

A G E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
April 28, 2015
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. AGENDA APPROVAL

VI. PRESENTATION

A. Aztec Museum Annual Report-Jimmy Miller, President

VII. CITIZEN RECOGNITION

VIII. EMPLOYEE RECOGNITION

IX. CONSENT AGENDA

A. Commission Meeting Minutes, April 14, 2015

B. Travel Requests

C. Re-Bid 15-0480 Public Works Sign Shop

D. Bid 15-0486 Simonds Road Reconstruction

E. Resolution #2015-951 Project No. SP-5-14 (187) Funding Extension #2
Request (Simonds Road)

F. RFP 2015-0448 Municipal Airport Engineering Services Agreement

G. Resolution #2015-952 Surplus

H. Russell Planning & Engineering Contract Agreement

I. Hidden Valley Golf Course City Liquor License

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "Items from Consent Agenda"

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 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 24 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410

X. **ITEMS FROM CONSENT AGENDA**

XI. **CITIZENS INPUT (3 Minutes Maximum)**

(Citizens who wish to speak will sign up prior to the meeting – this section is for items not otherwise listed on the agenda)

XII. **BUSINESS ITEMS**

XIII. **CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

XIV. **DEPARTMENT REPORTS**

(When this item is announced, all Department Heads who wish to give a report will move to the podium)

XV. **ADJOURNMENT**

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CITY OF AZTEC
COMMISSION MEETING MINUTES
April 14, 2015

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:00pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

II. INVOCATION

The Invocation was led by Judge, Carlton Gray

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by General Services Director, Steve Mueller

IV. ROLL CALL

Members Present: Mayor, Sally Burbridge; Mayor Pro-Tem, Sherri Sipe; Commissioner, Katee McClure; Commissioner, Roberta Locke;

Members Absent: Commissioner, Sheri Rogers

Others Present: City Attorney, Larry Thrower; City Manager, Joshua Ray; City Clerk, Karla Sayler; Project Manager, Ed Kotyk (see attendance sheet)

V. AGENDA APPROVAL

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda as presented

VI. PRESENTATION

A. San Juan County Historical Society Annual Report-Zang Wood

Zang Wood presented Commission with the 2014 book, Echoes of the Past Volume III. Zang has requested if Commission can give the Historical Society use of the building's basement. They need storage to store newspaper boxes and shelves as they are hopeful in obtaining a micro-film reader and use it to scan moving forward. Zang also wanted to thank Steve Mueller General Services Director and the Department for the building maintenance they have done in the building. He also thanked Wallace Begay and Evan Knowlton, IT Department for helping with their computer issues.

VII. CITIZEN RECOGNITION

Bob Carman, Code Compliance Officer recognized the Yard of Month winners as Harold and Ann Beecham at 825 Baird Circle and Business of the Quarter as Microtel 623 Phoenix Court.

VIII. EMPLOYEE RECOGNITION

Josh recognized Bil Homka, Community Development Director and Cindy Iacovetto, Senior Center Director for the help in assisting with setting up for the District 1 meeting at the Masonic Lodge on April 9th.

VIX. CONSENT AGENDA

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Consent as presented

- A. Commission Meeting Minutes, March 10, 2015
- B. Commission Meeting Minutes, March 24, 2015
- C. Special Commission Meeting Minutes March 30, 2015
- D. Travel Requests
- E. San Juan County Emergency Operations Plan 2015
- F. Bid 15-0464 Aztec Arterial Route Sanitary Sewer Utility Improvement Plan, Phase 1-B
- G. FY16 Municipal Fire Protection Fund Distribution Application
- H. Visitor Center Xerox Lease Agreement
- I. FY16 Audit Services Contract

All Voted Aye, Motion Passed Four to Zero

X. ITEMS FROM CONSENT AGEND

None

XI. CITIZENS INPUT

Melissa May with San Juan Soil and Water Conservation reported to Commission on the Rivers recent studies on E-coli. She mentioned that there are high levels of E-coli in the Rivers. She mentioned that there are high levels in the Animas River 2 miles close to the state line of Colorado and in Aztec close to Ruins Road RV park and in Farmington close to Boyd Park.

XII. BUSINESS ITEMS

- A. Final Adoption Ordinance 2015-443, An Ordinance Amending Chapter 16, Article VII. Municipal Motor Vehicle Operations Fees

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Delain George, Utilities Supervisor mentioned that there have been no changes to this Ordinance since it was brought to Commission for Intent and mentioned that the City of Bloomfield passed this same ordinance in their City. She reviewed fees from around the state that are being charged at other offices with Commission.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve Final Adoption Ordinance 2015-443, An Ordinance Amending Chapter 16, Article VII, Municipal Motor Vehicle Operations Fees

A Roll Call Was Taken: All Voted Aye Motion Passed 4-0

XIII. LAND USE HEARINGS

None

XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Mayor Burbridge mentioned that she and Josh had presented at Leadership San Juan Government Day. The Mayor gave a report on the Mayor's Ball mentioning that revenues were down this year but mentioned that this is to be expected because there were new sponsors and leaders this year. She mentioned that we hosted the New Mexico Municipal League District Meeting and that the NMML is putting together a letter to the Governor requesting that she call a special session for communities because there was no Capital Outlay approved. She mentioned that herself, Josh and Bil Homka looked at a couple of locations for the Incubator project. Mayor mentioned that on April 23rd from 2-4pm Four Corners Economic Development will be at the Farmington Civic Center launching the ACT Work Ready Community. Mayor Burbridge announced the following events:

- Trail Work Day between Riverside and Townsend-April 18th
- Chamber Banquet-April 18th
- Earth Day at Aztec Ruins-April 25th
- Aztec Trail 5K-April 25th
- Ribbon Cutting New Business "The Barking Cat" Westside Plaza-April 25th
- Alien Run-May 2nd
- City Wide Cleanup-April 20th-23rd

Mayor Pro-Tem Sipe reported that she attended the NMML District Meeting mentioning that she is Alternate for the Board for our District. She mentioned that she attended the Spunky Old Broad performance at the Community Center. She mentioned that she attended the luncheon for Leadership San Juan and mentioned that Senator Sharer gave an overview on what did and did not happen in the Legislature. She mentioned that she went to the ACEC Nm 2015 Annual Awards Gala in Albuquerque and that Aztec was presented with an award for the Pedestrian Bridge. She mentioned

that she has been volunteered to be on the Bullying Taskforce at the High School. She mentioned that the schools have asked Brooks Gibb to give a presentation on May 7th and 8th on Bullying.

Commissioner Locke reported that there is a poetry contest for teens at the Aztec Library on April 15th at 3:30pm.

Commissioner McClure reported that on April 17th she will be attending a presentation on Methane at San Juan College. She also reminded everyone that there will be a kickoff event at Crash Music on May 1st.

XV. DEPARTMENT REPORTS

Katherine Skinner reported that this week is National Library Week and that the theme for this year is Unlimited Possibilities. She mentioned that there has been training on Computer Literacy for City employees. She mentioned that there is preschool story time every week.

XVI. ADJOURNMENT

Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the meeting at 6:48 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Saylor, City Clerk

MINUTES PREPARED BY:

Karla Saylor, City Clerk

Staff Summary Report

MEETING DATE: April 28, 2015
AGENDA ITEM: IX. CONSENT AGENDA (B)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Fire, MVD and Electric
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Cheryl Franklin

PROJECT DESCRIPTION / FACTS (Leading Department)

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.
- The attached log is sorted by dates of travel and then by department.
- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

FISCAL INPUT (Finance Department)

- All departments requesting travel have sufficient funds budgeted within their travel/training budgets

SUPPORT DOCUMENTS: Travel Log April 28, 2015

DEPARTMENT'S RECOMMENDED MOTION: Approve Employee/Public Official Travel Requests

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: APRIL 28, 2015**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY15 Budget Available
04/30-05/03/15	Fire	EMS Region III 2015 Annual Conf. Ruidoso, NM.	Yes	No	132.00 300.00 422.91	Meal & Gratuity Allowance Registration Rate/Mileage Reimbursement	Yes
05/05-07/15	MVD	Tapestry Training Albuquerque, NM.	Yes	No	96.00 55.00 187.58	Meal & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
05/05-07/15	MVD	Tapestry Training Albuquerque, NM.	Yes	No	96.00 187.58	Meal & Gratuity Allowance Lodging (Riding w/Delain)	Yes
05/05-07/15	MVD	Tapestry Training Albuquerque, NM.	Yes	No	96.00 187.58	Meal & Gratuity Allowance Lodging (Riding w/Delain)	Yes
05/05-07/15	MVD	Tapestry Training Albuquerque, NM.	Yes	No	96.00 216.45 93.79	Meal & Gratuity Allowance Rate/Mileage Reimbursement Lodging	Yes
05/05-07/15	MVD	Tapestry Training Albuquerque, NM.	Yes	No	96.00 93.79	Meal & Gratuity Allowance Lodging (Riding w/Brianna)	Yes
05/03-08/15	Electric	Overhead Distribution Systems & Overhead Pole Line Workshop Colorado Springs, CO.	Yes	Yes	306.60 1590.00 110.00 761.95	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: APRIL 28, 2015**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY15 Budget Available
05/10-15/15	Electric	Mesa Hotline School Grand Junction, CO.	Yes	Yes	291.60 125.00 75.00 1023.51	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
05/10-15/15	Electric	Mesa Hotline School Grand Junction, CO.	Yes	Yes	291.60 125.00 1023.51	Meal & Gratuity Allowance Registration Lodging (Riding w/David)	Yes

Staff Summary Report

MEETING DATE:	April 28, 2015
AGENDA ITEM:	IX. CONSENT AGENDA (C)
AGENDA TITLE:	<u>Re-Bid 15-0480Public Works Shop Buildings</u>

ACTION REQUESTED BY:	Public Works, Finance
ACTION REQUESTED:	Approval
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Public Works Director has identified the need to provide protective storage of signage (street and road signs) and water distribution parts and supplies. Two shop buildings will be constructed at the Public Works facility on Western Drive. Both buildings will provide a location which houses all materials, hardware and tools necessary for maintenance and assembly of signs and water distribution.
- Foundations and electrical requirements are being completed separate from the building bid. Sign shop foundation is complete and will be ready for building construction late May. Water shop foundation is anticipated to be ready for building construction in June.

PROCUREMENT / PURCHASING (if applicable)

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times, April 2, 2015. The bid was publically opened on, April 20, 2015.
- Although several contractors expressed interest in submitting bids, only one bid was received from EZ Shade in the amount of \$28,300 each, for a total of \$56,600.
- City Engineer/Public Works Director has reviewed submittals and recommends award of the bid.
- As per the bid documents, construction of both buildings is required to be complete by August 15, 2015. Failure to meet the completion date, if not extended by the City, will result in penalty of \$250 per calendar day.
-

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- General Fund, Streets Department and Joint Utility Fund, Water Distribution Department has sufficient funds available for the award to EZ Shade.
 - Bid award w/ GRT for each shop building: \$30,564, total \$61,128

SUPPORT DOCUMENTS: Re-Bid 15-0480 Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Award of ReBid #15-0480 Public Works ShopBuildings to EZ Shade in the amount of \$56,600 plus GRT and authorize the City Manager to execute the contract.



Bid Tabulation
 ReBid 15-0480
 Public Works Shop Buildings
 Opened April 20, 2015 1:30 PM

			EZ SHADE STEEL BUILDINGS	
Item	Description	UNIT	UNIT PRICE	TOTAL PRICE
1	2 - 30' X 48' INSULATED METAL BUILDING AS PER SPECIFICATIONS	LS	28,300.00	56,600.00
TOTAL BID:				\$ 56,600.00
Total Bid Comparison Including 5% NM State Preference:				\$ 53,770.00
Total Bid Comparison Including 10% Resident Veteran Preference				

Staff Summary Report

MEETING DATE:	April 28, 2015
AGENDA ITEM:	IX. CONSENT AGENDA (D)
AGENDA TITLE:	<u>Bid 15-0486 Simonds Road Reconstruction</u>

ACTION REQUESTED BY:	Public Works, Finance
ACTION REQUESTED:	Award of Bid
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Simonds Road was identified in the 10 Year Street Plan as requiring reconstruction; funding was requested through the NMDOT Local Government Road Fund in 2013. Funding was approved in the amount of \$129,963.
- To maintain emergency access to residences along Simonds Road, construction will be performed in phases.
- The project includes reconstruction of the roadway, installation of curb, gutter and sidewalk along the west side of Simonds, relocation of mail boxes, and some curb replacement on the east side of the street.
- Bidding of project was delayed pending certification approval by NMDOT. Certifications include utility clearance, ROW clearance, environmental clearance, ITS (intelligent traffic systems) clearance. Final clearance (ROW) was received March 6, 2015 and NMDOT authorization to proceed with bid on March 9, 2015.

PROCUREMENT / PURCHASING

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times, Sunday, March 29, 2015. A mandatory prebid was conducted on April 9, 2015 and attended by five contractors. The bid was publically opened on April 21, 2015 with two bids received.
- Low responsive bid was received from Consolidated Constructors, Inc, in the amount of \$376,189.60. Engineer estimate (externally prepared) for the project was \$313,863.00.
- City Engineer/Public Works Director recommends award of the construction project to Consolidated Constructors, Inc.
- A Notice of Award will be issued following Commission award of the bid which will allow Consolidated Constructors, Inc. to acquire Performance and Payment bonds as required. The contract will be executed upon receipt of the bonds. The Notice to Proceed will be issued after the pre-construction meeting has been held.

- From the date of the Notice to Proceed, the bid documents identify 120 calendar days for substantial completion (project finished and usable) and 134 calendar days for all paperwork to be complete and submitted for final payment. Penalty for substantial completion is \$1,000 per calendar day and \$500 per calendar day for readiness for final payment.

FISCAL INPUT / FINANCE DEPARTMENT

- Project funding is appropriated in Municipal Road Fund. Sufficient funds exist within the Municipal Road Fund to award the project. However, due to bids exceeding engineer estimate, the award of the bid will result in no road maintenance (crack seal) this spring.
 - Bid with GRT: \$406,285
- NMDOT Local Government Road Fund agreement expires July 15, 2015, the result of one amendment extending the agreement date. A second amendment will be submitted to NMDOT in May (is a Consent item on the April 28, 2015 agenda) requesting extension to December 31, 2015 to complete the project and close out funding agreement.
- If a Notice to Proceed is issued by May 11, 2015, the project should be completed early September. If the project is not awarded and staff is directed to re-bid, potentially results in project completion mid to late October with no guarantee bid result would be more favorable to City.

SUPPORT DOCUMENTS: Bid 15-0486 Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Award of Bid #15-0486 Simonds Road Reconstruction Project to Consolidated Constructors Inc. in the amount of \$376,189.60 plus GRT and authorize the City Manager to execute construction contract.



Bid Tabulation
Bid 15-0486
Simonds Road Reconstruction
Opened April 21, 2015 2:00 PM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER ESTIMATE		CONSOLIDATED CONSTRUCTORS		OLDCASTLE SW GROUP INC	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	Sawcut and Remove Curb and Gutter	LF	857	5.00	\$ 4,285.00	6.40	\$ 5,484.80	13.56	\$ 11,620.92
2	Sawcut and Remove Existing Sidewalk	SY	61	15.00	\$ 915.00	8.35	\$ 509.35	15.82	\$ 965.02
3	Sawcut and Remove Existing Pavement	SY	2,171	7.00	\$ 15,197.00	3.45	\$ 7,489.95	6.50	\$ 14,111.50
4	Remove Tree/Cluster Root Ball	EA	6	750.00	\$ 4,500.00	415.00	\$ 2,490.00	791.00	\$ 4,746.00
5	Fence and Wall Removal and Replace	LS	1	9,000.00	\$ 9,000.00	8,675.00	\$ 8,675.00	2,994.50	\$ 2,994.50
6	Roadway Excavation	CY	1,850	5.00	\$ 9,250.00	13.85	\$ 25,622.50	12.43	\$ 22,995.50
7	Geogrid	SY	3,050	8.00	\$ 24,400.00	4.50	\$ 13,725.00	3.05	\$ 9,302.50
8	Non-Woven Geotextile Fabric	SY	2,672	3.00	\$ 8,016.00	4.00	\$ 10,688.00	2.66	\$ 7,107.52
9	Pit Run	CY	1,250	15.00	\$ 18,750.00	18.90	\$ 23,625.00	20.62	\$ 25,775.00
10	Subgrade Preparation	SY	2,700	4.00	\$ 10,800.00	4.05	\$ 10,935.00	2.83	\$ 7,641.00
11	Base Course 6"	SY	2,700	8.50	\$ 22,950.00	9.80	\$ 26,460.00	10.00	\$ 27,000.00
12	HMA SPIII 3"	SY	2,700	22.00	\$ 59,400.00	22.25	\$ 60,075.00	27.00	\$ 72,900.00
13	4" Sidewalk	SY	482	60.00	\$ 28,920.00	57.45	\$ 27,690.90	63.56	\$ 30,635.92
14	36" Valley Gutter	SY	25	60.00	\$ 1,500.00	85.60	\$ 2,140.00	84.66	\$ 2,116.50
15	24" Curb & Gutter	LF	1,251	25.00	\$ 31,275.00	25.10	\$ 31,400.10	21.84	\$ 27,321.84
16	6" Concrete Driveway	SY	30	80.00	\$ 2,400.00	93.50	\$ 2,805.00	76.56	\$ 2,296.80
17	Adjust Manhole to Grade	EA	3	500.00	\$ 1,500.00	900.00	\$ 2,700.00	588.00	\$ 1,764.00
18	Adjust Water Valve to Grade	EA	5	300.00	\$ 1,500.00	240.00	\$ 1,200.00	395.50	\$ 1,977.50
19	Adjust Water Meter to Grade	EA	2	300.00	\$ 600.00	225.00	\$ 450.00	395.50	\$ 791.00
20	Concrete Outlet Structure	EA	2	750.00	\$ 1,500.00	3,375.00	\$ 6,750.00	1,130.00	\$ 2,260.00
21	18" RCP Storm Line	LF	189	45.00	\$ 8,505.00	86.00	\$ 16,254.00	81.36	\$ 15,377.04
22	Single Curb Inlet	EA	2	3,500.00	\$ 7,000.00	4,255.00	\$ 8,510.00	3,955.00	\$ 7,910.00
23	Grading for Irrigation Ditch	LS	1	1,000.00	\$ 1,000.00	3,375.00	\$ 3,375.00	2,000.00	\$ 2,000.00
24	Remove and Replace Mail Boxes	EA	7	200.00	\$ 1,400.00	1,350.00	\$ 9,450.00	197.75	\$ 1,384.25
25	Revegetation	LS	1	500.00	\$ 500.00	4,400.00	\$ 4,400.00	2,825.00	\$ 2,825.00
26	Install Utility Supplied Conduit	LF	280	10.00	\$ 2,800.00	15.00	\$ 4,200.00	7.20	\$ 2,016.00
27	Construction Staking by Contractor	LS	1	8,000.00	\$ 8,000.00	5,535.00	\$ 5,535.00	4,480.00	\$ 4,480.00
28	Traffic Control	LS	1	8,000.00	\$ 8,000.00	43,000.00	\$ 43,000.00	16,800.00	\$ 16,800.00
29	Mobilization	LS	1	20,000.00	\$ 20,000.00	10,550.00	\$ 10,550.00	104,884.69	\$ 104,884.69
ENGINEER ESTIMATE					\$ 313,863.00	BID	\$ 376,189.60	BID	\$ 434,000.00
Total Bid Comparison Including 5% NM State Preference:							\$ 357,380.12		\$ 412,300.00
Total Bid Comparison Including 10% Resident Veteran Preference									

Staff Summary Report

MEETING DATE:	April 28, 2015
AGENDA ITEM:	IX CONSENT AGENDA (E)
AGENDA TITLE:	<u>Resolution 2015-951 Project No. SP-5-14(187) Funding Extension #2 Request (Simonds Road)</u>

ACTION REQUESTED BY:	Public Works Department, Finance Department
ACTION REQUESTED:	Approval of Resolution 2015-951
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

Extension Request #1

- NMDOT Cooperative Agreement for Local Government Road Funds, identified by the City for Simonds Road reconstruction, expires December 31, 2014. Acceptance of the funding was approved by the City Commission in September 2013.
- Design is complete; however, the City is waiting for environmental clearance from NMDOT which is anticipated to be provided in September 2014. Construction may not begin until environmental clearance is provided.
- The project is anticipated to require 3.5 months construction time. Sufficient time does not remain in this calendar year to complete the project before asphalt plants close for the winter (typically end of October to mid-November) and inclement weather potentially creating construction delays.
- Staff is requesting approval to request an extension in funding to July 31, 2015. The project will bid January 2015, construction to begin March 2015 and complete by mid-June 2015. This will allow approximately six weeks to close the project (contractor final bill submittal, NMDOT inspection and close out documents submitted to NMDOT).
- Staff has considered the possibility of phasing the project to use available funds prior to December 2014. A phased project is estimated to require 2 months. Sufficient time to complete the bid process, construction and close out does not remain without an extension on the agreement. A phased project may also result in increased costs due to double mobilization costs for a contractor.
- NMDOT has advised an extension may be granted with the request submitted in September or October. If the resolution is approved, staff will submit the extension request the first week of September to provide sufficient time for an agreement amendment to be fully executed prior to December 2014.

Extension Request #2

- Bidding of project was delayed pending certification approval by NMDOT. Certifications include utility clearance, ROW clearance, environmental clearance, ITS (intelligent traffic systems) clearance. Final clearance (ROW) was received March 6, 2015 and NMDOT authorization to proceed with bid on March 9, 2015.

- If Consent Item D is approved, from the date of the Notice to Proceed, the bid documents identify 120 calendar days for substantial completion (project finished and usable) and 134 calendar days for all paperwork to be complete and submitted for final payment. Additional days to allow city staff and NMDOT to close out project: 30 – 45 days. With no delays in construction, funding agreement should be closed late October/early November.
- NMDOT staff advised an extension request could not be submitted until May 2015 (inquiry occurred in February 2015).

FISCAL INPUT / FINANCE DEPARTMENT
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- The loss of funding for this project would result in the City fully funding the reconstruction of Simonds Road. Construction bids were opened on April on April 21, 2015 and the award of the bid is Consent Item D. Without the NMDOT funds, the award of the bid will require the use of city funds set aside for the arterial phase 1b or a transfer of funds from the General Fund.
 - NMDOT Local Government Funds \$129,963
 - City (Municipal Road Fund) \$276,322

 - Bid 15-0486 Simonds Road \$406,285

SUPPORT DOCUMENTS: Resolution 2015-951

DEPARTMENT’S RECOMMENDED MOTION: Move to Approve Resolution 2015-951
Project No. SP-5-14(187) Funding Extension Request

Staff Summary Report

MEETING DATE:	April 28, 2015
AGENDA ITEM:	IX. CONSENT AGENDA (F)
AGENDA TITLE:	RFP 2015-0448 Airport Engineering Services Agreement

ACTION REQUESTED BY:	Finance Department
ACTION REQUESTED:	Approval of RFP 2015-0448 Airport Engineering Services Agreement
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- The City of Aztec solicited for a consultant to provide planning and/or engineering services during the next four years for the following potential projects at the Aztec Municipal Airport contingent on multiple FAA and/or NMDOT – Aviation Division grants funded within the next four years.
- Projects may include, but not limited to:
 - Terminal apron reconstruction
 - Automated weather observation system
 - Crosswind runway maintenance
 - Crosswind runway reconstruction
 - Pavement maintenance
 - Aircraft Hangers
 - Lighting
 - Wildlife Hazard assessment
 - Wildlife, security and perimeter fencing
 - Planning and consulting services
 - Annual SWPP Update and Inspections
 - Airport Master Plan Updates

PROCUREMENT INPUT (If applicable, Purchasing)

- Request for Proposals was advertised in the Daily Times on October 15, 2014 and proposals due November 3, 2014.
- Four Firms submitted proposals
- Evaluation committee reviewed the RFP's and WHPacific scored the highest points.
- Purchasing recommends approval of the RFP and agreement.
- There is no dollar amount associated with this agreement at this time. The contract only secures the engineering firm as the selected firm to perform the professional services as

the funding is secured. Task orders will be submitted for Commission approval for each project for which WHPacific would provide engineering/consulting services.

- **Master Agreement has been reviewed by WHPacific and is currently under review of City Attorney and City Engineer/Public Works Director. Final document will be available prior to Tuesday, April 28, 2015 or item will be pulled from agenda.**

FISCAL INPUT (If applicable, Finance Department)

- N/A

SUPPORT DOCUMENTS:	Evaluation Tabulation Master Agreement with Rate Sheet (to be provided prior to April 28, 2015 meeting)
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DEPARTMENT'S RECOMMENDED MOTION: Approve RFQP 15-0448 Airport Engineering Services and Agreement to WHPacific.



City of Aztec
RFP 2015-448
Airport Professional Engineering Services

Evaluation Criteria>

	Familiarity with and understanding of NM Aviation and FAA				Specialized Design and Technical Competence				Capability & Capacity				Understanding of Rural Airport Issues				Familiarity or Proximity to Airport				Key Personnel Qualifications			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Evaluator # >																								
Airport Development Group	13	8	13	5	12	10	12	10	13	9	13	12	3	2	4	5	3	1	4	1	13	6	13	15
Armstrong	13	8	15	13	12	10	15	14	12	9	10	13	3	3	5	5	3	3	5	4	13	10	14	15
Delta Airport Consultants	11	8	15	14	12	7	15	14	11	10	14	14	3	4	4	4	3	3	4	4	12	8	14	15
WHPacific	13	13	15	14	13	12	15	14	14	14	15	14	5	4	5	5	5	5	5	5	13	13	15	15

(Max Points: 15)

(Max Points: 15)

(Max Points: 15)

(Max Points: 5)

(Max Points: 5)

(Max Points: 15)

	Sub-Contractor Qualifications				DBE Evidence				Complete & Originality of Proposal			
	1	2	3	4	1	2	3	4	1	2	3	4
Evaluator # >												
Airport Development Group	13		13		7	2	7	7	3	2	4	3
Armstrong	13	12	14	14	7	4	9	9	4	4	4	5
Delta Airport Consultants	11	4	14	13	8	3	9	10	4	2	5	5
WHPacific	13	11	14	14	8	10	10	10	5	4	4	5

(Max Points: 15)

(Max Points: 10)

(Max Points: 5)

Score Totals From Each Evaluator				
	1	2	3	4
80	40	83	58	
80	63	91	92	
75	49	94	93	
89	86	98	96	

(Max Points: 100)

Proposal Evaluation Score Average	
65.25	4
81.50	2
77.75	3
92.25	1

REMOVING CRITERIA 7 DUE TO DISCREPANCY IN HOW ONE PROPOSAL WAS EVALUATED, LOWERS ALL CUMULATIVE SCORES BUT RANKING OF THE FOUR PROPOSALS REMAINS THE SAME

	Sub-Contractor Qualifications				DBE Evidence				Complete & Originality of Proposal			
	1	2	3	4	1	2	3	4	1	2	3	4
Evaluator # >												
Airport Development Group					7	2	7	7	3	2	4	3
Armstrong					7	4	9	9	4	4	4	5
Delta Airport Consultants					8	3	9	10	4	2	5	5
WHPacific					8	10	10	10	5	4	4	5

(Max Points: 0)

(Max Points: 10)

(Max Points: 5)

Score Totals From Each Evaluator				
	1	2	3	4
67	40	70	58	
67	51	77	78	
64	45	80	80	
76	75	84	82	

(Max Points: 85)

Proposal Evaluation Score Average	
58.75	4
68.25	2
67.25	3
79.25	1

Staff Summary Report

MEETING DATE: April 28, 2015
AGENDA ITEM: IX. CONSENT AGENDA (G)
AGENDA TITLE: Resolution 2015-952 Surplus

ACTION REQUESTED BY: Finance Dept
ACTION REQUESTED: Approval
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- An inventory of vehicles and equipment located at the Municipal Airport has been completed and archived resolutions of previous commission actions have been researched.
- The attached list of vehicles and equipment represents property which has been identified as having no further purpose for the municipality and not previously surplus.
- These items will be listed on the City's Public Surplus website.
- If the items are not sold they will be donated or disposed of according to Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

FISCAL INPUT / FINANCE DEPARTMENT

- Revenues from auction to be applied to general fund / joint utility fund.

SUPPORT DOCUMENTS: Resolution 2015-952 and Surplus List

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2015-952 Declaring Certain Municipal Property Not Essential for Municipal Purpose and Directing It Be Sold or Disposed.

**City Surplus
Resolution 2015-952**

Department	Item/Model	Description	VIN/Serial #	Unit #	Odometer	Condition	Reason for Surplus	Location
Community Development	2001 Ford Crown Victoria	White, 4 door sedan	2FAFP71W62X105945	001-129	91,463	Poor	Replaced	Airport Yard
Parks/ General Services	1986 Homemade Trailer	Deck requires replacement	NM1046710	004-003		Poor	Replaced	
	1995 Chevrolet Cheyenne 2500	4x4, Utility Body	1GCGK24NX5Z235188	002-010	147,527		Replaced	
	1968 Ford Tractor		C22043	006-005	728 hrs	Fair	Fails OSHA	

RESOLUTION 2015-952

A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.

WHEREAS, Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and

WHEREAS, the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and

WHEREAS, the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec, New Mexico that the personal property below described which is owned by the City is surplus and not essential for a municipal purpose to-wit:

BE IT FURTHER RESOLVED that the aforesaid property should be sold to the highest bidder meeting the published terms and conditions of said sale.

PASSED, APPROVED AND SIGNED this 28th day of April, 2015.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER

Staff Summary Report

MEETING DATE:	April 28, 2015
AGENDA ITEM:	IX. CONSENT AGENDA (H)
AGENDA TITLE:	Russell Planning & Engineering, Contract Amendment #3

ACTION REQUESTED BY:	Public Works, Finance Department
ACTION REQUESTED:	APPROVAL For Russell Planning & Engineering, Contract Amendment
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- Original Contract: Approved by Commission during the August 26, 2013 regular meeting, RFP 2014-225 was awarded to Russell Planning & Engineering (RPE) for design services of the North Main Corridor connecting Main Avenue to the Aztec Ruins National Monument. Elements of the design include plaza area, trails, landscaping, roadway, sidewalks and utilities.
- Amendment #1: Scope of agreement expanded to include the development of a land use overlay specific to the North Main Corridor, an increase of \$7,225.
- Change Order #1: To develop engineer design for the crossing at Hampton Arroyo that was not include in the original North Main Corridor design. Russell Planning & Engineering has already done flood plain modeling for the Hampton Arroyo for purposes of the North Main Corridor and through that study has determined that a box culvert system could work and be less costly than a bridge across the arroyo.
- Change Order #2: Temporary construction easements and permanent slope easements preparation; restroom facility, south of plaza, infrastructure design; Phase 0 plan and bid document preparation; design and permitting of sewer lift station; deletion of portion of construction management services per recommendation of Public Works Director; redesign of sidewalk widths for continuity.

PROCUREMENT INPUT (Purchasing)

- Qualification-Based Proposals in response to the City's Request for Proposals (RFP) 2014-225 were received on June 20, 2013. Proposals were evaluated, finalists were interviewed, and ultimately, a contract was negotiated with RPE.
 - Original Contract: \$178,813.37
 - Amendment #1: \$ 7,225.00
 - Change Order #1: \$ 9,025.00
 - Change Order #2 \$ 40,497.32
 - Amended Total \$235,560.69

FISCAL INPUT (Finance Department)

- FY15 Annual Adopted Budget re-appropriated funds specific to this agreement as well as funds for first phase of construction, providing sufficient available funds for approval of this change order request.

SUPPORT DOCUMENTS:

Russell Engineering Contract Amendment #3
Russell Engineering Contract Amendment #3 Narrative

DEPARTMENT'S RECOMMENDED MOTION: Move to APPROVE Russell Planning and Engineering Contract Amendment in the amount of \$40,497.32.



Contract Change Order #2

Project: Aztec North Main
Date of issuance: April 20, 2015

Owner: City of Aztec, NM
Effective Date: February 18, 2015

On March 4th, 2015, Drew Chandler with Russell Planning and Engineering met with City of Aztec staff (Ed Kotyk, Bill Watson and Rudy Zohnie) to go over proposed changes and additions to the Aztec North Main Project plans. On April 16th, 2015 the amounts of the changes outlined below were negotiated between Bill Watson, Kathy Lamb (Aztec staff), and Drew Chandler (RPE). Those changes are outlined below.

Bill and Kathy, please note the following item which differs from our discussion on 4/16/15:

- We have kept the exclusions the same on change #6, the Davis Bacon items we discussed excluding were not included in the original contract.
- I have added the contract extension date of December 31, 2015, previously only spelled out in previous versions of this document.

Changes:

The original contract and subsequent Contract Amendment #1 and Contract Change Order 1 - consisting of the entirety of the contract (the Contract), between Russell Engineering, Inc. (RPE) and the Owner did not include work which RPE and/or their sub-contractors have since been directed to complete, primarily:

- Change #1: Survey preparation of (8) temporary construction and permanent slope easements along the North Main corridor. These temporary construction easements and permanent slope easements are required due to construct the proposed North Main Corridor. Cost to prepare easement descriptions is **\$5,353.50**.
- Change #2: Addition of the design of infrastructure, grading for ADA access, and landscaping to allow for the installation of a restroom facility at the south end of the project, just south of the plaza. Cost: **\$3,600.00**.
- Change #3: Addition of a "Phase 0" design, involving preparation of documents needed to prepare earthwork quantities, top soil removal and stockpiling plan, wetland culvert installation, utility line installation (under culverts), and fill placement. Per the 3/4/15 meeting, this is to be a stand-alone project with separate Bid Documents. Cost: **\$7,771.00**.
- Change #4: Update in location of the water line tie-in. The carsonite post delineating the stub-out end of the water line was missed in the original design. RPE has modified the design to reflect this tie-in point at no additional charge to the City of Aztec. Cost: **\$0.00**.
- Change #5 Addition of the design and permitting of the required lift station. This amount was included as an add-alternate in the original contract, and negotiated to: Cost: **\$24,000**.
- Change #6: Partial deletion of Construction Administration items from original contract. This reduces the on-site observation from 3x/week to once every other week. This eliminates the assembly of any maintenance, operation and warranty manuals. This also eliminates pay application review and recommendations. (Credit): **(\$10,856.63)**.
- Change #7: Reconfiguration of sidewalk widths on south end of corridor. This item involves the design of sidewalk widening on both sides of North Main near the intersection with Hwy 550. This includes catch slope grading design, details and quantity revisions. Conditions in the field on the east side of North Main present grading challenges that will involve more than simple linework, (see Exhibit B). Cost: **\$5,953.50**.

- Change #8: Reconfiguration of parking in front of PT building from diagonal to parallel. Revisions to the following are included: grading, signage & striping, quantities, landscaping and sidewalk alignments. Cost: **\$3,510.50.**
- Change #9: Extension of Contract Period. This change includes the addition of all contract administration costs associated with the extension of the contract period to December 31, 2015. Cost: **\$965.44.**
- Change #10: Additional Expenses: Additional expenses related mileage and printing due to 2 additional meetings and design changes. Cost: **\$200.00.**

Total Change Order #2 amount: **\$40,497.32**

Contract Status

Original Contract =	\$178,813.37
Amendment #1 =	\$ 7,225.00
Change Order #1 =	\$ 9,025.00
<u>Change Order #2 =</u>	<u>\$ 40,497.32</u>
Total =	\$235,560.69

Procedure:

Please review, and if the amounts and items are agreeable to the City of Aztec, please include these amounts and descriptions in a format acceptable to the City on forms provided by the City. This document along with any referenced exhibits will then serve as part of the executed change order.



Aztec North Main Corridor Design

Change Order #2

Prepared in joint cooperation between RPE & DHM

17-Apr-15

All Subcontractor Fees are marked up 5% for coordination

	Taxable	Total
Change #1 - Easement Preparation		
Johnson Surveying and Mapping	x	\$ 4,525.50
Coordination		\$ 828.00
		\$ 5,353.50
Change #2 - South Restroom Addition		
Design and Coordination of restroom location, grading		\$ 3,600.00
		\$ 3,600.00
Change #3 - "Phase 0" Design Set		
Stand-Alone Drawing Package and Coordination		\$ 3,456.00
Stand-Alone Specifications and quantity break-out from Final Design Package		\$ 1,968.00
Stand -Alone Bid Package		\$ 2,347.00
		\$ 7,771.00
Change #4 - Update of Water Line Tie-in Point		
Change Water line tie-in point (no cost)		\$ -
		\$ -
Change #5 - Lift Station Design and Permitting		
Addition of Add-Alternate Lift Station Design		\$ 24,000.00
		\$ 24,000.00
Change #6 - Partial Deletion of Construction Administration Services		
Reduction in site visits from 3x week to 1x every 2 weeks for 3 months	x	\$ (9,212.63)
Elimination of the Assembly of Maintenance, Operation and Warranty Manuals		\$ (524.00)
Elimination of Pay Application Review and Recommendations		\$ (1,120.00)
		\$ (10,856.63)
Change #7 - Reconfiguration of Sidewalk		
Design Changes to both sides of North Main, Qty changes, Details		\$ 5,953.50
		\$ 5,953.50
Change #8 - Reconfiguration of North Main - Parking at PT Building		
Design Changes, Grading Changes, Qty changes, Details		\$ 3,510.50
		\$ 3,510.50
Change #9 - Extension of Contract Period		
Additional Contract Administration and 1 additional meeting	x	\$ 965.44
		\$ 965.44
Change #10 - Additional Expenses		
		\$ 200.00
		\$ 200.00
Notes:		\$ 40,497.32
1 Line item estimates are only estimates and final costs may be reallocated between line items.		
2 Fees assume electrical engineering to be part of construction costs, not included in design services.		
3 Irrigation system design services are not included and may be added upon written request by the City of Aztec for additional fees (see Add Alt.)		
5 Any agency submittal fees will be paid by the client		
6 Assumes Transit Stop structure utilizes an existing City of Aztec Design		
7 Sub contractors are marked up 5%		
8 Restroom design by others		

Staff Summary Report

MEETING DATE: April 28, 2015
AGENDA ITEM: IX. CONSENT AGENDA (I)
AGENDA TITLE: Hidden Valley Golf Course City Liquor License

ACTION REQUESTED BY: City Manager
ACTION REQUESTED: Approval of Liquor License Application
SUMMARY BY: Joshua Ray

PROJECT DESCRIPTION / FACTS

The City of Aztec assumed operations of Hidden Valley Golf Course in February of 2015. In doing so, the City did not purchase the alcohol license from Hidden Valley. Instead, the City has chosen to apply for our own government license through the State of New Mexico.

This license will allow the City to serve alcohol to the patrons of the snack bar at the golf course. The license will permit sales both within the clubhouse and on the course.

The City has entered into an agreement with Randy Hodge to provide food and beverage services at Hidden Valley. Mr. Hodge will be our responsible agent to provide alcohol.

Through this Commission action, Commission will appoint both me and Randy Hodge as resident agents for the government liquor license.

FISCAL INPUT / FINANCE DEPARTMENT

The annual fee for this license is \$1100.

The upfront fees include \$50 per registered agent, \$100 for Sunday sales, and \$200 for the initial application.

SUPPORT DOCUMENTS: Liquor License Application for Golf Course

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the application for a government liquor license from the New Mexico Alcohol and Gaming Division for the City of Aztec Municipal Golf Course at Hidden Valley and to appoint Joshua W. Ray and Randy Hodge as resident agents for this license.



GOVERNMENTAL APPLICATION

Application fee - \$200.00 Fees are non-refundable.

State Liquor License # _____
 Application Number _____
 Local option (AGD use) _____
 Record Owner of Existing License _____
 Current D/B/A Name _____
 Current Premises Address _____

Name of Governmental Entity: CITY OF AZTEC
 Type: Municipal County Fair State University State Museum

Department of Entity Which Will Administer Use of License: City of Aztec Administration
 Contact Name: Joshua Ray Telephone Number: 505-334-7602

D/B/A Name to be used: Hidden Valley Golf Course Phone number for licensed premise: 505-334-3248

Physical Location where license is to be used: 29 Road 3025, Aztec San Juan, NM 87410
 Include: Street number / Highway Number / State Road, City, County, State & Zip

Mailing Address: 201 West Chaco St., Aztec, NM 87410

Are alcoholic beverages currently being dispensed at the proposed location? If yes, give license number and type: _____
 Will License be Operated By Employees of the Governmental Entity? Yes No

NOTE: If license is not to be operated by employees of the governmental entity, the lessee-operator must file a separate lease application. Any operation of the license by unauthorized persons may result in revocation of the license.
 You must sign and date this form in the presence of a notary public.

I, (print) Joshua W. Ray, as (title) City Manager, being first duly sworn upon oath deposes and says: that he/she represents or is authorized by the applicant to make this application; that he/she has read the contents thereof, and all statements contained are true; Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

Signature of Applicant/Representative: [Signature] Date: 4/23/15

SUBSCRIBED AND SWORN TO before me this 23 day of April, 2015 by Joshua W. Ray
 Notary Public Ashley Morgan My Commission Expires 2/16/19

Local Governing Body of _____ (City or County). Hearing held on _____ 20____

Please check one: Approved _____ Disapproved _____ City/County Official _____ (Signature & Title)
 Approved _____ Disapproved _____ Director Approval _____ AGD Use Only _____ Date _____





PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION
 SS-60-6B-10

1. The land and building which is proposed to be the licensed premises is (check one):
 Owned by Applicant _____ Leased by Applicant (attach copy of deed or lease) Other (provide details) _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s) David Bacon

B. Date and term of lease Feb. 17, 2015 for term of 2 yrs. plus additional terms

3. Premises location is zoned (example C-1) None in county
 If the premises is zoned, attach zoning statement from local government giving location address and type of zone, stating whether alcoholic beverages are allowed at proposed location. If there is no zoning, attach confirmation from local government indicating there is no zoning.

4. Distance from nearest church *(Property line of church to licensed premises—shortest distance).

Miles/feet 2.0 miles Name of church First Baptist Church Address/location of church 700 Navajo Ave. Artec, NM 87410

5. Distance from nearest school *(Property line of school to licensed premises—shortest distance).

Miles/feet 2.8 miles Name of school Artec High School Address/location of school SAC E. CHACO, ARTEC, NM 87410

6. Distance from military installation *(Property line of military installation to licensed premises—shortest distance.)

Miles 185 Name of Military Installation, circle one: Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces), Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis).

7. Attach, on a separate sheet, the detailed floor plan for each level (floor) where alcoholic beverages will be sold or consumed. Show exterior walls, doors, and interior walls. This will be the licensed premises. The floor plan should be no larger than 8 1/2 x 11 inches, and must include the total square footage of premises.

*If the distance is beyond 300 feet, but less than 400 feet, a registered engineer or licensed surveyor must complete a Survey Certificate showing the exact distance.

8. Type of Operation:

Lounge _____ Restaurant _____ Package Grocery _____ Racetrack _____ Hotel _____ Other (specify) Golf Course



CORPORATION
SS 60-6B-2

Name of Corporation: Municipality City of Aztec

(Corporations must attach certified copy of its Certificate of Incorporation and Articles of Incorporation. Foreign corporations must also include a certified copy of its New Mexico certificate of authority.)

Date of Incorporation: _____ In what State? New Mexico

Mailing Address of Corporate Office: 201 W. Chaco City Aztec State NM Zip 87412 Phone 505-334-7600

Provide complete names and addresses of all officers and directors of the Corporation, also the names and addresses of all stockholders of 10% or more of the stock in the Corporation. If a stockholder of 10% or more of the stock is any other legal entity, complete the appropriate disclosure page for the stockholding entity.

Name and Title of Officers, Directors and Stockholders

Complete Address

% Stock Held

Attached is the list of City Commissioners

USE ADDITIONAL PAGES IF NECESSARY.

Has this Corporation ever had a liquor license in which it held any interest in any State suspended or revoked, or has the Corporation been denied the issuance of a liquor license? No Yes _____ If Yes, provide details:

List every liquor license in which the Corporation holds any interest, direct or indirect:

Has this Corporation ever been convicted of a felony? No Yes _____ If Yes, provide details:

** Note: For each individual applicant, partner, officer, director, and stockholder of 10% or more of stock in corporation, submit a complete Personal Data Information Form (page 6) and attach two (2) complete fingerprint cards (cards must be obtained from the Alcohol and Gaming Division) along with fee and supporting documentation. Fingerprints must be taken by City Police, State Police, Sheriff's Office (any state), or AGD approved agency.



GOVERNMENTAL SUNDAY SALES APPLICATION

Fees are Non-refundable

Sunday Sales **BY THE DRINK** X (Fee: \$100.00) Liquor License # _____ (Division use)

- 1. Type of Liquor License applied for (print): Governmental
- 2. DBA Name (print): Hidden Valley Golf Course
- 3. Name of applicant: City of Artec
- 4. Physical location of licensed premises.
Street address: 29 CR 3025 city: Artec State: NM Zip: 87410
- 5. Mailing address: 201 W. Chaco St. city: Artec State: NM Zip: 87410
- 6. Local Option District (city or county where license is located): _____

The holder of a license that allows sales of alcoholic beverages by the drink may obtain a permit for the sale, service, or consumption of alcoholic beverages by the drink on a licensed premises on Sundays, between the hours of 11:00am to 11:00pm or until meal services ceases whichever is earlier.

Sunday Sales by the drink are only permitted in those local option districts in which Sunday Sales have been approved by the voter in the that local option district.

Licensee Signature [Signature] Date: 4/23/15

For Alcohol and Gaming Division Use Only

Approved By _____ Date: _____



DESIGNATION OF RESIDENT AGENT

Fee \$50. (Excludes non-profit organizations.)

Name of Corporation/LLC/Partnership/Trust (print) City of Aztec Liquor License # _____

D/B/A Name Hidden Valley Golf Course

KNOW ALL MEN BY THESE PRESENT that the company named on this form hereby makes, constitutes and appoints to act as Resident Agent on behalf of the company and accept service of process for all purposes relating to the sales and service of the alcoholic beverages, including orders and notices of the Director and/or the Division, and to have power of attorney to exercise full authority, control, and responsibility for the conduct of all business transactions of the company within the State relative to the sale of alcoholic beverages under authority of this license. Initial or Replacing Resident Agent Adding another Resident Agent

You must sign and date this form in the presence of a notary public.

Signature of Officer of Corporation/LLC/Partnership/Trust _____ Title City Manager

ACKNOWLEDGEMENT FOR COMPANY

State of New Mexico County of San Juan

SUBSCRIBED AND SWORN TO before me this 23 Day of April, 2015 by (appointing officer print name) Joshua W. Ray

Notary Public Shelby Ann Morgan My Commission Expires 2/16/19

ACCEPTANCE

I, (print name) Joshua W. Ray, hereby accept the appointment as Resident Agent. I am a resident of the State of New Mexico. I am the Resident Agent for the following numbered New Mexico Liquor License(s): _____
 Residence Address: 201 W. Chaco City Aztec State NM Zip 87410 Phone # 505-334-1760

You must sign and date this form in the presence of a notary public.

Signature of Resident Agent _____ Expiration Date of Servers Certification _____ (Copy of permit required)

ACKNOWLEDGEMENT FOR NATURAL PERSONS

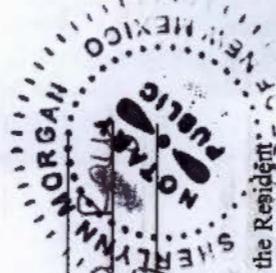
State of New Mexico County of San Juan

SUBSCRIBED AND SWORN TO before me this 23 Day of April, 2015 by (accepting RA print name) Joshua Ray

Notary Public Shelby Ann Morgan My Commission Expires 2/16/19

For Alcohol and Gaming Division Use Only

Approved _____ Disapproved _____ Director's Signature _____ Date _____
 Return this form to the Alcohol and Gaming Division, PO Box 25101, Santa Fe, New Mexico 87505-5101.





PERSONAL DATA INFORMATION AND AFFIDAVIT

Liquor License # or Application #
INSTRUCTIONS: Submit this page for each individual applicant, each officer and director of a corporation, each stockholder (individual) owning 10% or more of the stock in Applicant Corporation, each individual limited or general partner, and each resident agent for a corporation, and each manager and member of LLC with 10% or more interest. Make additional copies of this page if necessary.

Name (print) First Soshua Last Ray Birth date: 05/24/1977 Birthplace: Wagonville, CO
Residence address: City AZtec State NM Zip 87410
Business address: 201 W. Chaco AZtec, NM 87410 Business phone: 505-334-7603
SS # 244-29-5731 Driver's license # S9243999 State of issue NM Citizenship US Resident Alien#

Male [x] Female []

Yes [x] No [] Are you married?

Yes [] No [] Has your spouse ever been convicted of a felony in any jurisdiction? If yes, provide details:

If you have been known by any other name, attach a list showing dates and reason for other name(s). (Example: maiden name). Attach additional pages if necessary.

Name

Date of change

Reason for Change

Yes [] No [] Have you been convicted of a felony? If yes, provide details:

Yes [] No [] N/A [] Has the Governor restored to you the privilege to receive and hold a liquor license? If yes, attach copy of documentation.

Yes [] No [] Have you been convicted of two separate misdemeanor violations of the New Mexico Liquor Control Act in any calendar year?

If yes, provide details:

Yes [] No [] Have you ever had an application for a liquor license denied or had a liquor license in which you held any interest in any state suspended or revoked?

If yes, provide details:

Yes [] No [] Are you at least 21 years of age?

List every liquor license by number and State in which you directly or indirectly own any interest:

Be sure that all questions have been answered.

You must sign and date this form in the presence of a notary public.

I, (print name) Soshua W. Ray swear that the information contained on this form is true, and understand that if any information contained herein is false or found to be false, the Division may revoke the liquor license issued under this application.

Affiant Signature [Signature]

Date 4/23/15



NOTARY PUBLIC USE ONLY

SUBSCRIBED AND SWORN TO before me this 23 Day of April 20 15 by Soshua Ray, My Commission Expires 2/16/19
Notary Public Sherlynn Morgan

** Each person required to complete this page and required to submit fingerprints, attach two (2) complete fingerprints cards (cards must be obtained from the Alcohol and Gaming Division) along with fee and supporting documentation. Fingerprints must be taken by City Police, State Police, Sheriff's Office (any state), or AGD approved agency. A \$44.00 money order payable to 3M Cogent must accompany EACH PERSONS SET OF FINGERPRINTS.



DESIGNATION OF RESIDENT AGENT

Name of Corporation/LLC/Partnership/Trust (print) City of Aztec Liquor License # _____
 Fee \$50. (Excludes non-profit organizations.)

D/B/A Name Hidden Valley Golf Course

KNOW ALL MEN BY THESE PRESENT that the company named on this form hereby makes, constitutes and appoints _____ to act as Resident Agent on behalf of the company and accept service of process for all purposes relating to the sales and service of the alcoholic beverages, including orders and notices of the Director and/or the Division, and to have power of attorney to exercise full authority, control, and responsibility for the conduct of all business transactions of the company within the State relative to the sale of alcoholic beverages under authority of this license. Initial or Replacing Resident Agent

You must sign and date this form in the presence of a notary public.

Signature of Officer of Corporation/LLC/Partnership/Trust Joshua W. Ray Title City Manager
 Adding another Resident Agent

ACKNOWLEDGEMENT FOR COMPANY

State of New Mexico County of San Juan
 SUBSCRIBED AND SWORN TO before me this 23 Day of April, 2015 by (appointing officer print name) Joshua Ray
 Notary Public Sherlynn Morgan My Commission Expires 2/16/19

ACCEPTANCE

I, (print name) Randy B. Hedge, hereby accept the appointment as Resident Agent. I am a resident of the State of New Mexico. I am the Resident Agent for the following numbered New Mexico Liquor License(s): 30426
 Residence Address: 29 Rd 3025 City Aztec State NM Zip 87410 Phone # 505-334-3248
 I certify that I am a resident of the state of New Mexico

You must sign and date this form in the presence of a notary public.

Signature of Resident Agent Randy B. Hedge Expiration Date of Servers Certification 11/8/18
 (Copy of permit required)

ACKNOWLEDGEMENT FOR NATURAL PERSONS

State of New Mexico County of San Juan
 SUBSCRIBED AND SWORN TO before me this 23 Day of April, 2015 by (accepting RA print name) Randy Hedge
 Notary Public Sherlynn Morgan My Commission Expires 2/16/19

For Alcohol and Gaming Division Use Only

Approved _____ Disapproved _____ Director's Signature _____ Date _____
 Return this form to the Alcohol and Gaming Division, PO Box 25101, Santa Fe, New Mexico 87505-5101.



PERSONAL DATA INFORMATION AND AFFIDAVIT

Liquor License # _____ or Application # _____

INSTRUCTIONS: Submit this page for each individual applicant, each officer and director of a corporation, each stockholder (individual) owning 10% or more of the stock in Applicant Corporation, each individual limited or general partner, and each resident agent for a corporation, and each manager and member of LLC with 10% or more interest. Make additional copies of this page if necessary.

Name (print) First Randy Last Hodge Birth date: 5/27/1955 Birthplace: Belen N.M.
 Residence address: 201 A CHACO City AZTEC State N.M. Zip 87410
 Business address: 116 S MAIN Business phone: _____
 SS # 525-52-6422 Driver's license # 050369056 State of issue NM Citizenship USA Resident Alien# _____

Male Female
 Yes No Are you married?
 Yes No Has your spouse ever been convicted of a felony in any jurisdiction? *If yes, provide details:*
 If you have been known by any other name, attach a list showing dates and reason for other name(s). (Example: maiden name). Attach additional pages if necessary.
 Name N/A Date of change _____ Reason for Change _____

Yes No Have you been convicted of a felony? *If yes, provide details:*
 Yes No N/A Has the Governor restored to you the privilege to receive and hold a liquor license? *If yes, attach copy of documentation.*
 Yes No Have you been convicted of two separate misdemeanor violations of the New Mexico Liquor Control Act in any calendar year?
If yes, provide details:
 Yes No Have you ever had an application for a liquor license denied or had a liquor license in which you held any interest in any state suspended or revoked?
If yes, provide details:
 Yes No Are you at least 21 years of age?

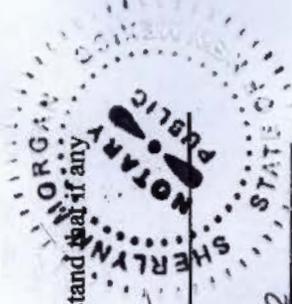
List every liquor license by number and State in which you directly or indirectly own any interest: _____

Be sure that all questions have been answered.

You must sign and date this form in the presence of a notary public.

I, (print name) Randy G. Hodge swear that the information contained on this form is true, and understand that if any information contained herein is false or found to be false, the Division may revoke the liquor license issued under this application.

Affiant Signature Randy G. Hodge Date 4/23/2015



SUBSCRIBED AND SWORN TO before me this 23 Day of April 20 15 by Randy Hodge
 Notary Public Shelby Morgan My Commission Expires 2/16/19

NOTARY PUBLIC USE ONLY
 ** Each person required to complete this page and required to submit fingerprints, attach two (2) complete fingerprints cards (cards must be obtained from the Alcohol and Gaming Division) along with fee and supporting documentation. Fingerprints must be taken by City Police, State Police, Sheriff's Office (any state), or AGD approved agency. A \$44.00 money order payable to 3M Cogent must accompany EACH PERSONS SET OF FINGERPRINTS.

NEW MEXICO
ALCOHOL & GAMING DIVISION
SERVER CERTIFICATE

Permit # 118180	Expires 01/20/2018	Social Security No. N/A			
Date of Birth 05/27/1955	Sex M	Height 74	Weight 225	Hair WHI	Eyes GRN
Signature 					

RANDY G HODGE
116 S. Main Street
Aztec, NM 87410