

A G E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
October 25, 2016
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 Meeting Minutes, October 11, 2016
- B. Travel Requests
- C. Library Grant in Aid Agreement FY16-17
- D. Aztec Municipal Airport Pilot Lounge Dedication
- E. Budget Resolution #2016-1025
- F. Change Order SCADA

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 is for items not otherwise listed on the 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 72 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. Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

XII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIII. DEPARTMENT REPORTS

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

XIV. ADJOURNMENT

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.

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1 CITY OF AZTEC COMMISSION
2 MEETING MINUTES October 11,
3 2016
4

5 **I. CALL TO ORDER**

6 Mayor Burbidge called the Meeting to order at 6:00 pm at the Aztec City
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
8

9 **II. INVOCATION**

10 The Invocation was lead by Mayor Pro-Tem Sherri Sipe
11
12

13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by City Manager Joshua Ray
15
16

17 **IV. ROLL CALL**

18
19 Members Present: Mayor Sally Burbidge; Commissioner Katee McClure;
20 Commissioner Austin Randall; Mayor Pro-Tem Sherri
21 Sipe; Commissioner Sheri Rogers
22

23 Members Absent: None
24

25 Others Present: City Manager Joshua Ray; Administrative Assistant
26 Sherlynn Morgan; Project Manager Ed Kotyk (see
27 attendance sheet)
28

29 **V. AGENDA APPROVAL**

30
31 MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to
32 Approve the Agenda as Presented
33
34

35 **VI. CITIZEN RECOGNITION**

36
37 Bob Carman, Code Compliance Officer introduced the October Residential Spirit
38 Award Winners, Casimiro Ruybalid at 313 N. Church St. and Business of the Quarter,
39 Laundratopia.
40

41 **VII. EMPLOYEE RECOGNITION**

42
43 Josh introduced new Community Development Director, Steven Saavedra.
44

45 **VIII. CONSENT AGENDA**
46

1 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner McClure to
2 Approve the Consent Agenda with the exception of Item (C) Library Services
3 Agreement with San Juan County and Item (D) Senior Citizen Services Agreement with
4 San Juan County

5 A. Commission Meeting Minutes, September 27, 2016

6 B. Travel Requests

7 C. PULLED

8 D. PULLED

9 E. Aging and Long-Term Services Department Senior Employment Program Host
10 Agency Agreement

11 F. Resolution 2016-1024 Surplus
12

13 **IX. ITEMS FROM CONSENT AGENDA**

14
15 C. Library Services Agreement with San Juan County
16

17 Commissioner Randall pulled item for discussion on compensation. The County
18 agrees to appropriate the sum of \$7,500 to the City as consideration for the use and
19 services of the library facility located within the City of Aztec.
20

21 MOVED by Austin Randall, SECONDED by Commissioner Rogers to Approve
22 Library Services Agreement
23

24 All Voted Aye; Motion Passed Five-Zero
25

26 D. Senior Citizen Services Agreement with San Juan County
27

28 Commissioner Randall pulled item for discussion. Upon request by the City, the
29 County will provide the City the sum of \$4,050, the sum shall be used only to provide
30 the services to senior citizens.
31

32 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to
33 Approve Senior Citizen Services Agreement
34

35 All Voted Aye; Motion Passed Five-Zero
36

37 **X. CITIZENS INPUT**
38

39 None
40

41 **XI. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**
42

43 Mayor Burbridge mentioned that 4CED is in the final rounds of contract
44 negotiations for CEO.

1
2 Mayor Pro-Tem Sipe will be attending NWNMS meeting tomorrow and EDAB
3 meeting next week.

4
5 Commissioner Rogers will be attending San Juan Safe Communities meeting
6 Thursday.

7
8 Commissioner Randall attended the San Juan Water Commission Meeting last
9 week and the discussion was on The Gold King Mine Spill on the Animas La Plata
10 River.

11
12 Commissioner McClure mentioned that she attended an emergency ECHO
13 meeting and they have found a replacement for a Director to replace Sarah Kayner.

14
15 **XII. DEPARTMENT REPORTS**

16
17 Chief Heal mentioned that he attended a Chief's meeting in Santa Fe. He
18 mentioned that they discussed what happened in the special session. He mentioned
19 that we need to be prepared for the next session in January. He mentioned that they
20 finished the departments count on cars on main street and according to the
21 departments figures there is a 93% compliance rate on drivers on speeding.

22
23
24 **XIII. ADJOURMENT**

25
26 Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the
27 meeting at 6:24 p.m.

28
29
30
31
32
33
34 _____
Mayor, Sally Burbridge

35 ATTEST:

36
37 _____
38 Sherlynn Morgan, Administrative Assistant

39
40 MINUTES PREPARED BY:

41

1 _____
2 **Karla Sayler, City Clerk**

Staff Summary Report

MEETING DATE: October 25, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (B)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Kathy Lamb
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Finance

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.
 - Finance is requesting approval of attendance of two meetings held in Albuquerque on 09/30/16 with NM DOT and Wilson & Co.

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS: Travel Log October 25, 2016

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

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: OCTOBER 25, 2016**

| Dates of Travel | Department | Employee | Purpose of Travel/Location | Over-night | Out of State | Costs | Explanation of Cost | FY17 Budget Available |
|-----------------|------------|------------|--|------------|--------------|----------------|--|-----------------------|
| 09/30/16 | Finance | Kathy Lamb | Meet w/NM DOT & Wilson & Co. Albuquerque, NM. | No | No | 31.04 14.01 | Actual Cost for Fuel Actual Cost for Meal | Yes |

Staff Summary Report

MEETING DATE: October 25, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (C)
AGENDA TITLE: State Grants In Aid FY17

ACTION REQUESTED BY: Kate Skinner, Library Director, Aztec Public Library
ACTION REQUESTED: Approve FY 17 State Grants in Aid Agreement for library
SUMMARY BY: Kate Skinner

PROJECT DESCRIPTION / FACTS

- The FY 17 State Grants-in-Aid to Public Libraries agreement was received October 13, 2016. The library grants award program helps support the delivery of local library services. Funds may be used for
 - Library collections;
 - Library staff salaries;
 - Library staff training;
 - Library equipment;
 - Other operational expenditures associated with delivery of library services as defined in Section 4.5.2 NMAC
- Libraries must report on how funds were spent in the 2016/17 Annual Report Library's local budget.
- Award notification and agreement was received on October 13, 2016 with the award amount of \$7732.67 with the award period July 1, 2016 – June 2017. All funds must be spent by June 30, 2017.
- Two (2) copies, signed in blue ink must go to Development Bureau, State Aid, NM State Library, 1209 Camino Carlos Rey, Sante Fe, NM, 87507

PROCUREMENT / PURCHASING (if applicable)

- Both city and state procurement requirements will be followed for purchases. In addition, this funding will only be utilized on those items which meet the requirements of the funding agreement.

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

SUPPORT DOCUMENTS: FY16-17 State Grants-in-Aid to Public Libraries Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to APPROVE FY16-17 State Grants-in-Aid to Public Library Agreement

State Grants-in-Aid to Public Libraries
Agreement
For FY2016/17

This agreement is entered into on the date of last signature, below, by and between the New Mexico State Library, hereinafter called NMSL, and Aztec Public Library, located in Aztec, NM, hereinafter called the Recipient.

WHEREAS, the State Librarian, the division director of NMSL, is required to administer grants-in-aid and encourage local library service and generally promote an effective statewide library system under NMSA 1978, Section 18-2-4 (1978);

WHEREAS, Section 18-2-4 also requires the State Librarian to make rules and regulations necessary to administer NMSL and the State Librarian adopted such rules for distributing state grants-in-aid to public libraries, codified as 4.5.2 NMAC; and

WHEREAS, NMSL has determined that Recipient qualifies for a state grant-in-aid under 4.5.2 NMAC.

THEREFORE, the Parties agree to the following terms and conditions:

I. NMSL agrees to pay the Recipient a grant in an amount not to exceed seven thousand seven hundred thirty two dollars and sixty seven cents (\$ 7,732.67) to support Recipient's library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services* as defined in Section 4.5.2 NMAC.

II. The Recipient agrees to:

1. Use the grant only for library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services*, as those services are defined in 4.5.2 NMAC;
2. Continue to comply with 4.5.2 NMAC and other statutes and rules applicable to developing libraries or public libraries.
3. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
4. Expend the grant according to the rules outlined in 4.5.2 NMAC, attached hereto as Attachment A;
5. Provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
6. Return any funds from the grant not spent in the 2017 fiscal year to NMSL by July 15, 2017; and
7. Sign and return this Agreement to the NMSL within 60 days from receipt of the Agreement, which shall be calculated from the date of postmark or electronic postmark. If Recipient does not submit this Agreement within the required time period, Recipient forfeits the grant award.

III. The Laws of New Mexico shall govern this Agreement.

IV. If the parties dispute the terms of this agreement, the Recipient and NMSL hereby agree to and consent to New Mexico state court jurisdiction to decide the dispute.

Signed: _____ Date: _____

By: _____ Chairman or Authorized Agent of Recipient
(print name)

Signed: _____ Date: _____

By: Kathleen Moeller-Peiffer, New Mexico State Librarian

Staff Summary Report

| | |
|----------------------|---|
| MEETING DATE: | 25 October 2016 |
| AGENDA ITEM: | VIII. Consent Item (D) |
| AGENDA TITLE: | Aztec Municipal Airport Pilot Lounge Dedication |

| | |
|-----------------------------|-------------------------------------|
| ACTION REQUESTED BY: | Joshua W. Ray, City Manager |
| ACTION REQUESTED: | Approval of Pilot Lounge Dedication |
| SUMMARY BY: | Joshua W. Ray, City Manager |

PROJECT DESCRIPTION / FACTS (Leading Department)

- City staff is recommending dedicating the newly updated Aztec Municipal Airport (AMA) Pilot Lounge in honor of Mike Arnold.
- The City of Aztec took over responsibility of the operations for the Aztec Municipal Airport (AMA) in May of 2013.
- Prior to that date, the City had contracted with Mike Arnold to be the Airport Manager where he served in that position from 1988 until 2013.
- Mike was an integral part of the decision to ensure the long-term viability and success of the Airport in numerous ways.
- During his tenure as Airport Manager, Mike established the airport as a frequent stop for pilots all around the Four Corners region. Mike was known to be available, accessible, and conversational to any pilot that would choose to stop in Aztec.
- Mike's dedication and commitment to the airport led to the recognition by the Federal Aviation Administration (FAA) as a General Aviation Airport. This designation has allowed AMA to access \$150,000 annually to provide for the maintenance and growth of the airport.
- Mike oversaw the reconstruction of the main runway (8/26) in 2009/2010 and the construction of hangers during his tenure.
- Mike was an active pilot and a friend to all local pilots.
- City staff has updated the Pilot Lounge to include new restrooms, new snack and drink vending machines, new flooring, updated furniture, a television, free wifi services, a desk top computer with printer functions, a Beth McClure original painting, and brochures marketing our region.

SUPPORT DOCUMENTS:

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the dedication of the Aztec Municipal Airport Mike Arnold Pilot Lounge.

Staff Summary Report

MEETING DATE: October 25, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (E)
AGENDA TITLE: Special Budget Resolution 2016-1025 FY17 First Quarter Review

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

PROJECT DESCRIPTION / FACTS

- Due to the restraints in the FY17 Adopted Budget, budget resolutions which may have been held until mid-year or end of year, will be prepared, at a minimum, on a quarterly basis.
- FY17 Adopted revenue budgets were established conservatively. During the first quarter (July – September), actual receipts or commitments have exceeded the adopted budgets for specific functions. In past years, these additions would have been adjusted from the contingency budgets within the various funds. However, the reduced revenue projections for FY17 resulted in significant decreases in the contingency budgets and require an adjustment to both the revenue and expenditure budgets to allow departments to utilize the funds as intended.
 - San Juan County contributions to Library and Senior Center exceeded budgeted revenues and expenditure budgets.
 - State Fire Fund distribution exceeded revenue budget; capital equipment budget increased to provide funds to purchase equipment for new rescue unit and pumper truck. It is not anticipate the Fire Department will require 100% of these funds, unexpended funds as of June 2017, will increase cash reserve for future capital purchases.
 - Airport Fund: Tarmac project received additional funds from NM Aviation Division in the amount \$36,000; maintenance grant was not submitted timely reducing available funds by \$10,00

SUPPORT DOCUMENTS: Resolution 2016-1025

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Special Budget Resolution 2016-1025

RESOLUTION 2016-1025
Special Budget Resolution
FY17 First Quarter Budget Adjustments
Fiscal Year 2016-2017

WHEREAS, the City of Aztec has conducted a review of revenues and expenditures for the quarter ending September 30, 2016; and

WHEREAS, various revenues have exceeded adopted budget; and

WHEREAS, various expenditures budgets require adjustment to allow departments to utilize the increased funding; and

NOW, THEREFORE, BE IT RESOLVED that the following special budget adjustment be made and approved.

| | <u>General Fund</u> | Increase/(Decrease) |
|----------------------------|-------------------------------|---------------------|
| Revenue: | | |
| Library State Grant In Aid | 101-6490-33567 | \$ 4,732 |
| Library SJ County | 101-6490-33603 | \$ 3,500 |
| Snr Center SJ County | 101-7010-33604 | \$ 1,550 |
| Expenses: | | |
| Library State Grant In Aid | 101-6490-76810 | \$ 4,732 |
| Library SJ County | 101-6490-76820 | \$ 3,500 |
| Snr Center SJ County | 101-7010-78150 | \$ 4,050 |
| | | |
| | <u>State Fire Fund</u> | |
| Revenue: | | |
| State Fire Allotment | 230-2230-33525 | \$44,957 |
| Expenses: | | |
| Capital: Equipment | 230-2230-69700 | \$44,957 |
| | | |
| | <u>Airport Fund</u> | |
| Revenue: | | |
| State Grant: Tarmac | 270-4900-33293 | \$26,962 |
| Expenses: | | |
| Capital: Tarmac | 270-4990-89814 | \$26,962 |

Passed, Adopted and Approved this 25th day of October 2016.

SEAL

MAYOR SALLY BURBRIDGE

ATTEST:

KARLA SAYLER, CITY CLERK

Staff Summary Report

MEETING DATE: October 25, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (F)
AGENDA TITLE: Re-BID 15-0418 AZTEC REMOTE SCADA PROJECT
Change Order #4 Bladder Tank

ACTION REQUESTED BY: Finance Department, Public Works Department
ACTION REQUESTED: APPROVAL
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Water System SCADA (Supervisory Control And Data Acquisition) will provide the ability to communicate the status of equipment to the water treatment plan allowing plant operators to monitor and control facilities remotely. This project was awarded to Pillar Innovations in May 2015 and included:
 - Base Bid (Airport Booster Pump Station, Airport Concrete Tank, Oliver Pump Station, City Hall, Lower East Tank, Lower East Pump Station, Res #3 Pump Station, Water Plant, Blanco Tank, and West Tank)
 - Alternate #1: River Pump Station
 - Alternate #2: Ditch Pump Station
 - Alternate #3: Reservoir #3
 - Change Order #1: Bladder Tank Site
 - Change Order #2: River Pump Station PLC Enclosure and Programming
 - Change Order #3: River Pump Station VFD Programming for SCADA
- Three change orders previously approved expanded the facilities where SCADA equipment was installed and programming completed.
- Change order #4 extends the contract time to December 31, 2016 and adds SCADA to the bladder tank pump station in the amount of \$43,920 plus gross receipts tax.
- Change Order #4 allows control of the pump station at the bladder tank by plant operators at the water plant. Pumps will be able to be turned on and off that fill the tank without driving to the bladder tank location and physically controlling the valves..

PROCUREMENT / PURCHASING (if applicable)

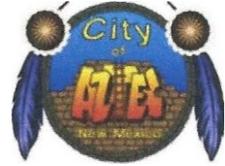
- ReBid 15-0418 was advertised on March 29, 2015, mandatory pre-bid meeting on April 13, 2015, and bids were opened on April 28, 2015. Two firms attended the mandatory pre-bid limiting bid acceptance to those firms. One contractor submitted a responsive bid on April 28, 2015. The Commission awarded the bid to Pillar Innovations May 12, 2015 which included the base bid plus all alternates.
 - The bid documents identify the requirement of the sites identified in the base bid to be complete within 120 calendar days from the Notice to Proceed and Alternates 1, 2 and 3 to be complete within 165 calendar days from the Notice to Proceed. Notice to Proceed was issued June 22, 2015 with a completion date for the base bid of November 20, 2015 and all alternates by January 4, 2016.
 - Change order #4 increases contract amount and time:
 - Base Bid: \$212,725.00
 - Alternates: \$ 84,607.00
 - Change Order #1 \$ 15,415.00
 - Change Order #2 \$ 39,743.41
 - Change Order #3 \$ 4,615.00
 - Change Order #4 \$ 43,920.00
 - Total Contract \$401,025.41
-
- Base Bid: 120 calendar days November 20, 2015
 - Alternates: + 45 calendar days January 4, 2016
 - Change Order #1 + 30 calendar days February 3, 2016
 - Change Order #2 + 60 calendar days April 3, 2016
 - Change Order #3 + 120 calendar days August 1, 2016
 - Change Order #4 + 153 calendar days December 31, 2016

| |
|--|
| FISCAL INPUT / FINANCE DEPARTMENT (if applicable) |
|--|

- FY17 Adopted Budget, Joint Utility Fund, Water Treatment Plant, includes sufficient funds for the financial commitment if Change Order #4 is approved.

SUPPORT DOCUMENTS: Change Order #4 Remote SCADA Improvements

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Re-Bid 15-0418, Change Order #4 to Pillar Innovations LLC in the amount of \$43,920 plus gross receipts tax and extend contract completion date to December 31, 2016.



CONTRACT CHANGE ORDER

PROJECT: BID #2015-418 AZTEC REMOTE SCADA PROJECT
CHANGEORDERNO. 4

CONTRACTOR: PILLAR INNOVATIONS
ADDRESS: 92 CORPORATE DRIVE
GRANTSVILLE MD 21536-0550

DATE: 10/25/2016
FINANCE OFFICE NO. 2015-598

REVISED CONTRACT AMOUNT

| | | | |
|----|---|----|---------------------|
| 1. | Original Contract Amount | \$ | <u>2,973,332.00</u> |
| 2. | Previously Approved Change Orders | \$ | <u>59,773.41</u> |
| 3. | Amount of This Order Add (Deduct) | \$ | <u>4,392.00</u> |
| 4. | Total Revised Contract Amount..... | \$ | <u>4,017,427.41</u> |

REVISED CONTRACT TIME

5. Original Contract Completion Date **calendar** days from notice to proceed
6. Previously Approved Completion Date Change **calendar** days from notice to proceed
7. New Completion Date Due to this Change Order **calendar** days from notice to proceed

REASONS FOR CHANGE ORDER INCLUDING ESTIMATED OR FIRM COST BREAKDOWN
(See attached sheets to 2).

The work covered by this order shall be performed under the same terms and conditions as that included in original contract.

CHANGEORDERACCEPTED
PILLAR INNOVATIONS

CHANGEORDERAPPROVED
CITY OF AZTEC

BY _____

BY: _____

DATE _____

DATE: _____

CHANGE ORDER RECOMMENDED
CITY OF AZTEC

BY _____
PUBLIC WORKS DIRECTOR/CITY ENGINEER

DATE 10/25/16



Pillar^{LLC} INNOVATIONS

40 Commerce Drive, Suite B
Morgantown, WV 26501-3874
TELEPHONE: 301-245-4007
FAX: 301-245-4009

24 County Road 1956
Farmington, NM 87401-3874
TELEPHONE: 505-326-7600
FAX: 505-326-3233

12074 BITTINGER ROAD • GRANTSVILLE, MD 21536
TELEPHONE: 301-245-4007 • FAX: 301-245-4009

PROPOSAL

| SUBMITTED TO: | | | JOB DESCRIPTION: | | |
|---------------|-----------------|-------------|---------------------|------------------------|-----------------------|
| City of Aztec | | | Date: | October 3, 2016 | |
| | | | Job: | Bladder Tank Pump Site | |
| | | | Location: | Aztec, NM | |
| Attn: | Andrew Galloway | | Quotation #: | Q300574A | |
| Phone: | 505-793-0241 | Fax: | | Email: | AGalloway@aztecnm.gov |

We Hereby Submit specifications and estimates for the following:

Quote for Upgrade to Bladder Pump Station:

- *Bladder Pump Site:*
 - Hardware upgrades to match that of existing ScadaPack Control sites including Remote Panel
 - Hardware to include:
 - 36"x30"x8" Enclosure w/ backpan
 - Scadapack 357E Controller
 - Hirschman Unmanaged Industrial Ethernet Switch
 - Battery Minder Charger
 - 120VAC Receptacle w/ general enclosure
 - Surge Protector
 - Ubiquiti 5GHz Antenna and Radio
 - Misc. Terminal Blocks, Panduit, etc.
 - Additional 4 Pressure Transducers
 - Software for configuration and programming including:
 - Pump control based on Bladder Tank Site
 - Wireless Access Radio and Antenna
 - Misc. Functional control passing
 - HMI Configuration to display data at Water Plant via ClearScada
 - Alarm Call-outs
 - Engineering Design and Drawings
 - Installation to include:
 - Removal of existing Control Panel
 - New Control Panel Installation
 - Movement of conduit for new placement of PLC panel.
 - Additional conduit and wire for new pressure transmitters
 - Mounting of new antenna
 - Project Management included
 - Startup / Check-out
- *Additional Valve and Pressure Transducer:*
 - Hardware upgrades to valve and transducer including:
 - 4" Butterfly Valve with Actuator
 - 4" Slip on Weld Flanges, 150 lb rated
 - PXT Series Pressure Transducer, 0 – 300 psi
 - Brass fittings and Valve(s) as needed for pressure transducer installation
 - Conduit and wire to both PLC panel and Lighting Panel
 - Engineering Design and Drawings
 - Installation to include:
 - Replacement of new Butterfly Valve utilizing Weld Flanges

- Installation of Pressure Transducer
- Installation of new conduit and wire
- Programming of both the PLC and HMI for control and monitoring capabilities
- Startup / Check-out

Note: Control Panel based on existing panels installed throughout the City of Aztec.
 Work to be completed during Pillar's normal working hours, Monday – Thursday, 7:00am to 5:00pm.

Payment to be made as follows: _____ N30 – Net 30 _____

TOTAL PRICE: \$43,920.00

Note: Price quoted does not include any applicable tax due to contractor or owner.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Contact Person: _____ Brandy Edwards _____

Authorized Signature: _____ *Brandy Edwards* _____

Project Manager

| | |
|---|--|
| <p style="text-align: center;">Acceptance of Proposal</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p> <p style="text-align: center;">Date Accepted: _____</p> | <p>Signature _____</p> <p>Signature _____</p> <p>Note: This proposal may be withdrawn if not accepted within 30 days.</p> |
|---|--|

Staff Summary Report

MEETING DATE: October 25, 2016
AGENDA ITEM: XI. Business Item (A)
AGENDA TITLE: Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

ACTION REQUESTED BY: Kate Skinner
ACTION REQUESTED: Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board
SUMMARY BY: Kate Skinner, Library Director

PROJECT DESCRIPTION / FACTS

Intent to adopt the ordinance was approved by City Commission at the September 27, 2016 commission meeting.

Purpose of the ordinance is to amend the Library Advisory Board so that it includes a community youth (age 15-20) a voice in the library and offer service leadership opportunity to the same, we would like to add a youth member to the Library Advisory Board. Youth will not have voting privileges their input and representation is deemed beneficial.

SUPPORT DOCUMENTS: Ordinance 2016-453

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

City of Aztec
ORDINANCE 2016-453

An Ordinance to Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

WHEREAS, the Aztec Public Library sees the benefit of having youth representation on the Library Advisory Board; and

WHEREAS, that youth representation will have voting privileges because their input and representation for youth is deemed beneficial;

NOW THEREFORE BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico that Chapter 2, Article V Advisory Boards, Division 5. Library Board be amended as attached.

PASSED, APPROVED, SIGNED AND ADOPTED this ____day of _____2015.

By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

APPROVE AS TO FORM:

Larry Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

DIVISION 5. LIBRARY BOARD

Sec. 2-421. Membership.

The Library Board shall consist of ~~six five~~ (6) members and meet the membership requirements as established in Sec. 2-354. The board shall be composed of the following:

1. One (1) member of the Aztec School Educational system;
2. One (1) member of the business industry who owns or operates a service business;
3. One (1) member who functions as a staff member or educational instructor from one of the following:
 - Mosaic Academy, or
 - Vista Nueva High School, or
 - San Juan College East campus, or
 - Aztec Boys & Girls Club
4. Two (2) members at large from the community that are residents within the Aztec School District.
(Ord. 2010-382, eff. 2010-Jun-30)
5. ~~One (1) youth member ages 15 – 20, with current Aztec Public library card in good standing, who is a resident within Aztec School District or attending an educational institution in the Aztec School District. The youth member will serve for one academic year: 1st September – 31 August, with option for a second term.~~

Sec. 2-422. Reappointment Restricted.

No member of the Library Advisory Board shall, after serving two (2) full consecutive terms, be eligible to serve as a member of the Board until two (2) years have intervened. In consideration of a replacement member serving less than a full first term: A full term shall be any amount of more than $\frac{1}{2}$ of a full term of four (4) years. Less than $\frac{1}{2}$ of a full term of four (4) years will not be considered a full term.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-422)

Sec. 2-423. Officers.

Appointment of Officers shall be in accordance with Sec. 2-357. Officers may not hold office on both the Advisory Board and the Friends of the Library at the same time.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-423)

Sec. 2-424. Duties.

The Library Advisory Board shall:

1. Assist the librarian to establish policies for the administration of the Aztec Public Library.
2. May recommend to the city commission action(s) to maintain or administer the library.
3. Exercise all other powers granted by the City Commission necessary to perform its' duties under this article.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-425)