

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**May 26, 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. **CITIZEN RECOGNITION**
- VII. **EMPLOYEE RECOGNITION**
- VIII. **CONSENT AGENDA**

- A. Commission Workshop Meeting Minutes, May 12, 2015
- B. Commission Meeting Minutes, May, 12, 2015
- C. Commission Workshop Minutes, May 14, 2015
- D. Commission Workshop Minutes, May 19, 2015
- E. Travel Requests
- F. Resolution 2015-953 Surplus
- G. RFP 15-0493 Utility Bill Printing & Mailing Services

*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"*

IX. **ITEMS FROM CONSENT AGENDA**

X. **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)*

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**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

**XI. BUSINESS ITEMS**

- A. Funding Request for Webe Racing
- B. Approval of Preliminary Fiscal Year 2016 Budget
- C. Re-Bid 15-0480 Public Works Sign Shops Buildings
- D. Letter of Support for San Juan Generating Station and San Juan Mines

**XII. LAND USE HEARINGS**

**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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**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

CITY OF AZTEC  
COMMISSION WORKSHOP MINUTES  
May 12, 2015

**I. CALL TO ORDER**

Mayor Burbridge called the meeting in to order at 5:05pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

MEMBERS PRESENT: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe; Commissioner, Sheri Rogers; Commissioner, Roberta Locke; Commissioner Katee McClure

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager, Joshua Ray; Finance Director, Kathy Lamb; City Clerk Karla Saylor

**A. FY Budget 2015-2016**

Joshua Ray, City Manager opened the workshop by presenting Commission with the Budget message and Budget Books for FY 2015-2016. He mentioned that the books are broken down the same as last year. The total budget for FY16 is presented to Commission in the amount of \$36,857,471. This proposal is 4% increase over last year's approved budget this budget includes three major projects, Sewer Outfall Line, Arterial, and the North Main Project. Josh mentioned that over the next five years, the City will focus on infrastructure, community development, recreation, economic development and tourism. He mentioned that that this year's Cost of Living increase (COLA) for employees is projected at 1.6% and merit increases for employees will be 2.4% for excellent performance reviews and 1.2% for good performance reviews.

Josh summarized the following:

- 10 Year Financial Analysis
- General Fund
- Joint Utility Fund
- Personnel Budgets
- Property Valuation
- Fund Balance for FY15-18
- Operating Budget Summary
- City Wide Expenditures

Commission scheduled a workshop to review the budget on Tuesday, May 19th @ 5:15pm.

**II. Adjournment**

Mayor Burbridge adjourned the Workshop at 5:55 pm.

\_\_\_\_\_  
Mayor, Sally Burbridge

ATTEST:

\_\_\_\_\_  
Karla Saylor, City Clerk

MINUTES PREPARED BY:

\_\_\_\_\_  
Karla Saylor, City Clerk

DRAFT

CITY OF AZTEC  
COMMISSION MEETING MINUTES  
May 12, 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 Muller

**IV. ROLL CALL**

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

Members Absent: None

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 McClure, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda as presented

**VI. PRESENTATION**

A. Phil Soice-Annual Water Report

Phil Soice, President of Southwest Water Consultants summarized the Aztec Water Utility operation for calendar year 2014 including the following:

- Water Diversion
- Water Treatment
- Water Sales
- Wastewater Flows
- Water Rights

- Water System Investment as of 6/30/2014
- Water Utility Revenue Requirements
- Water Supply Status
- Water Projects

In Sum Mr. Soice mentioned that maximizing return flow credits or reuse of waste streams, monitoring the accuracy of water system meters, reinvesting in infrastructure, along with acquisition of senior water rights should position the City of Aztec for continued excellent water service to its citizens.

## **VII. CITIZEN RECOGNITION**

Josh recognized Stephanie Trejo Aztec High School Student for her Outstanding Citizenship and taking action when action was needed.

Bob Carmen recognized Jeff and Bobbie Hills, 3348 JF Scott Drive for as the May Spirit Award winners.

## **VIII. EMPLOYEE RECOGNITION**

None

## **IX. CONSENT AGENDA**

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

- A. Commission Meeting Minutes, April 28, 2015
- B. Travel Requests
- C. RE-BID 15-0418 Aztec Remote SCADA Project
- D. RE-BID 15-0481 Borrow Material
- E. Visitor Center Document Destruction

All Voted Aye, Motion Passed Five to Zero

## **X. ITEMS FROM CONSENT AGENDA**

None

## **XI. CITIZENS INPUT**

None

## **XII. LIQUOR LICENSE HEARING**

A. Thipsuda Orbesen for Thanthip Thai Cafe-Restaurant Liquor License Application

Mayor Burbridge opened the Liquor License hearing to the public. There were no comments or testimony. Mayor Burbridge closed the hearing for discussion with commission.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve the New Restaurant Liquor License for Than Thip Thai Cafe Located at 104 S. Main Avenue, Aztec, NM

A Roll Call Was Taken All Voted Aye, Motion Passed Five to Zero

## **XII. BUSINESS ITEMS**

None

## **XIV. LAND USE HEARINGS**

A. 2015-042 Conoco Phillips-Capping Gas Well

Mayor Burbridge opened the Land Use Hearing for 2015-042 Conoco Phillips-Capping Gas Well. Mayor Burbridge stated that this hearing would be conducted under Procedures mandated by the New Mexico Court of Appeals in Battershell versus the City of Albuquerque, which were intended to protect the due process rights of our parties. Mayor Burbridge subsequently identified the parties and City Staff. Mayor Burbridge then asked Commission if they would accept the parties and they did. She reviewed the procedures and then asked if any members of the Commission had a conflict of interest, bias, or engaged in ex parte communication, there were none. Mayor Burbridge then swore in the parties and reviewed the Order of Presentation.

Bil Homka, Community Development mentioned that this request is to cap an existing well know as Harvey #1 located South of W. Chaco Street, East of Hi Country Chevrolet and East of the Animas River. The work is cited as Plug and Reclaim Gas Well and the proposed dates of work is between May 26-29, 2015. He mentioned that after a review of all the proposed studies, tables, images and maps, it appears there are no negative impacts resulting from capping the well.

Kerry Hutchins, agent for Conoco Phillips mentioned that all the requirements from the original lease will be satisfied by Conoco Phillips to restore all plans upon capping the well.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve 2015-042 Conoco Phillips Capping Gas Well because materials submitted by the applicant validate there will be No Negative Impact to the Environment

A Roll Call Was Take; Motion Passed Five to Zero

## **XV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

Josh mentioned that Chief Heal is going to recommend Stephanie Trejo for youth citizenship award at the Chiefs conference this year. Josh mentioned that Aztec Tigers Girls Softball Team will be going to Albuquerque on Wednesday, May 13th for State Championships and there will be a send off on Main Street at 4:00pm and the Track team will be heading out on Thursday night May 14th to Albuquerque for State Championships.

Mayor Burbridge mentioned that on Thursday, May 21st the State Transportation meeting will be held at City Hall at 8:30am and the EDAB board meeting will be moved to the Aztec Library. The Mayor mentioned that the 4CED full board meeting will be on Wednesday, May 20th at 7:30 at the Quality Center for Business at San Juan College. The Mayor mentioned that there will be a Enterprise workshop Thursday, May 14th at 5:00pm and she mentioned that the City of Aztec made one of the top 10 beautiful and safest towns in New Mexico.

Mayor Pro-Tem Sipe mentioned that on May 2nd was the Matt Bardwell Alumni Scholarship game awarding three scholarships for \$1,500 each . She attended the presentation on Bullying Awareness with speaker Brook Gibbs on Thursday, May 7th. Mayor Pro-Tem Sipe mentioned that there will be a Public Forum at City Hall on Aztec Clean and Strong presentation at City Hall on Monday May 18th at 6:00pm.

Commissioner Rogers mentioned that she will be graduating from Leadership San Juan on Friday, May 15th.

Commissioner Locke mentioned there will be a Library Advisory Board meeting on Wednesday, May 13th.

## **XVI. DEPARTMENT REPORTS**

## **XVII. ADJOURNMENT**

Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the meeting at 7:02 pm.

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Mayor, Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Karla Sayler, City Clerk

DRAFT

CITY OF AZTEC  
COMMISSION WORKSHOP MINUTES  
May 14, 2015

**I. CALL TO ORDER**

Mayor Burbridge called the meeting in to order at 5:05pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

MEMBERS PRESENT: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe; Commissioner, Sheri Rogers; Commissioner, Roberta Locke; Commissioner Katee McClure

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager, Joshua Ray; Community Development Director, William Homka; City Clerk Karla Sayler

**A. INCUBATOR PROJECT**

Joshua Ray, City Manager mentioned that this is two projects for business opportunities in one building. It would be a HUB and Business Center. The business incubator would be to help a small business to grow and get mature enough to go out on its own. The other would be a small business center with capabilities such as internet, meeting space, electronic equipment, printing capabilities for those that don't have these capabilities at home. Josh mentioned that to make this happen for next year we will need a revenue stream. He mentioned that a successful business incubator and hub in its own can produce revenue for itself.

Bil Homka, Community Development Director presented commission with a map and floor plans of a building that the City has been looking at for the project and a budget-income & operating cost sheet. He reviewed grants that have been applied for to start the project and reviewed the overall cost to run the project and income that can be earned by the project.

**II. Adjournment**

Mayor Burbridge adjourned the Workshop at 6:25 pm.

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Mayor, Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Karla Sayler, City Clerk

DRAFT

CITY OF AZTEC  
COMMISSION WORKSHOP MINUTES  
May 19, 2015

**I. CALL TO ORDER**

Mayor Burbridge called the meeting in to order at 5:17pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

MEMBERS PRESENT: Mayor Sally Burbridge; Commissioner, Sheri Rogers; Commissioner, Roberta Locke; Commissioner Katee McClure

MEMBERS ABSENT: Mayor Pro-Tem Sipe

OTHERS PRESENT: City Manager, Joshua Ray; Finance Director, Kathy Lamb; City Clerk Karla Saylor

**A. FY Budget 2015-2016**

Joshua Ray, City Manager opened the workshop by reviewing the budget message with Commission in their budget books.

Commission reviewed the following in the budget book:

- Phase 1 and 2 of City wide Wi-Fi
- River Access Point
- Cost of Living Increases
- Water/Wastewater Rates
- Power Options
- Recreation Fund
- Electric Repair & Replacement/Substation
- Economic Development Fund
- Parks & Recreation Funds
- Community Center Funds
- Airport Budget
- Budget Summary Revenues
- Fund Summary/Total Expenditures
- IT Operating Costs
- Project Management Operating Costs
- Revenues/W/WW Repair & Replacement Fund
- Funding Requests

Mayor Burbridge has requested that the City start looking for funding for a stage to use for special events that are brought to the City.

Commission cancelled the next budget workshop meeting scheduled for Wednesday, May 20, 2015.

**II. Adjournment**

Commissioner McClure adjourned the Workshop at 7:07 pm.

\_\_\_\_\_  
Mayor, Sally Burbridge

ATTEST:

\_\_\_\_\_  
Karla Sayler, City Clerk

MINUTES PREPARED BY:

\_\_\_\_\_  
Karla Sayler, City Clerk

DRAFT

# Staff Summary Report

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<b>MEETING DATE:</b>	May 26, 2015
<b>AGENDA ITEM:</b>	VIII. CONSENT AGENDA (E)
<b>AGENDA TITLE:</b>	Travel Requests

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<b>ACTION REQUESTED BY:</b>	Electric, City Hall Public Works and Animal Care
<b>ACTION REQUESTED:</b>	Approval of Employee/Public Official Travel Requests
<b>SUMMARY BY:</b>	Cheryl Franklin

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## **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. All requests for travel had already occurred and the Electric, City Hall and Animal Care is requesting approval for travel on the date of this meeting.
- 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

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<b>SUPPORT DOCUMENTS:</b>	Travel Log May 26, 2015
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>	Approve Employee/Public Official Travel Requests
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**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL  
MEETING DATE: MAY 26, 2015**

<b>Dates of Travel</b>	<b>Purpose of Travel/Location</b>	<b>Over-night</b>	<b>Out of State</b>	<b>Costs</b>	<b>Explanation of Cost</b>	<b>FY15 Budget Available</b>
<b>05/20-22/15</b>	<b>Western Area Power Administration- Annual Customer Meeting Salt Lake City, UT.</b>	<b>Yes</b>	<b>Yes</b>	<b>108.00 465.70 174.47</b>	<b>Meal &amp; Gratuity Allowance Airfare Lodging</b>	<b>Yes</b>
<b>05/21/15</b>	<b>LEADS Grant presentation Albuquerque, NM.</b>	<b>No</b>	<b>No</b>	<b>24.00 202.02</b>	<b>Meal &amp; Gratuity Allowance Reimburse Mileage/Rate</b>	<b>Yes</b>
<b>05/22/15</b>	<b>NM Utility Operator Certification Espanola, NM.</b>	<b>No</b>	<b>No</b>	<b>36.00 60.00 42.00</b>	<b>Meal &amp; Gratuity Allowance Registration Estimated Cost for Fuel</b>	<b>Yes</b>
<b>05/25-27/15</b>	<b>State Required Euthanasia Certification Santa Fe, NM.</b>	<b>Yes</b>	<b>No</b>	<b>72.00 100.00 100.00</b>	<b>Meal &amp; Gratuity Allowance Registration Lodging</b>	<b>Yes</b>
<b>05/25-27/15</b>	<b>State Required Euthanasia Certification Santa Fe, NM.</b>	<b>Yes</b>	<b>No</b>	<b>72.00 100.00 100.00</b>	<b>Meal &amp; Gratuity Allowance Registration Lodging</b>	<b>Yes</b>

# Staff Summary Report

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**MEETING DATE:** May 26, 2015  
**AGENDA ITEM:** VIII. CONSENT AGENDA (F)  
**AGENDA TITLE:** Resolution 2015-953 Surplus

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**ACTION REQUESTED BY:** Finance Dept  
**ACTION REQUESTED:** Approval of Resolution 2015-953 Surplus  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- Water storage tanks which were included with North Heights Water Distribution System purchased from City of Bloomfield in 2001 were removed from service in 2003 and relocated to airport. The tanks are not necessary to the operations of the City.
- The water tanks attached to the skid were “inherited” when the City took over the management of the airport.
- 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.

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**SUPPORT DOCUMENTS:** Resolution 2015-953 and Surplus List

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**DEPARTMENT’S RECOMMENDED MOTION:** Move to Approve Resolution 2015-953 Declaring Certain Municipal Property Not Essential for Municipal Purpose and Directing It Be Sold or Disposed.

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# RESOLUTION 2015-953

**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 26<sup>th</sup> day of May, 2015.

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MAYOR SALLY BURBRIDGE

ATTEST:

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CITY CLERK KARLA SAYLER

**City Surplus  
Resolution 2015-953**

Department	Item/Model	Description	VIN/Serial #	Unit #	Odometer	Condition	Reason for Surplus	Location
Water Distribution	10,000 Gallon Water Storage Tank	Tanks were part of the North Heights water distribution system purchased from City of Bloomfield in 2001.				Unknown	Removed from North Heights Distribution System; 2003	Airport Yard
	10,000 Gallon Water Storage Tank					Unknown	Removed from North Heights Distribution System; 2003	
Airport	Skid Mounted Water Tanks	2 – 2,000 gallon propane tanks converted for water storage				Unknown	No purpose for City	Airport Yard
Fire Department	1989 Seagrave Ladder Truck		1F9EU28J3KCST2020	003-001 Ladder 1		Fair	Fire Truck replaced and no longer required for fire operations	Fire Substation
Fire Department	3,000 Gallon Water Storage Tank	American Tank & Steel Corp Built 10-1954 Tank was used at Airport Fire Substation prior to City water availability at Airport substation				Unknown	Not required for city operations	Airport Yard



# Staff Summary Report

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<b>MEETING DATE:</b>	May 26, 2015
<b>AGENDA ITEM:</b>	VIII. CONSENT AGENDA (G)
<b>AGENDA TITLE:</b>	RFP 15-0493 Utility Bill Printing and Mailing Services

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<b>ACTION REQUESTED BY:</b>	Utility Customer Service Department, Finance Department
<b>ACTION REQUESTED:</b>	Approval of RFP 15-0493 Utility Bill Printing and Mailing Services
<b>SUMMARY BY:</b>	Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- The City began using utility bill printing and mailing services in 1999. The most recent contract was awarded in July 2007 to Postal Pros Inc. The term of the existing agreement expires June 30, 2015.
- The City anticipates an average printing of 3,300 utility statements per month. The proposal requested the offeror to provide dynamic, two-color, duplex printing (lasering) of statements, page-two of statements, and delinquent notices, if applicable, inserting statements, with remittance envelope and occasional additional inserts, prepare for mailing, and mailing the statements obtaining the best postage rate possible. This process is required on a monthly basis with a 24 hour mail out, turn-around guarantee.
- Twice a year, the city prepares a file for business tax renewals. These files are prepared separately and will be in pdf format. File will be transmitted using an electronic file transfer. The volume for each mailing is approximately 700 statements. These mailings will include a return envelope and may include an insert. The renewal statements include a remittance stub located at the bottom of the statement.

## PROCUREMENT / PURCHASING

- Request for Proposals, RFP 15-0493 Utility Bill Printing and Mailing Service, was issued on April 5, 2015. One addendum was issued responding to questions submitted to clarify City requirements for the proposals. Proposals were opened April 22, 2015.
- Two proposals were received, reviewed and determined to be responsive. The proposals were received from Postal Pros Inc. (Albuquerque NM) and Flyer Press LLC (Los Lunas NM).
- The five member evaluation committee independently reviewed and scored the proposals. Evaluation summary is included as support documentation.
- Postal Pros, Inc. was determined by the committee to provide the best value for the City, both in terms of cost and service to be provided.
- The term of the agreement, if the RFP is approved by City Commission, will be for a maximum of four years with annual renewals required.

## FISCAL INPUT / FINANCE DEPARTMENT

- Postal Pros cost proposal for first year of agreement, compared to current agreement which terminates June 30, 2015:
  - Two-color printing front and back billing statements, carrier envelopes and remittance envelopes
    - FY15 .13 each
    - FY16 .152 each
- The increase in price, for the basic print and mail services, is approximately \$1,000 for FY16. Postage costs are based on rates established by US Postmaster. The FY16 preliminary budget anticipated an increase in cost and sufficient funds will be available to meet the financial commitment of the award of this RFP.

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**SUPPORT DOCUMENTS:** RFP Evaluation Summary

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve to Award RFP 15-0493 Utility Bill Printing and Mailing Services to Postal Pros, Inc. and authorize City Manager to execute the annual agreement.

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**City of Aztec**  
**RFP 2015-493**  
**Utility Bill Printing and Mailing Services**

**Evaluation Criteria >**

Price Structure  
A-E on Proposal  
Form

Experience

Proposed Scope  
of Services

Mailout and  
Delivery Times

Examples  
Provided

In State or Veterans  
Preference

Score Totals From Each  
Evaluator

Proposal  
Evaluation  
Score Average

**Evaluator # >**

Flyer Express
Postal Pros

1	2	3	4	5
18	18	18	18	18
35	35	35	35	35

(Max Points: 35)

1	2	3	4	5
15	10	20	12	20
25	25	21	25	22

(Max Points: 25)

1	2	3	4	5
18	13	21	18	22
25	25	20	23	23

(Max Points: 25)

1	2	3	4	5
5	8	5	8	10
10	10	8	10	10

(Max Points: 10)

1	2	3	4	5
1	4	5	2	5
5	5	4	5	5

(Max Points: 5)

1	2	3	4	5
0	0	0	0	0
5	5	5	5	5

(Max Points: 10)

1	2	3	4	5
57	53	69	58	75
105	105	93	103	100

62.40	2
101.20	1

# Staff Summary Report

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**MEETING DATE:** 5/26/2015  
**AGENDA ITEM:** XI. BUSINESS ITEMS (A)  
**AGENDA TITLE:** Funding Request for Webe Racing Event

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**ACTION REQUESTED BY:** Brett Craig  
**ACTION REQUESTED:** Funding Request for Webe Racing event 6/13-14/2015  
**SUMMARY BY:** Steve Mueller

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## PROJECT DESCRIPTION / FACTS

Brett Craig of Webe Racing is hosting a motocross racing event at Aztec Motocross Track. Mr. Craig is requesting funding in the amount of \$4,250 (funding break down attached) to assist with the event scheduled for June 13-14.

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**SUPPORT DOCUMENTS:** See attached letter and information

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Funding Request for Webe Racing Even 6/13-14-2015 in the amount of \$4,250

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To whom it may concern:

My name is Brett Craig with Webe Racing and we will be hosting a family friendly event at the Aztec, NM motocross track June 12<sup>th</sup>-14<sup>th</sup>, 2015. I have been promoting races for 11 years and have promoted over 90+ races including National events and scored events for Redbull with our timing equipment. I have attached a small information sheet on who we are and what we do.

I am requesting funding from the commission for our upcoming event in Aztec, NM. Below is the breakdown for funding. This funding will help in bringing our event to your community and to help make the track safe for our riders who will come in from a 6 state region. Thank you for your time.

Category	Cost	Company	Description
Medical	\$1,400	San Juan Regional	Ambulance on site
Safety	\$750	Booster club for high school sports	Flaggers
Advertising	\$600	Stevenson Designs	Flyer and mailing
Track Maintenance	\$500	Diesel Fuel	Diesel Fuel
Track Maintenance Labor	\$1,000	3 workers per day for 4 days on heavy equipment	Labor

Total                      \$4,250





WEBE  
RACING

2015

| Brett Craig



## Contents

WeBe Racing...Who are We? .....	3
Location, Event Planning, and Promotion.....	4
Venue location .....	4
Land and Course Planning.....	4
Race Course Development.....	5
Kids Course Development.....	5
Course Clean Up and Protection of the Land.....	5
Lodging.....	5
Food and Beverage .....	6
Advertising and Publicity .....	6
Safety and Insurance.....	7
The Main Event .....	8
References .....	9



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## WeBe Racing...Who are We?

At the early age of 5, Brett Craig's passion for off road motorcycle riding was born. Brett started racing in his early 20's, and achieved professional status in endurance (enduro) racing with the American Motorcycle Association (AMA). With racing in his blood, the dream of sharing the passion for racing started in the early 2000's. Brett founded WeBe Racing, with support from his wife, family and close friends, hosting his first race in 2003 in Ignacio, Colorado. With the family foundation of WeBe, Brett wanted to ensure his series catered to all ages of racers from the youngest of 4 years to the young at heart of 75+ years old.

The excitement the WeBe family had when they reached 75 racers in the first season could be felt throughout the crowd. The following for WeBe Racing has grown tremendously over the last 10 years. WeBe's largest race in the 2013 series hosted more than 400 racers, a 533-percent growth!



Figure 1: Simple Pleasures

The WeBe family wanted to create more than just a race; they wanted to create family friendly weekend experience. The locations for the racers are chosen with care to encourage the racers to bring their family and friends for support and weekend fun. WeBe provides areas for camping allowing families and friends to share quality time the "old fashion way" by sharing stories and laughter around the camp fire – laughter makes the best memories! WeBe also provides vendors for food, riding equipment, and area sponsors. Games, movies, music, and other activities are also provided depending on the location. WeBe

has found with creating the family friendly atmosphere, the attendance at the races can exceed more than 1,000+ people, cheering on the racers and enjoying themselves.

Over the years, the WeBe series prides themselves on their reputation for their tight and seamless schedules, contingency plans for weather or emergencies, and a highly experienced staff who provide each racer individual attention, support, focusing on their safety. Through this reputation, WeBe has successfully attracted well known professional racers. The professional racer's attendance attracts new racers to each event, and help spread news of the series and its sponsors. WeBe has earned the respect of the AMA National Motocross, AMA National Hare Scrambles, AMA National Enduro, WORCS, Rocky Mountain Enduro Circuit, New Mexico Desert Riders Club (NMDRC), and American Motorcycle Racing Association (AMRA). WeBe has had the pleasure to co-sanction their events with these organizations. Today, WeBe is sought after as the premier racing organization in the Four States area.

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## Location, Event Planning, and Promotion

### Venue location

What makes a great location for a WeBe event? The location must have parking and camping areas to accommodate the racers, families, and spectators. Hotels and restaurants that will cater to the rides are a plus! Access to the site for trucks pulling 5<sup>th</sup> wheels and trailers is mandatory. WeBe racers like mountain terrain and desert terrain alike. Trees, water crossing, rocks, and open fields, just add fun to



**Figure 2: Angel Fire Camping and Staging Area**

the race course. WeBe has found that mountain resorts such as the Powderhorn Ski Resort in Mesa, Colorado attract a lot of racers and spectators because of the endless activities available throughout the day (and night). The Powderhorn Ski Resort race is located on the front side of the ski hill, walking distance from their lodge. Another popular venue is Monte Vista, Colorado, which attracts a high number of people due to the beautiful scenery, challenging course, and outdoor experience. The Monte Vista location is a short 30 minutes drive to access the multitude of modern amenities in the town of Monte Vista.

WeBe's professionalism in the industry and selective choice in venues garners the respect of the industry and fosters success.

### Land and Course Planning

Once a location has been secured, WeBe focuses on developing the race course that will be fun and challenging for all levels of racers. WeBe will coordinate with land owners, both public and private, and local authorities, to ensure that the course, parking and camping locations are approved by everyone. WeBe understands that for a successful event, all permits and insurance must be approved and active before the first racer arrives. WeBe has successfully navigated the maze of red tape to secure the appropriate permits from the local, state and federal agencies, and will make sure these are in place, as required. Making the proper investment of time to plot out the race course, event staging area, camping, and parking is made in the spirit of minimizing impact to the land and to gain a global understanding of the property to ensure safety of each person on the property.

Safety of the racers and spectator is WeBe's priority. During the development of the event location, WeBe identifies designated areas for medical personal, spectators, and media.

## Race Course Development

The race course is marked with brightly colored track ribbon that carries sponsors logos, arrow markers warning racers of turns and dangerous obstacles, and smaller fluorescent ribbons affixed to wooden clothes pins that are attached to vegetation to designate the course informing the racers they are on the correct course. Corners and high spectator areas are fenced with large sponsor banners in order to maintain safety.

## Kids Course Development

The highlight of the weekend is the *kid's race!* Identifying an area for the kids is challenging, due to the amount of spectators that cheer on the 4-14 year old racers. WeBe strives to find areas for the young racers that provide a fun, safe, but challenging course for the youngsters to learn how to safely race, while negotiating similar obstacles as the older racers in a controlled area.



Figure 3: WeBe provides a young riders clinic at every race to help the kids ride safely

## Course Clean Up and Protection of the Land

Emphasis is placed on meticulous site maintenance, ensuring that no trace is left by race staff and participants, other than a few tracks in the dirt. We have a trained clean up staff that remove all course markings, debris, and trash from the entire property. WeBe is proud of their reputation of leaving a

location cleaner than they arrive. Because of this attitude, and proven practice, the Bureau of Land Management (BLM) continually permits WeBe to race on their land year after year. WeBe has developed strong relationships with many of the land managers and owners and is continually improving our operation practices to protect the land.



## Lodging

All of our events are held in locations which require racers and fans to secure lodging. WeBe will provide an area for camping; however, when possible, WeBe will promote the location accommodations and encourage the racers, family and friends to



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give back to the hosting community by staying in their hotels. At our annual event in Monticello, Utah, the WeBe race participants are responsible for over 90% hotel occupancy for the two day weekend. At the 2010 Angel Fire, New Mexico event, WeBe was responsible for over 110 rooms over the two day weekend at the resort hotel.

## Food and Beverage

Working closely with the host location, WeBe will provide a local catering service at the event site for quick and easy access to food and beverages through the weekend. Depending on the remoteness of the event location, WeBe will provide a Saturday evening dining event. The Saturday night dinner is a great opportunity for local sports and/or organization to hold fundraiser. At the Trinidad race, the dinners have been hosted by the local high school volleyball and wrestling teams, raising money for their seasons. Most of the WeBe attendees depend on a catering service serving a variety of breakfast burritos, sandwiches, hamburgers, hot dogs, and beverages, for all their meals. If an event is held at a resort location, WeBe will work with the resort sponsors to provide a venue for the participants to purchase food and beverages.

WeBe encourages the participants to give back to the communities by staying in the hosting location and purchasing the food and beverages locally.

## Advertising and Publicity

WeBe promotes their race series through news media print, Weberacing.com website, WeBe facebook, radio interviews and announcements, and most importantly word of mouth. Full color posters with schedules and season sponsors are displayed in motorsports oriented shops throughout the four corners and rocky mountain region, as well as, in the businesses at the event locations. WeBe provides addition flyers and sign-up forms with the posters to help the business owners and racers promote the races.

The best promotion of WeBe Racing is by positive word of mouth. WeBe's 533% growth is due to the racers and fans excitement for the series and inviting those in their own communities to experience a WeBe weekend.

For each event location, Brett Craig and the WeBe staff will make personal contact with local stores, restaurants, hotels and industry related businesses and professionals to provide as much information as possible to help promote the location and the race to ensure a successful event for everyone.

Reminder event postcards, facebook posts, and emails notifications are sent to over 1000+ active participants on WeBe's mailing list are sent before each event.

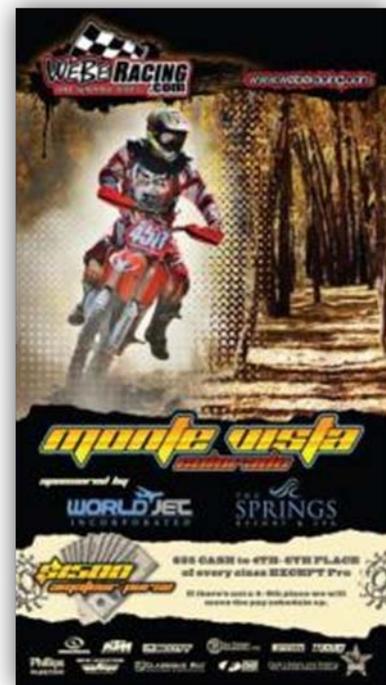


Figure 4: Monte Vista Race Poster

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## Safety and Insurance

As mentioned above, safety is WeBe's priority. WeBe has very specific rules regarding access and travel through the parking and camping sites for vehicles and off road motor equipment including ATV's and motorcycles. WeBe clearly identifies specific areas for the staging, start, and pit areas for the racers.

During the weekend, announcements are repeatedly made to ensure everyone attending understands the designated areas, rules and acts in safe and responsible manner.



**Figure 5: Angel Fire Medical Support Team**

As with all public events, medical attention may be needed. WeBe provides one ambulance for both days of racing, staffed with two EMT's. In the event there is an injury and transport is required, a second ambulance will be sent to the event.

In addition, during each event, WeBe has a Lieutenant with the Durango Fire Rescue Authority riding a motorcycle with a full medical bag and oxygen to attend to a rider if necessary

as a first responder. For each event, WeBe will have a minimum of one certified EMT riding on the course at all times. Supporting the medical personal, WeBe will have 5-8 additional Sweep Riders on the course at all times to ensure the safety of our racers. The Sweep Riders are on motorcycles or ATVs watching the entire race course during each race until the last racer is off the course. WeBe has an FCC license for a mobile repeater and maintain private radio communications between all staff members throughout the entire weekend.

WeBe provides fire extinguishers in the collected pit area. The pit area is restricted to riders and their support team to provide support to the racer and their motorcycles during the races. The pit area has a mandatory first gear operation to ensure the safety of everyone. If the racer exceeds first gear in the pit area, they will be disqualified. No pit riding will be allowed by anyone other than race participants and WeBe staff and safety personnel.

The WeBe staff, particularly the Sweep Riders, are required to wear designated uniforms, bright yellow vests, and a hand held radio on a chest mounted pack with ear buds so that they are easily seen on the course and can communicate timely during the entire weekend. At any given time during the weekend, WeBe will have a minimum of 10 staff at the base area and/or on the course for easy access by all the attendees.



**Figure 6: WeBe Sweep Rider helping a young racer**

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In addition, to provide an extra level of safety of our racers, we encourage and permit all racers to pre-ride the entire course to familiarize themselves with potential obstacles and natural hazards of the course. WeBe has found that the pre-ride reduces the number of incidents during the actual race.

## The Main Event

Months of preparation leads to the main event! WeBe offers four races for the riders to choose from; the Team Race and Kids Race on Saturday, and the “C Class” Race and “Pro, A, B” race on Sundays. Each race is timed based on the time most appropriate for the skill levels of the racers. For example, the “C Class” race is 75 minutes long vs. the “Pro, A, B” race 120 minutes. WeBe wants to provide a challenging race, but within the boundaries of safety. As mentioned early, WeBe encourages all racers to ride in the pre-ride to familiarize themselves with the course for added safety. Before the main races on Sunday, WeBe host a Riders Meeting to review the rules, special situations of the course, and address any questions the racers may have.



Figure 7: Brett presenting at the Riders Meeting

Each race is divided into class determined by age, bike size and riding ability. When the racers register, they select the class most appropriate for them. The start staging area is posted with each class specific to the event. WeBe staff monitors the staging area to ensure each racer is lined up in the correct class.



Figure 8: WeBe start at Monte Vista

The start is a “dead engine” start, meaning the engines of are off. When the green “go” flag is waved, the racers must start their bikes and take off onto the course. Each section of the course is monitored by a Sweep Rider and the EMT’s. Communicating on the two way radios, the Sweep Rider will communicate any incident, including equipment failure, course changes, and in rare occasions, an injury.

Each race has a “scoring shoot”, which is a controlled area, designated by ribbon that each racer must pass through to be scored. Their time and position is posted

in real time on a big screen for the spectators to view. WeBe staff manages the scoring shoot at all times during the race. They are available to help the riders and spectators maintain a safe and fun environment.

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## References

WeBe understand that you may be interested in hearing the news, reputation, and experience other locations have had working with WeBE and their staff. WeBE encourages you to call our references:

- J.J. Montgomery, BLM Ranger, BLM New Mexico Field Office, 505.599.8984
- Joe Barton, Owner, Bull Hollow Raceway, Monticello, Utah, 435.587.2332
- Brian Christensen, Owner, Terrace Reservoir, Monte Vista, Colorado, 719.852.4694

# Staff Summary Report

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**MEETING DATE:** May 26, 2015  
**AGENDA ITEM:** XI. BUSINESS ITEM (B)  
**AGENDA TITLE:** Approval of Preliminary Fiscal Year 2016 Budget

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**ACTION REQUESTED BY:** Joshua W. Ray, City Manager  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Joshua W. Ray, City Manager

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## **PROJECT DESCRIPTION / FACTS** (Leading Department)

City Staff presented the FY16 budget and budget message to Commission at our regularly scheduled Commission meeting on 12 May 2015. A special budget workshop was scheduled and completed on 19 May 2015.

The total budget for Fiscal Year 2016 is \$36,857,471.

This budgeted expenditures for the individual funds are:

General Fund - \$7,196,887  
Joint Utility - \$18,493,659

The budget includes the following budgets for capital projects:

Sewer Outfall Line - \$5,050,000  
Arterial Phase 1b - \$4,500,000

Sec 6-6-2 NMSA 1978 requires the submittal of an annual budget to the Department of Finance and Administration Local Government Division (LGD). Each local public body is to furnish a proposed budget by 1 June 2015. Commission action by resolution for the interim budget is optional.

A final budget, including a formal resolution, by the public body must be submitted to LGD no later than 31 July 2015. In addition to the final budget, LDG requires governing body approval of the quarterly financial report for 30 June 2015.

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**SUPPORT DOCUMENTS:** FY16 Budget and Budget Message has already been presented to Commission.

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**DEPARTMENT'S RECOMMENDED MOTION:** MOVE To Approve The Submittal Of The Fiscal Year 2016 Preliminary Operating Budget To NM Department Of Finance And Local Government Division.

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# Staff Summary Report

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<b>MEETING DATE:</b>	May 26, 2015
<b>AGENDA ITEM:</b>	XI. BUSINESS ITEM (C)
<b>AGENDA TITLE:</b>	Re-Bid 15-0480 Public Works Shop Buildings

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<b>ACTION REQUESTED BY:</b>	Public Works, Finance
<b>ACTION REQUESTED:</b>	Approval of RE-Bid 15-0480 Public Works Shop Buildings
<b>SUMMARY BY:</b>	William Watson

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## PROJECT DESCRIPTION / FACTS

- The Public Works Director has identified staging and phasing to unify Public Works Operations facilities from the existing shop area on South Oliver to the recently developed Western Drive location as outlined in the attached memorandum.
- The buildings are 30' x 48' x 12' high at the eave. The roof and walls are fully insulated to R18. The buildings are rated for 120 winds and designed to meet the 2009 International Building Code and American Society of Civil Engineers standards. The bid specifications are attached for reference.
- The Traffic Shop is to be used to provide an urgently needed workshop area for assembling traffic street name signs and other small projects as well as protective storage for traffic signs, pavement marking materials and equipment. The Water Shop will be used to expand the area for the currently over-flowing water distribution parts and supply inventory storeroom and to accommodate a larger and more accessible tool storage area for generators, portable pumps, etc that are used in everyday and emergency construction applications.
- The two shop buildings will be constructed at the Public Works facility on Western Drive. The building foundations are being completed separate from the building bid and are covered under permits approved by the New Mexico Construction Industries Division (CID). The foundation for the Traffic Shop has been completed and includes stub-outs for electrical connection to the main PW building. This foundation has been inspected and is ready for a building. Excavation and concrete forms have been set for the Water Shop so the foundation could be completed within a couple of weeks and with the usual 28 days of curing ready for a building by July 1, 2015. If not completed by October 2015, the Water Shop foundation permit would expire.
- The General Services Director requested a joint project with Public Works several months ago to relocate the transfer station currently located adjacent to the Boys & Girls Club on Ash St. During discussions, Mr. Mueller also requested consideration be given to relocate the Recycle Center. Public Works and General Services agreed to relocate both public disposal conveniences to the existing PW Shop property on South Oliver St following construction of the PW Phase 3 building (60' x 100') that will house the

department's large equipment construction and maintenance equipment (sweepers, dump trucks, vac truck, water truck, etc). At that time, the PW Department will vacate the South Shop property, aid in repurposing the property by helping to construct the new transfer station facility and transfer the property to the General Services Department. In addition to adding the much needed facilities for Public Works, the construction of the Traffic and Water Shops will be the beginning of that property transfer and repurposing.

#### **PROCUREMENT / PURCHASING**

- 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**

- 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 is \$30,564. The total for both buildings is \$61,128

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**SUPPORT DOCUMENTS:** Re-Bid 15-0480 Tabulation

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**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.

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# Memorandum

To: Joshua W Ray, City Manager

From: William L Watson, PE, City Engineer/Public Works Director

Date: May 6, 2015

Subject: Public Works Consolidation

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The consolidation of the Public Works Department is an important next step into the efficient operation of the department. The unification of the two PW sites will allow the operations crews to be based from one location for improved coordination among team members and enhanced oversight of daily activities by the Department Director. The move will allow the PW team to better care for equipment and materials by adding garage space for the large equipment and more covered storage areas for other equipment and maintenance materials. The addition of new restroom, locker room and emergency shower provisions will add efficiency, safety and convenience when interacting with sewage conditions that become noxious for PW workers.

## Phase 1

Phase 1 of the unification encompassed the purchase of the old Schwan's Bldg and modifications thereto to convert it into the PW Administration Building. We are currently involved in finalizing that phase by installing men's restroom and locker room facilities. These new facilities will add much needed clean restroom facilities for the operations crew members as well as emergency shower access and locker room convenience for cleanup after errant sewer water contact. The majority of the construction of these facilities is being accomplished by PW employees. A professional electrician and plumber were engaged because of the State permitting process. The restroom facility is being constructed in advance of the new sewer main that will be installed in Western Drive so the contractor of that project can tie the PW sewer line into the main 17 feet below the road surface.

## Phase 2

Sign and Water Shops will be added to the PW site. The buildings are proposed to be 30' x 48' and will house important operations improvements that will aid in increasing efficiency and safety. See attached drawings.

### Sign Shop

One of the primary improvements will be to the working conditions by adding a large work table to accommodate construction of sign assemblies as well as offer other composition projects an alternate to working on make-shift tables or the shop floor. The shop will also house most traffic related materials together in a single location for convenient storage including:

- Traffic cones
- Pavement marking paint (2 totes ~ yellow & white)
- Parking lot stripers
- Power tools (drill press, chop saw, table saw, etc)
- Hand Tools (drills, hand grinders, saber saws, skill saws, etc)

- Plastic pavement markings (arrows, "ONLY" symbols, crosswalks)
- Street name & regulatory signs
- Fasteners (sign hardware, screws, bolts, nuts, rivets, etc)
- Arrow boards (electronic)
- Traffic control trailer
- Traffic paint stripper (golf cart size - future)

Construction signs, barricades and drums are too large to be stored in this shop and will continue to be stored outside until covered shelter is provided in Phase 4 of consolidation.

### Water Shop

The principle function of the Water shop is to house the inventory of pipe fittings necessary for maintenance, repair and replacement of the City's underground water and sewer infrastructure. The current inventory room is approximately 20' x 15'. The room is crowded and under-stocked. The inventory room would be enlarged and inventory improved for those unexpected and emergency night-time and weekend repairs necessary to keep the City running when plumbing supply outlets are not open.

The tool cage would be relocated to the other half of the water shop. The existing tool storage area is currently 16' x 12'. It is not sufficient to house all the portable pumps and generators, chop saws, laser levels and other field construction and maintenance tools PW has inventoried. The tool storage area would be increased to accommodate all portable devices in one convenient area.

### Phase 3

Another very important addition to the PW centralization is the construction of an equipment garage to house large machinery and construction equipment. Currently most of the PW equipment is being stored outside where the sun is cooking dashboards and upholstery, rain and snow is eroding the wooden trailer beds and rust is eating up the dump truck boxes. While it is recognized that all of the PW equipment cannot be housed continuously, prudent vehicle maintenance includes garaging this equipment as much as possible especially during the winter months. Some equipment contains water or freezable liquids, ... (sweeper, roller, vac truck). The addition would be a 60' x 100' steel building and would shelter as much of the large equipment as possible including all technical and water related equipment: asphalt paver, 3 street sweepers, vac truck, steel roller and water truck. The dump trucks will find a home inside during snow plowing weather to keep them warm so they start easily. Our 3 backhoes, the skid steer, Kubota tractor, and flat-bed trailers will be stored under this cover as allowed. The building will also include a power washer for removing harmful chemicals including sewer water and road salt.

A cinder block building to house flammables/explosives and Public Works related chemicals will be added during this phase as well as covered parking and storage area to the north side of the Admin building.

### Recycle Center & Transfer Station

Following the completion of Phase 3 PW improvements, the existing PW shop on Oliver Street would be transferred to the Parks Department for their use in developing an expanded recycling center and to relocate the troublesome transfer station currently located

on Ash St. This will be an effective way of removing trash from the temptation of the youth at the Boys & Girls Club. The relocation of the transfer station also moves this odorous trash deposit convenience away from Aztec proper to an area where odor is an expectant.

#### Phase 4

Covered storage will be added to inventory various types and sizes of pipe. Currently pipe is being stored in sunny conditions where UV rays damages PVC pipe material by making it brittle. Trailers and other PW equipment including construction barrels and barricades will also be sheltered neatly under the covered storage so that the PW Dept can maintain a clean and organized image in the neighborhood.

A covered sand area will be added in this phase for covering the salted sand mixture we use for slicing ice in the winter. A strategic location is necessary to accommodate the trucks spreading the mixture so an additional gate will be added so the sanding operation can adopt a U-footprint of driving in one gate and out the other. This will also allow easy access to PW with large delivery trucks. Overhead lights will be installed at the sand loading station so that workers can see to load sanding plows at night.

The move for the Public Works Department from Ash St to Western Drive was an important part of the overall efficiency of the department. Continued unification to bring operations from the lower shop to the new Administration Building is essential for more effective operations by allowing closer oversight by the Department Director.

The south shop on Oliver Street is not the healthiest of working environment and does not allow covered parking for much of the larger equipment. It is adjacent to the Sludge drying bed for the sewer plant and swarms of gnats and flies are common in the building during the summer months. The building is infested with rodents and pigeons making the floor an undesirable working platform for truck repair.

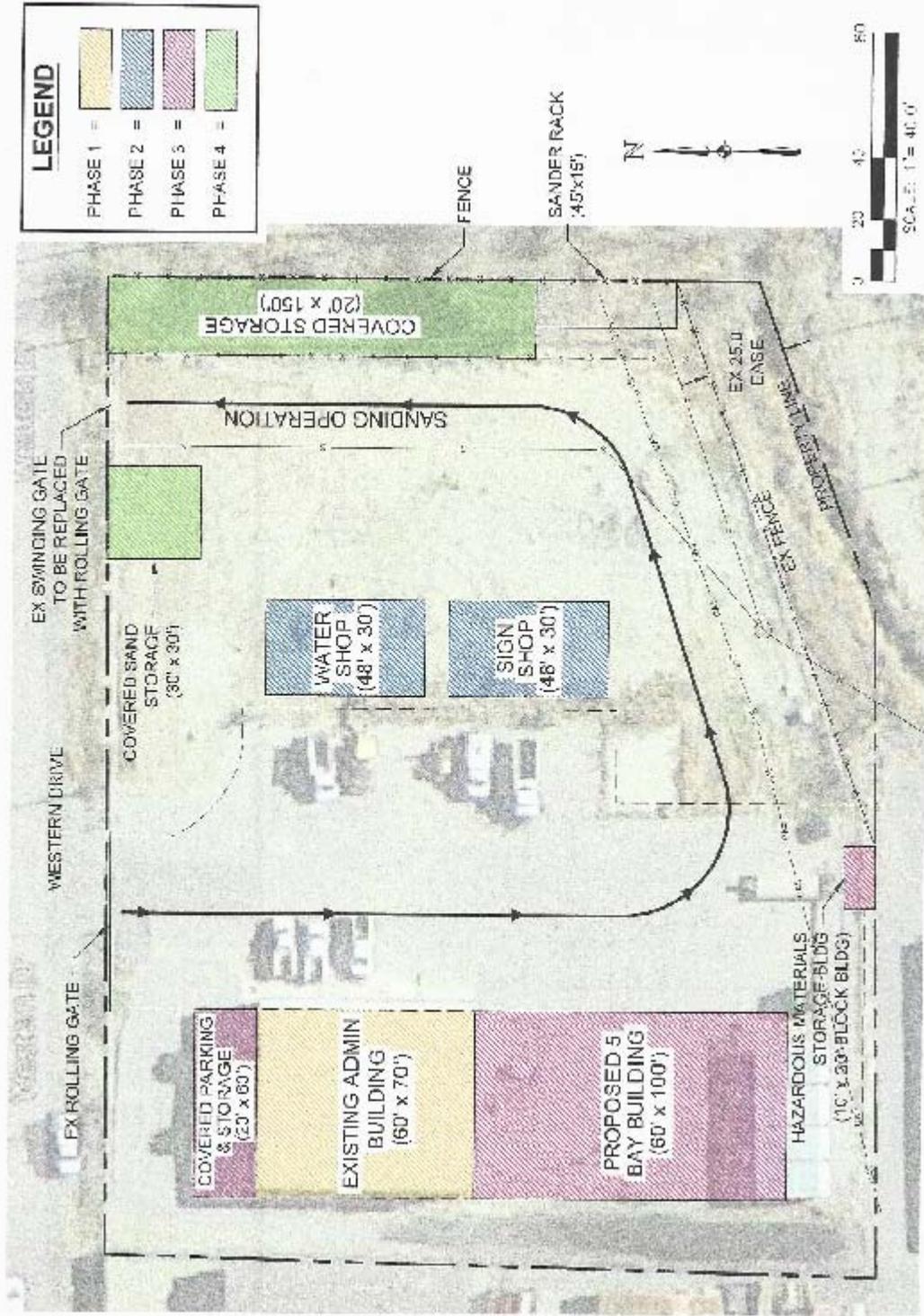
Additionally, the existing shop facilities have no work tables; very much like having a kitchen without counter tops. Signs and other assembly projects are currently being completed on make-shift tables, on the floor or in the back of pickups. The addition of a centralized shop area where the Public Works team members can assemble street signs and other small projects is vital. This is a major part of the proposed Sign Shop addition.

The addition of garage space and covered storage for equipment and materials is also important. Our equipment is constantly exposed to the weather and deteriorates accordingly. Some materials stockpiled are being damaged by weather and direct sun exposure. Snow plowing equipment is often difficult to start in cold weather and any emergency repairs thereto during snow/cold weather would be much more comfortable in shelter that is heated.

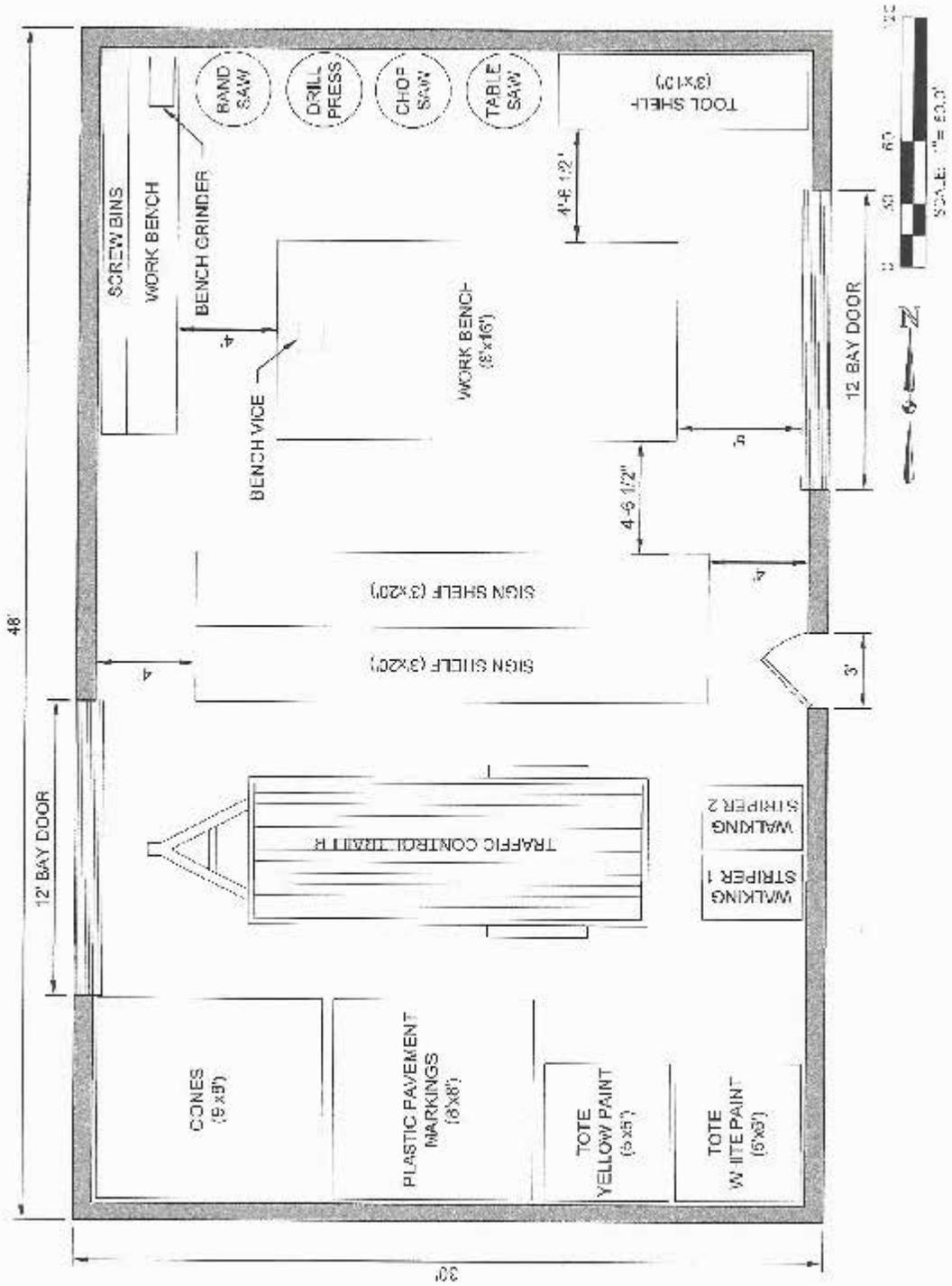
I have been hammering the team about many topics, vehicle maintenance and department/city image being near the top of the list. I am making progress in many areas including respect for the equipment we have now including our aging service vehicles. But they need help in terms of facilities where we can maintain the equipment properly and protect it from the weather.

The proposed improvements will foster employee enthusiasm and morale by providing clean, healthy and convenient shop environments and facilities. I implore you to adopt and support the changes described herein and shown on the attachments. We are the backbone of the city's critical infrastructure and improved facilities are most important for continued operations into the future.

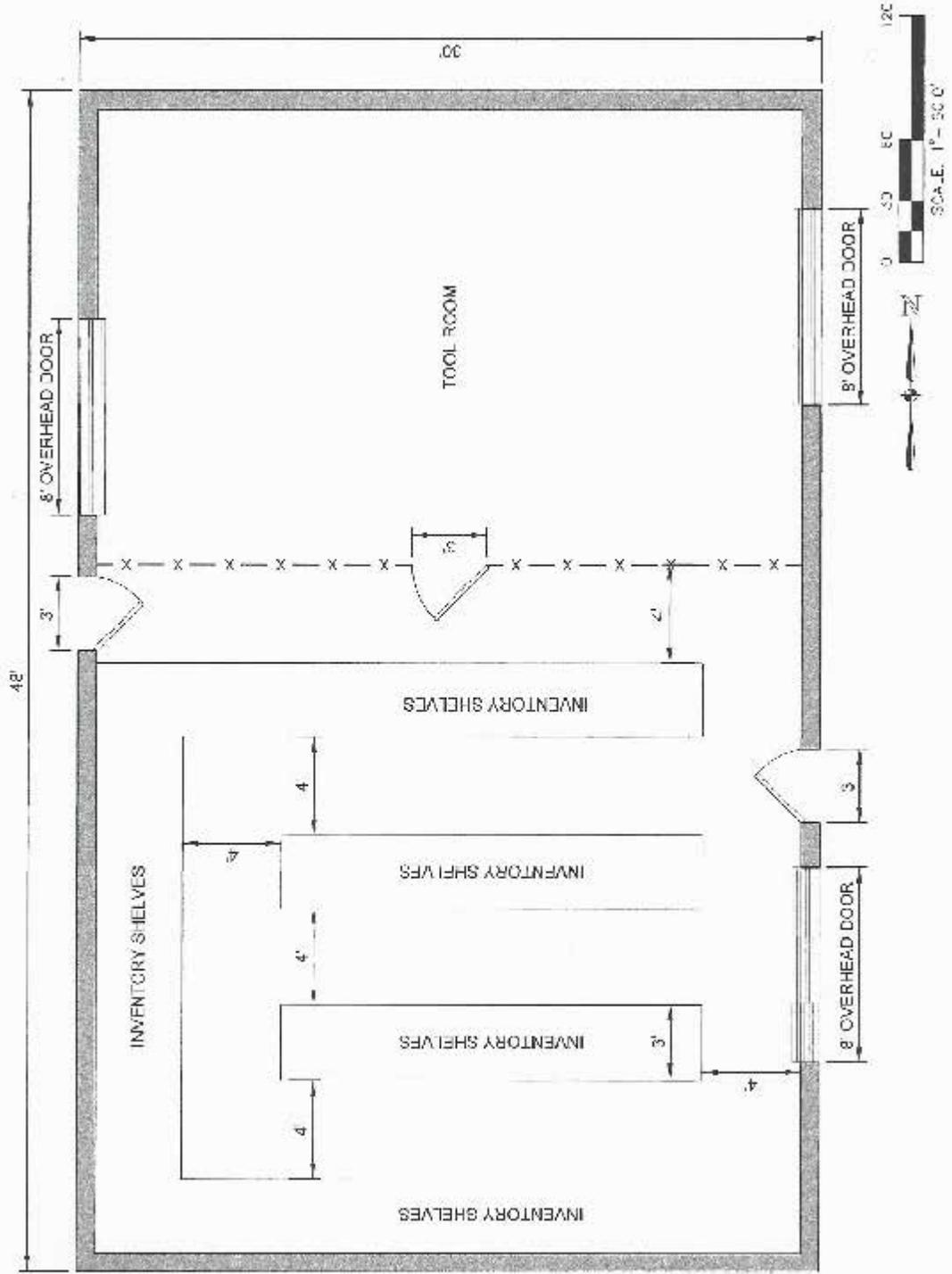
# PUBLIC WORKS DEPARTMENT SITE PLAN



# TRAFFIC SHOP FLOOR PLAN

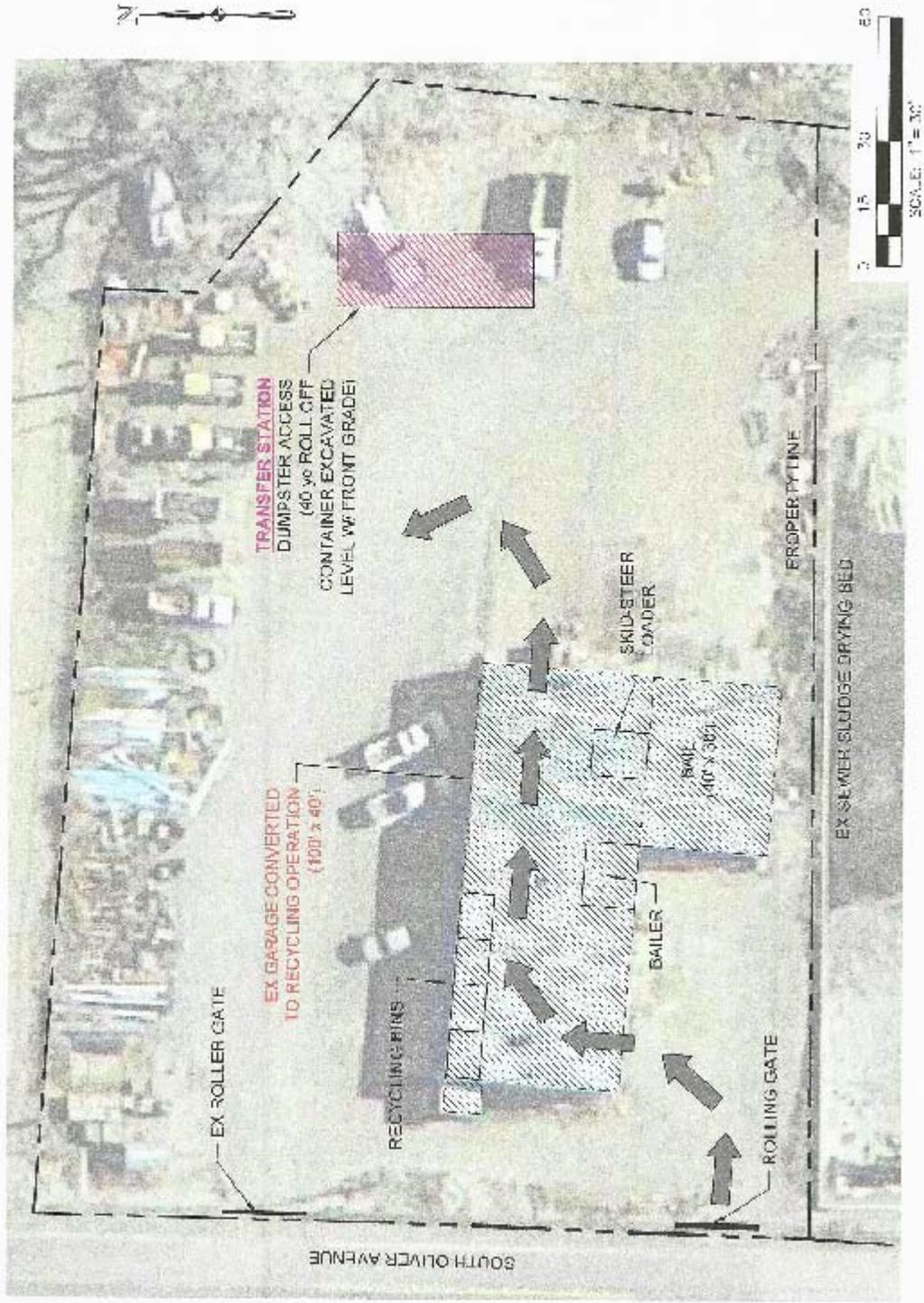


# WATER SHOP FLOOR PLAN



# TRANSFER STATION AND RECYCLING CENTER SITE PLAN

WILL BE CONVERTED AS PART OF PHASE 3 OF THE PUBLIC WORKS COMPLEX EXPANSION



# City of Aztec Public Works Sign Shop Specifications



Typical steel building

The City of Aztec is receiving bids for an insulated metal building. The building is to be 30' x 48' and will be installed by the bidder on an existing 6-inch thick concrete slab foundation at the new Public Works Center in Aztec, NM at 610 Western Drive. The building will have 2 overhead doors measuring 12' wide x 10' high. The overhead doors will be located at opposite ends on opposite sides of the side of the building. The doors are to be 2' from the gabled end. An exterior grade, 36" passage door shall also be provided on the side of the building 2' from the overhead door.

Supporting drawings, certificates and photographs or illustrations of the proposed building shall be provided with the bid. Certifications and drawings shall be prepared by an Engineer with current registration in the State of New Mexico.

All materials and full installation of the building and all appurtenances shall be part of this bid. The bidder is responsible for all necessary permits.

## Specifications

1. Design shall be based on the 2009 International Building Code and the ASCE 7-05 Standard.
2. Metal sheeting shall be oriented vertically on the sides, ends and roof.
3. Eave Height shall be 12 feet; Peak Height shall be 14 feet - 6 inches.

4. Overhead doors shall be sectional and have a clearance of 10 feet nominal. Overhead doors shall be insulated to R18 value.
5. Passage or walk-in door shall be exterior grade 36" x 80" of standard industry thickness.
6. Design Loads: Live load of the roof shall be 20 psf, Snow load of Roof shall be 30 psf.
7. Building shall be certified for 120 mph winds(3-Sec Gust, Exp C Occupancy Category I)
8. All metal sheeting shall be 29 gauge minimum.
9. Metal support truss system shall be 11 gauge minimum. Circular tubular framing preferred. Welded junctions with a minimum of 6-inch overlap is required.
10. Anchors shall be located at the end of the BOW.
11. Roof pitch shall be 2/12. Roof panels shall be anchored to the BOW FRAME with 1/4"x1" self drilling fasteners @ 8" OC MAX.
12. All field connections shall be 1/4" x 1" self drilling screws.
13. All shop connections shall be welded.
14. Metal accessories for use in exterior construction and not directly exposed to weather conditions shall be galvanized in accordance with ASTM a 153, Class B-2.
15. Metal plate connectors, screws and other connectors exposed directly to weather conditions shall be stainless steel or hot dipped galvanized.
16. All doors shall meet the requirements of ANSI/AAMA/NWWDA
17. The roof, ends and sides shall be insulated with long rolls of insulation that is ICC-ES recognized and Energy Star Qualified (4ft x 175ft roll min) with a M2M vapor barrier.
18. Insulation shall be effective to -20 degrees C and as high as 80 degrees C. Insulation rating shall be R18 or greater and shall NOT contain fiberglass fibers or asbestos and shall not emit toxic vapors in fire.
19. Panel painting shall be comprised of a complete coating system consisting of a corrosion-resistance primer, and exceptional exterior durable topcoat and functional backer that together, provides an optimum balance between properties and performance.
20. Paint color to be determined by the City of Aztec from standard color list of manufacturer.
21. Rain gutters and down spouts shall be provided. Down spouts only on corners.
22. A 6'w x 2'h (horizontal) sky-light window constructed primarily of Plexiglas shall be installed in the center of each gabled end of the building 10' above the foundation.
23. Building shall have warranty against leaking and rust through for a period of 25 full years from the date of acceptance.
24. Silicone-based sealant shall be installed between the bottom wall plates and the foundation to prevent water leakage into the building.
25. Electrical by others. No plumbing, gas or other utilities part of this contract.



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

			<b>EZ SHADE STEEL BUILDINGS</b>	
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
<b>TOTAL BID:</b>				<b>\$ 56,600.00</b>
<b>Total Bid Comparison Including 5% NM State Preference:</b>				\$ 53,770.00
<b>Total Bid Comparison Including 10% Resident Veteran Preference</b>				

# Staff Summary Report

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**MEETING DATE:** May 26, 2015  
**AGENDA ITEM:** IX. BUSINESS ITEM (D)  
**AGENDA TITLE:** Letter of Support for San Juan Generating Station and San Juan Mines

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**ACTION REQUESTED BY:** City Manager Josh Ray  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Sherlynn Morgan

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## PROJECT DESCRIPTION / FACTS

- This is to petition the NM Public Regulation Commission (PRC) Commissioners to approve the San Juan Generating Station agreement signed by PRC staff, the Attorney General, and PNM.
- Without this, the entire Public Service Company of New Mexico's (PNM) San Juan Generating Station and the San Juan Mine that supports it are in jeopardy of closing by 2016
- PNM has proposed that they close two of the four units currently operating and install nitrogen oxide emissions reduction technology on the remaining two units. The EPA and New Mexico Environment Department have already approved this plan – we are asking that the PRC do the same.
- This will save 340 jobs at the generating station and 400 miner's jobs that supply the plant
- This will reduce particulates related to haze formation, greenhouse gases, water consumption and coal ash generation by approximately 50%
- PNM is not asking to produce more power using coal; they are asking to reduce coal usage by 50%. This will be a transition into alternative fuels and this is one of the steps PM is taking.

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**SUPPORT DOCUMENTS:** Letter of Support

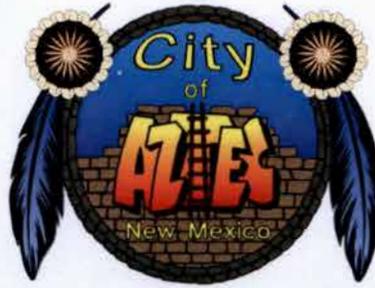
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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Letter of Support for San Juan Generating Station and San Juan Mines.

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*Mayor*  
Sally Burbridge

*Mayor Pro-Tem*  
Sherri A. Sipe



*Commissioners*  
Roberta S. Locke  
Katee McClure  
Sheri L. Rogers

*A desirable place to live, work and play; rich in history and small town values!*

May 26, 2015

Dear Commissioner,

Please help us save over 700 jobs in San Juan County. Please reject the Public Regulation Commission examiner's opinion regarding the San Juan Generating Station hearing and accept the stipulation.

Here are the facts:

- This will save the 340 jobs at the plant and the 400 miners' jobs that supply the plant.
- Farmington MSA has already been documented as the "America's Fastest Shrinking City," we cannot afford to lose any more jobs.

We don't want over 700 local families that are primarily located in the Navajo Nation to be affected by the job losses.

Sincerely,

Sally Burbridge  
Mayor

