPECIFY): AIRFARE \$500/PERSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 1,000.00
	<b>TOTAL FEDERAL FUNDS REQUESTED:</b>		<input checked="" type="checkbox"/>	<b>\$ 2,350.00</b>
	<b>TOTAL ACTIVITY EXPENSES (FEDERAL PLUS MATCH):</b>		<input checked="" type="checkbox"/>	<b>\$ 2,937.50</b>



**2013, Hotzone Hazardous Materials Response Conference**  
**Training Reimbursement Grant**  
**Date 08-22-2013**  
**Farmington Fire Department**

**Submitting agency: Farmington Fire Department**

**Project contact: Jos Lesscher**

**Phone: 505-599-1430 / cell: 505-320-5150**

**Fax: 505-327-6353**

**Email: [jllesscher@firenet.org](mailto:jllesscher@firenet.org)**

**Project request: Reimbursement of the cost associated with attending the 2013 HotZone Hazardous Materials Response Conference.**

**Narrative**

The Farmington Fire Department (FFD), Hazardous Materials (Haz Mat) Regional Response Team (RRT), has an agreement with the State of New Mexico to automatically respond to any level 2 haz mat call within the New Mexico State Police District 10, and on request of the State of New Mexico Department of Public Safety any where in the State.

To keep our training at the highest possible level, the FFD would like to attend the 2013 Hotzone. This is an EPA Region VI and the U.S Department of Homeland Defense sponsored hazardous materials conference in Houston, TX. This is a four day event from Oct. 17<sup>th</sup> till Oct 20<sup>rd</sup>. Due to the long travel time, we have to travel on Oct. 16<sup>th</sup>. We would like to send 2 members of our haz mat team. This would be a great opportunity for training, to check out the latest equipment, and to network with haz mat teams from all over the country.

**The FFD applies for a grant of \$3,650.00.** This will be an 80%/20% grant with the 20% to be paid by the FFD. This would be \$912.50 which will be offset by the \$1,440.00 salary cost carried by the FFD.

**Description**

Receipts for all items will be provided after the training.

We are applying for reimbursement of the cost of;

- Registration fee of \$200/pers.
- Lodging. Four rooms, at the Crowne Plaza Houston. This is where the conference is held. If booked already a close by hotel will be chosen. Check in on 10/16/2013, and check out 10/20/2013.
- Per Diem for five days, at the rate of \$45.00/day. Up 20% \$9.00 will be added for tips. Max total \$54.00/day.
- Round-trip flight from Farmington or Durango to Houston.
- The conference is 28 miles from the IAH airport so transportation is needed. With possible luggage fees.

We will use the salaries of the attendants as our 20% match:

- 40 hours of pay for the personnel attending the conference. This would be for one captain (at \$20/hr), and one engineer (at \$16/hr). Actual hour rate will be provided after the attendees are selected.

**Budget**

Item	Cost each	Quantity	Paid by FFD	Grant request	Total
Pay for Captain for 40 hours at \$20/hr	\$800.00	1	\$800.00		\$800.00
Pay for Engineer for 40 hours at \$16/hr	\$640.00	1	\$640.00		\$640.00
Lodging Houston, TX	\$620.00	2		\$1,240.00	\$1,240.00
Per diem, 5 days at \$54.00	\$270.00	2		\$540.00	\$540.00
Registration Fee	\$200.00	2		\$400.00	\$400.00
Flight, to Houston TX	\$500.00	2		\$1,000.00	\$1,000.00
Rental car	\$400.00	1		\$400.00	\$400.00
Fuel estimated	\$50.00	1		\$50.00	\$50.00
Total cost			\$1,440.00	\$3,650.00	\$5,070.00
80% grant request				\$3,650.00	
Salaries used to cover 20%			\$1,440.00		
Actual 20% needed			\$912.50		
Total cost with actual 20%					\$4,562.50

- \* **Adoption** of the Planning and Zoning Commission Action in the Community Development Petition Report and **approval** of Petition ZC 13-08, a request from Dwight Jacobson for a zone change from the MF-L Multifamily Low Density District to the GC General Commercial District for 0.29 acres located at 1001 Farmington Avenue.

Recommendation of approval by the Planning and Zoning Commission on August 15, 2013 by a vote of 5-0.

**COMMUNITY DEVELOPMENT PETITION REPORT**  
**Planning and Zoning Commission Action Summary**  
**Zone Change from MF-L District to GC District**  
**Petition ZC 13-08 – Zone Change on NW Corner of**  
**10<sup>th</sup> Street and Farmington Avenue**

**A. STAFF REPORT, August 15, 2013**

**PROJECT INFORMATION**

<b>Applicant</b>	Dwight Jacobson
<b>Representative</b>	None
<b>Date of Application</b>	July 15, 2013
<b>Requested Action</b>	Zone change from the MF-L Multifamily Low Density District to the GC General Commercial District.
<b>Location</b>	0.29 acres on the northwest corner of the intersection of 10 <sup>th</sup> Street and Farmington Avenue.
<b>Existing Land Use</b>	Vacant commercial building
<b>Existing Zoning</b>	MF-L Multifamily Low Density District
<b>Surrounding Zoning &amp; Land Use</b>	<b>North:</b> GC General Commercial District / Commercial <b>South:</b> GC General Commercial District / Self-storage units <b>East:</b> GC General Commercial District / Self-storage units <b>West:</b> MF-L Multifamily Low Density District / Multifamily Residential
<b>Notice</b>	Publication of Notice for public hearings of the Planning and Zoning Commission appeared in the Daily Times on Sunday, July 28, 2013. Property owners within 100 feet were sent notice by certified mail on Friday, July 26, 2013 and a sign was posted on Friday, August 2, 2013.
<b>Staff Planner</b>	Fran Fillerup, Associate Planner

**PROJECT DESCRIPTION**

The petitioner is requesting a zone change from the MF-L Multifamily Low Density District to the GC General Commercial District for 0.29 acres at 1001 Farmington Avenue. The property is on the northwest corner of the intersection of 10<sup>th</sup> Street and Farmington Avenue.

The property has a commercial building which is presently used for personal storage by the petitioner. According to the petitioner, the property was occupied by a baking company for a delivery facility prior to 1999. The petitioner purchased the building in 1999 and used it for personal storage. From 2007 to 2012, he leased the location to a home décor business. The petitioner is preparing to sell the property to a heating and cooling contractor.

The property adjoins GC district zoning on the north, south and east. To the north is a printing business and on the south and east are self-storage units. The property adjoins MF-L district