

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
June 26, 2018
201 W. Chaco, City Hall
5:30 p.m.

5:30-6:00 p.m.

Curbside Recycling Discussion

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.

AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
June 26, 2018
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. NEW MEXICO PLEDGE

I Salute The Flag Of The State Of New Mexico And The Zia Symbol Of Perfect Friendship Among United Culture's.

V. ROLL CALL

VI. AGENDA APPROVAL

VII. CITIZEN RECOGNITION

VIII. EMPLOYEE RECOGNITION

IX. CONSENT AGENDA

- A. Commission Meeting Minutes June 12, 2018
- B. Resolution 2018-1088 Write Off of Uncollected Utility Accounts
- C. Bid 2018-659 Annual Chemical Supply

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"

X. ITEMS FROM CONSENT AGENDA

XI. 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

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XII. BUSINESS ITEMS

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIV. DEPARTMENT REPORTS

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

XV. ADJOURNMENT

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1
2 CITY OF AZTEC
3 COMMISSION MEETING MINUTES
4 June 12, 2018

5 **I. CALL TO ORDER**

6 Mayor Victor Snover 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 led by Commissioner Sipe

11
12
13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by Commissioner Randall

15
16
17 **IV. NEW MEXICO PLEDGE**

18 The New Mexico Pledge was led by Commissioner Randall

19
20
21 **V. ROLL CALL**

22
23 Members Present: Mayor Victor Snover; Mayor Pro-Tem Rosalyn Fry;
24 Commissioner Austin Randall; Commissioner Mark
25 Lewis; Commissioner Sherri Sipe

26
27 Members Absent: None

28
29 Others Present: City Attorney Larry Thrower; City Clerk Karla Saylor;
30 Project Manager Ed Kotyk (see attendance sheet)

31
32 **VI. AGENDA APPROVAL**

33
34 MOVED by Commissioner Sipe to Approve the Agenda as given, SECONDED
35 by Commissioner Randall

36
37 All voted Aye: Motion passed five to zero

38
39 **VII. PROCLAMATION**

40
41 Recognizing June as LGBTQ Pride Month in the City of Aztec

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43 Mayor Snover read the proclamation and presented it to LGBTQ President
44 MP Schildmeyer .

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VIII. CITIZEN RECOGNITION

None

IX. EMPLOYEE RECOGNITION

Mayor Snover wanted to give a High Five to City Employees for doing the daily grind to keep the City looking good.

Interim City Manager Steve Mueller thanked Angela Watkins for agreeing to be the Interim Library Director.

Commissioner Sipe gave a shout out to Cindy Iacovetto Senior Center Director and Larry Thrower City Attorney for the way they handled an appeal with the Senior Center. She thanked the Police Department and Animal Shelter for the care and the way they handled the situation with her neighbor on Friday night.

X. CONSENT AGENDA

- A. Commission Special Workshop Meeting Minutes May 17, 2018
- B. Commission Workshop Meeting Minutes May 22, 2018
- C. Commission Meeting Minutes May 22, 2018
- D. Letter of Support for NMML Resolution #2018-1 ~~#2018-1088~~ Concerning Enhancing Safety in Public Schools
- E. Appointment of EDAB Member (Jessica Polatty)
- F. Appointment of EDAB Member (Valerie Clowe)
- G. Resolution 2018-1083 Write Off of Uncollected Utility Accounts
- H. RFP 2018-624 Bohannon Huston Inc. Airport General Engineering Task Order 1, Airport Action Plan and Airport Layout Plan Update and NM Aviation Funding Application
- I. Resolution 2018-1084 Implementing Chapter 8, Article IV. Emergency Ban on Open Fires and Fireworks
- J. Resolution 2018-1085 Municipal Surplus
- K. Resolution 2018-1086 Adoption of Water Conservation Plan

Moved by Commissioner Randall, SECONDED by Commissioner Lewis to approve the Consent Agenda as given.

All Voted Aye: Motion Passed Five to Zero

XI. ITEMS FROM CONSENT AGENDA

None

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XII. CITIZENS INPUT (3 MINUTES MAXIMUM)

MP Schildmeyer LGBT President said that this proclamation means so much to them and thanked the City for doing the proclamation. MP mentioned that this is the first proclamation in San Juan County. The 3rd Annual pride parade will be in Farmington on Saturday.

Donald Stage thanked commission for the proclamation. He mentioned that Commissioner Mark Lewis will be the Grand Marshall for the pride parade.

XIII. BUSINESS ITEMS

- A. Final Adoption of Ordinance 2018-473 Amending Section 8-21 Fire Code, Standards Adopted

Interim City Manager Steve Mueller explained that this updates the fire code from the 2009 version to the 2015 edition.

Moved by Commissioner Randall, SECONDED by Commissioner Sipe to approve the Final Adoption of Ordinance 2018-473 Amending Section 8-21 Fire Code, Standards Adopted.

A Roll Call was taken
All Voted Aye: Motion Passed Five to Zero

- B. Final Adoption of Ordinance 2018-474 Amending the Municipal Code of Aztec, New Mexico, Chapter 4, Alcoholic Beverages

Interim City Manager Steve Mueller explained that this allows the business license officer Delain George the ability to sign off on and approve the special dispenser applications.

Moved by Commissioner Sipe, SECONDED by Commissioner Randall to approve the Final Adoption of Ordinance 2018-474 Amending the Municipal Code of Aztec, New Mexico, Chapter 4, Alcoholic Beverages

A Roll Call was taken
All Voted Aye: Motion Passed Five to Zero

- C. Final Adoption of Ordinance 2018-475 Amending Section 25-86 Water Conservation Plan, Regulation and Limitation on Use of Water

Interim City Manager Steve Mueller explained that this is Final Adoption and no changes have been made or no comments have been received.

137
138 Moved by Commissioner Lewis, SECONDED by Mayor Pro-Tem Fry to approve
139 the Final Adoption of Ordinance 2018-475 Amending Section 25-86 Water Conservation
140 Plan, Regulation and Limitation on use of Water.

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142 A Roll Call was taken
143 All Voted Aye: Motion Passed Five to Zero

144
145 D. Intent to Adopt Ordinance 2018-476 Amending Chapter 16, Division 3, Section
146 16-211 Solid Waste Rates

147
148 Finance Director Kathy Lamb explained that in the contract with Transit Waste
149 there are provisions to allow for annual rate increases based on CPI and fuel increases
150 as requested by Transit Waste. They have requested an increase of 1.35% and will be
151 effective with the July 2018 billing.

152
153 Moved by Mayor Pro-Tem Fry, SECONDED by Commissioner Randall to
154 approve the Intent to Adopt Ordinance 2018-476 Amending Chapter 16, Division 3,
155 Section 16-211 Solid Waste Rates.

156
157 A Roll Call was taken
158 All Voted Aye: Motion Passed Five to Zero

159
160 E. Intent to Adopt Ordinance 2018-477 Creating of Chapter 31 Water
161 Conservation and Drought Plan

162
163 Interim City Manager Steve Mueller explained that this would make the
164 drought plan a City Ordinance. Changes have been made since the one implemented in
165 2002. This will put it in the City Code and formalizes the process.

166
167 Moved by Commissioner Randall, SECONDED by Commissioner Sipe to
168 approve the Intent to Adopt Ordinance 2018-477 Creating of Chapter 31 Water
169 Conservation and Drought Plan

170
171 A Roll Call was taken
172 All Voted Aye: Motion Passed Five to Zero

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180 F. Intent to Adopt Ordinance 2018-478 Amending Chapter 16, Article IV Utility
181 Fees
182

183 Interim City Manager Steve Mueller explained that this goes back to the
184 drought plan and some of the fees have been increased and also a more formal
185 process has been included.

186
187 Moved by Commissioner Lewis, SECONDED by Mayor Pro-Tem Fry to approve
188 the Intent to Adopt Ordinance 2018-478 Amending Chapter 16, Article IV Utility Fees
189

190 A Roll Call was taken
191 All Voted Aye: Motion Passed Five to Zero
192

193 G. Intent to Adopt Ordinance 2018-479 Amendment to Section 1-12 Mandatory
194 Penalty and Fees; Disposition and Use of Fees
195

196 Judge Gray explained that in July the jail fees will increase substantially so this
197 will help by increasing the penalty assessment on traffic offenses.
198

199 Moved by Commissioner Randall, SECONDED by Commissioner Lewis to
200 approve the Intent to Adopt Ordinance 2018-479 Amendment to Section 1-12
201 Mandatory Penalty and Fees; Disposition and Use of Fees
202

203 A Roll Call was taken
204 All Voted Aye: Motion Passed Five to Zero
205

206 H. Resolution 2018-1087 Adoption of the Downtown Metropolitan Redevelopment
207 Area (MRA) Plan
208

209 Community Development Director Steven Saavedra explained that the plan has
210 been out for comment for over a month except from staff which have been sent to the
211 consultants. He presented the changes to Commission.
212

213 Moved by Commissioner Sipe, SECONDED by Commissioner Lewis to approve
214 Resolution 2018-1087 Adoption of the Downtown Metropolitan Redevelopment Area
215 (MRA) Plan
216

217 A Roll Call was taken
218 All Voted Aye: Motion Passed Five to Zero
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224 **XIV. LAND USE HEARINGS**

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226 None

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

229
230 Interim City Manager Steve Mueller mentioned he spent the weekend in Chicago.
231 He mentioned that he has been attending the Drought Stakeholders meetings and
232 things haven't changed much. He also attended the San Juan Water Conservation
233 Meeting this week along with Steven Saavedra and Commissioner Lewis, it was very
234 informative.

235
236 Commissioner Sipe reported that she was in Delaware for a week for her
237 grandson's graduation. She attended the MPO meeting and had a good conversation
238 with Lawrence Lopez and Brad Fischer about the Arterial. Tomorrow she has North
239 West NM Seniors and Thursday she has the San Juan County Growth Management
240 meeting and next week she has EDAB. She mentioned that she hopes to keep the
241 splash park open as long as possible it has been really packed.

242
243 Mayor Pro-Tem Fry mentioned attended that many citizens of Aztec have been
244 interested in helping with the Durango Fire and she did research and found phone
245 numbers and they are on the website. The Food Bank in Durango desperately needs
246 food. They also need housing.

247
248 Commissioner Lewis attended the San Juan Water Commission meeting. They
249 gave the history back to 1905.

250
251 Mayor Snover mentioned that he attended the ECHO board meeting. He had the
252 privilege of being the guest speaker at the San Juan Rotary Club luncheon today in
253 Farmington. He mentioned that the Pride parade this Saturday in Farmington at 11:00
254 am.

255
256 City Attorney Larry Thrower thanked the firefighters for their service in the fires.

257
258 **XVI. DEPARTMENT REPORTS**

259
260 Police Chief Heal thanked Commission for approving the letter of support. He will
261 be going down to the resolutions committee and presenting the letter of support for
262 them. Chief's coffee will be next Tuesday and mentioned that National Night Out will be
263 July 17th.

264
265 Judge Gray mentioned that he was elected to the executive board of the national
266 judges association of non-attorney judges throughout the United States.

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XVII. ADJOURNMENT

Moved by Mayor Snover, SECONDED by Commissioner Sipe to adjourn the meeting at 6:42 p.m.

DRAFT

Mayor, Victor Snover

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Sherlynn Morgan, Administrative Assistant

Staff Summary Report

MEETING DATE: June 26, 2018

AGENDA ITEM: IX. CONSENT AGENDA (B)

AGENDA TITLE: Resolution 2018-1088 Write Off of Uncollected Utility Accounts

ACTION REQUESTED BY: Finance Department

ACTION REQUESTED: Approval

SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- This item was presented to Commission and approved on the Consent agenda (Item H) during the June 12, 2018. It was later determined the incorrect resolution number was used and requires the item be presented again using a correct resolution number. All information previously provided remains unchanged.

From June 12, 2018, Consent Item H:

- State Statute 3-37-7, NMSA provides for the removal of uncollectable utility accounts from the Utility Accounts Receivable listing of the City. The governing body must approve this action. The attached list includes accounts more than four years old and considered uncollectable due primarily to age, but may also include death of the debtor or bankruptcy.
- The total write off amount is \$20,241.35 and includes 62 accounts final billed through May 31, 2014, 1 bankruptcy and 3 accounts with the responsible party deceased. All remaining Utility Account Receivables will be less than four years old.
- As a comparison, the write-off amounts for the prior 4 years are below:

Fiscal Year	Write Off Time Period	Amount	Write Off Time Period	Amount	Total Write Off
FY2014	June 30, 2009	26,860.07	June 15, 2010	53,311.88	80,171.95
FY2015	Dec 31, 2010	19,745.62	June 15, 2011	26,547.89	46,296.51
FY2016	Dec 31, 2011	22,088.63	June 30, 2012	21,513.73	43,602.36
FY2017	Dec 31, 2012	18,796.73	June 30, 2013	12,735.53	31,532.26
FY2018	Nov 30, 2013	23,471.65	May 31, 2014	20,241.35	43,713.00

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- The utility accounts will be written off against the allowance which is calculated based on annual utility accounts receivable using a % based on the averages of aged (current, 30, 60, and 90 day) receivables since January 1990. The utility allowance for uncollectible accounts as of May 31, 2018 is \$225,957. This write off, totaling \$20,241.35, represents 8.7%

- As of May 31, 2018, total utility accounts outstanding totaled \$997,269.19. Of this amount, \$164,555.86 was over 90 days past due (16.5% of total accounts). By utility, the over 90 day balances consist of:

▪ Electric utility:	\$ 84,862.55	51.57%
▪ Water utility:	\$ 34,373.18	20.89%
▪ Sewer utility:	\$ 32,679.39	19.86%
▪ Trash	\$ 12,640.74	7.68%

- Actual collection averages for utility accounts are:
 - 87.74% of current billings are collected within 30 days of billing;
 - 89.99% of accounts over 30 days are collected;
 - 61.08% of accounts over 60 days are collected; and
 - 1.46% of accounts over 90 days are collected.
- For fiscal year ending June 30, 2018, annual utility revenues are estimated to be \$9.3 million and the adopted budget includes \$85,400 (less than 1% of annual billing) for the current year write off expense which will establish the allowance for actual write offs in four years.

SUPPORT DOCUMENTS:

1. Resolution 2018-1088
2. Schedule of Accounts to Write Off

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2018-1088
Uncollectable Utility Accounts.

RESOLUTION 2018-1088

UNCOLLECTIBLE UTILITY ACCOUNTS

WHEREAS, The City of Aztec Finance Department has set up utility accounts and provided service to the referenced customers on the attached schedule; and

WHEREAS, efforts have been made to collect the utility accounts and locate the debtors; and

WHEREAS, the utility accounts have been uncollectible for a period of time of more than four years or the debtor is deceased or has filed bankruptcy; and

WHEREAS, it is the objective of the City of Aztec Finance Department to maintain accurate financial records of the City, including an accurate balance of the City's Accounts Receivable; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY that the uncollectible utility accounts be shown on the attached schedule be removed from the list of accounts receivable for the City of Aztec and that the Aztec City Commission adopt this resolution as a formal approval to remove the referenced list of uncollectible accounts from the City's list of accounts receivable.

ADOPTED AND APPROVED THIS 26th day of June 2018.

MAYOR VICTOR C. SNOVER

ATTEST:

CITY CLERK KARLA SAYLER

Resolution 2018-1088
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts

Account Number	Customer Name	Service Address	Last Bill	Balance Due
51145	ALLEN JENNIFER	103 Martinez LN	2/18/2014	959.05
53955	ANCHONDO FRANKIE	1216 W Aztec BLVD TRLR 11	12/7/2017	333.88
50280	ARELLANO FELISHA	1114 W Aztec BLVD TRLR 26	4/15/2014	400.47
52167	ASHTYN R BLACKMON	97 Road 2595	4/7/2014	153.56
51554	BAHE CARLOS EDDIE	1216 W Aztec BLVD TRLR 39	4/7/2014	358.86
49733	BAIRD KATIE	904 Townsend AVE	3/12/2014	0.30
52150	BARNETT JENNIFER	303 Swire AVE	2/10/2014	194.06
51746	BIA TERRANCE	209 E Zia ST	1/15/2014	353.89
49728	BOHANNON MARTIN	500 Ruins RD TRLR 15	4/1/2014	728.42
51823	BOLEY MARK E	412 N Church AVE	3/3/2014	253.43
50908	BOWERS MICHELE	602 White AVE	2/12/2014	405.96
46072	BROOKS GEORGE	305 Andrew DR	5/27/2014	509.27
51980	BROWN-GREEN PETRINA	620 Pioneer AVE APT A	3/3/2014	245.98
51961	BRUCE MICHAEL DEAN	1216 W Aztec BLVD TRLR 31	12/18/2013	220.95
51744	CASTIANO ARNELDA	601 Navajo AVE APT 511	5/14/2014	61.35
51641	COBERLY BRIAN	808 N Rio Grande AVE	3/17/2014	202.64
51032	CRAWFORD JIMMIE	1005 Hoffman ST	4/2/2018	37.15
50609	FLYNN AMANDA	400 Andrew DR	2/6/2014	221.15
51908	FRENCH JUSTIN	806 Mossman AVE	3/10/2014	127.60
51805	GILES KRYSTAL	400 N Light Plant RD TRLR	1/15/2014	714.99
51612	GOOD TRISTIN	1216 W Aztec BLVD TRLR 13	5/22/2014	387.09
51922	GOODWIN JEREMY	1216 W Aztec BLVD TRLR 38	1/2/2014	20.00
52069	GREENBERG, DAVID H.	201 Mesilla DR APT 4	3/31/2014	14.04
42273BR	GULFSTAR COMMUNICATI	303 S Ash AVE	3/16/2018	501.73
48002	HARVEY NORMAN	1301 Heiland CIR	4/22/2014	416.58
51847	HICKS JOSHUA	514 Western DR	5/13/2014	599.50
49312	JOHN BERNADINE	516 Ruins RD TRLR 63	4/22/2014	422.36
51477	JOURNEY KANDACE	617 Blanco ST	3/31/2014	504.21
49291	KEELING PATRICIA	308 Mesilla DR # B	2/18/2014	98.64
51830	KISNER VALERIE HAHN	308 N Main AVE	4/3/2014	200.26
49724	LARGO, TRAVIS	1216 W Aztec BLVD TRLR 5	12/31/2013	232.85
43473	LYNCH EDWARD JR	804 N Light Plant RD	1/13/2014	198.92
47547	MARTINEZ DENISE	601 Navajo AVE APT 401	3/4/2014	22.99
52351	MARTINEZ VERONICA	206 Robinson AVE	5/2/2014	109.03
52192	MARTINEZ, KRISTA D.	1114 W Aztec BLVD TRLR 33	3/3/2014	303.82

**Resolution 2018-
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts**

Account Number	Customer Name	Service Address	Last Bill	Balance Due
51856	MASON ROBERT	1216 W Aztec BLVD TRLR 26	3/11/2014	342.47
51989	MAXWELL MACKENZY J	509 Kiva AVE	1/15/2014	281.98
48841	MCWILLIAMS DAVID	2900 Jaquez DR	3/13/2014	30.30
51686	MIKE'S ATV'S	301 N Ash AVE	4/30/2014	563.74
49801	MILLER ELDON	405 Dawn CIR	5/14/2014	238.06
52246	MOGAN REBECCA	1114 W Aztec BLVD TRLR 11	3/10/2014	70.40
51923	MURPHY JENNIFER	601 Navajo AVE APT 101	2/27/2014	90.56
52236	MURRAY CURTIS E	1114 W Aztec BLVD TRLR 27	3/12/2014	443.68
52331	OCHS-BANE SABRINA	400 N Light Plant RD TRLR	5/8/2014	261.34
51512	PACKER AMY	112 Kathy CIR	1/2/2014	569.04
52279	PASCHALL JOSHUA	46 Road 2598 C	4/3/2014	103.10
47391	QUINTANA HERMENEGILO	305 N Light Plant RD TRLR	3/12/2014	225.74
48058	REED KEVIN/JENNIFER	322 S Park AVE APT 3	5/29/2014	263.52
18617	REID MICHAEL	1213 Iris DR	4/19/2018	133.32
51195	REVELLE ELISA	312 Andrew DR	4/30/2014	679.15
52286	ROSS FRANCINE	709 Pioneer AVE	3/31/2014	445.04
52144	SAIZ, NAKRISTA	1 Road 3002	1/15/2014	128.48
51628	SANDOVAL EMERSON/PATRICIA	317 S Park AVE	1/22/2014	396.38
51470	SCOGIN MARTHA	114 Simonds RD	4/1/2014	507.13
50928	STANDIFER KELLY	504 White AVE	3/12/2014	698.14
49859	STOKES MONICA	527 S Main AVE	4/14/2014	428.75
52141	TAPIA-DIAZ MADEL	1216 W Aztec BLVD TRLR 43	1/6/2014	191.96
48479	TICKELL CLIFFORD A	911 Mountain View DR	4/17/2014	120.88
51779	TSOSIE DARRELL	1110 W Aztec BLVD APT 7	3/20/2014	103.68
48077	VIGIL ANTONIA	707 Mccoy AVE	4/1/2014	557.52
52013	VIGIL, JEROME	710 Mccoy AVE 1/2	5/7/2014	156.97
51981	VIGIL, MERIYA M.	1216 W Aztec BLVD TRLR 36	1/15/2014	664.08
48888	WARD PATRICIA	1521 Bessie ST	3/11/2014	428.27
52102	WEBB, JESSICA	223 Robinson AVE	2/20/2014	102.81
52088	WEBB, QUINTON B.	541 E Zia ST APT A	3/31/2014	20.00
51379	WILEY NICOLE	206 S Oliver DR	1/9/2014	479.88

\$ 20,241.35

**Resolution 2018-
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts**

Account Number	Customer Name	Service Address	Last Bill	Balance Due
# OF ACCOUNTS TO WRITE OFF				66
# OF ACCOUNTS DISCHARGED DUE TO BANKRUPTCY				1
# OF ACCOUNTS DUE TO DECEASED CUSTOMER				3
AVG BALANCE DUE PER ACCOUNT (AFTER DEPOSITS APPLIED) \$				306.69
PROJECTED FUTURE WRITE OFFS				
JUN 2019: JUNE 2014 - MAY 2015				\$ 45,986.57
JUNE 2020: JUNE 2015 - MAY 2016				\$ 41,186.18

Staff Summary Report

MEETING DATE: June 26, 2018

AGENDA ITEM: IX. CONSENT AGENDA (C)

AGENDA TITLE: Bid 2018-659 Annual Chemical Supply – Water & Wastewater Treatment Plants

ACTION REQUESTED BY: Water & Wastewater Treatment Plants

ACTION REQUESTED: Approval

SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Chemicals used in the treatment process of water and wastewater are bid annually.
- Annual usage is based on previous year usage and Plant operational changes.

PROCUREMENT

- Bid 2018-659, published June 6, 2018, was opened on June 20, 2018. The bid request did not require bidders to bid on all chemicals included in the bid. Due to a problem with empty chemical containers accumulating at the wastewater treatment, the bid this year requires the successful bidder to remove their empty chemical containers with each delivery of chemical.
- Five (5) bids were received. All companies bidding have provided chemicals to the City in previous years. One bid was evaluated with the NM Residential Preference (DPC Industries).
- A breakdown of the bids (per item) is shown on the attached Bid Tabulation Form. Ferric chloride and methanol, chemicals used in wastewater treatment, are bid by tote but tote sizes between bidders are not consistent resulting in a comparison of bids based on a price/gallon of each of the chemicals.
- Comparison to FY18 bids:

Chemical	FY18		FY18	
	Unit Cost	Annual Est	Unit Cost	Annual Est
Aluminum Sulfate	175.76	\$17,576	\$195.29	\$19,529
Ferric Chloride	1,006.50	\$15,098	\$1,005.00	\$15,075
Clarifloc	445.50	\$3,564	621.00	\$4,968
Methanol	855.25	\$17,105	\$1,106.60	\$16,599
Sodium Hypochlorite 10%	1.25	\$12,500	\$1.45	\$14,500

FISCAL IMPACTS

- FY2018-19 Estimated costs based on estimated usage:

	Item	Estimated Usage	Bid Price	Annual Cost Est.
Water Treatment	1. Liquid Aluminum Sulfate	100 tons	\$195.29/ton	\$19,529
	2. Sodium Hypochlorite 10%	10,000 gal	\$1.45/bulk gal	14,500
Water Treatment Total:				\$34,029

Wastewater Treatment	3. Ferric Chloride	15 totes	\$1,005.00/tote	\$15,075
	4. Clarifloc	8 drums	\$621.00/drum	4,968
	5. Methanol	15 totes	\$1,106.60/tote	16,599
Wastewater Treatment Total:				\$36,642

- The FY2018-19 Preliminary Budget includes \$50,000 for water treatment chemicals and \$40,000 for wastewater treatment chemicals (including other various chemicals not on this bid).

SUPPORT DOCUMENTS: Bid 2018-659 Bid Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Bid 2018-659 Annual Chemical Supply to the following:

Item 1 to Chemtrade in the amount of \$195.29 / liquid ton
Item 2 to DPC Industries in the amount of \$1.45 / bulk gallon
Item 3 to DPC Industries in the amount of \$1,005.00 / 270 gallon tote
Item 4 to SNF (Polydyne) Inc. in the amount of \$621.00 / drum
Item 5 to DPC Industries in the amount of \$1,016.60 / 340 gallon tote



ANNUAL CHEMICAL SUPPLY - TREATMENT PLANTS

BID #2018-659

BID DATE: JUNE 20, 2018 3:00PM

SCHEDULE AWARD DATE: JUNE 26, 2018

Bid award recommendations to City Commission: Chemtrade Bid Item #1; DPC Industries Bid Items 2, 3, & 5; SNF Inc Bid Item #4

		Liquid Aluminum Sulfate 48% (bulk-truckload)	Sodium Hypochlorite – 10% solution	Ferric Chloride – UN2582 40% Solution Strength	Clarifloc C4266 Or equivalent (polymer)	Methanol
		LIQUID TON	BULK GALLONS	300 GALLON TOTE	55 GALLON DRUM	345 GALLON TOTE
BID	COMPANY	BID ITEM #1	BID ITEM #2	BID ITEM #3	BID ITEM #4	BID ITEM #5
1	CHEMTRADE	\$195.29/liquid ton	No Bid	No Bid	No Bid	No Bid
2	DPC INDUSTRIES	No Bid	\$1.45/bulk gallon	\$1,005/tote \$.3350/lb 3,000 # totes 270 gal tote \$3.722/gal	No Bid	\$1,016.60/tote \$2.99/gal 340 gal tote
	NM Residental Preference 5%		\$1.3775/bulk gallon	3.5359/gal		\$2.8405/gal
3	KEMIRA WATER SOLUTIONS	No Bid	No Bid	No Bid	No Bid	No Bid
4	SNF INC	No Bid	No Bid	No Bid	\$621.00/drum	No Bid
5	STERLING WATER TECHNOLOGIES	No Bid	No Bid	No Bid	No Bid	No Bid
6	THATCHER COMPANY	\$218.00/liquid ton	\$1.84/bulk gallon	\$1,560/tote \$5.67/gallon 275 gallon tote	No Bid	\$959.75/tote \$3.49/gal 275 gallon tote
7	UNIVAR USA	No Bid	No Bid	No Bid	No Bid	\$1,043.98/tote \$3.0978/gal 337 gal tote