

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
May 28, 2019
201 W. Chaco, City Hall
5:15 p.m.

5:15 P.M.

Fiscal Year 2020 Budget Workshop

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
May 28, 2019
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

III. ROLL CALL

IV. APPROVAL OF AGENDA ITEMS

V. CONSENT AGENDA

- A. Commission Meeting Workshop Minutes May 14, 2019
- B. Commission Meeting Minutes May 14, 2019
- C. Northwest New Mexico Council of Governments Membership Agreement and Board of Directors Appointment
- D. Resolution 2019-1135 Support of Road Diet Planning

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"

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PROCLAMATION

LGBTQ Pride Month June 2019

VIII. PRESENTATIONS

- A. San Juan Regional Medical Center Corporate Board Meeting - Roger Collins
- B. American Legion Post #9 - Clint Dollar
- C. Aztec Museum Annual Update - Natalie
- D. San Juan County Gold Star Monument - Gary Smouse

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IX. CITIZENS INPUT (3 Minutes Maximum)

X. BUSINESS ITEMS

A. Approval of Preliminary Fiscal Year 2020 Budget

XI. QUASI JUDICIAL HEARINGS (LAND USE)

None

XII. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

XIII. 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
2 WORKSHOP MEETING MINUTES
3 May 14, 2019
4

5 **I. CALL TO ORDER**

6 Mayor Snover called the Workshop to order at 5:20 pm at the Aztec City
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
8

9 MEMBERS PRESENT: Mayor Victor Snover; Mayor Pro-Tem Fry;
10 Commissioner Sherri Sipe; Commissioner,
11 Mark Lewis; Commissioner Randall
12

13 MEMBERS ABSENT: NONE
14

15 OTHERS PRESENT: City Manager Steve Mueller; Finance Director
16 Kathy Lamb; Project Manager Ed Kotyk; City
17 Clerk Karla Saylor
18

19 **A. Fiscal Year 2020 Budget Workshop**
20

21 Mayor Snover opened the workshop and turned it over to Finance Director Kathy
22 Lamb. Kathy provided commission with an overview of the budget in a worksheet and
23 proceeded to explain that this year is again challenging within the general fund. She
24 explained that expenditures continue to exceed revenues so as a result we are only
25 able to fund the things that we absolutely have to and capital projects get pushed back.
26 She explained that we will be seeing an increase with the minimum wage increases and
27 also a 5% insurance increase. There was a .25% PERA contribution increase to
28 employers for 202 and she anticipates we will see a legislative bill in 2020 that
29 increases employer portions of PERA even more. On the positive side for employees
30 we will do a flat increase of \$.75 an hour for all employees instead of a percent for
31 COLA increases effective July, 2019 and possible the following year to offset the
32 minimum wage increase that was passed this year in the legislature. Only two capital
33 items are included in the general fund a pavilion at the senior center and a server for the
34 IT department upgrade. There is no contingency established within the general fund.
35 Joint utility will have an increase for citizens with electric and trash increases. We may
36 need to look at these and have an annual increase with a restructuring in the future. We
37 have several capital projects. She explained that the only real personnel changes will be
38 in the electric department because Ken George, Electric Director is also planning on
39 retiring in 2020. Kathy explained that she will provide the full budget book to
40 Commission as soon as possible.

41 Steve Mueller mentioned that we will have a special workshop for the budget
42 next Tuesday at 6:00 pm.
43

44 **II. ADJOURNMENT**
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1 Moved by Mayor Snover to adjourn the meeting at 5:55 p.m.

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Mayor, Victor C. Snover

8 ATTEST:

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Karla Saylor, City Clerk

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13 MINUTES PREPARED BY:

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16 Sherlynn Morgan, Administrative Assistant

1
2 CITY OF AZTEC
3 COMMISSION MEETING MINUTES
4 May 14, 2019
5

6 **I. CALL TO ORDER**
7

8 Mayor Victor Snover called the Meeting to order at 6:00 pm at the Aztec City
9 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
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11 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**
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- 13 A. Invocation (led by Commissioner Randall)
14 B. United States Pledge of Allegiance (led by Mayor Snover)
15 C. New Mexico pledge of Allegiance (led by Mayor Snover)
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17 **III. ROLL CALL**

18 Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry;
19 Commissioner Sipe; Commissioner Mark
20 Lewis; Commissioner Austin Randall
21

22 Members Absent: NONE
23

24 Others Present: City Manager Steve Mueller; City Attorney Nicci Unsicker;
25 Project Manager Ed Kotyk; City Clerk Karla Sayler (see
26 attendance sheet)
27

28 **IV. APPROVAL OF AGENDA ITEMS**
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30 MOVED by Commissioner Randall to Approve the Agenda as given SECONDED
31 by Commissioner Lewis
32

33 All voted Aye: Motion passed five to zero
34

35 **V. CONSENT AGENDA**
36

- 37 A. Commission Meeting Minutes April 23, 2019
38 B. Resolution 2019-1133 Resolution Designating the New Mexico
39 Municipal Records Retention and Destruction Schedule
40 C. Special Budget Resolution 2019-1134
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42 MOVED by Commissioner Sipe to Approve the Consent Agenda as given
43 SECONDED by Commissioner Randall
44

45 All voted Aye: Motion passed five to zero
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47 **VI. ITEMS REMOVED FROM CONSENT AGENDA**

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49 NONE

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51 **VII. PROCLAMATION**

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53 NONE

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55 **VIII. PRESENTATIONS**

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57 Mayor Snover introduced the Aztec High School Shot Gun Team and
58 congratulated them on being State Champs for the 3rd time.

59
60 **IX. CITIZENS INPUT (3 Minutes Maximum)**

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62 Bill Dees mentioned the City Letter Head should only be used for City business
63 and the Mayor has sent the letterhead to his personal email account and that is against
64 the open meetings act. He asked Mayor Snover to step down as Mayor due to the
65 violation.

66
67 **X. BUSINESS ITEMS**

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69 A. Aztec Museum Funding Request

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71 Jack Scott with the Museum explained that they are requesting an additional
72 funding in the amount of \$6,000 for repairs. Commission were in favor of the
73 funding and they want to revisit the idea of moving the Visitors Center in with the
74 Museum.

75
76 MOVED by Commissioner Sipe to Approve funding to the Aztec Museum in the
77 amount of \$6,806 SECONDED by Commissioner Lewis

78
79 A Roll Call was Taken: All voted Aye: Motion passed five to zero

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81 B. Final Adoption of Ordinance 2019-490 Amending Chapter 2, Administration,
82 Division 6 Municipal Judge

83
84 City Manager Steve Mueller mentioned that this is the final adoption and there
85 have been no comments from the public.

86
87 MOVED by Commissioner Randall to Approve Final Adoption of Ordinance 2019
88 490 Amending Chapter 2, Administration, Division 6. Municipal Judge SECONDED by
89 Commissioner Sipe

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91 A Roll Call was Taken: All voted Aye: Motion passed five to zero

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C. Intent to Adopt Ordinance 2019-491 Providing for the Annexation to the City of Aztec of Contiguous Territory Located in Sections 1, 12, 13 of T30N, R11W and Sections 6 and 7, T30N, R10W N.M.P.M. San Juan County, New Mexico

City Manager Steve Mueller explained that this is the portion of BLM land that is East of Aztec by the recreation property. Steve mentioned that there was a response from BLM and they are not opposed of the annexation.

MOVED by Commissioner Lewis to Approve Intent to Adopt Ordinance 2019 491, An Ordinance Providing for the Annexation to the City of Aztec of Contiguous Territory Located East of Aztec. SECONDED by Mayor Pro-Tem Fry

A Roll Call was Taken: All voted Aye: Motion passed five to zero

XI. QUASI JUDICIAL HEARINGS (LAND USE)

NONE

XII. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

City Manager Steve Mueller mentioned that he has a COG tomorrow in Gallup. Next meeting we will have a presentation from San Juan Regional Medical Board.

Commissioner Lewis mentioned water commission was canceled last week.

Commissioner Randall mentioned he attended the Library Board and he has LTAB next week on Monday.

Commissioner Sipe mentioned that she has EDAB on Thursday.

Mayor Pro-Tem Fry attended the You Matter reception. She attend the San Juan County Partnership Board Meeting. She attended the Municipal League Land Use training in Albuquerque.

Mayor Snover mentioned he was invited to the San Juan County Memorial Ceremony. He mentioned that he attended the High School awards and was able to recognize the seniors that were going into the military.

Chief Heal mentioned that he also attended the Memorial Ceremony for Police Officers and one of the men honored at the ceremony was LT. Landeck who was killed in a training accident that he had worked with in Farmington and a Farmington Community Officer Vicci Chavez that he also worked with there. He mentioned that it was a very nice memorial.

137 Ken George mentioned that Guzman has proposed a new agreement with the
138 City that will lower our rate for the next 10 years. There will be more to come in the
139 following weeks.
140

141 Steve Morse mentioned that the Public Works department has started flushing
142 the fire hydrants and this will be the 1st time in 8 years that they have all been tested. He
143 mentioned that the sewage overflow that happened 3 weeks ago into the river was due
144 to a potential breaker not setting off. He mentioned that they are working on getting
145 better lines of communication so if this ever happens again.
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149 **XIII. ADJOURNMENT**

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151 Mayor Snover moved to adjourn the meeting at 6:55 pm, SECONDED by
152 Commissioner Sipe
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Mayor Snover moved to adjourn the meeting at 6:55 pm, SECONDED by
Commissioner Sipe

Mayor, Victor Snover

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Sherlynn Morgan, Administrative Assistant

Staff Summary Report

MEETING DATE:	May 28, 2018
AGENDA ITEM:	V. CONSENT AGENDA (C)
AGENDA TITLE:	Northwest New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

ACTION REQUESTED BY:	City Manager
ACTION REQUESTED:	Approval of Membership Agreement
SUMMARY BY:	Sherlynn Morgan

PROJECT DESCRIPTION / FACTS

MEMBERSHIP AGREEMENT:

- Northwest New Mexico Council of Governments (NWNM COG) has prepared a Membership Agreement for Fiscal year 2020.
- All provisions of the agreement remain as in previous years.

BOARD OF DIRECTORS APPOINTMENT:

- During the March 12, 2018 Commission meeting City Manager Steve Mueller was appointed as the City's representative on the NWNM COG Board and Commissioner, Austin Randall was appointed as the alternate.
- As per NWNM COG Board policies, the City must formally identify its official representative to the Board of Directors.

FISCAL IMPACTS

- The FY20 preliminary budget includes \$3,000 specific for NWNM COG (same level of participation since FY12)

SUPPORT DOCUMENTS: NWNM COG Membership Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Agreement with Northwest New Mexico Council of Government

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

MEMBERSHIP AGREEMENT

with

CITY OF AZTEC

Fiscal Year 2020

This Agreement is entered into by and between Northwest New Mexico Council of Governments (hereinafter "COG") and City of Aztec (hereinafter "MEMBER"), pursuant to the following conditions and terms:

1. COG agrees to provide for the following:
 - a. Performance of professional work in service to the MEMBER, including specific assignments as requested and mutually concurred by the MEMBER and COG throughout the course of this Agreement, drawn from the COG's Menu of Services; such service to include assignment of a professional planner to direct Member Services, in alignment with the Member Dues & Services policy adopted by the COG Board of Directors.
 - b. Continued leadership and performance in local and regional development activities, as supported by local, state, federal and philanthropic grants and contracts.
 - c. Competent management and stewardship of the COG's resources and responsibilities, on behalf of its Members.
2. MEMBER agrees to provide for the following:
 - a. To remain a voting member on the COG's Board of Directors, to consist of up to one (1) representatives to the Board and one (1) alternate, and to participate in the COG's governance, policy development and administrative oversight.
 - b. To pay annual dues into the treasury of the COG in the amount of **\$3,000** per annum, such payment to be rendered in quarterly increments for the annual period July 1, 2019 through June 30, 2020.
3. It is mutually understood and agreed that:
 - a. A portion of the Membership dues shall be committed to the support of the COG organization as a whole and to its general operating and overhead expenses, including matching funds as required for certain state and federal grants;
 - b. A portion of the dues shall be available for direct communications with and services to the MEMBER, including specific assignments as requested and mutually concurred by the MEMBER and the COG; and
 - c. For significant tasks and assignments requiring staffing above and beyond the levels specified herein, the COG may negotiate for and/or assist in securing additional funds to supplement this agreement.

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

CITY OF AZTEC

_____ Date: _____
Billy W. Moore, Board Chair

_____ Date: _____
Victor C. Snover, Mayor

ATTEST: _____
Evan J. Williams, Executive Director

ATTEST: _____
Karla Sayler, City Clerk

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Board of Directors Appointment Form/FY 2020

Member Government: City of Aztec **Date:** _____

1. The governing body of The City of Aztec (hereinafter Member) has designated

as its official Representative to the Board of Directors of the Northwest New Mexico Council of Governments (NWNMCOG), the organization established by State Statute as New Mexico Planning & Development District I and by the US Department of Commerce as Economic Development District 1.

2. It is understood that the responsibilities of Board representatives include, but are not necessarily limited to:

- Attendance at four (4) quarterly meetings of the Board of Directors as scheduled and, as needed and feasible, such special meetings as may be called by the Board Chair. Generally, regular meetings are held within the NWNMCOG planning district, rotated county-to-county among Cibola, McKinley and San Juan Counties [one (1) of which is the annual meeting];

[NOTE: Per the NWNMCOG Articles of Agreement: "Should the representative and/or alternate miss three (3) consecutive meetings, the governing body of the respective member shall be asked to appoint another representative to the Board."]

- Voting on Board motions and resolutions;
- Serving on and meeting with such committees or task forces as appointed by the Chairman of the Board and/or as volunteered;
- Serving as Board officer as nominated and elected;
- Representing issues, needs and perspectives of the Member within the Council of Governments forum as applicable and appropriate;
- Staying up-to-date on NWNMCOG issues, primarily (a) as represented in the packet of informational materials prepared by staff for each Board agenda and (b) with respect to direct services performed for the Member;
- Communicating with and reporting to the governing body of the Member regarding NWNMCOG issues, priorities and activities; and
- Assisting in advocating for local and regional issues and projects throughout the year.

3. The governing body has also designated _____ as Board Alternate, whose responsibilities are to assume the duties and authorities of either Representative, including voting on Board motions and resolutions, in the absence of and as delegated by the Representative.

SIGNED: _____ **DATE:** _____

NAME: _____ **TITLE:** _____

Staff Summary Report

MEETING DATE:	May 28, 2019
AGENDA ITEM:	V. CONSENT ITEM (D)
AGENDA TITLE:	Resolution #2019-1135 Support of Road Diet Planning on Main Avenue

ACTION REQUESTED BY:	Community Development
ACTION REQUESTED:	Adoption of Resolution #2019-1135
SUMMARY BY:	Steven M. Saavedra, CFM

PROJECT DESCRIPTION / FACTS

Identified in the Metropolitan Redevelopment Area Downtown Plan, a road diet provides safe access for all users by designing and operating a comprehensive, integrated and connected multi-modal network of transportation options. A road-diet reallocates vehicle lanes for pedestrians, bicyclists, and transit. Road Diets are a means of traffic calming, that can reduce speeding-related crashes and improve overall roadway safety. In addition, empirical research shows road diets improve economic vitality¹. Pedestrian volume increases and there is less “driving past businesses”. Furthermore, research identified a decline in neighborhood crime, as result of Road Diets².

On October 9, 2018, the City of Aztec approved Resolution #2018-1105, supporting a Road Diet on Main Ave, in Aztec, NM. The New Mexico Department of Transportation cannot support a road diet on Main Avenue, unless a Traffic Impact Analysis (TIA) is conducted. On October 15, 2018, the City of Aztec obtained a quote for a TIA on Main Ave. The engineering firm quoted the City of Aztec \$79,198.00 for the study. Therefore, the City of Aztec is seeking support, in order to apply for outside funds to obtain a study for a road diet. The NMDOT application requires a five percent (5%) match or \$3,959.90 for the study. This fund comes out of Community Development’s Professional Services fund.

SUPPORT DOCUMENTS: Resolution #2019-1135
Quote for a Road Diet on Main Ave

¹ Two-Way Street Conversion: Evidence of Increased Livability in Louisville, William Riggs & John Gilderbloom, Journal of Planning Education and Research, March 2016 vol. 36 no. 1 105-118

² Road Diet Case Studies. Federal Highway Administration. FHWA Report No. FHWA-SA-15-052. Washington, D.C. Available at: http://safety.fhwa.dot.gov/road_diets/case_studies/roaddiet_cs.pdf.

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution #2019-1135 Support of Road Diet Planning on Main Avenue

RESOLUTION NO. 2019-1135

A Resolution Establishing Support for Road Diet Planning on Main Avenue

WHEREAS, through a lengthy process of public meetings and obtaining input from the citizens of Aztec to identify their needs, desires, and values for Aztec's Downtown, the Metropolitan Redevelopment Area Downtown plan was adopted in June of 2018;

WHEREAS, the 2018 Metropolitan Redevelopment Area Plan identified a road diet for Downtown Aztec;

WHEREAS, A road diet is defined as a means to provide safe access for all users by designing and operating a comprehensive, integrated and connected multi-modal network of transportation options;

WHEREAS, the benefits of a road diet include improving safety for pedestrians, bicyclists, children, and older citizens, and non-drivers as well as those that cannot afford a car; providing connections to bicycling and walking trip generations such as employment, education, residential, recreation, retail, and public facilities; promoting healthy lifestyles and increasing economic activity in Downtown Aztec and the greater San Juan Community;

WHEREAS, the City Commission of Aztec supported the implementation and formation of a road diet in Downtown Aztec, NM on October 9, 2018 Resolution No. 2018-1105;

WHEREAS, the New Mexico Department requires a Traffic Impact Analysis for a road diet;

WHEREAS, the City of Aztec supports efforts to obtain a Traffic Impact Analysis for a road diet on Main Avenue, in Aztec, NM.

NOW, THEREFORE, BE IT RESOLVED that the Aztec City Commission, of Aztec, New Mexico, hereby adopts Resolution 2019-1135, supporting a traffic impact analysis for a road diet on Main Avenue, in Downtown Aztec, NM.

PASSED, APPROVED, SIGNED AND ADOPTED THIS 28th day of May 2019.

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

Mayor Victor Snover

ATTEST:

Karla Sayler, City Clerk



October 15, 2018

VIA E-MAIL

Mr. Steven Saavedra, CFM
Community Development Director
City of Aztec
201 W. Chaco Street
Aztec, NM 87410

RE: Main Avenue Traffic & Safety Analysis Study, City of Aztec, NM

Miller Engineers, Inc., d/b/a Souder, Miller and Associates (SMA) is pleased to submit this proposal to the City of Aztec (Client) for the referenced study. Below is a description of our understanding of the project purpose, as described by the Client, and our scope of services.

- **Project Scope Understanding**

SMA understands the intent of the scope of this project is to conduct a traffic and safety analysis study for Main Avenue (US 550) from south of the intersection at Zia Street to the intersection at Aztec Blvd. The purpose of this study is to verify the traffic operations and safety assessment of the corridor based on the road diet improvements proposed in the City's *Downtown Metropolitan Redevelopment Area Plan* (MRA 2018) are following the requirements of the New Mexico Department of Transportation (NMDOT) *Location Study Procedures 2015* guidebook.

The study will include updating the existing Farmington MPO mesoscopic travel demand model file for current traffic conditions and also projected traffic volumes for the proposed improvements of the road diet for this corridor and the proposed new bypass corridor. This task will be conducted by SMA's subconsultant partner, Eco Resources Management Systems, Inc. (eRMSi) and will be developed using VISSIM software and the output files will be provided to SMA. Their scope of services is attached.

In order for the travel demand model to be updated, current traffic data will be collected for both roadway average daily traffic (ADT) directional 48-hr volumes throughout the city roadway network and intersection vehicle turning movement 9-hr volumes for peak hour periods along Main Avenue from Llano to NE Aztec Blvd. The turn movement data will also include pedestrian and bicycle counts. This task will be conducted by our subconsultant partner, Mike Henderson Consulting, LLC. Their scope of services is attached.

The microscopic analysis component of the study will verify traffic operations for roadway capacity, unsignalized intersection capacity, and signalized intersection capacity. These analysis modules will be conducted per the industry standard *Highway Capacity Manual*, 6th Edition (HCM) and using the software packages: *Highway Capacity Software*, 7th version (HCS7) and *Synchro 10*. Per the Location Study Procedures, the analysis requires conducting alternatives for existing, horizon year no-build and horizon year build conditions. Because this study is reliant on the proposed bypass, the scope requires horizon year no-build and build conditions with and without bypass scenarios.

The intersections to be analyzed for mid weekday AM Peak and PM Peak Hours are:

Main Avenue & Zia Street unsignalized intersection;
Main Avenue & Chuska Street unsignalized intersection;
Main Avenue & Chaco Street signalized intersection;
Main Avenue & Blanco Street unsignalized intersection;
Main Avenue & Aztec Boulevard signalized intersection.

The roadway links to analyzed for mid weekday AM Peak and PM Peak Hours are:

Link 1 – Main Avenue (Llano to Zia) 4-lane
Link 2 – Main Avenue (Zia to Chaco) 4-lane & 2-lane
Link 3 – Main Avenue (Chaco to Blanco) 4-lane & 2-lane
Link 4 – Main Avenue (Blanco to Aztec Blvd) 4-lane

The study will also include a crash and safety analysis to verify crash rates, crash types, time of day, time of year and severity per the AASHTO *Highway Safety Manual*, 1st Edition (HSM); pedestrian safety and accessibility per the AASHTO *Guide for the Planning, Design and Operation of Pedestrian Facilities* and the NACTO *Urban Street and Urban Bikeway Design Guides*; and access management and control for driveway access points per the NMDOT *State Access Management Manual* (SAMM) requirements.

- [Scope of Basic Services](#)

The following scope of basic services is proposed for the Traffic and Safety Analysis Study:

1. Collect traffic data for directional 48-hr volume tube count data at 26 locations within the Aztec roadway network and 9-hr intersection turning movement counts at 8 intersections along Main Avenue from Llano to Aztec Blvd.
2. Update of the Farmington MPO travel demand model per the scope of services provided by Eco Resource Management Systems Inc to include the City of Aztec roadway network. Provide the resultant output for the various scenarios required.
3. Conduct a traffic and safety analysis study to:
 - a) Evaluate roadway and intersection capacity for existing, horizon year no-build and horizon year road diet build scenarios with bypass and without bypass traffic conditions;
 - b) Evaluate roadway and access points to verify driveways, on-street parking, intersection sight distance;
 - c) Analyze the existing corridor progression and develop a preliminary proposed progression timing plan. Also verify queuing and delay for mainline and side streets.
 - d) Evaluate multi-modal components and impacts to pedestrian accessibility, sidewalk continuity, on-street bicycle lanes, and transit impacts;

- e) Crash and safety analysis for the corridor to determine crash rates, crash types, crash severity, time of day, time of year, and weather conditions. Assessment of safety measures from the HSM.
4. Prepare a draft Traffic and Safety Analysis Study report to summarize the findings and submit to the Client and NMDOT for review and comment.
5. Address comments provided by the Client and the NMDOT.
6. Prepare a sealed and signed Final Traffic and Safety Analysis Study report and submit to the Client.

This scope of services and traffic analysis **does not** include the following: All-Way Stop Control (AWSC) Warrant Analysis, Signal Warrant Analysis, High Intensity Activated Crosswalk (HAWK) Warrant Analysis, Lighting Analysis, other specialty type field analyses, engineered construction drawings, or cost estimates.

Should the Client require or request these components, an additional services fee estimate can be provided at that time. The standard SMA contract terms shall apply and any additional services required or requested by the Client will be submitted to them for review and approval prior to commencing work on those specific tasks.

- Compensation

Compensation for the services involved with completion of the Traffic and Safety Analysis Study shall be a lump sum fee of **\$79,198.00** excluding applicable New Mexico Gross Receipt Tax. A detailed cost proposal is provided in the attachments.

Sincerely,

Souder, Miller & Associates



David Wilson, PE
Principal/Vice-President



Robert L. Luna, PE, PTOE
Senior Traffic Manager

w/Attachments

cc: Project File



Cost Proposal - CONFIDENTIAL

Main Avenue Traffic & Safety Study

TBD

City of Aztec, NM

Mr. Steven Saavedra, CFM

10/12/18

DERIVATION OF COST PROPOSAL

ESTIMATED DIRECT LABOR

Classification	Phase I	Project Total Estimated Man-Hours	Fully Loaded Rate	Labor Costs
	Traffic Analysis Estimated Man-Hours			
QA/QC Reviewer	10	10	\$180.00	\$1,800.00
Senior Traffic Engineer	40	40	\$180.00	\$7,200.00
Engineering Intern II	211	211	\$100.00	\$21,100.00
Engineering Intern I	65	65	\$90.00	\$5,850.00
PFA II	9	9	\$90.00	\$810.00
Total Estimated Labor	335	335		\$36,760.00
Total Loaded Cost/Task:	\$36,760.00			

ESTIMATED OVERHEAD

SUBCONSULTANTS:

				\$42,233.40
Mike Henderson Consulting, LLC (Traffic Data Collection)				\$26,394.00
Eco Resources Management Systems, Inc. (Demand Model Update)				\$12,000.00
10% Administrative Markup				\$3,839.40

ESTIMATED DIRECT EXPENSES

Printing & Reproduction				\$204.60
TOTAL OF ESTIMATED COSTS (LOADED RATE+SUBS+EXP) EXCLUDING GR TAX				\$79,198.00

Scope and Fee Proposal © 2018 - Souder, Miller & Associates



Phase I Traffic Analysis Man-Hour Estimate
Main Avenue Traffic & Safety Study
TBD
City of Aztec, NM
Mr. Steven Saavedra, CFM
10/12/18

Task #	Task Description	Project Principal	QA/QC Reviewer	Senior Traffic Engineer	Engineering Intern II	Engineering Intern I	PFA II	TOTAL HOURS	COSTS PER TASK
		\$230.00	\$180.00	\$180.00	\$100.00	\$90.00	\$90.00		
I	PHASE I SERVICES: TRAFFIC ANALYSIS								
I.1.1	Detailed Inventory of Existing Conditions Field Review	0	0	0	12	12	0	24	\$2,280.00
I.1.1.B	Typical Sections (Pavement widths, lanes, curb & gutter sections, median types, shoulder widths, taper ratios, etc.)	0	0	0	4	4	0	8	\$760.00
I.1.1.E	Inventory of Existing Signing, Markers, & Pavement Markings (Sign Size, Condition, etc.)	0	0	0	2	2	0	4	\$380.00
I.1.1.H	Inventory of Pedestrian and Turnout Facilities (Sidewalks, ADA Ramp Grades, Drivepads, turnouts, etc.)	0	0	0	4	4	0	8	\$760.00
I.1.1.J	Inventory of existing TurnBay lengths, Traffic Signal, ITS and Roadway Lighting Equipment	0	0	0	2	2	0	4	\$380.00
I.1.2	Preliminary Traffic & Safety Analysis	0	5	18	75	25	4	127	\$14,250.00
I.1.2.B	Data Review and Verification	0	0	1	5	0	0	6	\$680.00
I.1.2.C	Macro/Mesosopic Travel/Traffic Demand Model Simulation (VISSIM output) Review	0	0	2	8	0	0	10	\$1,160.00
I.1.2.D	Existing Traffic Conditions Microscopic Analysis	0	0	5	40	0	0	45	\$4,900.00
	Traffic Volume Balance	0	0	1	4	0	0	5	\$580.00
	Intersection Capacity/Critical Lane/Queueing Analysis (Five Intersections)	0	0	2	20	0	0	22	\$2,360.00
	Time Space/Signal Progression Analysis	0	0	0	8	0	0	8	\$800.00
	Roadway Capacity Analysis (4 Links)	0	0	2	8	0	0	10	\$1,160.00
I.1.2.E	Crash/Safety Analysis	0	0	2	4	16	0	22	\$2,200.00
I.1.2.F	Preliminary Traffic & Safety Analysis Report	0	0	4	12	0	4	20	\$2,280.00
I.1.2.G	Figure Production	0	0	1	2	6	0	9	\$920.00
I.1.2.H	Quality Control	0	5	1	4	3	0	13	\$1,750.00
	QC/QA Traffic & Safety Analysis Report	0	5	1	4	3	0	13	\$1,750.00
I.1.2.I	Coordination	0	0	4	8	0	0	12	\$1,520.00
	Agency Communication	0	0	4	8	0	0	12	\$1,520.00
I.1.3	Detailed Traffic & Safety Analysis	0	5	22	124	28	5	184	\$20,230.00
I.1.3.A	Alignment Alternatives/Proposed Improvements Analysis	0	0	11	80	0	0	91	\$9,980.00
	Projected Volume Growth Analysis	0	0	1	4	0	0	5	\$580.00
	Proposed Travel Demand/Traffic Simulation Forecast Modeling Review	0	0	1	2	0	0	3	\$380.00
	Proposed Intersection Capacity/Critical Lane/Queueing Analysis (5 Intersections @ 4 different options)	0	0	2	30	0	0	32	\$3,360.00
	Proposed Time Space/Signal Progression Analysis	0	0	2	20	0	0	22	\$2,360.00
	Proposed Roadway Capacity Analysis (4 Links @ 4 different options)	0	0	5	24	0	0	29	\$3,300.00
I.1.3.C	Access Management Analysis	0	0	2	6	10	0	18	\$1,860.00
I.1.3.F	Figure Production	0	0	1	4	12	0	17	\$1,660.00
I.1.3.G	Final Detailed Traffic & Safety Analysis Report	0	0	4	20	0	5	29	\$3,170.00
I.1.3.H	Quality Control	0	5	2	6	6	0	19	\$2,400.00
	QC/QA Detailed Traffic & Safety Analysis Report	0	5	2	6	6	0	19	\$2,400.00
I.1.3.I	Coordination	0	0	2	8	0	0	10	\$1,160.00
	Agency Communication	0	0	2	8	0	0	10	\$1,160.00
	Total Estimated Phase I: Traffic & Safety Analysis Man-Hours & Task Phase Fee:	0	10	40	211	65	9	335	\$36,760.00
	PHASE I SERVICES: TRAFFIC ANALYSIS TOTAL MAN-HOURS	0	10	40	211	65	9	335	
	PHASE I SERVICES: TRAFFIC ANALYSIS TOTAL COST PER RESOURCE:	\$0.00	\$1,800.00	\$7,200.00	\$21,100.00	\$5,850.00	\$810.00		\$36,760.00

Scope and Fee Proposal © 2018 – Souder, Miller & Associates

DIRECT COST ESTIMATE								
Main Avenue Traffic & Safety Study								
TBD								
City of Aztec, NM								
Mr. Steven Saavedra, CFM								
10/12/18								
DIRECT COST DEVELOPMENT								
PRINTING AND REPRODUCTION:								
DELIVERABLE DOCUMENT	NO. OF SETS	EST. NO. OF ITEMS (PER SET)						COST ESTIMATE
		8.5" X 11" COPIES @ \$0.10	11" X 17" COPIES @ \$0.35	22" X 34" BOND @ \$2.00	22" X 34" MYLAR @ \$12.00	COVER MATERIALS @ \$0.90	DOCUMENT BINDING @ \$1.75	
I.A Preliminary Traffic & Safety Analysis Report (100 PAGES) City of Aztec - 3 Copies NMDOT - 3 Copies	6	600	60	0	0	12	6	\$102.30
I.B Final Detailed Traffic & Safety Analysis Report (100 PAGES) City of Aztec - 3 Copies NMDOT - 3 Copies Utility Owners - 0 Copies OTHER - 0 Copies	6	600	60	0	0	12	6	\$102.30
PRINTING AND REPRODUCTION TOTAL								\$204.60
DIRECT COST TOTAL								\$204.60

October 11, 2018

Robert Luna
Souder, Miller & Associates
3451 Candelaria Rd NE, Suite D
Albuquerque, NM 87107

Dear Robert:

This letter serves as a cost proposal for Mike Henderson Consulting, LLC to collect 48-hour direction road tube counts and 9-hour intersection turning movement counts in the City of Aztec, NM. Data collection locations were provided on the travel demand map, and via emails, that were provided by Souder, Miller & Associates.

Directional 48-hour volume-only tube data will be collected at 26 locations. In some locations, two tube counters will be required to collect the data in both directions of travel. Note that only daily, hourly and 15-minute volume data will be provided and speed/class data will not be included.

The 9-hour intersection turning movement counts will be collected at the following locations:

1. US 550/Chaco
2. US 550/NE Aztec Blvd
3. US 550/Llano
4. US 550/Zia
5. US 550/Chuska
6. US 550/Blanco
7. US 550/N Park Ave
8. US 550/Safford (Including parking lot access)

The 9-hour intersection counts will be collected in 15-minute increments between the hours of 7:00 - 10:00 AM, 11:00 - 2:00 PM, and 3:00 - 6:00 PM. The count will include separate truck counts for each turning movement and pedestrian crossings for each crosswalk area. Bicycle counts on study area roadways will also be included.

The total cost to collect the volume-only tube data and the intersection turning movement counts and will be \$26,394.00 (see Table 1). It is assumed that NM Gross Receipts Taxes will not be applicable to this agreement.

Table 1: Cost Breakdown for Count Fees

Item	Cost
9-hour intersection turning movement counts (8 locations)	\$7,500.00
48-hour volume-only tube counts (\$550 x 30 counters)	\$16,500.00
Mileage 3 round trips Alb-Aztec (1080 miles x 0.55)	\$594.00
Lodging-Per Diem (2 person x 3 nights x 2 weeks x \$150)	\$1,800.00
Total Cost	\$26,394.00

The data collection can be completed and the data can be submitted within 3 weeks after receiving authorization to conduct the counts. Mike Henderson Consulting, LLC will invoice Souder, Miller & Associates after the data collection has been completed and submitted. Billing terms are net-30 days for all invoices.

Limitations

This proposal specifies all tasks and deliverables of Mike Henderson Consulting, LLC for this project. The Scope of Work consists solely of performing traffic data collection, the products of which are to be used by the client for the client's own independent engineering analyses. Authorization to perform this work for the client is an acknowledgment by both parties that Mike Henderson Consulting, LLC does not provide professional engineering analyses or design services. Furthermore, it is explicitly understood that the scope of work for Mike Henderson Consulting, LLC does not include any reviews or analyses of existing site conditions, or of any roadway design concepts that may be considered, with respect to established engineering practices or design standards, including those related to roadway and pedestrian safety.

Written authorization is necessary before the proposed work can be initiated. An e-mail authorization, referencing this letter, will suffice as a notice to proceed with the work.

Thank you for the opportunity to submit this cost proposal.

Mike Henderson Consulting, LLC
A New Mexico limited liability company

By 

Its Member

**Scope for Aztec Main Street – eRMSi
October 12, 2018**

This project will use the Farmington MPO model, updated in 2017 for the Farmington Main Street analysis, as the base. The effort for this project will involve the following tasks.

Detail Main Street Model – The Farmington MPO (FMPO) model will be improved in the Aztec Main Street (Blanco to Zia) project area and intersections adding, all streets and intersections, intersection turning movement counts, including car and truck counts, for the AM and PM peak hours and detailed intersection geometrics. The additional coding will be sufficient for HCM analysis and potential use in a future VISSIM model, including lane utilization, signal phasing and time, and storage lane lengths. The model will be recalibrated in this area, including revision of necessary model parameters to meet accepted standards. Potential non-local truck diversion is important for this area so particular attention will be given to the truck assignments in the model. Data entry, model coding, and recalibration for this task is estimated at 20 hours.

Run and Check Base LOS - After the FMPO model is sufficiently validated for planning purposes, the HCM analysis may reveal some additional necessary refinements. The base model will be run to obtain LOS for AM and PM peak hours. The results will be checked and iterations made in the coding and analysis to assure the base results are representative of current conditions for both AM and PM peak hours. This effort is estimated at 4 hours.

Forecasts – Projected land use data for the Aztec area will be provided to the consultant team for checking, update, and input. Forecasts will be run for the 2040 base condition (4-lane Main Street) and the proposed 2-lane Main Street. These same conditions will be run with and without the proposed bypass. Outputs will include both AM and PM peak hours with intersection turning movement volumes for both cars and trucks adjusted for calibration deviations. Differences between the 4-lane and 2-lane section scenarios for the AM and PM peak hours for cars and trucks will be reported with the amount of potential diversion to other routes. This effort is estimated at 12 hours.

Run and Check Forecast LOS – HCM intersection LOS will be run for the forecast 4-Lane Main Street future scenario for the AM and PM peaks. Revisions will be made to the intersection geometrics and other details that may impact the HCM intersection LOS for the 2-lane Main Street scenario. With reduced number of lanes, lane utilization definitions will need to be revised. The LOS will be analyzed for the four scenarios of with/without the road diet and with/without the bypass. Intersection LOS will be conducted for AM and PM peaks. This effort is estimated at 8 hours.

Documentation – The model changes and calibration will be documented in a technical memorandum including validation statistics. HCM analysis results will be transmitted to team members for further analysis and documentation. The full report will be reviewed and edited regarding the modeling aspects of the project. This effort is estimated at 8 hours.

Total effort is estimated at 52 hours at \$225/hour with a budget of \$12,000 with contingencies, not including NMGR. It is assumed that an NMGR non-taxable certificate will be provided by Souder, Miller and Associates.

Staff Summary Report

MEETING DATE:	May 28, 2019
AGENDA ITEM:	X. BUSINESS ITEM (A)
AGENDA TITLE:	Approval of Preliminary Fiscal Year 2020 Budget

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

PROJECT DESCRIPTION / FACTS (Leading Department)

During May, three workshops have been held to discuss the FY20 Annual Budget.

The total budget for Fiscal Year 2020 is \$53,493,020 which includes capital budgets:

- \$ 3,282,515 Joint Utility Fund (Electric, Water and Wastewater)
- \$ 3,000,000 Capital Fund (N Main)
- \$ 700,000 Airport Fund (Runway 8-26 Lighting Improvement & Land Acquisition)
- \$ 155,909 Intergovernmental Grants Fund (Senior Center Building Improvements and Vehicles)
- \$12,500,000 Municipal Road Fund (East Aztec Arterial)
- \$ 40,000 General Fund (Senior Center pavilion; IT Firewall)

The expenditure budget for the primary individual funds are:

General Fund -	\$ 8,146,133
Joint Utility -	\$19,558,150

The annual budget includes a 3.1% increase in personnel salary budgets. The proposal includes a .75/hour increase to all pay grades rather than a percentage increase to the pay plan. Personnel budgets also include the .25% increase in PERA as approved by the legislature and a 5% increase in health insurance premiums.

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 June 1, 2019. 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 July 31, 2019. In addition to the final budget, LDG requires governing body approval of the quarterly financial report for June 30, 2019. FY20 Budget Adoption will be scheduled for the July 23, 2019 regular commission meeting. If additional workshops are required, those will be scheduled prior to the final adoption of the FY20 Annual Budget.

SUPPORT DOCUMENTS:

FY20 Annual Preliminary Budget has already been presented to Commission and is available on City website.

DEPARTMENT'S RECOMMENDED MOTION: MOVE To Approve The Submittal Of The Fiscal Year 2020 Preliminary Operating Budget To NM Department Of Finance And Local Government Division.
