

**CITY OF FARMINGTON
CITY COUNCIL WORK SESSION AGENDA
March 18, 2014 – 9:00 a.m.**

DEPARTMENT HEAD REPORTS

1. Recognition of Tim Christensen for 28 years of dedicated service to the Administrative Review Board (Mayor)
2. Annual Audit/Comprehensive Annual Financial Report (Moss Adams, LLP)

Action Requested of Council:

Accept the FY 2013 audit report.

Background/Rationale:

The City is required to have an annual financial and compliance audit performed by either the State Auditor or an Independent Public Accountant. Moss Adams, LLP performed the FY 2013 audit and will present their comments to the Council and answer any questions at the Work Session.

Staff Recommendation:

Acceptance of the FY 2013 audit/Comprehensive Annual Financial Report.

Instructions Upon Approval:

The Finance Division will distribute the report as necessary.

3. Overview of the 2040 Metropolitan Transportation Plan (Joe Delmagori)

Action Requested of Council:

Information only

Background/Rationale:

The Metropolitan Transportation Plan is the long-range plan for Farmington, Aztec, Bloomfield and San Juan County. This federal requirement of all Metropolitan Planning Organizations ("MPO") focuses on prioritizing transportation improvements, identifying transportation policies and strategies and estimating costs and revenues to complete these projects. The Plan is required to be updated every five years. The current 2035 Plan was adopted in April 2010 and the 2040 Plan is expected to be adopted in April 2015.

Staff Recommendation:

MPO Staff will provide an overview of the Transportation Plan, including an outline of the planning elements that will be developed during the coming year. MPO staff has given this presentation to the councils/commissions for Aztec, Bloomfield and San Juan County.

Budgetary Impact:

None. The 2040 plan is being developed in-house by MPO staff.

4. Possible annexation of land along US Highway 64 east of the City (Mary Holton)----- 1

Action Requested of Council:

Discuss and provide direction to staff on how to proceed.

Background/Rationale:

The City has long expressed a need for additional land suitable for industrial development to be located within the city. Many of the tracts located within the unincorporated US 64 corridor between Farmington and County Road 350/County Road 5500 have experienced intense industrial development over the past decade and many of the businesses and residents located within the subject area utilize City services and should, therefore, support the City's tax base.

On October 15, 2013, the Council directed staff to conduct additional community outreach, including holding a second public meeting and redistributing the annexation survey to ensure that all property owners in the entire area were contacted and were given the opportunity of providing input regarding a possible annexation. The City Council additionally directed staff to prepare a cost benefit analysis for each of the two possible annexation scenarios (Area 1 and Area 2), and to prepare a map locating land areas which are used agriculturally within the entire area.

Staff Recommendation:

Select Area 1 and direct staff to proceed with the next steps to meet and discuss the proposal with property owners and attempt to collect signatures on annexation petitions.

Instructions Upon Approval:

Community Development staff will proceed with contacting property owners in Area 1 regarding signing annexation petitions.

Budgetary Impact:

The recommended task is within the Community Development Department's current budget. The cost-benefit analyses provide estimated and projected budgetary impacts for each of the annexation scenarios.

5. Resolution No. 2014-1500 adopting the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan (David Sypher)----- 2

Action Requested of Council:

Adopt Resolution No. 2014-1500 adopting the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan as the City of Farmington's official Hazard Mitigation Plan.

Background/Rationale:

The Multi-Jurisdictional Natural Hazard Mitigation Plan, San Juan County, New Mexico (final FEMA approval on November 26, 2013) herein referred to as the "Plan" is the result of a joint effort between municipality personnel in the Four Corners Area to avoid or minimize vulnerability to hazards that we may face as a community. The hazards addressed in the Plan are: drought, flooding, wildfires/ wildland urban interface (WUI) and hazardous materials transportation. The previous plan was adopted by the Council on July 25, 2006.

The City of Farmington will ensure that all planning, including infrastructure planning, comprehensive plans, regional plans and regulatory updates will take into consideration the hazards that can affect future projects. City departments will consult the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan and the County and City Emergency and Floodplain Managers prior to the approval of future construction within the city to ensure that it does not conflict with the process of mitigating existing hazards. Staff previously provided a copy of the Plan with the Executive Summary to the Council for review. Adoption of the Plan is a requirement for FEMA participation in mitigation grants.

Staff Recommendation:

Authorize the Mayor to sign the resolution adopting the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan.

Budgetary Impact:

Development of the Plan was funded through Presidential Disaster Declaration #4047 and #4049. Adoption and adherence of the Plan is the only requirement.

6. Bid for purchase of ammunition (Eddie Smylie) ----- 3

Action Requested of Council:

Approve recommendation for award.

Background/Rationale:

A bid opening for ammunition (Police) was held on March 5, 2014 with four bidders participating.

Staff Recommendation:

Award the bid to Adamson Police Products (Line Items A and C thru G) and ProForce Law Enforcement (Line Item B) as the lowest and best bidders meeting specifications. Total award amount is \$62,163.84.

Instructions Upon Approval:

Issue the purchase orders.

7. Bid for purchase of aluminum streetlight poles (Kristi Benson) ----- 4

Action Requested of Council:

Approved recommendation for award.

Background/Rationale:

A bid opening for aluminum streetlight poles (Electric Warehouse) opened on March 11, 2014 with five bidders participating.

Staff Recommendation:

Award the bid to Western United Electric on its low bid meeting specifications of \$31,260.45.

Instructions Upon Approval:

Issue the purchase order.

COUNCIL BUSINESS

CLOSED MEETING

8. To discuss request for proposals for an outage management and interactive voice response system, pursuant to Section 10-15-1H(6) NMSA 1978.

DEPARTMENT HEAD REPORTS

9. Request for proposals for an outage management and interactive voice response system (Kristi Benson) ----- 5

Action Requested of Council:

Approve recommendation to award the contract to Milsoft Utility Solutions as the sole response is deemed to be advantageous and in the best interest of the City.

Background/Rationale:

Proposals for an outage management and interactive voice response system (Electric Utility) opened on November 26, 2013 with one offeror participating.

Staff Recommendation:

The evaluation committee recommends that the contract be awarded to Milsoft Utility Solutions based upon the pricing schedule for services.

Instructions Upon Approval:

Award the contract.

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.

Memo

To: Mayor Roberts and Members of the City Council
From: Mary L. Holton, AICP, Director
Date: March 11, 2014
Subject: Possible Annexation of Land along US 64 East of the City

BACKGROUND

The City has long expressed a need for additional land to be located within the City which is suitable for industrial development. Many of the tracts located within the unincorporated US 64 corridor between Farmington and CR 350/CR 5500 have experienced intense industrial development over the past decade. Many of the tracts are not yet developed. Many of the businesses and residents located within the subject area utilize City of Farmington services, and should therefore support the City's tax base.

Community Development and Administration initially discussed the possibility of annexing tracts located east of the City along US 64 on April 16, 2013. At that time, Council directed staff to talk with the area's principals (San Juan County, Lee Acres Water Association, large employers, businesses, and property owners) to discuss the possible annexation to determine if the petition method would be viable.

As a result, the Community Development Department hosted a community meeting/open house at McGee Park on May 29, 2013. Advertising for the meeting was placed in the local paper and postcard invitations were sent out to all property owners. Additional City departments were in attendance with exhibits at the meeting to provide information regarding City services to citizens and businesses, including the Police, Fire, Public Works, and Parks, Recreation, and Cultural Affairs Departments. A brochure on City benefits was given out at the meeting.

Approximately 40 persons attended that first meeting. The survey was administered at the meeting, and was additionally sent out with the brochure to the remaining property owners who did not attend the meeting. A total of 292 surveys were sent out to the remaining property owners of the 2,446.48 acres.

On October 15, 2013, Council directed staff to conduct additional community outreach, including holding a second public meeting and redistributing the annexation survey to ensure that all property owners in the entire area were contacted and were given the opportunity of providing input regarding a possible annexation.

The City Council additionally directed staff to prepare a cost benefit analysis for each of two (2) possible annexation scenarios (Area 1, Area 2), and prepare a map locating land areas which are used agriculturally within the entire area. This information is available in the Community Development Department.

On October 21, 2013, the surveys were sent to those property owners who did not respond to the first survey distribution. Staff additionally held a second open house at McGee Park on December 2, 2013. Approximately 30 persons attended this open house. Staff was requested by attendees at this meeting to provide you with the public comments that were written on the surveys. Written comments from all of the surveys we have received to date are available in the Community Development Department.

AREA 1 AND AREA 2 COMPARISONS

While the survey results for both Area 1 and Area 2 indicate general favorable receptiveness to annexation, the economics of annexing both areas should also be taken into account. The cost-benefit analysis for Area 1 indicates that many of the projected short-term and long-term costs can be absorbed by current departmental budgets and the increase in revenues.

For Area 2, this is not the case. Fire protection, especially, becomes a critical issue because of the distance to provide service in that area. A new fire station equipped with new employees and new equipment would be required in the projected long-term impacts.

RECOMMENDATION

The annexation of Area 1 would allow the City to extend its boundaries immediately east and south to an area more immediately adjacent to its current boundaries. The annexation of Area 1 would provide the City with the ability to protect the entrance to the Bluffview neighborhood located at Andrea Drive, provide the City the ability to ensure residential protections are provided to those residents, add existing and future industrial tracts to the City, and provide the City the ability to protect its gateway along US 64.

Additional considerations in any decision to move forward with an annexation should include the proposed annexation on the southwest of nearly 900 acres and the additional 120 acres that may be annexed as part of the Little Creek development on the City's west side.

It is recommended that the Council direct staff to proceed with contacting property owners in Area 1 regarding signing annexation petitions.

RESOLUTION NO. 2014-1500

ADOPTING THE SAN JUAN COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD
MITIGATION PLAN

WHEREAS, the City Council for the City of Farmington acknowledges that natural and man-made hazards exist within San Juan County and these hazards have the potential of causing harm to citizens, property, economy and the environment within the city; and

WHEREAS, the hazards identified for immediate consideration include drought, flooding, wildfire and the transportation of hazardous materials; and

WHEREAS, a San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan has been developed that provides strategies for elimination or reduction of these hazards, including those of the City of Farmington; and

WHEREAS, the San Juan County Multi-Jurisdictional Hazard Mitigation Plan is the result of a cooperative effort of governmental agencies and community input.

NOW, THEREFORE, BE IT RESOLVED by the Farmington City Council, that:

1. The San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan be adopted as the City of Farmington's official Hazard Mitigation Plan.
2. The City of Farmington will ensure that all future planning, including infrastructure planning, comprehensive plans, regional plans and regulatory updates will take into consideration the hazards that can affect future projects. In addition, City departments will consult the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan and the County and City Emergency and Floodplain Managers prior to the approval of future construction within the city to ensure that it does not conflict with the process of mitigating existing hazards.
3. The City Manager will monitor the progress in implementing the strategies of the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan.
4. Farmington City officials and agencies, identified by the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan as responsible for specific mitigation tasks under this plan, will provide the San Juan County Emergency Manager a progress report by July 1 of each year.
5. The County Emergency Manager, with input from governmental planning agencies and the public, will review and modify the San Juan County Multi-Jurisdictional Natural Hazard Mitigation Plan as necessary to reflect the progress made in

implementing this plan and any new hazard mitigation strategies that have been identified.

6. The County Emergency Manager will provide an annual progress report to the City of Farmington concerning these efforts by September 1 of each year. This report will (1) identify the progress of mitigation efforts in meeting the plan's goals and objectives, and (2) include all new mitigation strategies that have been developed.

PASSED, APPROVED, SIGNED AND ADOPTED this 18th day of March, 2014.

Tommy Roberts, Mayor

SEAL

ATTEST:

Dianne Smylie, City Clerk

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Roberts and City Council

FROM: Edward Smylie, CPPO 
Purchasing Officer

DATE: March 10, 2014

SUBJECT: Ammunition, Bid #14-102904

USING DEPARTMENT: Police Department

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A bid opening was held on March 5, 2014 for Ammunition. Four (4) bidders responded with one (1) submitting no bid.

The Central Purchasing Department concurs with the recommendation from the Police Department to award the bid to the following bidders, as responsible bidders submitting the lowest responsive bid meeting specifications for the line items listed below. No bidders qualified for the 5% in-state preference.

<u>LINE ITEM</u>	<u>AWARDED BIDDERS</u>	<u>TOTAL AWARDED AMOUNT</u>
A	Adamson Police Products	\$20,700.00
B	ProForce Law Enforcement	\$20,283.84
C	Adamson Police Products	\$3,060.00
D	Adamson Police Products	\$3,180.00
E	Adamson Police Products	\$8,520.00
F	Adamson Police Products	\$2,100.00
G	Adamson Police Products	\$4,320.00

Edward Smylie (Presenter)
Consent Agenda/Council Meeting 3/11/14

xc: Andy Mason, Administrative Services Director
Keith McPheeters, Deputy Chief
Donnie Kee, Sergeant
Richard Russom, Officer
File – 14-102904/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: Ammunition, #14-102904 OPENING DATE: MARCH 5, 2014 @ 2:00 P.M.
Police Department

BID: Ammunition, # 14-102904, OPENING DATE: MARCH 5, 2014 @ 2:00 P.M. Police Department								ADAMSON POLICE PRODUCTS Michael Fullmer 3763 Imperial St. Unit A Frederick, CO 80516 (303) 618-1356				GT DISTRIBUTORS, INC. Bobbie Fisher 2545 Brockton Dr. Suite 100 Austin, TX 78758 (800) 252-8310				CPR SAVERS Darryl Cooper 7904 E Chaparral Rd Ste 101-242 Scottsdale, AZ 85250 (800) 480-1277				PROFORCE LAW ENFORCEMENT Beth Meisheid 3009 N. Highway 89 Prescott, AZ 86301 (928) 776-7192			
ITEM	ESTIMATED ORDER QTY	UOM	DESCRIPTION	Del. Time		Unit		Total		Unit		TOTAL		Unit		Total							
				9 Months	3-4 Months	✕ \$0.18	\$0.36	\$20,700.00	\$0.2076	\$23,874.00	\$0.38	\$43,700.00	\$0.22667	\$26,067.05									
A.	115,000	Each	9mm 124-grain Full Metal Jacket WINCHESTER			✕																	
B.	72,000	Each	223 55-grain Full Metal Jacket WINCHESTER												✕								
C.	8,500	Each	OO Buck 2-3/4" 12 Gauge Federal Premium FliteControl Wad			✕																	
D.	6,000	Each	12 Gauge 2-3/4" Toz. Slug Federal Premium Law Enforcement TruBall Low Recoil Rifled Slug			✕																	
E.	12,000	Each	.308 Federal Premium 168-grain Sierra MatchKing Boat Tailed Hollow Point			✕																	
F.	7,000	Each	9mm 124-grain Gold Dot Hollow Point +P+ Law Enforcement			✕																	
G.	8,000	Each	223 Federal Premium 55-grain High Shok Soft Point Law Enforcement			✕																	
				BID SIGNED:		Yes		Yes		Yes		Yes		Yes		Yes							
				IN-STATE OR VETERANS PREFERENCE:		No		No		No		No		No		No							
				PAYMENT TERMS:		Net 30		Net 30		Net 30		Net 30		Net 30		Net 30							
				DELIVERY:		See Above		180 Days ARO		4-6 Months		12 Months ARO		12 Months ARO		12 Months ARO							

NO BIDS:
Ammunition To Go

MINOR TECHNICALITIES WAIVED:

- A. CPR Savers & First Aid Supply
Price extension error on item B. Total cost corrected.
The corrected total cost did not affect the bid outcome as read at the bid opening.

EXCEPTIONS:

- A. Adamson Police Products
Item C - Winchester RA12008
Item D - Winchester RA12RS15
Item E - Winchester S308M
Item F - Winchester RA9BA
Item G - Winchester RA223R

B. Proforce Law Enforcement
All items bid are Remington Brand

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Roberts and City Council

FROM: Kristi Benson, CPPB *KLB*
Purchasing Supervisor

DATE: March 12, 2014

SUBJECT: Aluminum Street Light Poles, Bid #14-102880

USING DEPARTMENT: Electric Warehouse
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A bid opening was held on March 11, 2014 for a Multi-Term Contract for Aluminum Street Light Poles. Five (5) bidders responded.

The Central Purchasing Department concurs with the recommendation from the Electric Warehouse to award the bid to Western United Electric from Albuquerque, NM, a responsible bidder submitting the lowest responsive bid meeting specifications for a total estimated annual awarded amount of \$31,260.45 plus estimated annual applicable taxes of \$1,602.10. All bidders qualified for the 5% in-state preference.

Bob Edward Smylie (Presenter)
Work Session Council Meeting 3/18/14

USING DEPARTMENT: Electric Warehouse

xc: Andy Mason, Administrative Services Director
Bob Schrag, Warehouse Superintendent
Michael Sims, Electric Utility Director
Luwil Aligarbes, Senior Distribution Engineer

File – 14-102880-SD