

**CITY OF FARMINGTON
CITY COUNCIL WORK SESSION AGENDA
September 21, 2021 – 9:00 a.m.**

DEPARTMENT HEAD REPORTS

1. Roll Call and Convening the Meeting (Mayor)
2. Discussion and direction to staff regarding the draft 2040 Comprehensive Plan (Beth Escobar)

Action Requested of Council:

Provide direction to staff.

3. Bid for purchase of projection and sound system equipment for the Totah Theater (Rosalyn Potter) ----- 1

Action Requested of Council:

Approve the recommendation for award.

Background/Rationale:

Bids opened September 10, 2021 for purchase of projection and sound system equipment for the Totah Theater (Economic Development) with two bidders participating.

Staff Recommendation:

Award the bid to CES Plus, Inc. as the lowest and best bidder meeting specifications (\$163,766.43). Award is contingent upon New Mexico Main Street Capital Outlay Grant Notice to Proceed.

Instructions Upon Approval:

Award the contract pending Notice to Proceed.

4. Update and direction to staff regarding drought conditions (David Sypher)

Action Requested of Council:

Provide direction to staff.

5. Strategic planning for the Community Transformation and Economic Diversification (CTED) Fund (Rob Mayes)

Information Only:

- a. Update regarding current CTED projects and fund balance.
- b. Update regarding the median program.

Action Requested of Council:

- c. Lake Farmington Buildout
-authorization to submit an application to the National Park Service's Land, Water and Conservation Grant.
- d. Juniper Basin Recreation Area
-authorization to submit an application to the New Mexico State Parks Division for funding from the Federal Land and Water Conservation Fund.
- e. Christmas Light Display for the Civic Center and Downtown
-authorization to proceed with the design and procurement of decorations.
- f. North Trail Extension and Gateway Park
-authorization to bid the North Trail Extension project for the purpose of establishing actual cost.

Note: Further CTED discussion and presentations are scheduled for a Special City Council Work Session on October 5, 2021.

6. Acknowledgement of the Department of Finance and Administration's approval of the City's Fiscal Year 2021 Budget, as required by Section 6-6-5 of New Mexico State Statutes (Teresa Emrich) ----- **2**

7. Adoption of Resolution No. 2021-1816 approving the first revision to the FY2022 budget and requesting State approval. (Teresa Emrich) ----- **3**

Action Requested of Council:

Adopt Resolution No. 2021-1816.

Background/Rationale:

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

Instructions Upon Approval:

The FY2022 first budget adjustment will be submitted to the State Department of Finance and Administration for review and approval.

COUNCIL BUSINESS


CITY MANAGER 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.

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Duckett and City Council

FROM: Rosalyn Potter, CPO, NIGP-CPP, CPPB 
Chief Procurement Officer

DATE: September 15, 2021

SUBJECT: Totah Theater Projection and Sound System, Bid #22-143436

USING DEPARTMENT: Economic Development
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A bid opening was held on September 10, 2021 for Multi-Step Bid for Totah Theater Projection and Sound System. Two bidders responded. One bidder submitted three alternates.

The Central Purchasing Department concurs with the recommendation from the Economic Development Department to award the bid to CES Plus, Inc. from Doral, FL, a responsible bidder submitting the lowest responsive bid meeting specifications for a total awarded amount of \$163,766.43 plus estimated applicable taxes of \$13,715.44. No bidders qualified for the In-State or Veterans preference. Award is contingent upon New Mexico Main Street Capital Outlay Grant funding.

Rosalyn Potter (Presenter)
Worksession Council Meeting 9/21/2021

Copy to: Teresa Emrich, Administrative Services Director
Warren Unsicker, Director of Economic Development and ORII
Randy West, Civic Center Supervisor

File - 22-143436

Event Number
Event Title

22-143436-2
Totah Theater Projection and Sound System (Priced Offer)

Through this Multi-Step Bid (BID), the City of Farmington (CITY) is requesting BIDSs from qualified firms (Bidders) to furnish and install a comprehensive audio/visual system to be added to the newly restored Historic Totah Theatre in Downtown Farmington. This system would include a projection system with ability to play/store new and old media, a sound system capable of decoding current surround-sound audio sources, and a mechanical screen roller.

The City has determined this multi-step bidding process will be the most advantageous process to determine the availability of technical specifications and accomplishment methods to meet the City's current and future needs.

The City is requesting the submission of un-priced technical offers which will meet the minimum requirements listed in this bid. Upon determination of the qualified technical offers, approved Bidders will be sent an invitation to submit priced bids.

Multi-step Bid
8/27/2021 02:00:01 PM (MT)
9/10/2021 02:00:00 PM (MT)

Event Owner
Email
Phone
Fax

Jennifer Rowland
jrowland@fmtn.org
(505) 599-1386

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
CES PLUS INC Projection 2K Sound JBL	DORAL	FL	9/3/2021 02:29:21 PM (MT)	1	\$163,766.43 Option A
CES PLUS INC Projection 2K Sound QSC	DORAL	FL	9/3/2021 02:29:21 PM (MT)	1	\$176,520.13 Option B
CES PLUS INC Projection 4K Sound JBL	DORAL	FL	9/3/2021 02:29:21 PM (MT)	1	\$180,312.31 Option C
CES PLUS INC Projection 4K Sound QSC	DORAL	FL	9/3/2021 02:29:21 PM (MT)	1	\$193,066.01 Option D
Pace Audio Services (Pace Events Services, Inc.)	Albuquerque	NM	9/9/2021 09:38:37 AM (MT)	1	\$241,038.75

MICHELLE LUJAN GRISHAM
GOVERNOR



DEBORAH K. ROMERO
CABINET SECRETARY

DONNIE J. QUINTANA
DIRECTOR

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

September 1, 2021

The Honorable Nate Duckett
City of Farmington
800 Municipal Dr
Farmington, NM 87401-2663

Dear Mayor Duckett:

The final budget for your local government entity for Fiscal Year 2021-2022, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit or "Agreed Upon Procedures" (per the *Tier System Reporting* rule, 2.2.2.16 NMAC) for Fiscal Year 2020 should have been submitted to the Office of the State Auditor as of this time. The LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with Section 6-6-2E NMSA 1978, the LGD certifies your entity's final Fiscal Year 2021-2022 budget.

Please take note that state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body according to Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities; and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts.

Due to estimated expenditures and transfers exceeding estimated revenue, your entity's General Fund cash balance is being depleted. Careful control of expenditures and attention to revenue collection efforts is recommended to avoid further depletion of reserves.

Finally, as required by Section 6-6-2H NMSA 1978, LGD is required to approve all budget increases and transfers between funds not included in the final approved budget via submission on the Local Government Budget Management System (LGBMS).

If you have questions regarding this matter, please call Stephanie Ortiz of my staff at 505-396-1783, or via email at StephanieD.Ortiz@state.nm.us.

Sincerely,

A handwritten signature in blue ink that reads "Donnie J. Quintana".

On behalf of:
Donnie J. Quintana, Director
Local Government Division

xc: file

RESOLUTION NO. 2021-1816

A RESOLUTION APPROVING THE FIRST REVISION TO THE FY2022 BUDGET AND REQUESTING STATE APPROVAL

WHEREAS, City Council of the City of Farmington hereby finds that it is necessary and proper to make this first revision to the City's FY2022 budget due to various revenue and expense budget adjustments; and

WHEREAS, revenue will be increased by \$18,055,159 for a total revenue budget of \$249,363,346 and expenditures will increase by \$24,122,597 for a total expenditure budget of \$274,807,469; and

WHEREAS, the City has sufficient financial resources to fund this revision; and

WHEREAS, it is necessary to submit these budget adjustments to the New Mexico Department of Finance and Administration for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FARMINGTON:

That the attached first revision to the City of Farmington's FY2022 Budget is hereby approved; and

That a copy of this Resolution and the approved budget revision shall be forwarded to the Department of Finance and Administration for state review and approval.

PASSED, SIGNED, APPROVED AND ADOPTED this 21st day of September, 2021.

Nate Duckett, Mayor

SEAL

ATTEST

Andrea Jones, City Clerk

County/ Municipality:
CITY OF FARMINGTON

Department of Finance and Administration
 Local Government Division
 Budget Recapitulation
 (CENTS ROUNDED TO NEAREST DOLLAR)

Entity Code 16121
 Fiscal Year 2022

FY2022 BUDGET REVISION # 1

(E) FUND TITLE	(F) FUND NUMBER	(G) UNAUDITED BEGINNING CASH BALANCE @ JULY 1	(H) BUDGETED REVENUES	(I) BUDGETED TRANSFERS	(J) BUDGETED EXPENDITURES	(K) ESTIMATED ENDING FUND CASH BALANCE	(L) LOCAL RESERVES UNAVAILABLE FOR BUDGETING	(M) ADJUSTED ENDING CASH RESERVES
General Fund	101	24,282,866	50,686,108	(1,423,767)	62,338,459	11,206,748	5,194,872	6,011,876
GRT-Streets	201	3,644,424	9,623,937	(453,267)	10,520,956	2,294,138		2,294,138
GRT-Parks	202	1,565,766	2,319,609	(88,326)	2,568,931	1,228,118		1,228,118
GRT-Public Safety	203	226,180	3,771,388	-	3,892,571	104,997		104,997
GRT-Community Transformation	204	297,930	4,272,622	(790,414)	2,352,385	1,427,753		1,427,753
Library Gifts and Grants	213	(10,039)	145,837	-	135,798	(0)		(0)
Parks/Rec Gifts and Grants	214	398,349	1,108,324	153,593	1,485,435	174,831		174,831
City Wide Senior Services	216	(197,194)	1,146,599	(153,593)	795,812	(0)		(0)
Museum Gifts and Grants	217	122,348	206,200	-	188,000	140,548		140,548
Red Apple Transit	221	(124,221)	1,013,794	500,586	1,390,159	0		0
General Gov'n't Grants	222	(499,294)	1,390,452	63,064	954,222	0		0
CDBG Grants	223	-	679,546	-	679,546	-		0
Lodgers Tax	230	585,966	1,184,750	(45,088)	1,068,606	657,022		657,022
Convention Center Fee	231	53,956	665,900	(665,900)	-	53,956		53,956
State Police Protection	240	-	105,900	-	105,900	-		0
Region II Narcotics	246	(5,190)	544,794	30,000	569,535	69		69
Law Enforcement Block Grant	249	64,075	15,837	-	79,912	(0)		(0)
State Fire	250	-	2,292,879	(66,953)	743,261	1,482,665		1,482,665
Penalty Assessment	251	6,281	155,150	-	155,150	6,281		6,281
Public Works Capital Grants	401	1,698,305	577,828	190,682	1,777,010	689,805		689,805
GRT 2017/2018 Capital Bond Pro	403	608,998	-	-	608,998	(0)		(0)
General Gov'n't Fund 408	408	649,931	8,000	5,991,179	5,586,841	1,062,269		1,062,269
Airport Grants	409	35,750	13,155,446	468,663	13,624,109	35,750		35,750
MRA	411	10,869	5,810	-	58	16,621		16,621
Parks Development Fees	412	88,966	8,600	-	88,966	8,600		8,600
Convention Center Capital Project	415	649	-	-	649	(0)		(0)
Sales Tax Bond Retirement	501	-	-	3,978,566	3,978,566	-		0
Electric Enterprise	601	63,542,861	101,757,744	(4,861,872)	98,886,452	61,552,281	25,937,081	35,615,200
Water Enterprise	602	15,312,051	23,286,063	(1,279,303)	29,334,092	7,984,719		7,984,719
Wastewater Enterprise	603	12,568,442	13,004,026	(647,850)	14,186,307	10,738,311		10,738,311
Sanitation Enterprise	604	1,962,533	6,988,395	(900,000)	6,114,851	1,936,077		1,936,077
Health Insurance	701	2,380,544	9,241,808	-	10,595,932	1,026,420		1,026,420
Page Total		129,272,102	249,363,346	-	274,807,469	103,827,979	31,131,953	72,696,027
Grand Total								

FY2022 BUDGET REVISION # 1

<u>#</u>	<u>FUND</u>	<u>PROGRAM/PROJECT</u>	<u>FUND DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
1.	408	Transfer to 408 Fund per Cash Reserve Policy	408 - General Governmental Fund	408-000-391.62.00	12,686,348	
	101	Transfer from the 101 Fund per Cash Reserve Policy	101 - General Fund	101-1510-411.82-26	12,686,348	12,686,348
					<u>12,686,348</u>	<u>12,686,348</u>
Transfer funds per Cash Reserve Policy						
2.	101	Legal Settlement Costs	101 - General Fund	101-2010-411.52-52	-	500,000
						<u>500,000</u>
Legal Settlement Fees						
3.	408	Expenditures budget set up for Council approved projects.	408 - General Governmental Fund	408-xxxx-xxx.xx-xx	-	5,558,345
						<u>5,558,345</u>
Set up budget for projects approved by Council on 8/17/2021.						
4.	408	West Annex Elevator Rollover Expenditure Budget	408 - General Governmental Fund	408-3215-411.70-70		28,496
	412	Park Development Fee- Adjust Expenditure to Actual	412 - Park Development Fee Fund	412-3510-xxx-70-60		13,972
	403	Bond funded Project budget rollover	403 - GRT 2017/2018 Bond Projects	403-xxx-xxx.xx-xx		608,998
	415	Civic Center Remodel Remaining Budget	415 - Convention Center Capital Project	415-3550-451.xx-xx		649
	213	Grant Revenue Rollover	213 - Library Gifts and Grants	213-0000-xxx.xx-xx	45,639	
	216	Grant Revenue Rollover	216 - County Wide Senior Center	216-0000-xxx.xx-xx	49,533	
	221	Grant Revenue Rollover	221 - Red Apple Transit	221-0000-xxx.xx-xx	124,221	
	222	Grant Revenue Rollover	222 - General Governmental Grants	222-0000-xxx.xx-xx	352,496	
	223	Grant Revenue Rollover	223 - CDBG	223-0000-331.10-31	1,500	
	250	Capital Outlay Revenue Rollover	250 - State Fire Fund	250-0000-334.10-36	1,482,665	
					<u>2,056,054</u>	<u>652,115</u>

Rollover remaining budget from FY2021 to FY2022.

FY2022 BUDGET REVISION # 1

<u>#</u>	<u>FUND</u>	<u>PROGRAM/PROJECT</u>	<u>FUND DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
5.	203	Capital Outlay Funding-Security Camera System Revenue	203 - Public Safety GRT Fund	203-0000-334.10-36	962,128	
	203	Capital Outlay Funding-Security Camera System Expenditure	203 - Public Safety GRT Fund	203-4010-421.70-31		875,000
	203	Capital Outlay Funding Rollover- Security Cameras	203 - Public Safety GRT Fund	203-4010-421.70-31		87,128
	203	Capital Outlay Grant - Police Vehicles Revenue	203 - Public Safety GRT Fund	203-0000-334.10-36	550,000	
	203	Capital Outlay Funding - Police Vehicles Expenditure	203 - Public Safety GRT Fund	203-4010-421.70-10		550,000
	203	Capital Outlay Funding - Lake Farmington Response Unit Revenue	203 - Public Safety GRT Fund	203-0000-334.10-36	200,000	
	203	Capital Outlay Funding - Lake Farmington Response Unit Expenditure	203 - Public Safety GRT Fund	203-4510-422.xx-xx		200,000
	214	Carroll Petrie Foundation Grant - Revenue	214 - PRCA Gifts and Grants	214-0000-365.10-03	100,000	
	214	Carroll Petrie Foundation Grant - Expenditures (Wages and benefits, microchip, supplies and surgical supplies)	214 - PRCA Gifts and Grants	214-3530-458.xx-xx		100,000
	214	Resilient Park Access Grant from the National Recreation and Park Association- Revenue	214 - PRCA Gifts and Grants	214-0000-365.80-09	433,800	
	214	Resilient Park Access Grant from the National Recreation and Park Association-Expenditure (PRCA Masterplan and All Abilities Park design)	214 - PRCA Gifts and Grants	214-3505-458.xx-xx		433,800
	216	County Wide Senior Center Grants Rollover from FY2021 and FY2022 Award- State and Federal Revenue	216-County Wide Senior Center	216-0000-33x-xx-xx	329,954	
	216	County Wide Senior Center Grants Rollover from FY2021 and FY2022 Award- State and Federal Expenditures	216-County Wide Senior Center	216-3535-459.xx-xx		274,790
	216	County Wide Senior Center Grants Rollover from FY2021 and FY2022 Award- State and Federal Transfer to 214 Fund BDSC	216-County Wide Senior Center	216-3535-459.82-18		(92,197)
	214	BDSC Portion of County Wide Senior Center Grants Transfer from 216 Fund	214 - PRCA Gifts and Grants	214-0000-391.06-00	(92,197)	
	214	BDSC Portion of County Wide Senior Center Grants	214 - PRCA Gifts and Grants	214-3535-459.60-85		55,164
	214	Capital Outlay Funding - Lion's Pool Revenue	214 - PRCA Gifts and Grants	214-0000-334.10-36	250,000	
	214	Capital Outlay Funding - Lion's Pool Expenditure	214 - PRCA Gifts and Grants	214-3520-459.70-60		250,000
	214	Capital Outlay Funding - Youth Complex Improvements Revenue	214 - PRCA Gifts and Grants	214-0000-334.10-36	175,000	
	214	Capital Outlay Funding - Youth Complex Improvements Expenditure	214 - PRCA Gifts and Grants	214-3510-459.70-60		175,000
	246	Region II Grant Adjustment-Grant Revenue	246 - Region II Narcotics Task Force	246-0000-33x.xx-xx	62,343	
	246	Region II Grant Adjustment-Grant Expenditure	246 - Region II Narcotics Task Force	246-4xxx-xxx.xx-xx		18,175
	249	Bullet Proof Vest Grant - Revenue	249 - Justice Assistance Grant (JAG)	249-0000-331.10-40	14,337	

FY2022 BUDGET REVISION # 1

<u>#</u>	<u>FUND</u>	<u>PROGRAM/PROJECT</u>	<u>FUND DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
249		Bullet Proof Vest Grant - Expenditure	249 - Justice Assistance Grant (JAG)	249-4010-421.60-28		14,337
249		Justice Assistance COVID Grant -Expenditure Rollover	249 - Justice Assistance Grant (JAG)	249-4010-421.60-28		39,000
101		FAA ARPA Grant Personnel Expenditures	101 - General Fund	101-3250-495.10-91		(59,000)
409		FAA ARPA Grant Personnel Expenditures	409 - Airport Grants Fund	409-3250-495.10-91		59,000
409		FAA ARPA Grant Personnel Revenue	409 - Airport Grants Fund	409-0000-331.10-18	59,000	
409		FAA Airport Coronavirus Response Grant Program-Revenue	409 - Airport Grants Fund	409-0000-331.10-18	57,162	
409		FAA Airport Coronavirus Response Grant Program - Paint	409 - Airport Grants Fund	409-3250-495.72-16		34,162
409		Control Tower	409 - Airport Grants Fund	409-3250-495.72-16		
409		FAA Airport Coronavirus Response Grant Program-Airport Improvements	409 - Airport Grants Fund	409-3250-495.72-16		23,000
					<u>3,101,527</u>	<u>3,037,359</u>

Grants/Capital Outlay Funding Received

6.	204	NM MainStreet and the Economic Development Department Grant- Totah Theater Projection and Sound System Project Revenue	204 - Community Transformation and Economic Diversity Fund	204-0000-334.10-50	135,000	
	204	NM MainStreet and the Economic Development Department Grant- Totah Theater Projection and Sound System Project Revenue	204 - Community Transformation and Economic Diversity Fund	204-3550-451.70-70		177,482
	204	NMEDD LEADS Grant - Revenue	205 - Community Transformation and Economic Diversity Fund	204-0000-334.10-50	25,000	
	204	NMEDD LEADS Grant - Expenditure (Kiosks)	205 - Community Transformation and Economic Diversity Fund	204-5305-411.xx-xx		25,000
	204	International Mountain Biking Association Project Design	204 - Community Transformation and Economic Diversity Fund	204-5305-411.30-11		30,000
	204	Food Hub Project- Final Budget Adjustment	204 - Community Transformation and Economic Diversity Fund	204-3552-451.xx-xx		711
	204	Totah Theater Improvements	204 - Community Transformation and Economic Diversity Fund	204-3552-451.xx-xx		406,700
	204	Pickleball Courts	204 - Community Transformation and Economic Diversity Fund	204-3510-453.70-60		681,255
	204	Comp Plan Remaining Budget	204 - Community Transformation and Economic Diversity Fund	204-5010-431.30-11		133,840
	204	PRCA R&R Project Rollover (PHGC Irrigation and Cart Path Design, PHGC Front Entrance, PHGC Awning, Recreation Center Roof and Façade, Lions Wilderness Stage & Seating Improvements)	204 - Community Transformation and Economic Diversity Fund	204-35xx-xxx.xx-xx		182,466
	204	Adjust Totah Theater Fire Suspension to remaining budget	204 - Community Transformation and Economic Diversity Fund	204-3550-451.70-70		(10,254)

FY2022 BUDGET REVISION # 1

<u>#</u>	<u>FUND</u>	<u>PROGRAM/PROJECT</u>	<u>FUND DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
204	ARU	Transfer - Adjust to actual spent	204 - Community Transformation and Economic Diversity Fund	204-4510-448.82-60		13,015
101	ARU	Transfer - Adjust to actual spent	101 - General Fund	101-0000-391.62-445	13,015	
204	Park Ranger	Transfer- Adjust to actual spent	204 - Community Transformation and Economic Diversity Fund	204-4020-421.82-60		38,215
101	Park Ranger	Transfer- Adjust to actual spent	101 - General Fund	101-0000-391.62-40	38,215	
					<u>211,230</u>	<u>1,678,430</u>