

**CITY OF FARMINGTON
CITY COUNCIL WORK SESSION AGENDA
October 18, 2016 – 9:00 a.m.**

DEPARTMENT HEAD REPORTS

1. Proclamation declaring October, 2016 as "Community Planning Month" (Mayor)
2. Recognition of staff for attaining three awards from the Government Finance Officers Association of the United States and Canada ("GFOA") (Mayor) -----1

Action Requested of Council:

- Presentation of the GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's Fiscal Year 2015 Comprehensive Annual Financial Report.
- Presentation of the GFOA Distinguished Budget Presentation Award for Fiscal Year 2016.
- Presentation of the GFOA Popular Annual Financial Reporting Award for the City's Fiscal Year 2015.

Background/Rationale:

The City's FY 2015 annual financial report has been recognized as the highest quality and represents full accountability to the citizenry and others with an interest in the City's finances.

The City's FY 2016 budget document has been recognized as the highest quality and presents the City's annual financial plan. The document contributes to enhanced accountability and management decision making.

The City's FY 2015 Citizen's Financial Report has been judged as a recipient of GFOA's Popular Annual Financial Reporting Award. The report is prepared in an easily understandable format and is readily accessible to the citizenry and other parties interested in the City's finances.

3. Bid for purchase of a 115 kV transformer for the San Juan Substation (Kristi Benson) -----2

Action Requested of Council:

Approve recommendation for award.

Background/Rationale:

Bids opened September 21, 2016 for purchase of a 115 kV transformer for the San Juan Substation (Electric) with eight bidders participating.

Staff Recommendation:

Award the bid to McKinley Sales as the lowest and best bidder meeting specifications after application of five percent in-state preference (\$457,798) and to reject the bids received from OTC Services and Pacific Coast for not meeting specifications.

Instructions upon Approval:

Award the contract.

COUNCIL BUSINESS

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.

GFOA AWARDS FOR FINANCIAL REPORTING & BUDGET PRESENTATION

The Government Finance Officers Association of the United States and Canada (GFOA) administers annual awards programs for excellence in budgeting and financial reporting. The awards are prestigious and nationally recognized as noteworthy accomplishments by governmental units.

Attaining the awards is an extraordinarily challenging task and requires a skilled staff with the commitment to meet the GFOA's standards criteria and submit the reports within the necessary time constraints. The reports exemplify the spirit of transparency and full disclosure of a governmental unit's financial planning and actual results.

GFOA's **Certificate of Achievement for Excellence in Financial Reporting** is the highest form of recognition in the area of governmental accounting and financial reporting. Attainment of the award represents a significant accomplishment by a government and its management.

- The City of Farmington's **Fiscal Year 2015** Comprehensive Annual Financial Report is the City's **22nd** consecutive award.
- Out of more than 89,000 local government units in the U.S., less than **5%** annually receive the Excellence in Financial Reporting award.
- Farmington is 1 of 15 New Mexico local governments to receive the Financial Reporting Award.

GFOA's **Distinguished Budget Presentation Award** is the highest form of recognition in governmental budgeting. The award recognizes exemplary budget presentation and documentation by state and local governments. The award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

- The City's **Fiscal Year 2016** budget document is the City's **19th** consecutive award.
- Less than **2%** of all governmental entities annually receive the Distinguished Budget Award.
- Farmington is 1 of 10 New Mexico local governments to receive the Distinguished Budget Award.
- ❖ *Farmington is 1 of 9 local governments in New Mexico to achieve **both** the budget and excellence in financial reporting awards.*

GFOA's **Award For Outstanding Achievement In Popular Annual Financial Reporting** represents special recognition for a high quality annual report specifically designed to be readily accessible and easily understandable to the City's general public and other interested parties without a background in public finance.

Popular annual financial reports are reviewed and judged based on creativity, presentation, understandability, reader appeal, and the overall quality and usefulness of the report.

The City of Farmington's **Fiscal Year 2015** Citizen's Financial Report is the City's **6th** consecutive award.

- Only **.22%** of all government entities nationwide recently received this honor.
- Farmington is 1 of 2 local governments in New Mexico to receive the Popular Annual Financial Reporting Award.

According to GFOA's latest statistics for 2015-2016, Farmington is the only New Mexico local government to have accomplished attaining all three (3) GFOA budget and financial reporting awards.

CITY OF FARMINGTON

GFOA Awards

#	Budget Awards	CAFR Awards	PAFR Awards
1	1998	1994	2010
2	1999	1995	2011
3	2000	1996	2012
4	2001	1997	2013
5	2002	1998	2014
6	2003	1999	2015
7	2004	2000	
8	2005	2001	
9	2006	2002	
10	2007	2003	
11	2008	2004	
12	2009	2005	
13	2010	2006	
14	2011	2007	
15	2012	2008	
16	2013	2009	
17	2014	2010	
18	2015	2011	
19	2016	2012	
20		2013	
21		2014	
22		2015	

NEW MEXICO GFOA AWARD WINNERS

Gov't Entity	Entity Type	Excellence in Financial Reporting Award	Distinguished Budget Presentation Award	Popular Annual Financial Reporting Award
Bernalillo County	County	X	X	X
Los Alamos County	County	X	X	
San Juan County	County	X	X	
Santa Fe County	County	X	X	
Alamogordo	Municipality		X	
Albuquerque	Municipality		X	
Farmington	Municipality	X	X	X
Las Cruces	Municipality	X	X	
Rio Rancho	Municipality	X	X	
New Mexico Educational Retirement Board	Public Employee Benefit System	X		
New Mexico Public Employees Retirement Association	Public Employee Benefit System	X		
Albuquerque Public Schools	School District	X	X	
Farmington Municipal School District No. 5	School District	X		

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Roberts and City Council
FROM: Kristi Benson, CPPO, CPPB -*KB*
Chief Procurement Officer
DATE: October 12, 2016
SUBJECT: 115 kV Transformer for San Juan Substation, Bid #17-117241
USING DEPARTMENT: Electric Utility
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A bid opening was held on September 21, 2016 for the 115 kV Transformer for San Juan Substation. Eight (8) bidders responded with one (1) submitting an alternate.

The Central Purchasing Department concurs with the recommendation from the Electric Utility to reject the bids from OTC Services and Pacific Coast as non-responsive for not meeting specifications.

The Central Purchasing Department concurs with the recommendation from the Electric Utility to award the bid to McKinley Sales from Albuquerque, NM a responsible bidder submitting the lowest responsive bid meeting specifications for a total awarded amount of \$457,798.00 plus estimated applicable taxes of \$34,907.10. The in-state preference was given to qualified bidders.

Kristi Benson (Presenter)
Work Session/Council Meeting 10/18/16

Copy to: H. Andrew Mason, Administrative Services Director
Hank Adair, Electric Utility Director
John Armenta, Electric Engineering Manager

File – 17-117241

CITY OF FARMINGTON - ABSTRACT SCHEDULE
 BID: 115 KV Transformer for San Juan Substation OPENING DATE: September 21, 2016 @ 2:00 PM

Electric Utility		McKinley Sales Co 8325 Washington St Albuquerque, NM	Wesco 3333 Los Arboles Albuquerque, NM	Border States 865 Browning Pkwy Farmington, NM	Western United 7311 La Morada Albuquerque, NM	Stuart C. Irby 2417 Aztec Road Albuquerque, NM	
ITEM	QTY.	UOM	DESCRIPTION	Waukesha	ABB	Delta Star	Delta Star
A.	1	ea	115 KV Transformer	\$457,798.00	\$516,071.00	\$563,081.92	\$579,215.00
TRANSFORMER TOTAL COST OF OWNERSHIP				\$545,618.00	\$580,156.00	\$630,638.00	\$645,964.00
TTL BID WITH IN-STATE PREFERENCE:				\$518,337.10	\$551,148.20	\$599,106.10	\$613,665.80
IN-STATE OR VETERANS PREFERENCE:				L0657299408	L0771473360	L1749188656	L0142770224
EST. APPLICABLE TAXES				\$34,907.10	\$37,735.00	\$42,934.99	\$42,355.09
PAYMENT TERMS:				NET 30	NET 30	NET 30	NET 30
DELIVERY:				259 CAL DAYS	26 WEEKS	280 CAL DAYS	280 CAL DAYS

- 2.1

Electric Utility		Delta Star 270 Industrial Road San Carlos, CA	Delta Star 270 Industrial Road San Carlos, CA	OTC Services 1776 Constitution Ave Louisville, OH	Pacific Coast 300 W. Antelope Rd Medford, OR 97503		
ITEM	QTY.	UOM	DESCRIPTION	Delta Star	Delta Star	OTC	Pacific Coast
A.	1	ea	115 KV Transformer	Alternate Delta Star	Delta Star	OTC	Pacific Coast
TRANSFORMER TOTAL COST OF OWNERSHIP				\$558,633.00	\$574,083.00	\$425,500.00	\$457,927.00
TTL BID WITH IN-STATE PREFERENCE:				\$654,343.00	\$669,793.00	N/A	N/A
IN-STATE OR VETERANS PREFERENCE:				NO	NO	NO	NO
EST. APPLICABLE TAXES				NOT LISTED	NOT LISTED	NOT LISTED	NOT LISTED
PAYMENT TERMS:				NET 30	NET 30	NET 30	NET 30
DELIVERY:				36-40 WEEKS	34-40 WEEKS	140 CAL DAYS	224 CAL DAYS
				*Exceptions to specifications	*Exceptions to specifications	*Exceptions to specifications	*Exceptions to specifications
							* Did not return bid form