

**CITY OF FARMINGTON
CITY COUNCIL WORK SESSION AGENDA
July 16, 2019 – 9:00 a.m.**

DEPARTMENT HEAD REPORTS

1. Community Development Block Grant (CDBG) 2019 Annual Action Plan public service project presentations (Rosalyn Potter) -----1

Action Requested of Council:

Information only.

Background/Rationale:

Proposals for the Community Development Block Grant (CDBG) 2019 Annual Action Plan public service projects (Community Development) opened on June 25, 2019 with six offerors participating. Offerors will present in alphabetical order as listed below.

- (a) Big Brothers Big Sisters of Central New Mexico;
- (b) Identity, Inc.;
- (c) Masada House, Inc.;
- (d) Navajo United Methodist Center;
- (e) People Assisting the Homeless (PATH); and
- (f) San Juan County Partnership, Inc.

\$54,207 is available for award. Direction to staff and award is scheduled for the July 23, 2019 regular City Council meeting.

2. Presentation of the Sargent & Lundy study regarding carbon sequestration technology at San Juan Generating Station (Jennifer Breakell and Enchant Energy)

Action Requested of Council:

Information only.

3. Bid for LED Street Lighting (Kristi Benson) -----2

Action Requested of Council:

Approve recommendation for award.

Background/Rationale:

Bids opened July 9, 2019 for LED street lighting (Public Works) with three bidders participating.

Staff Recommendation:

Award the multi-term contract to Western United Electric as the lowest and best bidder (\$84,245).

Instructions upon Approval:

Award the contract.

4. Proposed ordinance repealing certain sections of Chapter 2, Article 2, Divisions 2 and 3 of the City Code dealing with elections and campaign financing (Dianne Smylie) ----- 3

Action Requested of Council:

Grant permission to publish Notice of Proposed Ordinance.

Background/Rationale:

The City Council voted on June 25, 2019 to opt-in to the Regular Local Election which changes the election cycle from March of even-numbered years to November of odd-numbered years. This action necessitates amendments to the City Code pertaining to elections and campaign financing.

Staff Recommendation:

Grant Permission to publish Notice of Proposed Ordinance.

Instructions Upon Approval:

Publish Notice of Proposed Ordinance with final action scheduled for August 13, 2019.

5. Consideration of cancellation of the August 27, 2019 regular City Council meeting (Julie Baird)
6. Selection of voting delegate and alternate voting delegate for the 2019 New Mexico Municipal League Annual Business Meeting (Julie Baird)

COUNCIL BUSINESS

7. Appointment to the Northwest New Mexico Council of Governments (Mayor)

CLOSED MEETING

8. To discuss request for proposals for a cost of service study for the water and wastewater utilities, pursuant to Section 10-15-1H(6) NMSA 1978, and to discuss the acquisition of real property for recreational purposes, pursuant to Section 10-15-1H(8) NMSA 1978.

DEPARTMENT HEAD REPORTS

9. Request for proposals for a cost of service study for the water and wastewater utilities (Rosalyn Potter) -----4

Action Requested of Council:

Approve recommendation to commence negotiations.

Background/Rationale:

Proposals for a cost of service study for the water and wastewater utilities (Public Works) were opened on June 25, 2019 with six offerors participating.

Staff Recommendation:

The evaluation committee recommends that negotiations be commenced with NewGen Strategies and Solutions, LLC as the top evaluated firm after application of the in-state and Veterans preferences.

Instructions Upon Approval:

Commence negotiations.

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, CPPB
Contracts Administrator

DATE: July 9, 2019

SUBJECT: RFP: Community Development Block Grant (CDBG)
2019 Annual Action Plan, RFP #19-132201, Presentations

USING DEPARTMENT: Community Development
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A proposal opening was held on June 25, 2019, for the Community Development Block Grant (CDBG) 2019 Annual Action Plan. Six (6) offers were submitted for *public service projects*.

The Central Purchasing Department concurs with the recommendation from the evaluation committee to submit all six (6) offers to City Council for presentations. Offerors will present in alphabetical order, as listed below:

Big Brothers Big Sisters of Central New Mexico
Identity, Inc.
Masada House, Inc.
Navajo United Methodist Center
People Assisting the Homeless (PATH)
San Juan County Partnership, Inc.

The CDBG grant amount available for this RFP is \$54,207.00. Direction to staff and award will be scheduled for the July 23, 2019 council meeting.

Rosalyn Potter, Contracts Administrator, CPPB (Presenter)
Work Session July 16, 2019

xc: Teresa Emrich, Administrative Services Director
Mary Holton, CDBG Administrator
David Sypher, Community Development Director
Julie Baird, Assistant City Manager
Francisco (Paco) Alvarado, Associate Planner
File – 19-132201

Evaluation Committee:
Derrick Childers, Community Development
Joanna Oliver, General Services
Rachelle Crosby, Parks, Recreation and Cultural Affairs

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Duckett and City Council

FROM: Kristi Benson, CPPO, CPPB
Chief Procurement Officer

DATE: July 10, 2019

SUBJECT: Street Lighting, LED, Multi-Term Contract, Bid #20-129453

USING DEPARTMENT: Electric

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A bid opening was held on July 9, 2019 for Street Lighting, LED, Multi-Term Contract. Three (3) bidders responded.

The Central Purchasing Department concurs with the recommendation from Electric to award the bid to Western United Electric from Albuquerque, NM, a responsible bidder submitting the lowest responsive bid meeting specifications for a total awarded amount of \$84,245.

Kristi Benson (Presenter)
Work Session July 16, 2019

Copy to:
Teresa Emrich, Administrative Services Director
Bob Schrag, Warehouse Superintendent

File - 20-129453

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: Street Lighting, LED, Multi-Term Contract, BID # 20-129453 OPENING DATE: July 9, 2019 @ 2:00 PM

Electric

ITEM	QTY.	UOM	DESCRIPTION	Western United		Stuart C Irby		Border States Electric	
				UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
A.	75	EA	285 056 1800 LUMINAIRE, LED, RESIDENTIAL STREET LIGHT	\$457.00	\$34,275.00	\$464.55	\$34,841.25	\$472.04	\$35,403.00
B.	95	EA	285 056 1810 LUMINAIRE, LED, ROADWAY STREET LIGHT	\$526.00	\$49,970.00	\$534.39	\$50,767.05	\$543.01	\$51,585.95
TOTAL BID:					\$84,245.00		\$85,608.30		\$86,988.95
TOTAL BID WITH IN-STATE PREFERENCE APPLIED:				Yes	\$80,032.75	Yes	\$81,327.89	Yes	\$82,639.50
IN-STATE PREFERENCE:				Yes		Yes		Yes	
VETERANS PREFERENCE:				N/A		N/A		N/A	
PAYMENT TERMS:				Net 30		Net 30		Net 30	
DELIVERY:				42-50 Calendar Days		42-50 Calendar Days		42-50 Calendar Days	
Extension Errors									

ORDINANCE NO. 2019-XXXX

AN ORDINANCE REPEALING CERTAIN SECTIONS OF CHAPTER 2, ARTICLE 2, DIVISIONS 2 AND 3 OF THE CITY CODE DEALING WITH ELECTIONS AND CAMPAIGN FINANCING

WHEREAS, the Local Election Act was passed by the New Mexico Legislature in 2018 and became effective July 1, 2018; and

WHEREAS, the Local Election Act provides for the consolidation of local elections by repealing the Municipal Election Code; and

WHEREAS, the City Council voted on June 25, 2019 to Opt-In to the Regular Local Election which changes the election cycle from March of even-numbered years to November of odd-numbered years; and

WHEREAS, this action necessitates amendments to the City Code pertaining to elections and campaign financing.

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

Section 2-2-33 of the City Code pertaining to candidates be amended by deleting (b) and (c); Sections 2-2-34 through 2-2-42 pertaining to elections be deleted in their entirety; that Section 2-2-51 pertaining to the failure to file a campaign finance report be deleted in its entirety; and that that Section 2-2-49 pertaining to the filing times for campaign finance reports be amended as follows:

- (1)a. The first Tuesday following candidate filing day;
- (1)b. The first Monday of October;
- (1)e. The second Monday of June; and
- (2) During any year in which the candidate did not run in an election, a report shall be filed by 5:00 p.m. on the second Monday of each June, unless the candidate or committee neither received nor expended campaign funds since the last report was filed.

PASSED, APPROVED, SIGNED AND ADOPTED this 14th day of August, 2019.

Nate Duckett, Mayor

SEAL

ATTEST:

Dianne Smylie, City Clerk

DIVISION 2. - ELECTION

Sec. 2-2-33. – Candidates.

- (a) Only persons residing in a particular municipal election district and who otherwise meet all applicable requirements imposed by law or ordinance shall be allowed to be candidates for the position of councilor or that municipal election district.
- (b) ~~In determining whether the residence of a person is in a particular district, the rules set forth in NMSA 1978, §§ 3-8-3 and 1-1-7, shall apply.~~
- (c) ~~In addition to the requirements for a declaration of candidacy set forth in NMSA 1978, § 3-8-27A, the city clerk shall not accept a declaration of candidacy for the position of councilor unless the declaration of candidacy states which district the candidate resides in and is seeking election from. The city clerk shall determine if the candidate's residence is within the district from which the candidate is seeking election. If the candidate does not reside within the district, the city clerk shall determine that the declaration of candidacy is invalid.~~
- (db) A write-in candidate shall not be elected to fill the position of councilor unless the write-in candidate resides in the district from which the write-in candidate is elected.

~~(Code 1969, § 2-2.4)~~

Sec. 2-2-34. — Contents of resolution.

~~In addition to the requirements of NMSA 1978, § 3-8-26, the election resolution calling for the regular municipal election shall set forth which districts of the city will be electing councilors.~~

~~(Code 1969, § 2-2.5)~~

Sec. 2-2-35. — Polling places.

~~In addition to the requirements of NMSA 1978, § 3-8-11, the city council shall ensure that each election district has not less than one polling place.~~

~~(Code 1969, § 2-2.6)~~

~~Sec. 2-2-36. — Ballots.~~

~~In addition to the requirements of NMSA 1978, § 3-8-29, the city clerk shall cause all ballots to separate candidates for the position of councilor by district. The order of the candidates running for office within each district shall be determined by a drawing by lot. There shall be a position for a voter to insert a write-in candidate below the names of the candidates running for legislative office from each district.~~

~~(Code 1969, § 2-2.7)~~

~~Sec. 2-2-37. Duties of precinct boards.~~

~~In addition to the requirements of NMSA 1978, § 3-8-20, the precinct board shall ensure that each person who votes is registered in the district, resides in the district, is otherwise a qualified elector and votes only for a candidate for the position of councilor from the district.~~

~~(Code 1969, § 2-2.8)~~

~~Sec. 2-2-38. — Publication of names of candidates.~~

~~In addition to the requirements of NMSA 1978, § 3-8-30, the city clerk shall ensure that the publication of the names of candidates for the office of councilor shall designate from which election district each such candidate is seeking election.~~

~~(Code 1969, § 2-2.9)~~

~~Sec. 2-2-39. — Election of other municipal officers.~~

~~Nothing in this division shall be construed to affect the manner in which other municipal officers are elected.~~

~~(Code 1969, § 2-2.10)~~

~~Sec. 2-2-40. — Plurality of votes required for election.~~

~~In addition to the requirements of NMSA 1978, § 3-8-32, each candidate for the position of councilor shall only receive votes cast for such candidate by the resident qualified electors of the election district from which the candidate is running. The candidate who receives a plurality of votes cast in that district shall be elected to the office for the term designated.~~

~~(Code 1969, § 2-2.11)~~

~~Sec. 2-2-41. — Canvass of returns; certificates.~~

~~Regarding canvass of returns and issuance of election certificate, appropriate election officials shall ensure that returns are canvassed and election certificates are issued on a district-by-district basis for the position of councilor.~~

~~(Code 1969, § 2-2.12)~~

~~Sec. 2-2-42. — Adoption and implementation of procedures.~~

~~The city clerk shall adopt and implement appropriate procedures to ensure that elections conducted under supervision of the clerk are conducted in a fair and impartial manner, that only qualified voters are allowed to vote upon candidates or questions which are at large, and that district voters vote only in the district in which such voters reside and are qualified.~~

~~(Code 1969, § 2-2.13)~~

DIVISION 3. – CAMPAIGN FINANCING

Sec. 2-2-49. – Time for filing.

All candidates and special purpose political committees and general purpose political committees shall file reports of expenditures and contributions for the following reporting periods:

- (1) During the year where the candidate is running for election, a report shall be filed by 5:00 p.m. on the following dates:
 - a. The first ~~Monday~~ Tuesday following candidate filing day;
 - b. The ~~second~~ first Monday of ~~February~~ October;
 - c. The Thursday before the election;
 - d. The date which is 30 days after an election unless that date is a weekend or a holiday and then on the next regular business day;
 - e. The second Monday of ~~October~~ June.
- (2) During any year in which the candidate did not run in an election, a report shall be filed by 5:00 p.m. on the second Monday of each ~~October~~ June, unless the candidate or committee neither received nor expended campaign funds since the last report was filed.

(Ord. No. 2013-1265, § 1, 7-9-13; Ord. No. 2017-1297, § 1, 4-11-17)

~~Sec. 2-2-51. – Failure to file report.~~

~~Any candidate who fails or refuses to file a report of expenditures and contributions in the manner and within the time required by this division shall not be issued a certificate of election until such candidate files the report of expenditures and contributions.~~

~~(Ord. No. 2013-1265, § 1, 7-9-13)~~

CITY OF FARMINGTON
INTER-OFFICE MEMORANDUM

TO: Mayor Duckett and City Council

FROM: Rosalyn Potter, CPPB 
Contracts Administrator

DATE: July 10, 2019

SUBJECT: Cost of Service for Water and Wastewater Utilities, RFP #19-132404

USING DEPARTMENT: Public Works
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A proposal opening was held on June 25, 2019 for Cost of Service for Water and Wastewater Utilities. Six (6) offers were submitted.

The Central Purchasing Department concurs with the recommendation from the evaluation committee to begin negotiations with NewGen Strategies and Solutions, LLC, the top evaluated firm. The In-State or Veterans preference was given to qualified Offerors. The final rankings are listed below:

NewGen Strategies and Solutions – Austin, TX
Carollo Engineers, Inc. – Albuquerque, NM
Raftelis Financial Consultants, Inc. – Greenwood Village, CO
FCS Group – Boulder, CO
Willdan Financial Services – Aurora, CO
Stantec Consulting Services, Inc. – Albuquerque, NM

Rosalyn Potter (Presenter)
Council Work Session July 16, 2019 Close/Reopen

Copy to:
Teresa Emrich, Administrative Services Director
David Sypher, Public Works Director
Jeff Smaka, W/WW Administrator
File – 19-132404 CM

Evaluation Committee:

Jeff Smaka, Public Works
Ruben Salcido, Public Works
Drake Dalton, Public Works
Rachelle Crosby, PRCA
Denise Gibson, Electric