

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**July 22, 2014**  
**201 W. Chaco, City Hall**  
**6:00 p.m.**

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. AGENDA APPROVAL**

**VI. CITIZEN RECOGNITION**

**VII. EMPLOYEE RECOGNITION**

**VIII. CONSENT AGENDA**

- A. Commission Workshop Minutes, July 8, 2014
- B. Commission Meeting Minutes, July 8, 2014
- C. Travel Requests
- D. Destruction of Records for Utility Admin Office
- E. Crime Stoppers Inter-Governmental Agreement
- F. Lodger's Tax Advisory Board Member Appointment
- G. Resolution #2014-940 FY 15 Annual Budget Adoption
- H. Resolution #2014-941 Surplus
- I. San Juan Basin Community Wildfire Protection Plan Agreement
- J. Resolution 2014-942 Approval of FY14 4th Quarter Financial Report

*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**

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**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

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

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

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

**XI. BUSINESS ITEMS**

- A. Bid 2014-391 Ruins Trail Pedestrian Bridge Change Order #2
- B. Pioneer Heights Subdivision Agreement

**XII. LAND USE HEARING**

- A. Mosaic Academy-Conditional Use

**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. CLOSED SESSION**

- A. Closed Session Pursuant to Section 10-15-1H (8) Real Property Concerning Gomez Mineral Closing
- B. Closed Session Pursuant to State Law, Section 10-15-1 (H-2) Limited Personnel Matters, City Manager Evaluation

**XVI. BUSINESS ITEMS(2)**

- A. Purchase of Real Property, Potential Legal Dispute

**XVII. ADJOURNMENT**

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**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

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

CITY OF AZTEC  
COMMISSION WORKSHOP MINUTES  
July 8, 2014

**I. Call to Order**

Mayor Burbridge called the Meeting into order at 5:04p.m. at the Aztec Museum

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager, Joshua Ray; City Clerk, Karla Saylor; Delain George, Utility Director; Kathy Lamb, Finance Director; Larry Thrower, City Attorney

**A. FY15 Budget**

Josh opened the workshop by stating that he wanted to review the Sewer User Charges and how customers get charged monthly on their utility billing for sewer rates with Commission. Delain handed a worksheet out to Commission. Commission and staff reviewed the documents mentioning that sewer use charges are determined by the winter water average uses. The winter use average shall be equal to the average use of metered water consumption for the billing months of November-March. Customers with no established winter water use shall be billed the average established by the prior year's residential users. November-March is used for the average period, these are the month's that there is no outside watering, water and sewer usage is household use only and water used is discharged back to the City sewer system. There was also review of the way other Cities close to us bill their customers and the history of City of Aztec Ordinances establishing winter usage averages.

Commission and Staff reviewed the FY2015 Final Budget requested expenditure adjustments.

The following line items were reviewed:

- Capital Projects
- Municipal Road Fund
- Water Treatment
- Wastewater Treatment

- Parks
- Streets
- Police
- Community Development
- Project Management
- Irrigation Fund

The Mayor adjourned the workshop at 5:45pm.

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Mayor, Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Karla Sayler, City Clerk

CITY OF AZTEC  
COMMISSION MEETING MINUTES  
July 8, 2014

**I. CALL TO ORDER**

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

**II. INVOCATION**

The invocation was led by City Attorney, Larry Thrower

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Electric Director, Ken George

**IV. ROLL CALL**

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

Members Absent: None

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

**V. PRESENTATION**

**A. Economic Development Update 2014-Ray Hagerman**

Mr. Hagerman gave a power point presentation on the Vision and Mission for Economic Development in 2014 to include the following:

Strategies

- Energy & Manufacturing
- Agriculture
- Tourism
- Initiatives
  - Energy Related
  - GNG Infrastructure
  - Natural Gas & Coal
  - Manufacturing of Products & Provision of Services relating to Energy Industry

- Agriculture
- Israeli-Navajo Micro Farmer Project
- Value Added
- Tourism
  - Geotourism Focus
  - Paddle Trails & Outdoor Experiences
- 2014-2015 Focus Areas
  - Organization Sustainability
  - Public Policy/Advocacy
  - Assist Companies
  - Help Drive Legislation
- Workforce Development
  - 800 Open Jobs Need Filling
  - Stop Brain Drain
  - Help Fix Broken People
  - Build Strong Entrepreneurial Eco System
  - Strong Process For Idea Generation
  - Pitch Opportunities for Scalable Companies
  - Matching Expertise to Opportunities

## **V. AGENDA APPROVAL**

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda with the exception of Business Item A Pioneer Heights Subdivision Agreement and Closed Session Pursuant to State Law, Section 10-15-1 (H-2) Limited Personnel Matters, City Manager Evaluation

All Voted Aye, Motion Passes 5-0

## **VI. CITIZEN RECOGNITION**

Bob Carman, Code Compliance Officer awarded Mr. & Mrs. Griego of 411 Bunker Ave. with the Aztec Spirit Award. He also awarded Farm Bureau Financial Services of 101 N. Main Ave. the Business Spirit Award that is presented quarterly.

## **VII. EMPLOYEE RECONGNITION**

City Manager, Josh Ray recognized Ken George, Electric Department Supervisor and the Electric Department employees on a call that they responded to in a timely manner on a power outage at the County Complexes on June 30th. He also mentioned that Commissioner Rogers and Sabrina Hood, Library Director have been accepted to Leadership San Juan. Josh mentioned that William Homka, Community Development Director and William Watson, Public Works Director received their Flood Plain Management Certifications. Josh reported that there was an all staff meeting the

morning of July 8th with approximately 89 employees in attendance and mentioned that Kris Farmer, Finance Department was recognized as Employee of the Year at that meeting.

### **VIII. CONSENT AGENDA**

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Consent Agenda with the exception of Item B, Commission Workshop Minutes, June 24, 2014, Item D, Travel Requests, Item F, 2014-396 Pedestrian Trail Contract Approval and Item G, North West New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

All Voted Aye, Motion Passed 5-0

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Amend Motion to Approve the Consent Agenda with the exception of Item C, Commission Meeting Minutes, June 24, 2014, Instead of Item B Commission Workshop Minutes, June 24, 2014, Item D, Travel Requests, Item F, 2014-396 Pedestrian Trail Contract Approval and Item G, North West New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

All Voted Aye, Motion Passed 5-0

- A. Commission Workshop Minutes, May 27, 2014
- B. Commission Workshop Minutes, June 24, 2014
- C. Pulled
- D. Pulled
- E. Finance Department Records Destruction
- F. Pulled
- G. Pulled
- H. Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Five
- I. Re-Bid 2014-408 Reservoir #3 Raw Water Pump Improvements Award and Contract Authorization

### **IX. ITEMS FROM CONSENT AGENDA**

- C. Commission Meeting Minutes June 24, 2014

Commission meeting minutes corrections as follows:

- P. 2 Presentation/Cliffdwelller Production
- P. 3 Business Items/New Mexico True Advertisement Campaign
- P. 5 DJ Simmons
- P. 5 5th sentence corrected

- P.5 11th sentence corrected to Trails Meeting
- P. 5 Added 5th paragraph

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to approve Commission Meeting Minutes June 24, 2014

All Voted Aye, Motion Passed 5-0

#### D. Travel Request

Commissioner Locke questioned if there was a class in San Juan County that could be attended by the Police Department instead of having to travel out of state. Josh mentioned that they had looked into it but it was not available before the officers certification expired.

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to approve Item D, Travel Requests

All Voted Aye, Motion Passed 5-0

#### F. Bid 2014-396 Pedestrian Trail Contract

Mayor Burbidge questioned what this bid is for. Ed Kotyk, Project Manager mentioned that this is the trail from the bridge to Hampton Arroyo.

MOVED by Mayor Burbidge, SECONDED by Mayor Pro-Tem Sipe to Approve Item F, Bid 2014-396 Pedestrian Trail Contract

All Voted Aye, Motion Passed 5-0

#### G. Northwest New Mexico Council of Governments Membership Agreement and Board of Directors Appointment

Commissioner McClure questioned why there was such a decrease in funding from FY10 to present. Josh mentioned that there was a noticeable amount of decreased services from the Council of Governments therefore Staff and Commission elected to cut back in funding.

MOVED by Commissioner Locke, SECONDED by Commissioner Rogers to Approve the Northwest New Mexico Council of Governments Membership Agreement, Fiscal Year 2015, amending annual dues to \$3000

All Voted Aye, Motion Passed 5-0

## X. CITIZENS INPUT

None

## **XI. BUSINESS ITEMS**

A. Pioneer Heights Subdivision Agreement-PULLED

B. Bid 2014-407 South Light Plant Sidewalks Change Order #1

Josh mentioned that this has been requested by City Staff to complete sidewalk, drive pad, curb and gutter construction along the east side of S. Light Plant Road. The request is for \$4,810 or there is an optional request of \$5,400 to remove old fence and install new fence bringing it to a total of \$10,210.

MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to Approve Bid 2014-407 South Light Plant Sidewalks Change Order #1 for the amount of \$10,210 plus GRT

All Voted Aye, Motion Passed 5-0

## **XII. LAND USE HEARING**

Mayor Burbridge opened the Land Use Hearings for a 901 Lovers Lane Lot Split Size Variance and America -Plug & Abandon Storey B LS #8. Mayor Burbridge stated that this hearing would be conducted under Procedures mandated by the New Mexico Court of Appeals in Battershell versus the City of Albuquerque, which were intended to protect the due process rights of our parties. Mayor Burbridge subsequently identified the parties and City Staff. Mayor Burbridge then asked Commission if they would accept the parties and they did. She reviewed the procedures and then asked if any members of the Commission had a conflict of interest, bias, or engaged in ex parte communication, there were none. Mayor Burbridge then swore in the parties and then reviewed the Order of Presentation.

A. 901 Lovers Lane Lot Split Size Variance

Michelle Morgan mentioned that this is a Variance request to split the property on 901 Lovers Lane and 901-1/2 Lovers Lane in order to sell the additional home located on the property and addressed as 901-1/2 Lovers Lane. It is currently a rental and the tenants are interested in purchasing the home. The property is zoned as R-1 Single Family Dwelling District. Per City Coded R-1 zoned properties are required to have a minimum lot areas of 7,000 square feet, the lot width shall be a minimum of 65 feet and coverage of each lot shall not exceed 50%. These homes do not meet the City's current requirements for residential parcels in R-1 zoning district. Commission and Staff discussed Findings of Facts 1-7. The Community Development Department

recommends APPROVING this application for a Variance to Sec. 26-2-34 AREA REGULATIONS for his property at 901 Lovers Lane and 901-1/2 Lovers Lane, Aztec, NM 87410, Property Tax ID # R0001718, advising Commission to accept Findings of Fact # 1- 7 and vote "YES" to show the motion as APPROVED for the following reasons:

- The Variance will allow for the property to be split in two parcels, Community Development plans on re-writing land use code due to this variance and the address will be changed to 903 Lovers Lane from 901-1/2 Lovers Lane.

MOVED by Commissioner McClure, SECONDED by Commissioner Locke to Approve this application for a Variance to Sec. 26-2-34 Area Regulations for this property at 901 Lovers Lane and 901-1/2 Lovers Lane, Aztec, NM 87410, Property Tax ID #R0001718, accepting Findings of Fact #1-7.

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

#### B. America-Plug & Abandon Storey B LS #8

Michelle Morgan mentioned that BP America Production has submitted an Oil and Gas Permit Application to plug and abandon the Storey B LS #8 existing well located at 1301 Old Spanish Trail. This application is to plug and abandon a gas well on location. BP will need a Plug & Abandon Rig on location for 2-3 days hours of work will be during daylight hours only. Reclamation of the site will include removal of fencing, re-contouring of well pad, and reseeding of location. Three alternate reclamation plans were offered to BP to reclaim the well pad. BP and the City were in favor of BP reclaiming the well pad and the City is not responsible for any reclamation of the well pad due to workloads and budget restraints at the time.

The Community Development Department recommends Approving this Oil and Gas Permit Application for plugging and abandoning the BP America Storey B LS #8.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to approve the Oil and Gas Permit Application for plugging and abandoning as well as the reclamation of the BP America Storey B LS #8, located at 1301 Old Spanish Trail, Aztec, San Juan County, New Mexico, accepting Findings of Fact #1-13

A Roll Call Was Taken; Motion Passed Four to One

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

Josh mentioned that he recommends that there be a workshop to review Community Development Code for fines and fees. Josh mentioned that we have a member of staff that will be giving a 5 minute presentation on the Arterial Route at the

DOT Commissioners Meeting in Farmington on July 24th hosted by the MPO. Josh also mentioned that the Annual Municipal League Conference is scheduled for August 27-29. He lastly mentioned that he will be rafting down the river the upcoming weekend.

Mayor Burbridge mentioned that she has 4CED board meeting on July 9th and that she would be meeting with Josh and Bil Homka and representatives from NM True TV to start talking about the TV Commercial for the City.

Commissioner Locke mentioned the San Juan Animal League has a clinic scheduled for July 13 at the Aztec Community Center. She mentioned that she has received positive comments about our Buy Local Shopping Bags and that she will be volunteering at the Blues and Blues Festival.

Commissioner McClure mentioned that the 9th Annual Blues and Brews fest will be on July 18-19 at Riverside Park.

Commissioner Rogers mentioned the ice bucket challenge for charity. The challenge is to donate \$10 to charity of your choice and get a bucket of ice dumped on you and if you don't want ice dumped on you can donate \$100 to the charity of your choice. You can do this on your own and just get video of if for proof.

#### **XIV. DEPARTMENT REPORTS**

Chief Heal mentioned that he was appointed by the Chiefs Association to attend the Municipal Leagues Resolutions Committee Meeting on July 19th. He also mentioned that National Night Out will be July 29th from 5-7pm.

#### **XV. ADJOURNMENT**

MOVED by Mayor Burbridge to Adjourn the Meeting at 7:45pm.

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Mayor, Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Karla Sayler, City Clerk

# Staff Summary Report

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**MEETING DATE:** July 22, 2014  
**AGENDA ITEM:** VIII. CONSENT AGENDA (C)  
**AGENDA TITLE:** Travel Requests

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**ACTION REQUESTED BY:** Electric, Police and Courts  
**ACTION REQUESTED:** Approval of Employee/Public Official Travel Requests  
**SUMMARY BY:** Cheryl Franklin

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

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.
- The attached log is sorted by dates of travel and then by department. Two requests for travel had already occurred and the Electric and Police Dept is requesting approval for travel on the date of this meeting; however, the remaining requests are dated for future.
- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

## **FISCAL INPUT** (Finance Department)

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

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**SUPPORT DOCUMENTS:** Travel Log July 22, 2014

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

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**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL  
MEETING DATE: JULY 22, 2014**

<b>Dates of Travel</b>	<b>Department</b>	<b>Purpose of Travel/Location</b>	<b>Over-night</b>	<b>Out of State</b>	<b>Costs</b>	<b>Explanation of Cost</b>	<b>FY15 Budget Available</b>
07/15-17/14	Electric	Journeyman Test Westminster, CO.	Yes	Yes	129.60 150.00	Meal & Gratuity Allowance Estimate cost for fuel	Yes
07/19/14	Police	NMML Resolutions Committee Meeting Albuquerque, NM.	No	No	36.00 50.00	Meal & Gratuity Allowance Estimated cost for fuel	Yes
08/20-22/14	Police	BEAST Users Group Conference Milpitas, CA.	Yes	Yes	144.60 210.00 466.00 50.00 250.00	Meal & Gratuity Allowance Car Rental Airfare Fuel Lodging	Yes
09/02-05/14	Courts	JSI 2014 Users Conference Sacramento, CA.	Yes	Yes	198.60 340.00 40.00 480.00	Meal & Gratuity Allowance Registration Estimated cost for fuel Lodging- Hyatt Regency	Yes

# Staff Summary Report

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<b>MEETING DATE:</b>	July 22, 2014
<b>AGENDA ITEM:</b>	VIII. CONSENT AGENDA (D)
<b>AGENDA TITLE:</b>	Destruction of Utility Administration Records

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<b>ACTION REQUESTED BY:</b>	Delain George
<b>ACTION REQUESTED:</b>	Approval of Utility Administration Record Destruction
<b>SUMMARY BY:</b>	Delain George

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

- The Utility Administration Department has taken inventory of records ready for destruction using the guidelines outlined under the Records Management Program and approved by Commission October 21, 2009.
- Once the destruction of records has been approved by Commission, a Commercial Document Shredding Company will be contacted to destroy the identified records on-site.

## **TECHNICAL INPUT** (Supporting Departments)

- Documentation providing identification/proof of shredded records will be signed by the Utility Office Supervisor and certified by the City Clerk.

## **FISCAL INPUT** (Finance Department)

- FY2015 expense is expected to be \$165.00.

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<b>SUPPORT DOCUMENTS:</b>	Document list of records to be destroyed, Destruction of City Documents
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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Destruction of Utility Administration Records as inventoried on 7/08/2014.

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**Utility Administration**  
**List of Records Ready for Destruction**  
**as of July 8, 2014**

<b>RECORD TYPE</b>	<b>DOCUMENT DESCRIPTION</b>	<b>DATE</b>	<b>RETENTION PERIOD</b>	<b>DESTRUCTION METHOD</b>	<b>COMMENTS</b>
Courts/Finance	Court Summary Reports/Receipts	FY11	3 yrs after close of fiscal year	Shred	
Finance	Daily Utility Cash Reports and receipts	FY11	3 yrs after close of fiscal year	Shred	
Finance	Cash Receipt Tapes	FY11	3 yrs after close of fiscal year	Shred	
Finance	Voucher for Utility Assistance Program	FY11	3 yrs after close of fiscal year	Shred	
Finance	Collection files	FY11	3 yrs after close of fiscal year	Shred	
Finance	Budget Work Papers	FY11	3 yrs after close of fiscal year	Shred	Departmental copies
Finance	Quotes for Purchases	FY11	3 yrs after close of fiscal year	Shred	
Municipal Clerk	Business License/Registration Records	FY11	3 yrs after close of fiscal year	Shred	Available electronically
Municipal Clerk	Liquor License Records	FY11	3 yrs after close of fiscal year	Shred	Available electronically
Parks & Recreation	Park Reservation Contracts	FY11	6 yrs after close of fiscal year	Shred	
Planning	Copies of issued Permits	FY11	3 yrs after final inspection	Shred	
Public Utility	Budget Billing Applications	FY11	3 yrs after close of fiscal year	Shred	
Public Utility	LIHEAP reports and correspondence	FY11	4 yrs after close of fiscal year	Shred	
Public Utility	Customer Payment arrangements	Expired	Until superseded or obsolete	Shred	
Public Utility	Bank Draft applications	Expired	Until superseded or obsolete	Shred	
Public Utility	Work Orders	FY11	3 yrs after close of fiscal year	Shred	Available electronically
Public Utility	Various Service Files,logs, service requests	FY11	3 yrs after close of fiscal year	Shred	
Public Utility	Meter Reading Files, consumption reports	FY11	3 yrs after close of fiscal year	Shred	
Public Utility	Listing of Disconnect Notices and Delinquents	FY11	3 yrs after close of fiscal year	Shred	
Public Utility	Customer applications, correspondence	Expired	Until superseded or obsolete	Shred	
Public Utility	Utility Billing Registers	FY11	3 yrs after close of fiscal year	Shred	
Solid Waste	Work Orders/Job Tickets	FY11	3 yrs after close of fiscal year	Shred	

# **Staff Summary Report**

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<b>MEETING DATE:</b>	JULY 22,2014
<b>AGENDA ITEM:</b>	VIII. CONSENT AGENDA (E)
<b>AGENDA TITLE:</b>	Crime Stoppers Inter-Governmental Agreement

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<b>ACTION REQUESTED BY:</b>	Josh Ray
<b>ACTION REQUESTED:</b>	Approve Crime Stoppers Inter-Governmental Agreement
<b>SUMMARY BY:</b>	Sherlynn Morgan

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## **PROJECT DESCRIPTION / FACTS**

The Inter-Governmental Agreement for Crime Stoppers has been in place for several years.

The City's portion is \$5,435.98 annually which represents a 2% increase over FY14. The FY15 Preliminary Budget includes sufficient funds to meet the financial commitment of the agreement.

This agreement will be effective starting July 1, 2014

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<b>SUPPORT DOCUMENTS:</b>	Crime Stoppers Inter-Governmental Agreement
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>	Move to Approve Crime Stoppers Inter-Governmental Agreement
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**Jack Fortner**  
Chairman

**Keith Johns**  
Chairman Pro Tem

**Scott Eckstein**  
Member

**Margaret McDaniel**  
Member

**GloJean Todacheene**  
Member



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**J. M. Durrett, Jr.**  
County Attorney

**Douglas A. Echols**  
Deputy County Attorney

**Joseph F. Sawyer**  
Deputy County Attorney

July 2, 2014

City of Aztec  
ATTN: Larry Thrower, City Attorney  
201 W. Chaco  
Aztec, NM 87410

Re: Crime Stoppers Agreement

Dear Mr. Thrower:

Enclosed please find the most recent Crime Stoppers Intergovernmental Agreement to fund the position of the Crime Stoppers Executive Director.

This agreement incorporates the terms of the Amendment to Intergovernmental Agreement from 2009 directly into paragraphs 1.1, 2.1 and 4.1. The amount due from each party to the agreement in paragraph 2.1 is lower than the amount stated in the 2009 amendment because the current executive director has requested fewer benefits. The agreement will expire June 30, 2019 or upon thirty days written notice.

If the agreement is acceptable, please send 5 signed originals back to the San Juan County Legal Department at 100 S. Oliver Dr., Aztec, NM 87410.

Once the Agreement has been signed by all parties in counterpart, the Legal Department will send you a Fully Executed Original for your files.

Please call if you have any questions.

Sincerely,

Joseph F. Sawyer

Enclosure (as stated)

## INTERGOVERNMENTAL AGREEMENT

### BETWEEN SAN JUAN COUNTY, NEW MEXICO, THE CITIES OF FARMINGTON, AZTEC, AND BLOOMFIELD, NEW MEXICO, AND SAN JUAN COUNTY CRIME STOPPERS, INC., A NEW MEXICO NON-PROFIT CORPORATION, REGARDING THE OPERATION OF A COUNTY-WIDE CRIME PREVENTION PROGRAM.

**THIS AGREEMENT** is made and entered into this 1<sup>st</sup> of July, 2014, by and between San Juan County, New Mexico ("the County"), the City of Aztec ("Aztec"), the City of Farmington, ("Farmington"), the City of Bloomfield ("Bloomfield"), and San Juan County Crime Stoppers, Inc., a New Mexico non-profit corporation (collectively referred to as "the parties"), to jointly operate a county-wide crime prevention program known as "Crime Stoppers."

#### 1. GENERAL PROVISIONS.

- 1.1 The parties agree to jointly fund the position of Crime Stoppers Executive Director. The Crime Stoppers Executive Director shall be an unclassified employee of San Juan County within Grade COH-07 of the San Juan County salary step system. This position is under the supervision, direction and control of the Board of Directors of Crime Stoppers. Salary and benefits shall continue at their current rate until August 2, 2014. Beginning August 3, 2014, the Crime Stoppers Executive Director's salary shall be at Step 2-1 in the amount of \$14.61 hourly (\$30,388.80 annually). Salary increases shall be awarded under the County's Step Program and an Annual Performance Review Evaluation which shall be conducted by the Chairman of the Crime Stoppers Board. Furthermore, a cost of living adjustment (COLA) as approved by the San Juan County Commission will be implemented annually to the Executive Director's wages, when available. County benefits will be calculated at actual cost and billed accordingly. Benefits include FICA, PERA, NM Retire Health Care and Health Insurance selected by the employee. For purposes of budgeting and determining entity contributions under this agreement, 30% of the annual salary shall be used to estimate County benefits. However, the actual percentage may be higher or lower depending on the employee's selection of health insurance and/or any other changes in the amounts within the benefit category.
- 1.2 The Crime Stoppers Executive Director shall coordinate a County-wide crime prevention program. The Executive Director shall be responsible for collecting information from law enforcement agencies for which public assistance is needed and disseminating information through local news media. The Executive Director shall also receive information and "tips" from the public concerning law enforcement matters, and refer that information in a timely manner to the appropriate law enforcement agency. In addition, the Executive Director shall maintain all records relating to the Program, prepare agendas for monthly meetings of Crime Stoppers, Inc., attend the monthly

meetings, assist with fund-raising, and prepare and present an annual written report of activities and accomplishments to each of the parties to this Agreement.

## 2. FUNDING.

2.1 Each party shall contribute annually to the operation of the Program according to the following schedule:

a. The City of Aztec:	\$5,435.98 (15%)
b. The City of Bloomfield:	\$5,435.98 (15%)
c. The City of Farmington:	\$12,683.95 (35%)
d. San Juan County:	\$12,683.95 (35%)
e. San Juan County Crime Stoppers, Inc.	*see paragraph 2.3
f. Total Salary and Benefits	\$36,239.86 (100%)

2.2 Each party's contribution shall be increased according to the percentages set out in Paragraph 2.1 to cover annual salary increases and associated benefits.

2.3 All costs of operation other than the Executive Director's salary and benefits shall be contributed by San Juan County Crime Stoppers, Inc. and are outside the scope of this Agreement.

2.4 Each party's contribution under this Agreement shall be made to San Juan County on a monthly basis.

2.5 San Juan County shall act as fiscal agent for all funds contributed by the parties pursuant to this Agreement, and shall manage all revenue, maintain all accounts and receive and disburse all funds related to the Program.

2.6 The parties hereto shall be strictly accountable for all funds collected and disbursed hereunder.

## 3. BOOKS, RECORDS.

3.1 San Juan County shall provide accounting services, general bookkeeping and recordkeeping for the Program.

3.2 San Juan County shall prepare and present such reports as may be required by law, regulation or contract to any governmental agency.

3.3 San Juan County shall render to the parties hereto, at reasonable intervals, such reports and accounting as the parties hereto may from time to time request.

## 4. TERMINATION.

4.1 This Agreement will terminate on June 30, 2019.

- 4.2 Any party may terminate this Agreement upon thirty (30) days written notice to the other parties of its intention to do so.
- 4.3 Upon notice by a single party of its intent to terminate, the remaining parties may elect to continue the Program under the terms and conditions herein, or may elect to terminate the Agreement in its entirety. If the parties elect to continue with the Program, adjustments in the funding formula must be agreed to by amendment to this Agreement.
- 4.4 Upon termination of this Agreement, any remaining or surplus funds shall be distributed to the parties in the proportion their contributions were made.
- 4.5 Upon termination of this Agreement, the powers granted under this Agreement shall continue to the extent necessary to make an effective disposition of property and a full accounting.

**5. AMENDMENT.**

This Agreement may be amended by the parties from time to time, but any amendment shall be in writing and executed by all of the parties.

**6. SEVERABILITY.**

If any of the provisions contained in this Agreement shall be, for any reason, held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect other provisions hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been a part hereof.

**7. EFFECTIVE DATE.**

This Agreement shall be effective upon execution by all of the parties.

**8. MERGER.**

This Agreement terminates and supersedes all prior agreements pertaining to the operation of the County-wide Crime Stoppers program.

**9. EXECUTION IN COUNTERPART.**

This agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals by their duly authorized officers, agents and representatives.

# Staff Summary Report

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**MEETING DATE:** JULY 22,2014  
**AGENDA ITEM:** VIII. CONSENT AGENDA (F)  
**AGENDA TITLE:** Lodgers' Tax Advisory Board Member Appointment

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**ACTION REQUESTED BY:** Lodgers' Tax Advisory Board (LTAB)  
**ACTION REQUESTED:** Approve Lodger's Tax Advisory Board Member Appointment  
**SUMMARY BY:** Sherlynn Morgan

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## **PROJECT DESCRIPTION / FACTS**

- LTAB has been down two members since August of 2012
- The vacant positions were advertised in the Daily Times, Facebook and letters were sent out to the business asking for members, and the current board members have been talking to business owners
- Russ Allen recently turned in his resignation from the board as well
- Currently only Theresa Bailey; General Manager with Microtel and Sam Blue; Ace Development have shown any interest
- With the appointment of these two members that leaves the board short one member still
- The current board members voted unanimously to recommend approval of appointment of Theresa Bailey and Sam Blue at the LTAB meeting on July 14, 2014

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**SUPPORT DOCUMENTS:** Letters of Interest from Theresa Bailey and Sam Blue

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Appointment of Lodger's Tax Advisory Board Members

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May 20, 2014

To the City of Aztec,

We would like to accept the offer of serving on the Aztec Lodgers Tax Board. I believe that being directly tied to the Hospitality and Tourism Industry we should be involved as much as possible. In addition, we have over ten years in the hospitality and 25 years living in the area, we would be happy to accept the position to serve on the Board. It's a perfect fit for us! Please let us know as soon as possible what we need to do.

Thank you for the opportunity to serve Aztec and our community.

Best Regards,

Theresa Bailey  
General Manager

A handwritten signature in blue ink that reads "Theresa Bailey". The signature is written in a cursive style with a large, looped "T" and "B".

Sam Blue  
Presidential Hospitality

A handwritten signature in purple ink that reads "Sam Blue". The signature is written in a cursive style with a large, looped "S" and "B".



July 1 2014

To the City of Aztec,

I would like to accept the offer of serving on the Aztec Lodgers Tax Board. I believe that being directly tied to the Hospitality and Tourism Industry I should be involved as much as possible. In addition, I have lived and owned several businesses in Aztec. I would be happy to accept the position to serve on the Board. Please let us know as soon as possible what I need to do.

*Thank you for the opportunity to serve Aztec and our community.*

Best Regards,

A handwritten signature in black ink, appearing to read "Sam Blue". The signature is fluid and cursive, with a large initial "S" and a long, sweeping tail.

Sam Blue

Ace Development

# Staff Summary Report

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<b>MEETING DATE:</b>	July 22, 2014
<b>AGENDA ITEM:</b>	VIII. CONSENT (G)
<b>AGENDA TITLE:</b>	Resolution 2014-940 FY15 Annual Budget Adoption

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<b>ACTION REQUESTED BY:</b>	Finance Department
<b>ACTION REQUESTED:</b>	Approval of Resolution 2014-940 FY15 Annual Budget
<b>SUMMARY BY:</b>	Kathy Lamb

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## PROJECT DESCRIPTION / FACTS (Leading Department)

- Resolution 2014-940 adopts the fiscal year 2014-2015 budget for the City of Aztec. The State Division of Local Government has granted interim approval of the City's preliminary budget on June 19, 2014. Following approval by the City Commission of the annual budget, the final budget documents will be submitted to the local government division. The city budget is to be submitted for final approval by July 31, 2014.
- The Commission provided preliminary approval to the budget during the May 27, 2014 meeting following workshops on May 19 and May 22, 2014.
- Our NMDFA budget analyst, while not included in the preliminary approval letter, has requested the following adjustments to the General Fund budget:
  - Increase Property Tax revenues by \$19,182
  - Increase Small Cities Assistance by \$55,000
- There are some projects that were not completed as of June 30, 2014 and require the balance of their FY14 funding to be reauthorized in FY2015.
- In addition to projects, all preliminary budgets have been reviewed and require adjustment to meet anticipated requirements during the FY2015 year.
- From preliminary budget approval to the proposed final budget, adjustments have been required in multiple funds for both revenue and expenditure accounts. The detail of those requested adjustments are attached and incorporated in resolution 2014-940.
  - Total increase to revenue, all funds, is \$83,824, the result of the requested changes by DFA noted above and an increase in State Fire Fund (Fund 230) distribution of \$9,691 (\$185,000 to \$194,691).
  - Total increase to expenditures, all funds, is \$1,328,385. Of this amount, \$1,787,179 is requested to reauthorize previous year funding to complete projects in process as of June 30, 2014; \$850,000 is a budget reduction in the Joint Utility Fund; and \$391,206 represents new requests not included in the FY2014-15 Preliminary Budget.

<b>FISCAL INPUT</b> (If applicable, Finance Department)
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Total budgeted revenues, including transfers	\$28,711,064
Total budgeted expenditures, including transfers	37,083,222
Total transfers between funds	\$ 1,950,142

The difference between budgeted revenues and budgeted expenditures is \$8,372,158 requiring the use of cash reserves, primarily in General Fund, Capital Project Fund and Joint Utility.

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**SUPPORT DOCUMENTS:**

Resolution 2014-940  
Adjustments to Preliminary FY15 Budget  
Cash Reserve Estimates

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**DEPARTMENT'S RECOMMENDED MOTION:** Move and Second Approval of Resolution 2014-940 FY15 Annual Budget Adoption

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**Resolution 2014-940**  
**State Of New Mexico, Municipality Of Aztec**  
**2014-2015 BUDGET ADOPTION, 102nd FISCAL**  
**YEAR**

**WHEREAS**, the Governing body in and for the City of Aztec, State of New Mexico has developed a budget for fiscal year 2014-2015, and

**WHEREAS**, said budget was developed on the basis of need and through cooperation with all departments, elected officials and other department supervisors; and

**WHEREAS**, the official meeting for the review of the annual budget were duly advertised and held on May 19 and May 20, 2014. Preliminary approval of the budget was provided on May 27, 2014. The adoption of the final budget was posted and included on the July 22, 2014 Commission Meeting Agenda as required by the State Open Meetings Act; and

**WHEREAS**, it is the majority opinion of this Commission that the proposed budget meets the requirements as currently determined for fiscal year 2014-2015.

	FUND NUMBER	TOTAL REVENUES	TOTAL TRANSFERS	TOTAL EXPENDITURES
GENERAL FUND	101	6,346,202	-465,000	8,099,427
ROAD FUND	200	3,979,239	400,000	5,092,545
LAW ENFORCEMENT PROTECTION FUND	205	29,000	0	33,788
LOCAL GOVERNMENT CORRECTION FUND	207	85,000	35,000	120,000
ECONOMIC DEVELOPMENT FUND	215	300	0	0
IMPACT/DEVELOPMENT FUND	216	100	-32,003	0
LODGERS TAX	220	18,075	0	33,810
STATE FIRE FUND	230	195,691	0	151,800
AIRPORT	270	779,275	30,000	820,211
CAPITAL PROJECTS FUND	310	871,013	32,003	1,046,146
JOINT UTILITY FUND	500	13,746,918	-226,861	18,849,042
ELECTRIC R&R	503	4,500	550,000	0
WATER R&R	506	1,500	-100,000	0
W/WTR R&R	509	1,500	-263,139	0
WATER RIGHTS FUND	530	9,600	40,000	65,000
IRRIGATION ASSESSMENT	540	13,359	0	75,351
SOLID WASTE	550	679,650	0	745,960
<b>FUND TOTALS</b>		<b>\$26,760,922</b>	<b>\$ 0</b>	<b>\$35,133,080</b>

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the City of Aztec, State of New Mexico, hereby adopts the budget herein above described and respectfully requests approval from the Local Government Division of the Department of Finance of Administration.

**RESOLVED:** In session this 22nd day of July, 2014.

**MUNICIPAL GOVERNING BOARD  
AZTEC, NEW MEXICO**

\_\_\_\_\_  
MAYOR SALLY BURBRIDGE

\_\_\_\_\_  
MAYOR PRO-TEM SHERRI A. SIPE

\_\_\_\_\_  
COMMISSIONER ROBERTA S. LOCKE

\_\_\_\_\_  
COMMISSIONER KATEE MCCLURE

\_\_\_\_\_  
COMMISSIONER SHERI L. ROGERS

ATTEST:

\_\_\_\_\_  
KARLA SAYLER CMC

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN **RED** ARE CHANGES FROM WORKSHOP ON 7/8/14

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>GENERAL</b>						
<i>VISITOR CENTER</i>						
101-1116-67214	TOURISM/MARKETING	23,000	21,200	\$44,200		NM TRUE ADVERTISING; LTAB APPROVED \$4K FROM LODGERS TAX BUDGET (REFER FUND 220)
101-1116-85000	CPTL: OTHER IMPROVEMENTS	0	10,000	\$10,000	FY14 RE- APPROPRIATION	SOLAR LIGHTING NORTH BILLBOARD - WAITING ON NM DOT PERMIT
<i>MUNICIPAL COURT</i>						
101-1120-82100	CPTL: BUILDING IMPROVEMENTS	0	9,600	\$9,600	FY14 RE- APPROPRIATION	CONSTRUCT EXTERIOR DOOR - WAITING ON CONTRACTOR
<i>CITY MANAGER</i>						
101-1130-51200	REFERENCE/SUBSCRIPTION	350	2,750	\$3,100		MULTI YEAR (3) SUBSCRIPTION TO E-CIVIS GRANT RESEARCH; WILL BE ANNUAL BUDGET ITEM FOR FY16 & FY17
101-1131-64230	PROF SVCS: PERSONNEL	8,035	4,000	\$12,035		SALARY SURVEY (CONSULTANT PREPARED)
<i>COMMUNITY DEVELOPMENT</i>						
101-1160-63200	BUILDING MAINTENANCE	200	9,500	\$9,700	FY14 RE- APPROPRIATION	PAINT & NEW CARPET IN COMMUNITY DEVELOPMENT; CHANGE IN PERSONNEL - PROJECT DELAYED
101-1160-64200	PROFESSIONAL SERVICES	0	5,000	\$5,000	FY14 RE- APPROPRIATION	LEGAL SERVICES SPECIALIZING IN LAND/SUBDIVISION LAW
101-1160-68251	PUBLIC MEETING EXPENSE	500	600	\$1,100		COUNTY FAIR BOOTH FEES
<i>INFORMATION TECHNOLOGY</i>						
101-1170-86920	CPTL: WIRELESS NETWORK - PUBLIC	0	34,532	\$34,532	FY14 RE- APPROPRIATION	EQUIPMENT TO COMPLETE PUBLIC WIFI NETWORK
<i>PROJECT MANAGEMENT</i>						
101-1190-64200	PROFESSIONAL SERVICES	15,830	30,000	\$45,830		PICTOMETRY - ADD 1' LIDAR FOR DESIGN REQUIREMENTS
<i>POLICE DEPARTMENT</i>						
101-2210-72140	FED GR: SAFETY EQUIPMENT	1,500	1,500	\$3,000	FY14 RE- APPROPRIATION	BULLET PROOF VESTS ORDERED; NOT RECEIVED BY 6/30/14
101-2210-82100	CPTL: BUILDING IMPROVEMENTS	0	7,400	\$7,400	FY14 RE- APPROPRIATION	CONSTRUCTION WINDOW - WAITING ON CONTRACTOR

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

**ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14**

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>STREETS</b>						
101-3310-52178	MEDIAN IMPROVEMENTS	1,200	35,100	\$36,300	FY14 RE- APPROPRIATION	CONTRACTOR UNABLE TO COMPLETE WORK BY 6/30/14; WILL COMPLETE WORK FOR AMOUNTS CONTRACTED IN FY14
101-3310-53200	NON CPTL: EQUIPMENT	8,000	3,300	\$11,300	FY14 RE- APPROPRIATION	TRAFFIC CONTROL TRAILER NOT REC'D BY 6/30/14
101-3310-64200	PROFESSIONAL SERVICES	35,000	191,000	\$226,000	FY14 RE- APPROPRIATION	10 YR STREET PLAN UPDATE IN PROGRESS (\$11,000) ARROYO EASEMENT SERVICES (\$180,000)
101-3310-64201	PROFESSIONAL SERVICES: ARTERIAL	50,000	135,000	\$185,000	FY14 RE- APPROPRIATION	ENVIRONMENTAL, ROW, DESIGN IN PROGRESS FOR PHASE 1B AND PHASE 2
101-3310-64264	M24 PROFESSIONAL SERVICES	20,000	10,500	\$30,500	FY14 RE- APPROPRIATION	COUNTY HAS REQUESTED FUNDS BE RE-APPROPRIATED
101-3310-83200	CPTL: EQUIPMENT	0	39,695	\$39,695	FY14 RE- APPROPRIATION	ASPHALT PAVER - DELIVERY SCHEDULED LATE SUMMER
101-3310-83250	CPTL: HEAVY EQUIPMENT	0	56,745	\$56,745	FY14 RE- APPROPRIATION	SKID STEER LOADER - DELIVERY SCHEDULED LATE SUMMER
101-3310-85381	CPTL: S LIGHTPLANT SIDEWALKS	0	55,000	\$55,000	FY14 RE- APPROPRIATION	PROJECT TO BE COMPLETE BY 8/9/14
<b>ANIMAL CONTROL</b>						
101-5210-51151	ANIMAL SUPPLIES (DONATIONS)	67,807	3,574	\$71,381		RECOGNIZE 100% OF FY14 CONTRIBUTIONS
<b>PARKS</b>						
101-6450-52100	REPAIRS/MAINTENANCE SUPPLIES	31,300	2,468	\$33,768	FY14 RE- APPROPRIATION	RIVERSIDE PUMP PROJECT
101-6450-64120	PARK MAINT SERVICES		1,000	\$1,000	FY14 RE- APPROPRIATION	COTTONWOOD TREE REMOVAL RIVERSIDE PARK
101-6450-68570	Trails - Sidewalks - Medians Services		20,000	\$20,000		WEED CONTROL SERVICE CONTRACT
<b>LIBRARY</b>						
101-6490-76820	LCL GR: SAN JUAN COUNTY		1,200	\$1,200		COUNTY COMMISSION FUNDS REC'D 6/26/14
101-6490-82100	CPTL: BUILDING IMPROVEMENTS		6,920	\$6,920	FY14 RE- APPROPRIATION	INSTALLATION OF DOORS TO CHILDRENS ENTRY WAITING ON CONTRACTOR
<b>SENIOR CENTER</b>						
101-7010-78150	LOCAL: SJ COUNTY		1,200	\$1,200		ADD'L COUNTY COMMISSION FUNDS REC'D LATE JUNE
101-7010-82100	CPTL: BUILDING IMPROVEMENTS	24,000	7,630	\$31,630	FY14 RE- APPROPRIATION	INSTALLATION PENDING WATER HEATER DELIVERY (CONTRACTOR)

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN **RED** ARE CHANGES FROM WORKSHOP ON 7/8/14

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>SPECIAL</b>						
<i>MUNICIPAL ROAD FUND</i>						
200-3310-64110	STREET MAINT SERVICES	600,845	10,000	\$610,845	FY14 RE- APPROPRIATION	SIMMONDS ROAD CONST OVERSIGHT
200-3310-85373	CPTL: RUINS RD PEDESTRIAN BRIDGE		300,000	\$300,000	FY14 RE- APPROPRIATION	PEDESTRIAN BRIDGE - CONSTRUCTION S/BE COMPLETE END OF JULY
200-3310-85374	CPTL: MARTINEZ LANE TRAIL	300,000	25,000	\$325,000	FY14 RE- APPROPRIATION	TRAIL CONSTRUCTION S/BE COMPLETE END OF SEPTEMBER
<i>LAW ENFORCEMENT</i>						
205-2210-51100	SUPPLIES	14,500	1,242	\$15,742	FY2014 RE- APPROPRIATION	AMMUNITION
205-2210-53200	NONCPTL: EQUIPMENT	0	3,346	\$3,346	FY2014 RE- APPROPRIATION	WEAPONS (REMINGTON 870P)
<i>LODGERS TAX</i>						
220-1116-68920	SVCS: ADVERTISING	24,510	4,000	\$28,510		LTAB RECOMMENDED BUDGET 7/14/2014; PARTICIPATE IN NM TRUE ADVERTISING
<b>CAPITAL PROJECTS</b>						
310-6450-85522	CPTL: KOKOPELLI COMMUNITY PARK	20,000	7,000	\$27,000	FY2014 RE- APPROPRIATION	KOKOPELLI PARK IMPROVEMENTS (SOD)
310-6450-85524	CPTL: RIVERSIDE SPORTS COMPLEX	0	25,000	\$25,000		COMPLETE SOD @ SPORTS COMPLEX
310-6450-85527	CPTL: N MAIN CORRIDOR DEVELOPMENT	501,305	78,695	\$580,000	FY2014 RE- APPROPRIATION	CONSULTANT SERVICES (UNDER CONTRACT)

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14

J/U FUND		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<i>UTILITY ADMINISTRATION</i>						
	500-4010-63200 BUILDING MAINTENANCE	220	2,000	\$2,220		ROOF REPAIRS; QUOTES REC'D 7/21/14
<i>ELECTRIC</i>						
	500-4510-86180 CPTL: AZTEC RUINS UNDERGROUND	100,000	50,000	\$150,000	FY2014 RE- APPROPRIATION	CUSTOMER PROJECT WILL COMPLETE END OF SUMMER
<i>WATER TREATMENT</i>						
	500-4610-85000 CPTL: RIVER DIVERSION	630,000	60,000	\$690,000	FY2014 RE- APPROPRIATION	RIVER DIVERSION DESIGN
	500-4610-87142 CPTL: RES #3 PUMP IMPROVEMENTS	0	72,000	\$72,000	FY14 RE- APPROPRIATION	BID 2014-408 CONSTRUCTION & PUMP EQUIPMENT
	500-4610-87300 CPTL: WATER PLANT IMPROVEMENTS	850,000	(850,000)	\$0		DELETE BUDGET
	500-4610-87301 CPTL: CLEARWELL EXPANSION	300,000	29,300	\$329,300	FY14 RE- APPROPRIATION	CLEARWELL EXPANSION DESIGN
	500-4610-87500 CPTL: SCADA SYSTEM IMPROVEMENTS	286,500	120,000	\$406,500	FY14 RE- APPROPRIATION	SCADA SYSTEM CONSTRUCTION & OVERSIGHT
<i>WATER DISTRIBUTION</i>						
	500-4650-63000 REPAIR & MAINT SERVICES	0	25,000	\$25,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
	500-4650-63223 TREATED WTR PUMP RPR & MAINT	0	5,000	\$5,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
<i>WASTEWATER TREATMENT</i>						
	500-4710-63200 FACILITY MAINTENANCE	2,600	1,255	\$3,855		WEED CONTROL SERVICE CONTRACT
<i>WASTEWATER COLLECTION</i>						
	500-4750-63228 LIFT STATION MAINTENANCE	0	15,000	\$15,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
	500-4750-88950 CPTL: OUTFALL LINE	3,500,000	500,000	\$4,000,000	FY14 RE- APPROPRIATION	OUTFALL PROJECT PROFESSIONAL SERVICES

FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014

ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14

PRELIMINARY  
BUDGET      ADJUSTMENT      FINAL BUDGET

IRRIGATION FUND

540-4660-89118	CPTL: HARTMAN PARK DRAINAGE	40,000	16,706	\$56,706	FY14 RE- APPROPRIATION	CULVERT & DROP INLETS

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CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

GENERAL FUND		
FUND #101		
FY14 EST	FY15 EST	FY16 EST

BEG. CASH BALANCE	4,407,177	3,601,403	1,383,178
EST. REVENUES	6,654,009	6,346,202	6,266,625
EST. EXPENDITURES	(7,024,525)	(7,964,427)	(7,992,896)
CONTINGENCIES	0	0	(100,000)
CONTINGENCIES		(35,000)	(35,000)
CONTINGENCIES	0	(100,000)	(125,000)
Transfers In			
Transfers Out	(435,258)	(465,000)	(465,000)
SURPLUS/(DEFICIT)	(805,774)	(2,218,225)	(2,451,271)
<b>ENDING CASH BALANCE</b>	<b>3,601,403</b>	<b>1,383,178</b>	<b>(1,068,093)</b>

Specific to Econ Dev  
 Cmsn discretion to respond to requests throughout year

REQUIRED 1/12TH RESERVE - AS CALCUATED BY DFA (does not include transfers)	0	(674,952)	(687,741)
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<b>AVAILABLE CASH BALANCE</b>	<b>3,601,403</b>	<b>708,226</b>	<b>(1,755,834)</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>(77,255)</b>	<b>323,702</b>	<b>(2,141,402)</b>

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

**SPECIAL FUNDS: USE SPECIFICALLY RESTRICTED BY NM STATUTE, CITY ORDINANCE OR FUNDING SOURCE**

	ROAD FUND FUND #200			LAW ENFORCEMENT PROT FUND #205		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	1,078,943	1,161,120	447,814	9,884	4,876	88
EST. REVENUES	1,276,614	3,979,239	4,169,051	29,037	29,000	29,000
EST. EXPENDITURES CONTINGENCIES	(1,594,437)	(5,092,545)	(4,947,475)	(34,045)	(33,788)	(29,000)
Transfers In Transfers Out	400,000	400,000	400,000			
SURPLUS/(DEFICIT)	82,177	(713,306)	(378,424)	(5,008)	(4,788)	0
<b>AVAILABLE CASH BALANCE</b>	<b>1,161,120</b>	<b>447,814</b>	<b>69,390</b>	<b>4,876</b>	<b>88</b>	<b>88</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>(76,927)</b>	<b>487,535</b>	<b>109,111</b>	<b>814</b>	<b>168</b>	<b>218</b>

	LOCAL GOV'T CORRECTION FUND #207			ECONOMIC DEVELOPMENT FUND #215		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	4,365	4,672	4,672	112,575	112,742	113,042
EST. REVENUES	85,307	85,000	85,000	167	300	300
EST. EXPENDITURES CONTINGENCIES	(90,258)	(120,000)	(120,000)			
Transfers In Transfers Out	5,258	35,000	35,000			
SURPLUS/(DEFICIT)	307	0	0	167	300	300
<b>AVAILABLE CASH BALANCE</b>	<b>4,672</b>	<b>4,672</b>	<b>4,672</b>	<b>112,742</b>	<b>113,042</b>	<b>113,342</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>4,811</b>	<b>4,365</b>	<b>4,365</b>	<b>112,470</b>	<b>113,175</b>	<b>113,475</b>

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

	IMPACT FEES FUND #216			LODGERS TAX FUND FUND #220		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	28,476	34,022	2,119	31,551	35,370	19,635
EST. REVENUES	5,546	100	100	24,504	18,075	18,075
EST. EXPENDITURES				(20,685)	(32,810)	(18,350)
CONTINGENCIES					(1,000)	(1,000)
Transfers In						
Transfers Out		(32,003)				
SURPLUS/(DEFICIT)	5,546	(31,903)	100	3,819	(15,735)	(1,275)
<b>AVAILABLE CASH BALANCE</b>	<b>34,022</b>	<b>2,119</b>	<b>2,219</b>	<b>35,370</b>	<b>19,635</b>	<b>18,360</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	1,565	1,173	1,273	16,675	14,980	13,705

	STATE FIRE FUND FUND #230			RECREATION FUND FUND #240		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	968,418	358,983	402,874	3,311	3,311	3,311
EST. REVENUES	189,121	195,691	186,000			
EST. EXPENDITURES	(798,556)	(151,800)	(153,500)			
CONTINGENCIES						
Transfers In						
Transfers Out						
SURPLUS/(DEFICIT)	(609,435)	43,891	32,500	0	0	0
<b>ENDING CASH BALANCE</b>	<b>358,983</b>	<b>402,874</b>	<b>435,374</b>	<b>3,311</b>	<b>3,311</b>	<b>3,311</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	233,336	321,256	353,756	3,311	3,311	3,311

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

	EMERG MED SERVICES FUND #250			AIRPORT FUND #270		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	0	0	0	19,694	45,857	34,921
EST. REVENUES				8,746	779,275	588,775
EST. EXPENDITURES CONTINGENCIES				(12,583)	(820,211)	(614,311)
Transfers In				30,000	30,000	30,000
Transfers Out						
SURPLUS/(DEFICIT)	0	0	0	26,163	(10,936)	4,464
<b>ENDING CASH BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,857</b>	<b>34,921</b>	<b>39,385</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	-	-	-	9,999	34,312	38,776

**CAPITAL FUNDS (RESTRICTED TO CAPITAL PURCHASES - BUILDINGS, EQUIPMENT, INFRASTRUCTURE, ETC.)**

	CAPITAL PROJECTS FUND #310			CDBG FUND #340		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	799,941	687,215	544,082	4,345	4,345	4,345
EST. REVENUES	603,806	871,010	551,113			
EST. EXPENDITURES CONTINGENCIES	(716,532)	(1,046,146)	(559,599)			
Transfers In		32,003				
Transfers Out						
SURPLUS/(DEFICIT)	(112,726)	(143,133)	(8,486)	0	0	0
<b>ENDING CASH BALANCE</b>	<b>687,215</b>	<b>544,082</b>	<b>535,596</b>	<b>4,345</b>	<b>4,345</b>	<b>4,345</b>
NMFA Debt Reserve	354,425	354,425	354,425			
<b>AVAILABLE CASH BALANCE</b>	<b>332,790</b>	<b>189,657</b>	<b>181,171</b>	<b>4,345</b>	<b>4,345</b>	<b>4,345</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	162,869	191,587	183,101	4,345	4,345	4,345

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	JOINT UTILITY FUND FUND #500			ELECTRIC RPR & RPLCMNT FUND #503		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	\$ 6,539,016	6,178,205	849,220	2,594,487	3,148,645	3,703,145
EST. REVENUES	10,135,148	13,746,918	9,797,354	4,158	4,500	4,500
EST. EXPENDITURES	(9,855,959)	(18,749,042)	(19,328,996)			
CONTINGENCIES	0	(100,000)	(150,000)			
Transfers In	200,000	613,139	4,950,000	550,000	550,000	550,000
Transfers Out	(840,000)	(840,000)	(840,000)			(4,200,000)
SURPLUS/(DEFICIT)	(360,811)	(5,328,985)	(5,571,642)	554,158	554,500	(3,645,500)
<b>ENDING CASH BALANCE</b>	<b>6,178,205</b>	<b>849,220</b>	<b>(4,722,422)</b>	<b>3,148,645</b>	<b>3,703,145</b>	<b>57,645</b>
NMED 2008- W/Wtr Debt & Rpr Rs	(305,000)	(305,000)	(305,000)			
NMED 2013 W/Wtr Debt & Rpt Rsv		(40,325)	(80,650)			
<b>AVAILABLE CASH BALANCE</b>	<b>5,873,205</b>	<b>503,895</b>	<b>(5,108,072)</b>	<b>3,148,645</b>	<b>3,703,145</b>	<b>57,645</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>634,500</b>	<b>(1,538,610)</b>	<b>(7,544,142)</b>	<b>3,540,541</b>	<b>3,703,962</b>	<b>58,462</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RPR & RPLCMNT FUND #506			WWTR RPR & RPLCMNT FUND #509		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	\$ 824,896	976,204	877,704	850,049	751,365	489,726
EST. REVENUES	1,308	1,500	1,500	1,316	1,500	1,500
EST. EXPENDITURES						
CONTINGENCIES						
Transfers In	150,000	150,000	150,000	100,000	100,000	100,000
Transfers Out		(250,000)	(750,000)	(200,000)	(363,139)	
SURPLUS/(DEFICIT)	151,308	(98,500)	(598,500)	(98,684)	(261,639)	101,500
<b>ENDING CASH BALANCE</b>	<b>976,204</b>	<b>877,704</b>	<b>279,204</b>	<b>751,365</b>	<b>489,726</b>	<b>591,226</b>
NMED 2008- W/Wtr Debt & Rpr Rsv				(250,000)	(250,000)	(250,000)
NMED 2013 W/Wtr Debt & Rpt Rsv					(29,997)	(60,000)
<b>AVAILABLE CASH BALANCE</b>	976,204	877,704	279,204	501,365	209,729	281,226
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>976,518</b>	<b>877,896</b>	<b>279,396</b>	<b>329,365</b>	<b>209,913</b>	<b>281,410</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RIGHTS FUND #530			IRRIGATION ASSESMT FUND #540		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	295,095	333,233	317,833	121,487	132,352	70,360
EST. REVENUES	9,804	9,600	9,600	13,342	13,359	13,359
EST. EXPENDITURES	(11,666)	(65,000)	(65,000)	(2,477)	(67,351)	(11,135)
CONTINGENCIES					(8,000)	(8,500)
Transfers In	40,000	40,000	40,000			
Transfers Out						
SURPLUS/(DEFICIT)	38,138	(15,400)	(15,400)	10,865	(61,992)	(6,276)
<b>ENDING CASH BALANCE</b>	<b>333,233</b>	<b>317,833</b>	<b>302,433</b>	<b>132,352</b>	<b>70,360</b>	<b>64,084</b>
<b>AVAILABLE CASH BALANCE</b>	333,233	317,833	302,433	132,352	70,360	64,084
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>129,124</b>	<b>284,095</b>	<b>268,095</b>	<b>70,911</b>	<b>31,015</b>	<b>24,739</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	<b>SOLID WASTE FUND #550</b>		
	<b>FY14 EST</b>	<b>FY15 EST</b>	<b>FY16 EST</b>
BEG. CASH BALANCE	238,612	209,114	142,804
EST. REVENUES	684,564	679,650	679,650
EST. EXPENDITURES	(714,062)	(740,960)	(743,560)
CONTINGENCIES		(5,000)	(5,000)
Transfers In			
Transfers Out			
SURPLUS/(DEFICIT)	(29,498)	(66,310)	(68,910)
<b>ENDING CASH BALANCE</b>	<b>209,114</b>	<b>142,804</b>	<b>73,894</b>
<b>AVAILABLE CASH BALANCE</b>	209,114	142,804	73,894
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>130,494</b>	<b>131,272</b>	<b>62,362</b>

# Staff Summary Report

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**MEETING DATE:** July 22, 2014  
**AGENDA ITEM:** VIII. CONSENT AGENDA (H)  
**AGENDA TITLE:** Resolution 2014-941 SURPLUS

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

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

- The purchase of the property and building for the Public Works Department, 610 Western Drive, included a 23' x 48' walk-in freezer. Initially there was consideration the unit may be repurposed for use; however, no reasonable use has been identified and the property is not essential for municipal purpose. The finance department is requesting to submit the items for public auction through the new Public Surplus website. If the items are not sold they will be donated or disposed of according to Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

## **PROCUREMENT INPUT** ( Purchasing)

- The Finance Department will work with Public Surplus to initiate the use of a web based public auction. We anticipate this and previously surplus items to be posted by the end of August.

## **FISCAL INPUT** (Finance Department)

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

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**SUPPORT DOCUMENTS:** Resolution 2014-941  
Freezer Images

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**DEPARTMENT'S RECOMMENDED MOTION:** Approve Resolution 2014-941 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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# RESOLUTION 2014-941

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

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

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

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

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

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

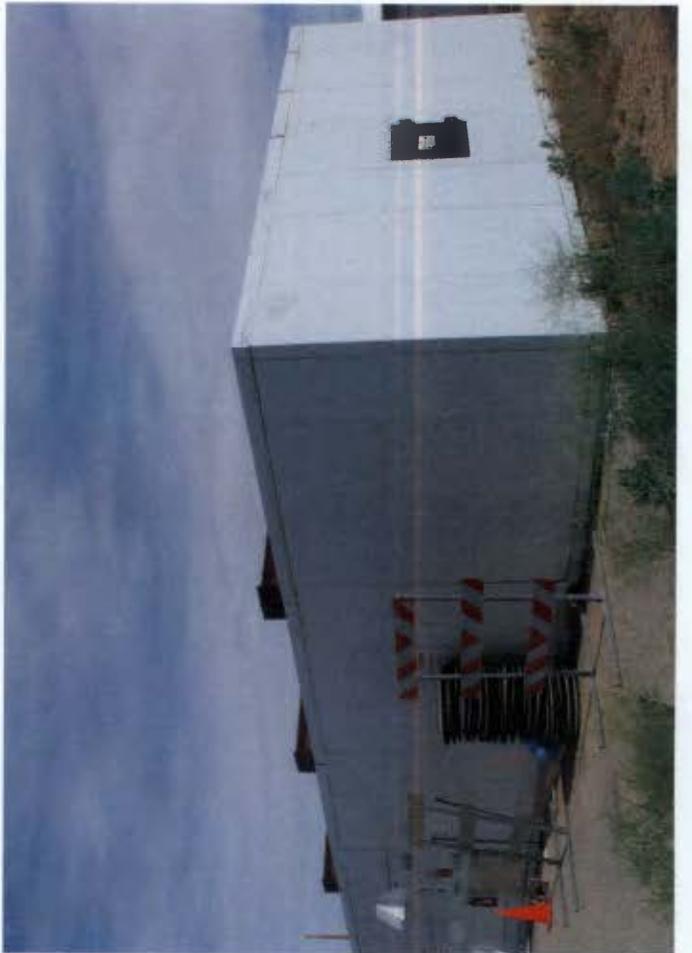
PASSED, APPROVED AND SIGNED this 22<sup>nd</sup> day of July, 2014.

\_\_\_\_\_  
MAYOR SALLY BURBRIDGE

ATTEST:

\_\_\_\_\_  
CITY CLERK KARLA SAYLER, CMC

Department	Item/Model	Description	VIN/Serial #	Unit #	Age	Condition	Reason for Surplus	Location	
Police Dept.	2000 Ford Crown Victoria	Police Interceptor – City Decals	2FAFP71WXYX213350	001-126	12 yrs	Poor		Airport Yard	
	Ford Crown Victoria	White Police Interceptor - unmarked	2FAFP71W8XX184509	?		Fair			
Parks/ General Services	1989 GMC Sierra Dump Bed	White cab with red dump box	1GDHR34K9KF701377	002-023	23 yrs	Poor			
	1995 Chevrolet Cargo Van	White van with interior utility boxes	1GGEG25K5SF225800	002-011	88,171 mi.	Fair	Replaced		
	1984 Dodge Ram 350	White with utility bed	1B73KD34WOES367148	002-024	24 yrs	Poor			
	1997 Chevrolet S-10 4x2	White with toolbox	1GCCS14X5V8127100	002-019	15 yrs	Very Poor			
	1985 Chevrolet Custom Deluxe	White, utility bed,	1GBGC24M9FS185620	002-037	27 yrs	Poor			
	1993 Ford		1FTDF15Y1PLA46580	002-003	91,341 mi.	Poor			
Public Works	1997 Ford F-250 4x4	Light blue	1FTHF26G5VEB42663	002-016	15 yrs	Fair			
	1999 Navistar 4700 Chassis	White street sweeper on white chassis.	1HTSCABN9XH575677	005-002	14 yrs	Fair			
	Tymco 600 Air Sweeper		9808SNM61545BAH	005-002A					
Parks/GS	72" M/C Flail Mower	Red	48623	012-010	24 yrs	Fair			
Animal Care & Control	Truck bed insert - dog box	old faded white - rusty in places			Unknown	Fair	Not Used	Airport Storage	
	Continental Washer & Dryer	Commercial, stainless, front-loading	EH020LA1024122 1433257G08		4 yrs	Poor	Inoperable		
Municipal Court	Brother Typewriter ML100	Typewriter			Unknown	Fair	Not Used		
	Costar Labelwriter XL	Labelwriter			Unknown	Fair	Not Used		
	IBM Wheelwriter 1500	Typewriter			Unknown	Fair	Not Used		
	Smith Corona Wordsmith	Typewriter			Unknown	Fair	Not Used		
	Panafax UF585	Fax Machine	01001101349		12 yrs	Good	Replaced		
	Bizhub C252 Konica Minolta	Copier/Fax Machine/Printer			4 yrs	Fair	Replaced		
	(7) Letter size file Cabinets	Gray, tan, brown, 4-drawer file cabinets			10 + yrs	Good	Not Used		G/S Building
IT / MVD	Three (3) - Dot Matrix Printers	Epson Dot Matrix Printers	BDWX037291 BDWY037464 BDWY032748		15 yrs	Poor	Not Used		MVD Storage
	Cannon Copier	Cannon Copier	F1422200		10 yrs	Poor	Not Used		
Visitors Center	Assorted Artwork	Assorted Paintings and Ceramics - List Attached			Unknown	Good	Sell @ V.C.	Visitor Center	
	(4) Steel Shelving units	Tall, green, steel shelves			Unknown	Poor	Replaced	Airport Storage	
	La-Z Boy Office Chair	Brown cushions, tall back			Unknown	Very Good	Replaced	Visitor Center	
	(2) White HON File Cabinets	4 drawer – 1 legal, 1 Letter size			Unknown	Very Good	Not Used		
	HON Metal Desk	5 Drawer, lockable (no key)			Unknown	Good	Not Used		
	(2) HON Office Chairs	Maroon, 1 with rollers			Unknown	Good	Not Used		
City Hall	Video/Audio Tape eraser	Radio Shack High-Power Video/Audio Tape Eraser	Cat. # 44-233A		10 + yrs	Good	Not Used	Purchasing	
Police Dept.	CCI .357 Sig Ammunition	.357 Sig 125 grain TMJ Lawmen			New	New	Not Used	Police Dept.	
Library	Assorted Library Books	MANY Library Books – Attached			Various	Various		Library/Storage	
Senior/Civic Center	Imperial Stove	8 burner stove top			Unknown	Fair	Replaced	Airport Storage	
	Office Chair	Orange cushions			Old	Poor	Replaced		
Utility Office	HP 4100 B/W Printer	HP4100	US8NG03174		8 yrs	Fair	Inoperable		
	Canon Image Runner 3170U	Color copier/printer/fax	JER15874		5 yrs	Fair	Inoperable		
	Misc. Office Supplies	Trays, hole punch, add machines, etc.			Unknown	Good	Not Used		
	3 Ring Binders/Notebooks	Assorted			Unknown	Good	Not Used		
Various	Assorted Shelves & Cabinets	Unclaimed units in Surplus Storage			Unknown	Various	Not used		
Fire Dept.	(7) Motorola Spectra Radios					Fair	Obsolete	Fire Station #1	
	(6) Minitor Pagers				5 + yrs	Poor	Inoperable		
	(34) Minitor Chargers				5 + yrs	Fair			
	3M Overhead Projector					Unknown			
	AED Trainer					Poor	Inoperable		
	Sharp Fax Machine					Unknown			



# Staff Summary Report

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<b>MEETING DATE:</b>	22 July 2014
<b>AGENDA ITEM:</b>	VIII. CONSENT AGENDA (I)
<b>AGENDA TITLE:</b>	San Juan Basin Community Wildfire Protection Plan

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<b>ACTION REQUESTED BY:</b>	Joshua W. Ray, City Manager
<b>ACTION REQUESTED:</b>	Adoption
<b>SUMMARY BY:</b>	Joshua W. Ray, City Manager

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

Mayor Burbridge was delivered a copy of the San Juan Basin Community Wildfire Protection Plan to review and sign. Per Commission policy one member of our Commission can not approve a document without Commission approval.

The 193 page document was emailed to all Commission members on 16 July 2014 for review. A disc copy of the document is on hand at the Clerk's office for review.

Background from the plan: For a community to take full advantage of the opportunities provided in the Healthy Forests Restoration Act (HFRA), it must first prepare a community wildfire protection plan (CWPP) which was done in 2006. A CWPP developed in accordance with HFRA is the most effective way to acquire funding for wildland fuels mitigation and fire preparedness and planning. San Juan County adopted a CWPP in 2006 to better protect its communities from wildfire risk, to better prepare citizens, and to become eligible to apply for and receive federal and other grant monies to implement projects. At the state level, San Juan County has adopted a CWPP to help implement *The New Mexico Forest and Watershed Health Plan*.

Aztec Fire Department Chief Kevin Simpson has recommended approval of this plan.

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<b>SUPPORT DOCUMENTS:</b>	Documents were emailed to Commission on 16 July 2014. Hard Copy in City Clerk Office
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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Accept and Approve the San Juan Basin Community Wildfire Protection Plan.

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# Staff Summary Report

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**MEETING DATE:** July 22, 2014  
**AGENDA ITEM:** VIII. CONSENT AGENDA (J)  
**AGENDA TITLE:** Resolution 2014-942 Approval of FY14 4<sup>th</sup> Quarter Financial Report

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**ACTION REQUESTED BY:** Finance Department  
**ACTION REQUESTED:** Approval of Resolution 2014-942 Approval of FY14 4<sup>th</sup> Quarter Financial Report  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- A requirement of the NM DFA annual budget approval process includes governing body approval of the 4<sup>th</sup> quarter financial report by resolution.
- The financial report submittal has been a requirement of the annual budget approval procedure for several years and requires the year end financial report to include many estimates as the complete year end process has not been completed.
- The DRAFT report was prepared on July 17, 2014 for agenda purposes. **The FINAL report will be prepared on July 22, 2014 and provided to Commission prior to the meeting.**

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**SUPPORT DOCUMENTS:** Resolution 2014-942  
DFA Financial Report for Quarter Ending June 30, 2014

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve Resolution 2014-942 Approval of FY14 4<sup>th</sup> Quarter Financial Report

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**Resolution 2014-940**  
**State Of New Mexico, Municipality Of Aztec**  
**2014-2015 BUDGET ADOPTION, 102nd FISCAL**  
**YEAR**

**WHEREAS**, the Governing body in and for the City of Aztec, State of New Mexico has developed a budget for fiscal year 2014-2015, and

**WHEREAS**, said budget was developed on the basis of need and through cooperation with all departments, elected officials and other department supervisors; and

**WHEREAS**, the official meeting for the review of the annual budget were duly advertised and held on May 19 and May 20, 2014. Preliminary approval of the budget was provided on May 27, 2014. The adoption of the final budget was posted and included on the July 22, 2014 Commission Meeting Agenda as required by the State Open Meetings Act; and

**WHEREAS**, it is the majority opinion of this Commission that the proposed budget meets the requirements as currently determined for fiscal year 2014-2015.

	FUND NUMBER	TOTAL REVENUES	TOTAL TRANSFERS	TOTAL EXPENDITURES
GENERAL FUND	101	6,346,202	-465,000	8,099,427
ROAD FUND	200	3,979,239	400,000	5,092,545
LAW ENFORCEMENT PROTECTION FUND	205	29,000	0	33,788
LOCAL GOVERNMENT CORRECTION FUND	207	85,000	35,000	120,000
ECONOMIC DEVELOPMENT FUND	215	300	0	0
IMPACT/DEVELOPMENT FUND	216	100	-32,003	0
LODGERS TAX	220	18,075	0	33,810
STATE FIRE FUND	230	195,691	0	151,800
AIRPORT	270	779,275	30,000	820,211
CAPITAL PROJECTS FUND	310	871,013	32,003	1,046,146
JOINT UTILITY FUND	500	13,746,918	-226,861	18,849,042
ELECTRIC R&R	503	4,500	550,000	0
WATER R&R	506	1,500	-100,000	0
W/WTR R&R	509	1,500	-263,139	0
WATER RIGHTS FUND	530	9,600	40,000	65,000
IRRIGATION ASSESSMENT	540	13,359	0	75,351
SOLID WASTE	550	679,650	0	745,960
<b>FUND TOTALS</b>		<b>\$26,760,922</b>	<b>\$ 0</b>	<b>\$35,133,080</b>

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the City of Aztec, State of New Mexico, hereby adopts the budget herein above described and respectfully requests approval from the Local Government Division of the Department of Finance of Administration.

**RESOLVED:** In session this 22nd day of July, 2014.

**MUNICIPAL GOVERNING BOARD  
AZTEC, NEW MEXICO**

\_\_\_\_\_  
MAYOR SALLY BURBRIDGE

\_\_\_\_\_  
MAYOR PRO-TEM SHERRI A. SIPE

\_\_\_\_\_  
COMMISSIONER ROBERTA S. LOCKE

\_\_\_\_\_  
COMMISSIONER KATEE MCCLURE

\_\_\_\_\_  
COMMISSIONER SHERI L. ROGERS

ATTEST:

\_\_\_\_\_  
KARLA SAYLER CMC

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN **RED** ARE CHANGES FROM WORKSHOP ON 7/8/14

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>GENERAL</b>						
<i>VISITOR CENTER</i>						
101-1116-67214	TOURISM/MARKETING	23,000	21,200	\$44,200		NM TRUE ADVERTISING; LTAB APPROVED \$4K FROM LODGERS TAX BUDGET (REFER FUND 220)
101-1116-85000	CPTL: OTHER IMPROVEMENTS	0	10,000	\$10,000	FY14 RE- APPROPRIATION	SOLAR LIGHTING NORTH BILLBOARD - WAITING ON NM DOT PERMIT
<i>MUNICIPAL COURT</i>						
101-1120-82100	CPTL: BUILDING IMPROVEMENTS	0	9,600	\$9,600	FY14 RE- APPROPRIATION	CONSTRUCT EXTERIOR DOOR - WAITING ON CONTRACTOR
<i>CITY MANAGER</i>						
101-1130-51200	REFERENCE/SUBSCRIPTION	350	2,750	\$3,100		MULTI YEAR (3) SUBSCRIPTION TO E-CIVIS GRANT RESEARCH; WILL BE ANNUAL BUDGET ITEM FOR FY16 & FY17
101-1131-64230	PROF SVCS: PERSONNEL	8,035	4,000	\$12,035		SALARY SURVEY (CONSULTANT PREPARED)
<i>COMMUNITY DEVELOPMENT</i>						
101-1160-63200	BUILDING MAINTENANCE	200	9,500	\$9,700	FY14 RE- APPROPRIATION	PAINT & NEW CARPET IN COMMUNITY DEVELOPMENT; CHANGE IN PERSONNEL - PROJECT DELAYED
101-1160-64200	PROFESSIONAL SERVICES	0	5,000	\$5,000	FY14 RE- APPROPRIATION	LEGAL SERVICES SPECIALIZING IN LAND/SUBDIVISION LAW
101-1160-68251	PUBLIC MEETING EXPENSE	500	600	\$1,100		COUNTY FAIR BOOTH FEES
<i>INFORMATION TECHNOLOGY</i>						
101-1170-86920	CPTL: WIRELESS NETWORK - PUBLIC	0	34,532	\$34,532	FY14 RE- APPROPRIATION	EQUIPMENT TO COMPLETE PUBLIC WIFI NETWORK
<i>PROJECT MANAGEMENT</i>						
101-1190-64200	PROFESSIONAL SERVICES	15,830	30,000	\$45,830		PICTOMETRY - ADD 1' LIDAR FOR DESIGN REQUIREMENTS
<i>POLICE DEPARTMENT</i>						
101-2210-72140	FED GR: SAFETY EQUIPMENT	1,500	1,500	\$3,000	FY14 RE- APPROPRIATION	BULLET PROOF VESTS ORDERED; NOT RECEIVED BY 6/30/14
101-2210-82100	CPTL: BUILDING IMPROVEMENTS	0	7,400	\$7,400	FY14 RE- APPROPRIATION	CONSTRUCTION WINDOW - WAITING ON CONTRACTOR

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

**ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14**

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>STREETS</b>						
101-3310-52178	MEDIAN IMPROVEMENTS	1,200	35,100	\$36,300	FY14 RE- APPROPRIATION	CONTRACTOR UNABLE TO COMPLETE WORK BY 6/30/14; WILL COMPLETE WORK FOR AMOUNTS CONTRACTED IN FY14
101-3310-53200	NON CPTL: EQUIPMENT	8,000	3,300	\$11,300	FY14 RE- APPROPRIATION	TRAFFIC CONTROL TRAILER NOT REC'D BY 6/30/14
101-3310-64200	PROFESSIONAL SERVICES	35,000	191,000	\$226,000	FY14 RE- APPROPRIATION	10 YR STREET PLAN UPDATE IN PROGRESS (\$11,000) ARROYO EASEMENT SERVICES (\$180,000)
101-3310-64201	PROFESSIONAL SERVICES: ARTERIAL	50,000	135,000	\$185,000	FY14 RE- APPROPRIATION	ENVIRONMENTAL, ROW, DESIGN IN PROGRESS FOR PHASE 1B AND PHASE 2
101-3310-64264	M24 PROFESSIONAL SERVICES	20,000	10,500	\$30,500	FY14 RE- APPROPRIATION	COUNTY HAS REQUESTED FUNDS BE RE-APPROPRIATED
101-3310-83200	CPTL: EQUIPMENT	0	39,695	\$39,695	FY14 RE- APPROPRIATION	ASPHALT PAVER - DELIVERY SCHEDULED LATE SUMMER
101-3310-83250	CPTL: HEAVY EQUIPMENT	0	56,745	\$56,745	FY14 RE- APPROPRIATION	SKID STEER LOADER - DELIVERY SCHEDULED LATE SUMMER
101-3310-85381	CPTL: S LIGHTPLANT SIDEWALKS	0	55,000	\$55,000	FY14 RE- APPROPRIATION	PROJECT TO BE COMPLETE BY 8/9/14
<b>ANIMAL CONTROL</b>						
101-5210-51151	ANIMAL SUPPLIES (DONATIONS)	67,807	3,574	\$71,381		RECOGNIZE 100% OF FY14 CONTRIBUTIONS
<b>PARKS</b>						
101-6450-52100	REPAIRS/MAINTENANCE SUPPLIES	31,300	2,468	\$33,768	FY14 RE- APPROPRIATION	RIVERSIDE PUMP PROJECT
101-6450-64120	PARK MAINT SERVICES		1,000	\$1,000	FY14 RE- APPROPRIATION	COTTONWOOD TREE REMOVAL RIVERSIDE PARK
101-6450-68570	Trails - Sidewalks - Medians Services		20,000	\$20,000		WEED CONTROL SERVICE CONTRACT
<b>LIBRARY</b>						
101-6490-76820	LCL GR: SAN JUAN COUNTY		1,200	\$1,200		COUNTY COMMISSION FUNDS REC'D 6/26/14
101-6490-82100	CPTL: BUILDING IMPROVEMENTS		6,920	\$6,920	FY14 RE- APPROPRIATION	INSTALLATION OF DOORS TO CHILDRENS ENTRY WAITING ON CONTRACTOR
<b>SENIOR CENTER</b>						
101-7010-78150	LOCAL: SJ COUNTY		1,200	\$1,200		ADD'L COUNTY COMMISSION FUNDS REC'D LATE JUNE
101-7010-82100	CPTL: BUILDING IMPROVEMENTS	24,000	7,630	\$31,630	FY14 RE- APPROPRIATION	INSTALLATION PENDING WATER HEATER DELIVERY (CONTRACTOR)

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN **RED** ARE CHANGES FROM WORKSHOP ON 7/8/14

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<b>SPECIAL</b>						
<i>MUNICIPAL ROAD FUND</i>						
200-3310-64110	STREET MAINT SERVICES	600,845	10,000	\$610,845	FY14 RE- APPROPRIATION	SIMMONDS ROAD CONST OVERSIGHT
<b>200-3310-85373</b>	<b>CPTL: RUINS RD PEDESTRIAN BRIDGE</b>		<b>300,000</b>	<b>\$300,000</b>	<b>FY14 RE- APPROPRIATION</b>	<b>PEDESTRIAN BRIDGE - CONSTRUCTION S/BE COMPLETE END OF JULY</b>
200-3310-85374	CPTL: MARTINEZ LANE TRAIL	300,000	25,000	\$325,000	FY14 RE- APPROPRIATION	TRAIL CONSTRUCTION S/BE COMPLETE END OF SEPTEMBER
<i>LAW ENFORCEMENT</i>						
205-2210-51100	SUPPLIES	14,500	1,242	\$15,742	FY2014 RE- APPROPRIATION	AMMUNITION
205-2210-53200	NONCPTL: EQUIPMENT	0	3,346	\$3,346	FY2014 RE- APPROPRIATION	WEAPONS (REMINGTON 870P)
<i>LODGERS TAX</i>						
<b>220-1116-68920</b>	<b>SVCS: ADVERTISING</b>	<b>24,510</b>	<b>4,000</b>	<b>\$28,510</b>		<b>LTAB RECOMMENDED BUDGET 7/14/2014; PARTICIPATE IN NM TRUE ADVERTISING</b>
<b>CAPITAL PROJECTS</b>						
310-6450-85522	CPTL: KOKOPELLI COMMUNITY PARK	20,000	7,000	\$27,000	FY2014 RE- APPROPRIATION	KOKOPELLI PARK IMPROVEMENTS (SOD)
<b>310-6450-85524</b>	<b>CPTL: RIVERSIDE SPORTS COMPLEX</b>	<b>0</b>	<b>25,000</b>	<b>\$25,000</b>		<b>COMPLETE SOD @ SPORTS COMPLEX</b>
<b>310-6450-85527</b>	<b>CPTL: N MAIN CORRIDOR DEVELOPMENT</b>	<b>501,305</b>	<b>78,695</b>	<b>\$580,000</b>	<b>FY2014 RE- APPROPRIATION</b>	<b>CONSULTANT SERVICES (UNDER CONTRACT)</b>

**FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014**

ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14

J/U FUND		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
<i>UTILITY ADMINISTRATION</i>						
	500-4010-63200 BUILDING MAINTENANCE	220	2,000	\$2,220		ROOF REPAIRS; QUOTES REC'D 7/21/14
<i>ELECTRIC</i>						
	500-4510-86180 CPTL: AZTEC RUINS UNDERGROUND	100,000	50,000	\$150,000	FY2014 RE- APPROPRIATION	CUSTOMER PROJECT WILL COMPLETE END OF SUMMER
<i>WATER TREATMENT</i>						
	500-4610-85000 CPTL: RIVER DIVERSION	630,000	60,000	\$690,000	FY2014 RE- APPROPRIATION	RIVER DIVERSION DESIGN
	500-4610-87142 CPTL: RES #3 PUMP IMPROVEMENTS	0	72,000	\$72,000	FY14 RE- APPROPRIATION	BID 2014-408 CONSTRUCTION & PUMP EQUIPMENT
	500-4610-87300 CPTL: WATER PLANT IMPROVEMENTS	850,000	(850,000)	\$0		DELETE BUDGET
	500-4610-87301 CPTL: CLEARWELL EXPANSION	300,000	29,300	\$329,300	FY14 RE- APPROPRIATION	CLEARWELL EXPANSION DESIGN
	500-4610-87500 CPTL: SCADA SYSTEM IMPROVEMENTS	286,500	120,000	\$406,500	FY14 RE- APPROPRIATION	SCADA SYSTEM CONSTRUCTION & OVERSIGHT
<i>WATER DISTRIBUTION</i>						
	500-4650-63000 REPAIR & MAINT SERVICES	0	25,000	\$25,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
	500-4650-63223 TREATED WTR PUMP RPR & MAINT	0	5,000	\$5,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
<i>WASTEWATER TREATMENT</i>						
	500-4710-63200 FACILITY MAINTENANCE	2,600	1,255	\$3,855		WEED CONTROL SERVICE CONTRACT
<i>WASTEWATER COLLECTION</i>						
	500-4750-63228 LIFT STATION MAINTENANCE	0	15,000	\$15,000		DEPARTMENT REQUEST TO INCLUDE FUNDING IN FINAL BUDGET (NOT REQUESTED DURING PRELIMINARY PROCESS)
	500-4750-88950 CPTL: OUTFALL LINE	3,500,000	500,000	\$4,000,000	FY14 RE- APPROPRIATION	OUTFALL PROJECT PROFESSIONAL SERVICES

FY2015 FINAL BUDGET  
REQUESTED EXPENDITURE ADJUSTMENTS  
JULY 2014

ITEMS IN RED ARE CHANGES FROM WORKSHOP ON 7/8/14

PRELIMINARY  
BUDGET      ADJUSTMENT      FINAL BUDGET

IRRIGATION FUND

540-4660-89118	CPTL: HARTMAN PARK DRAINAGE	40,000	16,706	\$56,706	FY14 RE- APPROPRIATION	CULVERT & DROP INLETS

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CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

GENERAL FUND		
FUND #101		
FY14 EST	FY15 EST	FY16 EST

BEG. CASH BALANCE	4,407,177	3,601,403	1,383,178
EST. REVENUES	6,654,009	6,346,202	6,266,625
EST. EXPENDITURES	(7,024,525)	(7,964,427)	(7,992,896)
CONTINGENCIES	0	0	(100,000)
CONTINGENCIES		(35,000)	(35,000)
CONTINGENCIES	0	(100,000)	(125,000)
Transfers In			
Transfers Out	(435,258)	(465,000)	(465,000)
SURPLUS/(DEFICIT)	(805,774)	(2,218,225)	(2,451,271)
<b>ENDING CASH BALANCE</b>	<b>3,601,403</b>	<b>1,383,178</b>	<b>(1,068,093)</b>

Specific to Econ Dev  
 Cmsn discretion to respond to requests throughout year

REQUIRED 1/12TH RESERVE - AS CALCUATED BY DFA (does not include transfers)	0	(674,952)	(687,741)
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<b>AVAILABLE CASH BALANCE</b>	<b>3,601,403</b>	<b>708,226</b>	<b>(1,755,834)</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>(77,255)</b>	<b>323,702</b>	<b>(2,141,402)</b>

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

**SPECIAL FUNDS: USE SPECIFICALLY RESTRICTED BY NM STATUTE, CITY ORDINANCE OR FUNDING SOURCE**

	ROAD FUND FUND #200			LAW ENFORCEMENT PROT FUND #205		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	1,078,943	1,161,120	447,814	9,884	4,876	88
EST. REVENUES	1,276,614	3,979,239	4,169,051	29,037	29,000	29,000
EST. EXPENDITURES CONTINGENCIES	(1,594,437)	(5,092,545)	(4,947,475)	(34,045)	(33,788)	(29,000)
Transfers In Transfers Out	400,000	400,000	400,000			
SURPLUS/(DEFICIT)	82,177	(713,306)	(378,424)	(5,008)	(4,788)	0
<b>AVAILABLE CASH BALANCE</b>	<b>1,161,120</b>	<b>447,814</b>	<b>69,390</b>	<b>4,876</b>	<b>88</b>	<b>88</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>(76,927)</b>	<b>487,535</b>	<b>109,111</b>	<b>814</b>	<b>168</b>	<b>218</b>

	LOCAL GOV'T CORRECTION FUND #207			ECONOMIC DEVELOPMENT FUND #215		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	4,365	4,672	4,672	112,575	112,742	113,042
EST. REVENUES	85,307	85,000	85,000	167	300	300
EST. EXPENDITURES CONTINGENCIES	(90,258)	(120,000)	(120,000)			
Transfers In Transfers Out	5,258	35,000	35,000			
SURPLUS/(DEFICIT)	307	0	0	167	300	300
<b>AVAILABLE CASH BALANCE</b>	<b>4,672</b>	<b>4,672</b>	<b>4,672</b>	<b>112,742</b>	<b>113,042</b>	<b>113,342</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>4,811</b>	<b>4,365</b>	<b>4,365</b>	<b>112,470</b>	<b>113,175</b>	<b>113,475</b>

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

	IMPACT FEES FUND #216			LODGERS TAX FUND FUND #220		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	28,476	34,022	2,119	31,551	35,370	19,635
EST. REVENUES	5,546	100	100	24,504	18,075	18,075
EST. EXPENDITURES				(20,685)	(32,810)	(18,350)
CONTINGENCIES					(1,000)	(1,000)
Transfers In						
Transfers Out		(32,003)				
SURPLUS/(DEFICIT)	5,546	(31,903)	100	3,819	(15,735)	(1,275)
<b>AVAILABLE CASH BALANCE</b>	<b>34,022</b>	<b>2,119</b>	<b>2,219</b>	<b>35,370</b>	<b>19,635</b>	<b>18,360</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	1,565	1,173	1,273	16,675	14,980	13,705

	STATE FIRE FUND FUND #230			RECREATION FUND FUND #240		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	968,418	358,983	402,874	3,311	3,311	3,311
EST. REVENUES	189,121	195,691	186,000			
EST. EXPENDITURES	(798,556)	(151,800)	(153,500)			
CONTINGENCIES						
Transfers In						
Transfers Out						
SURPLUS/(DEFICIT)	(609,435)	43,891	32,500	0	0	0
<b>ENDING CASH BALANCE</b>	<b>358,983</b>	<b>402,874</b>	<b>435,374</b>	<b>3,311</b>	<b>3,311</b>	<b>3,311</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	233,336	321,256	353,756	3,311	3,311	3,311

CITY OF AZTEC  
 FY15 FINAL BUDGET  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2014

	EMERG MED SERVICES FUND #250			AIRPORT FUND #270		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	0	0	0	19,694	45,857	34,921
EST. REVENUES				8,746	779,275	588,775
EST. EXPENDITURES CONTINGENCIES				(12,583)	(820,211)	(614,311)
Transfers In				30,000	30,000	30,000
Transfers Out						
SURPLUS/(DEFICIT)	0	0	0	26,163	(10,936)	4,464
<b>ENDING CASH BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,857</b>	<b>34,921</b>	<b>39,385</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	-	-	-	9,999	34,312	38,776

**CAPITAL FUNDS (RESTRICTED TO CAPITAL PURCHASES - BUILDINGS, EQUIPMENT, INFRASTRUCTURE, ETC.)**

	CAPITAL PROJECTS FUND #310			CDBG FUND #340		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	799,941	687,215	544,082	4,345	4,345	4,345
EST. REVENUES	603,806	871,010	551,113			
EST. EXPENDITURES CONTINGENCIES	(716,532)	(1,046,146)	(559,599)			
Transfers In		32,003				
Transfers Out						
SURPLUS/(DEFICIT)	(112,726)	(143,133)	(8,486)	0	0	0
<b>ENDING CASH BALANCE</b>	<b>687,215</b>	<b>544,082</b>	<b>535,596</b>	<b>4,345</b>	<b>4,345</b>	<b>4,345</b>
NMFA Debt Reserve	354,425	354,425	354,425			
<b>AVAILABLE CASH BALANCE</b>	<b>332,790</b>	<b>189,657</b>	<b>181,171</b>	<b>4,345</b>	<b>4,345</b>	<b>4,345</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	162,869	191,587	183,101	4,345	4,345	4,345

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	JOINT UTILITY FUND FUND #500			ELECTRIC RPR & RPLCMNT FUND #503		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	\$ 6,539,016	6,178,205	849,220	2,594,487	3,148,645	3,703,145
EST. REVENUES	10,135,148	13,746,918	9,797,354	4,158	4,500	4,500
EST. EXPENDITURES	(9,855,959)	(18,749,042)	(19,328,996)			
CONTINGENCIES	0	(100,000)	(150,000)			
Transfers In	200,000	613,139	4,950,000	550,000	550,000	550,000
Transfers Out	(840,000)	(840,000)	(840,000)			(4,200,000)
SURPLUS/(DEFICIT)	(360,811)	(5,328,985)	(5,571,642)	554,158	554,500	(3,645,500)
<b>ENDING CASH BALANCE</b>	<b>6,178,205</b>	<b>849,220</b>	<b>(4,722,422)</b>	<b>3,148,645</b>	<b>3,703,145</b>	<b>57,645</b>
NMED 2008- W/Wtr Debt & Rpr Rs	(305,000)	(305,000)	(305,000)			
NMED 2013 W/Wtr Debt & Rpt Rsv		(40,325)	(80,650)			
<b>AVAILABLE CASH BALANCE</b>	<b>5,873,205</b>	<b>503,895</b>	<b>(5,108,072)</b>	<b>3,148,645</b>	<b>3,703,145</b>	<b>57,645</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>634,500</b>	<b>(1,538,610)</b>	<b>(7,544,142)</b>	<b>3,540,541</b>	<b>3,703,962</b>	<b>58,462</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RPR & RPLCMNT FUND #506			WWTR RPR & RPLCMNT FUND #509		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	\$ 824,896	976,204	877,704	850,049	751,365	489,726
EST. REVENUES	1,308	1,500	1,500	1,316	1,500	1,500
EST. EXPENDITURES						
CONTINGENCIES						
Transfers In	150,000	150,000	150,000	100,000	100,000	100,000
Transfers Out		(250,000)	(750,000)	(200,000)	(363,139)	
SURPLUS/(DEFICIT)	151,308	(98,500)	(598,500)	(98,684)	(261,639)	101,500
<b>ENDING CASH BALANCE</b>	<b>976,204</b>	<b>877,704</b>	<b>279,204</b>	<b>751,365</b>	<b>489,726</b>	<b>591,226</b>
NMED 2008- W/Wtr Debt & Rpr Rsv				(250,000)	(250,000)	(250,000)
NMED 2013 W/Wtr Debt & Rpt Rsv					(29,997)	(60,000)
<b>AVAILABLE CASH BALANCE</b>	976,204	877,704	279,204	501,365	209,729	281,226
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>976,518</b>	<b>877,896</b>	<b>279,396</b>	<b>329,365</b>	<b>209,913</b>	<b>281,410</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RIGHTS FUND #530			IRRIGATION ASSESMT FUND #540		
	FY14 EST	FY15 EST	FY16 EST	FY14 EST	FY15 EST	FY16 EST
BEG. CASH BALANCE	295,095	333,233	317,833	121,487	132,352	70,360
EST. REVENUES	9,804	9,600	9,600	13,342	13,359	13,359
EST. EXPENDITURES	(11,666)	(65,000)	(65,000)	(2,477)	(67,351)	(11,135)
CONTINGENCIES					(8,000)	(8,500)
Transfers In	40,000	40,000	40,000			
Transfers Out						
<b>SURPLUS/(DEFICIT)</b>	<b>38,138</b>	<b>(15,400)</b>	<b>(15,400)</b>	<b>10,865</b>	<b>(61,992)</b>	<b>(6,276)</b>
<b>ENDING CASH BALANCE</b>	<b>333,233</b>	<b>317,833</b>	<b>302,433</b>	<b>132,352</b>	<b>70,360</b>	<b>64,084</b>
<b>AVAILABLE CASH BALANCE</b>	<b>333,233</b>	<b>317,833</b>	<b>302,433</b>	<b>132,352</b>	<b>70,360</b>	<b>64,084</b>
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>129,124</b>	<b>284,095</b>	<b>268,095</b>	<b>70,911</b>	<b>31,015</b>	<b>24,739</b>

CITY OF AZTEC  
 FY15 FINAL  
 FY16 PRELIMINARY BUDGET  
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	<b>SOLID WASTE FUND #550</b>		
	<b>FY14 EST</b>	<b>FY15 EST</b>	<b>FY16 EST</b>
BEG. CASH BALANCE	238,612	209,114	142,804
EST. REVENUES	684,564	679,650	679,650
EST. EXPENDITURES	(714,062)	(740,960)	(743,560)
CONTINGENCIES		(5,000)	(5,000)
Transfers In			
Transfers Out			
SURPLUS/(DEFICIT)	(29,498)	(66,310)	(68,910)
<b>ENDING CASH BALANCE</b>	<b>209,114</b>	<b>142,804</b>	<b>73,894</b>
<b>AVAILABLE CASH BALANCE</b>	209,114	142,804	73,894
	FY14 Adopted	FY15 Preliminary	FY16 Preliminary
	<b>130,494</b>	<b>131,272</b>	<b>62,362</b>

**Resolution 2014-942**  
**State Of New Mexico, Municipality Of Aztec**

**A RESOLUTION APPROVING THE QUARTERLY FINANCIAL REPORT TO THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR THE PERIOD ENDING JUNE 30, 2014.**

**WHEREAS**, NMSA 1978-6-2 states the New Mexico Department of Finance and Administration's Local Government Division (LGD) is mandated to require periodic financial reports of local public bodies; and

**WHEREAS**, the New Mexico Department of Finance and Administration (DFA) now requires a resolution approving the FY14 fourth quarter report; and

**WHEREAS**, the New Mexico Department of Finance and Administration requires the unaudited beginning cash balances as of July 1, 2014 listed on the final budget must agree with the year-end June 30, 2014 cash balances listed on the fourth quarterly financial report.

**NOW THEREFORE, BE IT RESOLVED** by the governing body of the City of Aztec, State of New Mexico, hereby approves the quarterly financial report to the New Mexico Department of Finance and Administration, LGD, for the period ending June 30, 2014. The fourth quarter financial report is attached hereto as EXHIBIT "A".

**DONE AND APPROVED** this 22<sup>nd</sup> day of July, 2014.

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Mayor Sally Burbridge

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Mayor Pro-Tem Sherri A. Sipe

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Commissioner Roberta S. Locke

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Commissioner Katee McClure

---

Commissioner Sheri L. Rogers

ATTEST:

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Karla Sayler, CMC

MUNICIPALITY: CITY OF AZI

DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

Period Ending: 06/30/14

SUBMIT TO LOCAL GOVERNMENT DIVISION NO LATER THAN 30 DAYS  
AFTER THE CLOSE OF EACH QUARTER.

Prepared By: KATHY LAMB

I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THIS REPORT DEPICTS ALL FUNDS:

K. Lamb 7/17/14

Signature

Date

YEAR-TO-DATE TRANSACTIONS

Fund #	FUND NAME	BEGINNING	YEAR-TO-DATE TRANSACTIONS				QTR ENDING	INVESTMENTS	CASH	REQUIRED	AVAILABLE
		CASH BALANCE CURRENT FY	REVENUES TO DATE	TRANSFERS TO DATE	EXPENDITURES TO DATE	ADJUSTMENTS	CASH BALANCE (1)+(2)-(3)+(4)+(5)		+ INVESTMENTS	RESERVES	CASH (8) - (9)
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(8) - (9)
101	GENERAL FUND (GF)	\$4,397,464	6,612,720	(435,258)	7,054,288	(3,179,419)	\$341,219	2,573,352	\$2,914,571	587,857	\$2,326,714
201	CORRECTION	\$16,585	85,307	5,258	90,257	(14,420)	\$2,473	20,043	\$22,516		\$22,516
202	ENVIRONMENTAL GRT	\$0	0	0	0		\$0		\$0		\$0
206	EMS	\$0	0	0	0		\$0		\$0		\$0
207	ENHANCED 911	\$0	0	0	0		\$0		\$0		\$0
209	FIRE PROTECTION FUND	\$965,624	189,121	0	798,549	(316,903)	\$39,293	318,402	\$357,695		\$357,695
211	LEPF	\$10,559	29,044	0	34,042	(4,366)	\$1,195	9,689	\$10,884		\$10,884
214	LODGERS' TAX	\$30,604	24,504	0	20,684	(30,538)	\$3,886	31,485	\$35,371		\$35,371
216	MUNICIPAL STREET	\$1,235,816	1,276,614	400,000	1,503,830	(1,376,682)	\$31,918	258,643	\$290,561		\$290,561
217	RECREATION	\$3,311	0	0	0	(3,311)	\$0	3,311	\$3,311		\$3,311
218	INTERGOVERNMENTAL GRANT	\$0	0	0	0		\$0		\$0		\$0
219	SENIOR CITIZEN	\$0	0	0	0		\$0		\$0		\$0
223	DWI PROGRAM	\$0	0	0	0		\$0		\$0		\$0
299	OTHER	\$159,798	10,462	30,000	12,581	(179,567)	\$8,112	178,475	\$186,587		\$186,587
300	CAPITAL PROJECT FUNDS	\$955,299	603,806	0	716,526	(176,096)	\$666,483	282,820	\$949,302		\$949,302
401	G. O. BONDS	\$0	0	0	0		\$0		\$0		\$0
402	REVENUE BONDS	\$0	0	0	0		\$0		\$0		\$0
403	DEBT SERVICE OTHER	\$0	0	0	0		\$0		\$0		\$0
500	ENTERPRISE FUNDS										
	Water Fund	\$0	0	0	0		\$0		\$0		\$0
	Solid Waste	\$211,588	683,971	0	681,732	(192,504)	\$21,322	172,780	\$194,102		\$194,102
	Waste Water	\$0	0	0	0		\$0		\$0		\$0
	Airport	\$0	0	0	0		\$0		\$0		\$0
	Ambulance	\$0	0	0	0		\$0		\$0		\$0
	Cemetery	\$0	0	0	0		\$0		\$0		\$0
	Housing	\$0	0	0	0		\$0		\$0		\$0
	Parking	\$0	0	0	0		\$0		\$0		\$0
	JOINT UTILITY (EL, WA, WW)	\$11,112,328	10,151,732	0	9,008,079	(11,002,368)	\$1,253,613	10,158,253	\$11,411,865		\$11,411,865
	IRRIGATION	\$121,055	13,342	0	2,476	(117,476)	\$14,445	117,042	\$131,486		\$131,486
	Other Enterprise (enter fund name)	\$0	0	0	0		\$0		\$0		\$0
	Other Enterprise (enter fund name)	\$0	0	0	0		\$0		\$0		\$0
600	INTERNAL SERVICE FUNDS	\$0	0	0	0		\$0		\$0		\$0
700	TRUST AND AGENCY FUNDS	\$0	0	0	0		\$0		\$0		\$0
<b>GRAND TOTAL</b>		\$19,220,030	\$19,680,623	\$0	\$19,923,045	(\$16,593,650)	\$2,383,958	\$14,124,293	\$16,508,251	\$587,857	\$15,920,394

GENERAL FUND - MUNICIPALITY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
<b>REVENUES</b>							
<b>Taxes:</b>							
Property Tax - Current Year	\$548,897	\$0	\$548,897	\$559,345		\$10,448	101.90%
Property Tax - Delinquent	\$22,528	\$0	\$22,528	\$22,335		(\$193)	99.14%
Property Tax - Penalty & Interest	\$0	\$0	\$0			\$0	n/a
Oil and Gas - Equipment	\$2,211	\$0	\$2,211			(\$2,211)	0.00%
Oil and Gas - Production	\$12,087	\$0	\$12,087	\$11,812		(\$275)	97.72%
Franchise Fees	\$554,000	\$0	\$554,000	\$544,784		(\$9,216)	98.34%
Gross receipts - Local Option	\$1,833,858	\$0	\$1,833,858	\$2,007,488		\$173,630	109.47%
Gross Receipts - Infrastructure	\$0	\$0	\$0			\$0	n/a
Gross Receipts - Environment	\$0	\$0	\$0			\$0	n/a
Gross Receipts - Other Dedication	\$0	\$0	\$0			\$0	n/a
<b>Intergovernmental -State Shared:</b>							
Gross receipts	\$1,817,549	\$0	\$1,817,549	\$1,992,926		\$175,377	109.65%
Cigarette Tax	\$0	\$0	\$0			\$0	n/a
Gas Tax [1 cent]	\$0	\$0	\$0			\$0	n/a
Gas Tax [2 cent]	\$0	\$0	\$0			\$0	n/a
Motor Vehicle	\$31,900	\$0	\$31,900	\$35,332		\$3,432	110.76%
Grants - Federal	\$750	\$0	\$750	\$46,221		\$45,471	6162.80%
Grants - State	\$95,804	\$0	\$95,804	\$144,096		\$48,292	150.41%
Grants - Local	\$366,500	\$0	\$366,500	\$272,797		(\$93,703)	74.43%
Legislative Appropriations	\$0	\$0	\$0			\$0	n/a
Small Cities Assistance	\$35,000	\$0	\$35,000	\$90,000		\$55,000	257.14%
<b>Licenses and Permits</b>	\$21,600	\$0	\$21,600	\$33,411		\$11,811	154.68%
<b>Charges for Services</b>	\$235,068	\$0	\$235,068	\$248,393		\$13,325	105.67%
<b>Fines and Forfeits</b>	\$372,000	\$0	\$372,000	\$408,992		\$36,992	109.94%
<b>Interest on Investments</b>	\$10,000	\$0	\$10,000	\$4,574		(\$5,426)	45.74%
<b>Miscellaneous</b>	\$94,950	\$10,000	\$104,950	\$190,214		\$85,264	181.24%
<b>TOTAL GENERAL FUND REVENUES</b>	\$6,054,702	\$10,000	\$6,064,702	\$6,612,720		\$548,018	109.04%
<b>EXPENDITURES</b>							
Executive-Legislative	\$382,844	\$71,800	\$454,644	\$404,537		\$50,107	88.98%
Judicial	\$212,631	\$1,290	\$213,921	\$195,867	\$9,997	\$8,057	91.56%
Elections	\$0		\$0			\$0	n/a
Finance & Administration	\$1,568,066	(\$188,495)	\$1,379,571	\$1,049,248		\$330,323	76.06%
Public Safety	\$2,007,720	\$460	\$2,008,180	\$1,827,136	\$8,106	\$172,937	90.98%
Highways & Streets	\$1,385,322	\$75,820	\$1,461,142	\$1,081,601	\$345,317	\$34,224	74.02%
Senior Citizens	\$289,068	\$3,300	\$292,368	\$263,547	\$6,774	\$22,047	90.14%
Sanitation	\$0		\$0			\$0	n/a
Health and Welfare	\$653,054		\$653,054	\$629,720		\$23,334	96.43%
Culture and Recreation	\$1,300,298	\$79,190	\$1,379,488	\$1,216,291	\$7,218	\$155,979	88.17%
Economic Development & Housing	\$303,765	\$0	\$303,765	\$144,004		\$159,761	47.41%
Airport	\$0		\$0			\$0	n/a
Other - Miscellaneous	\$322,883	(\$33,365)	\$289,518	\$242,338		\$47,180	83.70%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$8,425,651	\$10,000	\$8,435,651	\$7,054,288	\$377,413	\$1,003,950	83.62%
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	(\$475,000)	\$0	(\$475,000)	(\$435,258)		\$39,742	91.63%
<b>TOTAL - OTHER FINANCING SOURCES</b>	(\$475,000)	\$0	(\$475,000)	(\$435,258)		\$39,742	91.63%
<b>Excess (deficiency) of revenues over expenditures</b>				(\$876,826)			

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS			
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
<b>CORRECTIONS</b>	<b>201</b>							
REVENUES								
Correction Fees	201	85,000	0	85,000	85,307		307	100.36%
Miscellaneous	201	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		85,000	0	85,000	85,307		307	100.36%
<b>EXPENDITURES</b>	201	130,000	0	130,000	90,257	0	39,743	69.43%
OTHER FINANCING SOURCES								
Transfers In	201	45,000	0	45,000	5,258		(39,742)	11.68%
Transfers (Out)	201	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		45,000	0	45,000	5,258		(39,742)	11.68%
Excess (deficiency) of revenues over expend	201				308			
<b>ENVIRONMENTAL</b>	<b>202</b>							
REVENUES								
GRT - Environmental	202	0	0	0	0		0	n/a
Miscellaneous	202	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	202	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	202	0	0	0	0		0	n/a
Transfers (Out)	202	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	202				0			
<b>EMS</b>	<b>206</b>							
REVENUES								
State EMS Grant	206	0	0	0	0		0	n/a
Miscellaneous	206	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	206	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	206	0	0	0	0		0	n/a
Transfers (Out)	206	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	206				0			
<b>E911</b>	<b>207</b>							
REVENUES								
State-E-911 Enhancement	207	0	0	0	0		0	n/a
Network & Data Base Grant	207	0	0	0	0		0	n/a
Miscellaneous	207	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	207	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	207	0	0	0	0		0	n/a
Transfers (Out)	207	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	207				0			
<b>FIRE PROTECTION</b>	<b>209</b>							
REVENUES								
State - Fire Marshall Allotment	209	185,000	0	185,000	186,469		1,469	100.79%
Miscellaneous	209	1,000	0	1,000	2,652		1,652	265.20%
<b>TOTAL Revenues</b>		186,000	0	186,000	189,121		3,121	101.68%

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
<b>EXPENDITURES</b>	209	918,127	0	918,127	798,549		119,578	86.98%
OTHER FINANCING SOURCES								
Transfers In	209	0	0	0	0		0	n/a
Transfers (Out)	209	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	209				(609,428)			
<b>LAW ENFORCEMENT PROTECTION REVENUES</b>	<b>211</b>							
State-Law Enforcement Protection	211	29,000	0	29,000	29,000		0	100.00%
Miscellaneous	211	50	0	50	44		(6)	88.00%
<b>TOTAL Revenues</b>		29,050	0	29,050	29,044		(6)	99.98%
<b>EXPENDITURES</b>	211	38,203	0	38,203	34,042	4,094	67	89.11%
OTHER FINANCING SOURCES								
Transfers In	211	0	0	0	0		0	n/a
Transfers (Out)	211	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	211				(4,998)			
<b>LODGERS' TAX REVENUES</b>	<b>214</b>							
Lodgers' Tax	214	11,000	0	11,000	24,453		13,453	222.30%
Miscellaneous	214	75	0	75	51		(24)	68.00%
<b>TOTAL Revenues</b>		11,075	0	11,075	24,504		13,429	221.26%
<b>EXPENDITURES</b>	214	24,425	0	24,425	20,684		3,741	84.68%
OTHER FINANCING SOURCES								
Transfers In	214	0	0	0	0		0	n/a
Transfers (Out)	214	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	214				3,820			
<b>MUNICIPAL STREET REVENUES</b>	<b>216</b>							
GRT - Infrastructure (1/8 cent)	216	183,276	0	183,276	200,616		17,340	109.46%
GRT - Municipal	216	0	0	0	0		0	n/a
Gasoline Tax - (1 cent / 2 cent)	216	167,040	0	167,040	173,943		6,903	104.13%
Motor Vehicle - Registration (all)	216	0	0	0	0		0	n/a
State Grants	216	129,963	0	129,963	0		(129,963)	0.00%
Federal Grants	216	3,737,600	0	3,737,600	900,000		(2,837,600)	24.08%
Miscellaneous	216	500	0	500	2,055		1,555	411.00%
<b>TOTAL Revenues</b>		4,218,379	0	4,218,379	1,276,614		(2,941,765)	30.26%
<b>EXPENDITURES</b>	216	5,836,821	0	5,836,821	1,503,830	335,965	3,997,025	25.76%
OTHER FINANCING SOURCES								
Transfers In	216	400,000	0	400,000	400,000		0	100.00%
Transfers (Out)	216	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		400,000	0	400,000	400,000		0	100.00%
Excess (deficiency) of revenues over expend	216				172,784			
<b>RECREATION REVENUES</b>	<b>217</b>							
Cigarette Tax - (1 cent)	217	0	0	0	0		0	n/a
Miscellaneous	217	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	217	0	0	0	0	0	0	n/a

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
<b>OTHER FINANCING SOURCES</b>								
Transfers In	217	0	0	0	0		0	n/a
Transfers (Out)	217	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	217				0			
<b>INTERGOVERNMENTAL GRANTS REVENUES</b>	<b>218</b>							
State Grants	218	0	0	0	0		0	n/a
Federal Grants	218	0	0	0	0		0	n/a
Miscellaneous	218	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	218	0	0	0	0	0	0	n/a
<b>OTHER FINANCING SOURCES</b>								
Transfers In	218	0	0	0	0		0	n/a
Transfers (Out)	218	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	218				0			
<b>SENIOR CITIZENS REVENUES</b>	<b>219</b>							
State Grants	219	0	0	0	0		0	n/a
Federal Grants	219	0	0	0	0		0	n/a
Miscellaneous	219	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	219	0	0	0	0	0	0	n/a
<b>OTHER FINANCING SOURCES</b>								
Transfers In	219	0	0	0	0		0	n/a
Transfers (Out)	219	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	219				0			
<b>DWI REVENUES</b>	<b>223</b>							
State - Formula Distribution (DFA)	223	0	0	0	0		0	n/a
State - Local Grant (DFA)	223	0	0	0	0		0	n/a
State Other	223	0	0	0	0		0	n/a
Federal Grants	223	0	0	0	0		0	n/a
Miscellaneous	223	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a
<b>EXPENDITURES</b>	223	0	0	0	0	0	0	n/a
<b>OTHER FINANCING SOURCES</b>								
Transfers In	223	0	0	0	0		0	n/a
Transfers (Out)	223	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	223				0			
<b>OTHER - SPECIAL REVENUES</b>	<b>299</b>							
REVENUES	299	779,550	0	779,550	10,462		(769,088)	1.34%
EXPENDITURES	299	820,211	0	820,211	12,581	0	807,630	1.53%
<b>TOTAL -OTHER FINANCING SOURCES</b>	299	3,095	0	3,095	30,000		26,905	969.31%
Excess (deficiency) of revenues over expend	299				27,881			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS		Budget Balance	Budget Variance %
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
<b>ECONOMIC DEVELOPMENT</b>							
REVENUES	300	0	300	167		(133)	55.67%
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				167			
<b>IMPACT/DEVELOPMENT FEES</b>							
REVENUES	0	0	0	5,546		5,546	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	(26,905)	0	(26,905)	0		26,905	0.00%
TOTAL - OTHER FINANCING SOURCES	(26,905)	0	(26,905)	0		26,905	0.00%
Excess (deficiency) of revenues over expenditures				5,546			
<b>AIRPORT</b>							
REVENUES	779,250	0	779,250	4,749		(774,501)	0.61%
EXPENDITURES	820,211	0	820,211	12,581		807,630	1.53%
OTHER FINANCING SOURCES							
Transfers In	30,000	0	30,000	30,000		0	100.00%
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	30,000	0	30,000	30,000		0	100.00%
Excess (deficiency) of revenues over expenditures				22,168			
<b>(enter fund name here)</b>							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
<b>(enter fund name here)</b>							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
<b>(enter fund name here)</b>							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
<b>(enter fund name here)</b>							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
<b>FUND 299 SUMMARY</b>							
Revenue - TOTAL	\$779,550	\$0	\$779,550	\$10,462		(769,088)	1.34%
Expenditures - TOTAL	\$820,211	\$0	\$820,211	\$12,581	\$0	807,630	1.53%
TOTAL - OTHER FINANCING SOURCES	\$3,095	\$0	\$3,095	\$30,000		\$26,905	969.31%

**CAPITAL PROJECTS**

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANC ES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
<b>REVENUES</b>							
GRT- Dedication	\$366,337	\$0	\$366,337	\$400,969		\$34,632	109.45%
GRT- Infrastructure	\$183,276	\$0	\$183,276	\$200,616		\$17,340	109.46%
Bond Proceeds	\$0	\$0	\$0			\$0	n/a
State Grants	\$0	\$0	\$0			\$0	n/a
CDBG funding	\$0	\$0	\$0			\$0	n/a
State Grants	\$0	\$0	\$0			\$0	n/a
Federal Grants (other)	\$319,900	\$0	\$319,900			(\$319,900)	0.00%
Legislative Appropriations	\$0	\$0	\$0			\$0	n/a
Investment Income	\$3,500	\$0	\$3,500	\$2,221		(\$1,279)	63.46%
Miscellaneous	\$0	\$0	\$0			\$0	n/a
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	\$873,013	\$0	\$873,013	\$603,806		(\$269,207)	69.16%
<b>EXPENDITURES</b>							
Parks/Recreation	\$672,055	\$200,000	\$872,055	\$358,289		\$513,766	41.09%
Housing	\$0	\$0	\$0			\$0	n/a
Equipment & Buildings	\$0	\$0	\$0			\$0	n/a
Facilities	\$0	\$0	\$0			\$0	n/a
Transit	\$0	\$0	\$0			\$0	n/a
Utilities	\$0	\$0	\$0			\$0	n/a
Airports	\$0	\$0	\$0			\$0	n/a
Infrastructure	\$0	\$0	\$0			\$0	n/a
Debt Service Payments (P&I)-GO Bonds	\$0	\$0	\$0			\$0	n/a
Debt Service Payments (P&I)-Rev. Bonds	\$343,744	\$148	\$343,892	\$338,687		\$5,205	98.49%
Other	\$219,500	(\$200,148)	\$19,352	\$19,550		(\$198)	101.02%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	\$1,235,299	\$0	\$1,235,299	\$716,526	\$0	\$518,773	58.00%
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$26,905	\$0	\$26,905	\$0		(\$26,905)	0.00%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$26,905	\$0	\$26,905	\$0		(\$26,905)	0.00%
<b>Excess (deficiency) of revenues over expenditures</b>				(\$112,720)			

**DEBT SERVICE**

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
	<b>GENERAL OBLIGATION BONDS [FUND 401]</b>						
<b>REVENUES:</b>							
General Obligation - (Property tax)	\$0	\$0	\$0	\$0		\$0	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Other - Misc	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
General Obligation - Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
General Obligation - Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Excess (deficiency) of revenues over expenditures [401]</b>				\$0			
<b>REVENUE BONDS [FUND 402]</b>							
<b>REVENUES:</b>							
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - GRT	\$0	\$0	\$0	\$0		\$0	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>REVENUE BOND REVENUE - TOTAL</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
Revenue Bonds - Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Revenue Bonds - Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Revenue Bond Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Excess (deficiency) of revenues over expenditures [402]</b>				\$0			
<b>OTHER DEBT SERVICE [FUND 403]</b>							
<b>REVENUES:</b>							
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Loan Revenue	\$0	\$0	\$0	\$0		\$0	n/a
<b>OTHER DEBT SERVICE REVENUE - TOTAL</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
NMFA Loan Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Board of Finance Loan Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Debt Service - Misc	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Excess (deficiency) of revenues over expenditures [403]</b>				\$0			

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
<b>REVENUES</b>							
<b>Water Fund</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Water Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Water Fund</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
<b>REVENUES</b>							
<b>Solid Waste</b>							
Charges for Services	\$676,300	\$0	\$676,300	\$683,547		\$7,247	101.07%
Interest on Investments	\$500	\$0	\$500	\$311		(\$189)	62.20%
Gross Receipts - dedicated	\$0	\$0	\$0			\$0	n/a
Grants - Federal	\$0	\$0	\$0			\$0	n/a
Grants - State	\$0	\$0	\$0			\$0	n/a
Legislative Appropriation	\$0	\$0	\$0			\$0	n/a
Other	\$0	\$0	\$0	\$113		\$113	n/a
<b>TOTAL REVENUES - Solid Waste Fund</b>	\$676,800	\$0	\$676,800	\$683,971		\$7,171	101.06%
<b>EXPENDITURES</b>							
<b>Solid Waste</b>	\$732,880	\$0	\$732,880	\$681,732		\$51,148	93.02%
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$2,239			
<b>REVENUES</b>							
<b>Waste Water</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Waste Water Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Waste Water</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
<b>REVENUES</b>							
<b>Airport</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Airport Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Airport</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
<b>REVENUES</b>							
<b>Ambulance</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Ambulance Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Ambulance</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
<b>REVENUES</b>							
<b>Cemetery</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Cemetery Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Cemetery</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
<b>REVENUES</b>							
<b>Housing</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Housing Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>n/a</b>
<b>EXPENDITURES</b>							
<b>Housing</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expenditures				\$0			
<b>REVENUES</b>							
<b>Parking Facilities</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES - Parking Facilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>n/a</b>
<b>EXPENDITURES</b>							
<b>Parking Facilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expenditures				\$0			
<b>REVENUES</b>							
<b>JOINT UTILITY (EL, WA, WW)</b>							
Charges for Services	\$9,637,905	\$0	\$9,637,905	\$9,848,207		\$210,302	102.18%
Interest on Investments	\$31,200	\$0	\$31,200	\$16,232		(\$14,968)	52.03%
Gross Receipts - dedicated	\$91,654	\$0	\$91,654	\$100,362		\$8,708	109.50%
Grants - Federal	\$350,000	\$0	\$350,000	\$60,784		(\$289,216)	17.37%
Grants - State	\$0	\$0	\$0	\$10,131		\$10,131	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$3,769,964	\$0	\$3,769,964	\$116,016		(\$3,653,948)	3.08%
<b>TOTAL REV. - Other Enterprise Fund</b>	<b>\$13,880,723</b>	<b>\$0</b>	<b>\$13,880,723</b>	<b>\$10,151,732</b>		<b>(\$3,728,991)</b>	<b>73.14%</b>
<b>EXPENDITURES</b>							
<b>Other Enterprise Fund</b>	<b>\$17,913,331</b>	<b>\$0</b>	<b>\$17,913,331</b>	<b>\$9,008,079</b>		<b>\$8,905,252</b>	<b>50.29%</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$1,212,400	\$0	\$1,212,400	\$773,326		(\$439,074)	63.78%
Transfers (Out)	(\$1,212,400)	\$0	(\$1,212,400)	(\$773,326)		\$439,074	63.78%
<b>TOTAL-OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expenditures				\$1,143,653			

**ENTERPRISE FUNDS**

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
<b>REVENUES</b>							
<b>IRRIGATION</b>							
Charges for Services	\$13,159	\$0	\$13,159	\$13,159		\$0	100.00%
Interest on Investments	\$250	\$0	\$250	\$183		(\$67)	73.20%
Gross Receipts - dedicated	\$0	\$0	\$0			\$0	n/a
Grants - Federal	\$0	\$0	\$0			\$0	n/a
Grants - State	\$0	\$0	\$0			\$0	n/a
Legislative Appropriation	\$0	\$0	\$0			\$0	n/a
Other	\$0	\$0	\$0			\$0	n/a
<b>TOTAL REV. - Other Enterprise Fund</b>	\$13,409	\$0	\$13,409	\$13,342		(\$67)	99.50%
<b>EXPENDITURES</b>							
<b>Other Enterprise Fund</b>	\$58,645	\$0	\$58,645	\$2,476	\$16,705	\$39,463	4.22%
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$10,866			
<b>REVENUES</b>							
<b>Other Enterprise (enter fund name)</b>							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REV. - Other Enterprise Fund</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>EXPENDITURES</b>							
<b>Other Enterprise Fund</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL-OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
<b>INTERNAL SERVICE FUNDS [600]</b>							
REVENUES							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous revenues	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES</b>	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0	\$0	#REF!
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
<b>TRUST AND AGENCY FUNDS [700]</b>							
REVENUES							
Investments	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Tax Revenues	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous revenues	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL REVENUES</b>	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
General Government/Benefits	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			



# Staff Summary Report

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**MEETING DATE:** July 22, 2014  
**AGENDA ITEM:** XI. BUSINESS ITEMS (A)  
**AGENDA TITLE:** Bid 2014-391 Ruins Trail Pedestrian Bridge Change Order #2

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**ACTION REQUESTED BY:** Finance Department, Project Management  
**ACTION REQUESTED:** APPROVAL  
**SUMMARY BY:** Edward Kotyk

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

- RMCI, Inc. began work on the pedestrian bridge in February 2014, project is to be completed June 2014.
- RMCI at the June 10 Commission Meeting whereby RMCI was present for the discussion and approval of Change Order #1, Gary Huffman (RMCI Project Manager) eluded to the fact that the project may be delayed due to high spring run-off of the Animas River.
- Subsequently, the project was delayed and RMCI is requesting additional days to complete the project. Currently they anticipate the project will be completed by July 25<sup>th</sup>
- This Change Order #2 is solely for increase in time and not costs.

## **FISCAL INPUT** (If applicable, Finance Department)

- Original Bid including GRT: \$1,468,007.55
- Change Order #1 w/ GRT: \$ 22,182.42
- Change Order #2 \$ 0
- Amended Contract \$1,490,189.97

It is anticipated there will be one more change order upon completion of the project. This is a requirement of the NMDOT/FHWA funding which requires a change order to adjust the contract to actual quantities.

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**SUPPORT DOCUMENTS:** Change Order #2

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to APPROVE the Bid # 2014-391 Change Order #2.

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July 10, 2014

HDR Engineering  
2155 Louisiana Blvd NE, Suite 9500  
Albuquerque, NM 87110

Attn: Mr. Danton Bean

RE: RUINS TRAIL PEDESTRIAN BRIDGE CONSTRUCTION PROJECT  
    BID 2014-391  
    REQUEST FOR ADDITIONAL TIME DUE TO THE FOLLOWING JOB RELATED  
    CONDITIONS.

Dear Mr. Bean:

RMCI is requesting a time extension due to the following job related issues.

1. The Ruins Trail Park punch list item # 14. Corrective Action for damage caused by a truck turning on the Park property has not been received. We do not know what action will be required and cannot accomplish this scope of work without direction.
2. The mobilization of the rip rap contractor was delayed due to the high river flows on the Animas River. Construction was halted for 2 working weeks before scheduling Kimo Constructors to mobilize and begin the rock work around abutment #2. RMCI scheduled Kimo's mobilization as soon as possible however Kimo had other obligations and they were not able to mobilize immediately to the project as they were finishing work on another project. RMCI has work around abutment #2 that cannot be complete until Kimo is finished.
3. The material for the railing arrived at the manufacturer's shop on July 8<sup>th</sup> and went into production on the 10<sup>th</sup>. The fabrication process will take approximately 5 working days and the installation of the railing will take 2 working days.

The above stated items were contributory to the delay of the project. RMCI is diligently working to complete the project and would appreciate a time extension until July 25<sup>th</sup> 2014 to complete the project and associated punch list items.

Please don't hesitate to call if you have any questions, need additional information, or would like to discuss this matter further. I can be reached at (505) 345-0008 or by cell (505) 681-9076.

Sincerely,

Gary Huffman  
Project Manager

GH:jb

cc: City of Aztec - Edward M. Kotyk, Projects Manager  
    File No. 1321.04a  
    Field

# Staff Summary Report

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<b>MEETING DATE:</b>	July 22, 2014
<b>AGENDA ITEM:</b>	XI. Business Item (B)
<b>AGENDA TITLE:</b>	<b>“A-Pioneer Heights Subdivision Agreement”</b>
<b>ACTION REQUESTED BY:</b>	William M. Homka AICP, Community Development Director
<b>ACTION REQUESTED:</b>	Approve Memorandum Agreement Amending Subdivision Final Plat Requirements
<b>SUMMARY BY:</b>	William M. Homka AICP

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## **PROJECT DESCRIPTION / FACTS**

This matter was originally on the July 8, 2014 Commission Agenda but it was pulled due to ongoing negotiations to the subdivision agreement. The agreement is attached to this document and all parties agree to its terms.

The Pioneer Heights Subdivision project is located off North Light Plant Road. The project began nearly 10 years ago in August, 2004. The Aztec City Commission approved the final plat and a Subdivision Agreement at its regularly scheduled meeting on March 24, 2005. Subsequently the process of construction began, a performance bond was posted, and numerous lots were purchased and homes constructed on them. At present there are six (6) lots with private owners but the lots do not have homes as of yet.

There have been several issues over the past 10 years with this project. First, no one at the city noticed the performance bond expired in 2006. Then the economy and national housing market collapse occurred in 2008. Subdivisions are usually financed with a lot of borrowed money at the beginning of the development to cover upfront costs, such as the construction of: the first few roadways; inclusion of curbs and gutters; installation of water, storm and sanitary sewer lines; grading the site for drainage and preparing an on-site or subdivision retention pond. There are also soft costs which refer to the engineering costs to design all of these infrastructure needs that are submitted to the Commission for review and approval or denial. This is a pretty standard process in most incorporated communities and counties wherever you go in the U.S.A.

A “plat” is a formal drawing that illustrates various required, important components of a subdivision. Where the sewer lines are located, any required easements between lots for storm sewers are such examples. The subdivision also depicts individual lots that are numbered and any open space if it exists. Each lot is referenced in a schedule that provides the legal description of the corresponding lots, but the drawing also shows lot dimensions. This makes it a simple process for subdivision property owners to know their lot size, location, etc. versus creating a large, single lot in the county with a long legal description. **The important point to note in this report about plats, however, is that there is typically another sheet dedicated to all of the notes, schedules such as that aforementioned; deed restrictions, covenants, etc. It is also important to note that a Final Plat is only supposed to show a single phase of the original, approved Preliminary Plat. This was not done for Pioneer Heights, nor**

**does it appear after a review of other plats that this is standard practice. This needs to be changed in the Subdivision Rules & Regulations.**

Preliminary Plats are submitted to the Aztec City Commission and show the overall subdivision proposed to be developed. There is no limit to the number of phases a development can have, but developers typically have a project financial plan that assists them in determining how many lots are needed in each phase to help develop the next phase, assist with paying for any money borrowed to start the project, as well as have some profit in each phase. A preliminary plat usually expires in one year unless the Final Plat process begins. This is how Aztec approves and terminates Preliminary Plat dates of validity. Once the Final Plat is submitted, it is valid and does not have a termination date. It will have corrected any deficiencies that were identified during the review of the Preliminary Plat, show the plot lines, any easements, etc. It will also show the shape of the Phases and their numbered sequencing, starting with "1." The reason Final Plats do not expire is because they are legal, binding instruments that subdivide land. The county keeps track for taxation purposes, which is why the plat and any new sales of the lots are filed with the county clerk's office. But until someone buys one of the newly created lots, they remain the property of the developer.

In this instance the City of Aztec approved the entire Final Plat as submitted by the developer, PAD Ltd. The plat should have been divided into phases as discussed. That was missed or not required, which created a problem for the developer and the city. First, whether they realized it or not the developer committed to completing the entire aforementioned infrastructure within five years per a Subdivision Agreement. The developer "failed" to complete the project in that time, which should have been expected since it was a large development and no one usually installs that much infrastructure at one time. Even so, the city should have called in the development bond and used that insurance money to complete the work as designed and platted. But that couldn't happen because in 2006 the Community Development Department realized the Performance Bond expired in 2005, one year earlier. Therein lies another reason to phase the development. The bigger the project and longer the proposed development time translates to a more costly Performance Bond. Developers don't usually buy five (5) year Performance Bonds. Therefore Aztec lacked the resources to make all of the improvements.

Several years passed with what has been described as frustrating discussions on both sides. The project file contains several "NEW" Subdivision Agreements that must have been attempts to resolve the matter but obviously did not. Finally, Aztec's City Commission decided a resolving the subdivision's issues had to be a priority. That meant forcing the developer and the members of the city's development process to start over. To do that the City Commission voted to suspend the subdivision development at its regular meeting on January 14, 2014. A few city staff changes occurred after that time, maybe this resolution would have happened earlier, but at last it is here. It is timely as well because the housing market is picking up and people are looking for homes in Aztec!

The Memorandum of Agreement in front of you today is the result of two months of discussions and working together. The team used a customer driven approach to development rather than a bureaucratic approach to resolve this project's issues. The agreement may be "a new contract" between the developer and the City of Aztec, but it also emphasizes rebuilding trust between the two. For example the developer has already been working to complete the terms of this contract's Phase 1 even before this contract has been formally approved by the City Commission. It is with this spirit that staff feels comfortable in recommending the commission approve this agreement and remove the subdivision suspension. Lifting the suspension would be simultaneous with approval of this agreement because it is listed as an element in

Recitals B. The agreement informally divides the earlier final plat into four (4) phases for reference and financial purposes. The agreement has been developed in concert with Ms. Peggy McWilliams on behalf of PAD Ltd., and several representatives for the City of Aztec. These include Mr. Josh Ray, City Manager; Mr. William Watson P.E., Director of Public Works and City Engineer; Mr. Steve Mueller, Director of Parks and Recreation; Mr. William Homka, Community Development Director, and Mr. Larry Thrower, City Attorney. Together this team considered resolving the Pioneer Heights subdivision a top priority and there is consensus among the team.

The requirements for the development to get “back on course” now are simplified by looking at each phase. Phase 1 has: sidewalk installation across the seven lots owned by the developer; crack sealing the street pavement, and; replacing missing street signs. It’s also important to note that there are six vacant lots owned by private owners that are still without homes on them. The development team’s intent is to fully complete Phase 1’s sidewalks regardless of whether or not there is home on the site. The team, developer included, agreed it is only fair to the existing owners living in a neighborhood. They cannot walk around the block on the sidewalks still after nearly 10 years, so it’s time to finish phase 1. The only other outstanding issue in Phase 1 is to replace vegetation/landscaping in the open spaces as identified on the plat.

It is important to point out how the city will have to achieve completing sidewalks in the neighborhood. The developer is not responsible because the lots were sold. Therefore the city must issue sidewalk compliance notices to the six owners of the private parcels. Upon receipt of the notice the owners will have 30 days to either hire their own contractor to install the sidewalk or the city will install the sidewalks. If the city installs the sidewalk then the landowner has the option of direct pay or having the cost assessed to his/her property taxes.

Phase 2 is identified as paving Tinker, Crane and Blancett Drives where they connect to Rhodes Drive and other paved roadways. For brevity purposes in this report, refer to item #4 in the attached contract for the other requirements. Phase 3 is when the developer will pave Millison Drive along with installing curb and gutter. It can be reviewed in the proposed contract, item #5. Finally Phase 4 deals with paving McWilliams Road to cover the area that serves the condominiums on Jaquez Drive.

To avoid future instances such as this, the Community Development Department will be reviewing the city’s subdivision review requirements and also studying how to change the problem with Subdivision Agreements. Many/most communities are not set up in such a way that one recorded instrument (the plat) never expires but a supporting recorded document has an expiration date (Subdivision Memorandums). Plats are filed at the recorder’s office and it makes sense to include all requirements on a subsequent, supporting sheet of the plat.

Another issue that needs to be evaluated regarding the Subdivision requirements is to be sure we require Phases to be indicated on Preliminary Plats. Subsequently a better tracking system for Performance Bonds needs to be in place so the city is never in this type of a situation again, whereby the subdivision agreement expired, the subdivision plat is valid, but now the door is open to new negotiations about how to accomplish the development. All of those issues should be decided when a subdivision plat is approved. If a change is necessary then the developer submits another plat titled “Revised” for review and consideration. A revised subdivision plat would supersede all prior plats.

**PROCUREMENT / PURCHASING (if applicable)**

**Potential for installing sidewalks on six (6) privately owned parcels in the Pioneer Heights Subdivision.**

**FISCAL INPUT / FINANCE DEPARTMENT (if applicable)**

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**SUPPORT DOCUMENTS:** Memorandum Agreement Amending Subdivision Final Plat Requirements

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Memorandum

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**THE THROWER LAW FIRM, P.C.**

**LARRY T. THROWER**  
**BRANDT THROWER**

411 N. AUBURN  
FARMINGTON, NEW MEXICO 87401  
TELEPHONE (505) 325-6810  
FACSIMILE (505) 325-6167

July 14, 2014

Mr. William T. Denning  
Miller Stratvert P.A.  
300 W. Arrington, Suite 300  
Farmington, NM 87401

RE: Pioneer Heights Subdivision  
Memorandum Agreement

Dear Mr. Denning:

Enclosed herein is the City of Aztec's revised working draft Memorandum Agreement in the above matter. I have incorporated some of your clients' requested changes and added some changes from the City.

Please review and then contact me.

Sincerely,



Larry T. Thrower

cc: City Manager Ray  
City Community Development Director Homka  
City Public Works Director Watson

**MEMORANDUM AGREEMENT AMENDING  
SUBDIVISION FINAL PLAT REQUIREMENTS**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014 by and between the CITY OF AZTEC, NEW MEXICO (hereinafter "City") and PAD LLC (hereinafter "Developer") by and through its members DAVID McWILLIAMS and PEGGY McWILLIAMS, concerning the Pioneer Heights Subdivision located in Aztec, New Mexico (hereinafter "the Subdivision").

RECITALS

- A. City has suspended its approval of the Pioneer Heights Subdivision Final Plat pursuant to Section 23-65 of the Aztec City Code, based upon the incomplete development of the Subdivision.
- B. City and Developer wish to return the Subdivision to a purposeful development status and, to this end, have entered into negotiations for certain amendments to the Subdivision Final Plat requirements in order to enable City to lift and release its suspension of approval of the Subdivision Final Plat and so that Developer may resume the marketing, sale, lease and development of property within the Subdivision.
- C. City and Developer have acknowledged the following facts concerning the Subdivision:
  - 1. The development of the Subdivision was initially divided into three (3) development "phases" by a Subdivision Improvement Agreement dated May 9, 2005. Under the Subdivision Improvement Agreement, the Developer could have recorded and dedicated each completed phase of the Subdivision and then moved on to development of the next phase. However, due to certain complications that arose, the completion and dedication of the Subdivision phases in sequence was not completed.
  - 2. City's suspension of its approval of the Subdivision Final Plat should be lifted and released upon Developer agreeing to complete certain phased development tasks in sequence as set out in this Agreement. Such action will benefit both Developer and the owners of existing built home lots in their ability to convey subdivision

property by clarifying and enhancing the ability to acquire title insurance commitments and purchaser financing for such conveyances. Such action will benefit City in that Subdivision development and sales may go forward in an orderly fashion.

- D. City and Developer have reached a mutually beneficial agreement for such amendments to the Final Subdivision Plat requirements.
- E. A phased aerial map of the Subdivision is attached hereto as Exhibit "A" and incorporated herein by reference.
- F. This Agreement is subject to the approval of the Aztec City Commission.
- G. Upon approval and execution of this Agreement, it shall be filed for record in the Office of the San Juan County Clerk and shall serve to amend the requirements of the Final Plat of Pioneer Heights Subdivision in the City of Aztec, New Mexico, and to amend the Subdivision Improvement Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, City and Developer state, confirm and agree as follows:

1. For the purposes of this Agreement and for all Subdivision development going forward, the Subdivision shall be divided into four (4) phases, hereafter designated as Phase One (1), Phase Two (2), Phase Three (3) and Phase Four (4).
2. Upon the approval of this Agreement by the Aztec City Commission and its execution by the parties and recording, City shall execute and file for record an official document lifting and releasing City's previously recorded suspension of its approval of the Subdivision Final Plat.
3. Phase One (1) is the most crucial component in moving forward with a working relationship between City and Developer, and is also the phase wherein most existing Subdivision property owners and residents will benefit.
4. In Phase One (1) Developer shall repair, install or replace the following elements, all in compliance with the Final Plat and City of Aztec Standards:

- a. Crack sealing all of pavement. The potential exists for Developer to work with City to accomplish this task as City will be bringing in sealant in the near future. If Developer and City Public Works Director William Watson can coordinate completion of the crack sealing at a cost to Developer calculated to accurately reimburse City, such action shall be acceptable. Otherwise, the crack sealing shall be completed by Developer through a qualified third party contractor.
- b. The purchasing and erection of street signs. Due to a combination of causes, including theft and vandalism, the Subdivision requires the erection and/or replacement of certain street signs. The potential also exists for Developer to work with City to accomplish this task as City can order the required signage through the City sign shop. If developer and City Public Works Director William Watson can coordinate completion of the sign purchases and erection at a cost to Developer calculated to accurately reimburse City, such action shall be acceptable. Otherwise, the sign purchases and erection shall be completed by Developer.
- c. Installation of sidewalks. Phase One (1) of the Subdivision currently contains thirteen (13) vacant lots, seven (7) of which are owned by Developer and six (6) of which are owned by private owners. Due to the age of the Subdivision, concerns exist about compliance with the U. S. Americans With Disabilities Act (ADA) due to not having complete sidewalks throughout the more developed portion of Phase One (1). Developer shall have sidewalks installed in front of the seven (7) Developer-owned properties. City shall issue sidewalk compliance notices to the other six (6) private owners of undeveloped lots.
- d. The open spaces within the Subdivision. The open space area located south of McWilliams Road (approximate area of 25,329 square feet) and the open space area located across the same street (approximate area of 5,044 square feet) shall be replanted by Developer with appropriate vegetation. The plantings must withstand the steep slopes and potential future erosion which may occur, as such historical erosion has previously occurred on the open spaces. City and Developer will re-seed open space with BLM seed mix to sustain the sites' erosion stability.
- e. All of the Phase One (1) required elements set out above shall be completed by Developer on or before October 30, 2014.

- f. Upon Developer's completion of the above referenced elements of Phase One (1), City shall review the completed work for compliance with City development and construction standards. Upon City's finding that the completed work is compliant and satisfactory, the suspension shall remain lifted so long as Developer continues in sequence with the Subdivision's development according to the requirements for the remaining three (3) phases as set out hereinbelow. Developer shall offer the Phase One (1) Dedication Plat to the City Commission for review pursuant to Section 23-71 (6) of the Aztec City Code, without prejudice.
5. In Phase Two (2) Developer shall complete the following elements in compliance with the Final Plat and the City of Aztec standards:
- a. Tinker Drive, Crane Drive and Blancett Drive shall be paved by Developer where those roads connect to Rhodes Drive and their paved counterparts to the east, with all paving to include curb and gutter.
  - b. Developer shall install all catch basins and otherwise comply with all drainage requirements per the Final Plat.
  - c. Developer shall extend the pavement of McWilliams Road from the point at which the pavement currently ends to the point at which the existing curb and gutter ends, passing west of Jacquez Drive.
  - d. Developer shall pave Jacquez Drive from McWilliams Road to the end of Lot 6A Block 1 and Lot 16A Block 2 located thereon, with all paving to include curb and gutter.
  - e. Developer shall install all required street signs.
  - f. Developer shall offer the Phase Two (2) Dedication Plat to the City Commission for review pursuant to Section 23-71 (6) of the Aztec City Code, without prejudice.
  - g. All of the Phase Two (2) required elements set out above shall be completed by Developer on or before October 31, 2015.

6. In Phase Three (3) Developer shall complete the following elements in compliance the Final Plat and and City of Aztec standards:
  - a. Developer shall pave Millison Drive, with all paving to include curb and gutter.
  - b. Developer shall install all required street signs.
  - c. Developer shall install all catch basins and otherwise comply with all drainage requirements.
  - d. Developer shall offer the Phase Three (3) Dedication Plat to the City Commission for review pursuant to Section 23-71 (6) of the Aztec City Code, without prejudice.
  
7. In Phase Four (4) Developer shall complete the Subdivision by completing the following elements in compliance with the Final Plat and City of Aztec standards:
  - a. Developer shall complete the pavement of McWilliams Road from the point at which the existing pavement ends immediately west of Jacquez Drive to the point at the intersection of Airport Drive and North Oliver Drive.
  - b. Developer shall install a new street sign at the above intersection of McWilliams Drive and North Oliver Drive (if necessary).
  - c. Simultaneously with the paving of McWilliams Road Developer shall complete the paving of Jacquez Drive.
  - d. Developer shall offer the Phase Four (4) Dedication Plat to the City Commission for review pursuant to Section 23-71 (6) of the Aztec City Code, without prejudice.
  
8. There are no time limits for the completion of the elements listed above other than those previously stated in this Agreement. Developer, however, will not be allowed to sell, or contract for the sale, of any lots located in Phase Three (3) or Phase Four (4) until after the City has approved and accepted the completion of the elements set forth in Paragraph 6 and 7 above. Developer's failure to complete the elements listed above shall entitle City to exercise all legal remedies and proceedings available to City by law.

9. The Final Plat, the Subdivision Agreement, and this Agreement, construed together, constitute the entire agreement between the parties hereto pertaining to the subject matter hereof. Otherwise, all prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are hereby superseded and merged herein.
10. No change or addition is to be made to this Agreement except by a written amendment executed by the parties hereto. Within thirty (30) days after any amendments to this Agreement, such amendment shall be approved by the Aztec City Commission and recorded with the office of the Register of Deeds of San Juan County, New Mexico.
11. Each of the parties represents and warrants to the other that (1) it is duly formed and validly existing under the laws of New Mexico, (2) it is duly qualified to do business in the State of New Mexico and is in good standing under applicable state laws, and (3) the individuals executing this Agreement on behalf of the respective parties are authorized and empowered to bind the party on whose behalf each such individual is signing.
12. This Agreement shall be construed and interpreted under the laws of New Mexico.
13. City and Developer agree that it is in the mutual best interests of each party for Developer to timely inform City of any unforeseen circumstances which may cause unexpected delays in executing this Agreement, so that the parties may examine any potential solutions in order to keep the Subdivision development moving forward.
14. This Agreement, shall be recorded in the office of the Register of Deeds of San Juan County, New Mexico and all Exhibits made a part hereof, shall be permanently filed in the office of the Clerk of the City and the office of the Community Development Department of the City, and is there available for inspection and copying during normal business hours. This Agreement shall constitute covenants that run with the land and are binding on successors in interest.

**IN WITNESS WHEREOF**, this Agreement is executed by City and Developer effective as of the day and year first above written.

CITY OF AZTEC, NEW MEXICO

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

**ATTEST:**

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

**ACKNOWLEDGMENT**

STATE OF NEW MEXICO     )  
  )  
COUNTY OF SAN JUAN     )     ss.

This instrument was acknowledged before me on \_\_\_\_\_, 2014,  
by Sally Burbridge, Mayor and by the City Clerk of the City of Aztec, New Mexico,  
a New Mexico municipal corporation.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**DEVELOPER'S NAME(S)**

**PAD, LLC**

By: \_\_\_\_\_  
David McWilliams

By: \_\_\_\_\_  
Peggy McWilliams

Notarized:

**ACKNOWLEDGMENT**

STATE OF NEW MEXICO        )  
  )  
COUNTY OF SAN JUAN        )        ss.

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014,  
before me, the undersigned, a notary public in and for the County and State  
aforesaid, came \_\_\_\_\_, title

\_\_\_\_\_, company name  
\_\_\_\_\_, duly organized, and existing under and  
by virtue of the laws of the State of New Mexico, who is personally known to me  
to be such officer, and who is personally known to me to be the same person  
who executed, as such officer, the within instrument of writing on behalf of said  
\_\_\_\_\_ company, and such person duly acknowledged  
the execution of the same to be the act and deed of said company.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official  
seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My Commission Expires:



# Land Use Hearing

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<b>MEETING DATE:</b>	July 22 2014
<b>AGENDA ITEM:</b>	XII. LAND USE HEARING (A)
<b>AGENDA TITLE:</b>	<b>Mosaic Academy - Conditional Use</b>

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<b>ACTION REQUESTED BY:</b>	Mosaic Academy Charter School
<b>ACTION REQUESTED:</b>	Approve Conditional Use Permit to allow school to continue in a R-2 (Multi-Family Residential) zoned district.
<b>SUMMARY BY:</b>	Michelle Morgan

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## FINDING OF FACTS

### Community Development Finding of Facts

1. Mosaic Academy Charter School is located at 450 Llano Street (previously addressed as 101 Ute Avenue), Aztec, NM 87410, Property Tax ID # R0001781; which is zoned R-2 Multi-Family Residential.
2. Mosaic Academy originally acquired a Conditional Use Permit in March 2006 to create a charter school at this location. The City of Aztec Commission approval was for a 4 year time period. The permit was renewed again 4 years later in January 2010 for another 4 years.
3. R-2 Multi-Family Residential zoned districts are not zoned for schools and thus the charter school must seek a Conditional Use Permit, a Variance or a Zone Change Request.
  - a) A Conditional Use Permit allows unusual characteristics or services that are "additional" uses to a respective district. This permit is specific to the property and property owner. The permit becomes void if/when the property is ever sold. (In this case we have received a signed letter from the landowner allowing this type of use for this property and will allow the Mosaic School to be the holder of the Conditional Use Permit.)
  - b) A Variance would be requested and appropriate if circumstances existed that presented an unusual hardship that creates a disadvantage to the property that deprives the landowner of all reasonable use of the property. This does not apply in this case.
  - c) A Zone Change request could be made to change the property from its current zone of R-2 (Multi-Family Residential) district to O-1 (Office and Institutional District), which is the first zoning district that permits schools.
    - 1) The trouble with a zone change here is it would be a spot zone in a mainly R-1 Single-Family and R-2 Multi-Family area. There is one C-1 Limited Retail / Neighborhood Commercial District and two C-2 General Commercial and Wholesale Districts across the street currently.

- 2) Located approximately one (1) block away, on the corner of Navajo Ave and Hartman Place, is Park Avenue Elementary (501 S Park Avenue). That property is also zoned R-2 Multi-Family.
4. The Mosaic School is seeking to continue their services and wants to establish a permanent facility. The representatives are just not sure where they will locate it at this time.
5. After discussing these options with the school's representatives, they submitted a request for a new Conditional Use Permit. This new request is for a five (5) year approval period. The request for an additional year is to provide more time while the Mosaic Academy completes its evaluation of where to locate a permanent facility.
6. If the school decided not to use the current location, the landowner- Gordon Crane, would not be put at a disadvantage of having the parcel re-zoned to an O-1 zone and unable to create multi-family dwellings on the parcel in the future.
7. If the school decided to purchase the current location and build, representatives would then seek a zone change since zoning and construction are both more permanent solutions.
8. A Pedestrian Safety Improvement plan was implemented in 2007 and a crosswalk is in place for student safety.
9. Comments:
  - a. No comments received from landowner notification letters mailed out July 2, 2014.

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**SUPPORT DOCUMENTS:**

- Map
  - Application packet
  - Support letter from landowner
  - Supporting documents
- 
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**COMMUNITY DEVELOPMENT RECOMMENDATION:** The Community Development Department recommends **APPROVING** this application for a Conditional Use Permit to allow the Mosaic Academy Charter School to continue in a R-2 Multi-Family Residential zoned district, located at 450 Llano Street Aztec, NM 87410, Property Tax ID # R0001781; advising Commission to accept Findings of Fact # 1- 9 and vote "**YES**" to show the motion as **APPROVED**.

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**RECOMMENDED RULING:** Move to Approve this application for a this application for a Conditional Use Permit to allow the Mosaic Academy Charter School to continue in a R-2 Multi-Family Residential zoned district, located at 450 Llano Street Aztec, NM 87410, Property Tax ID # R0001781; accepting Findings of Fact # 1- 9.

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\* previously 101 Ute - readdressed to Llano.

City of Aztec Planning Department 281 W. Chaco Aztec, NM 87410  CR8115-3	<b>CASH RECEIPT</b>		Date <u>June 30, 2014</u>	002940
	Received From <u>Mosaic Academy</u>			
	Address <u>450 Llano</u>			
			Dollars \$ <u>60.00</u>	
	For <u>Conditional Use</u>			
CK # <u>5409</u> <u>10 Admin \$50.00 Conditional</u>				
<b>ACCOUNT</b>		<b>HOW PAID</b>		
AMT OF ACCOUNT		CASH		By <u>Michelle Morgan</u>
AMT PAID		CHECK	<u>60.00</u>	
BALANCE DUE		MONEY ORDER		
		CREDIT CARD		

TI-3P 10712  
 06/30/2014 14242 42  
 CN DEV LAND USE PERMITS  
 U-0002192  
 FROM CN DEV LAND USE PERMITS      AMOUNT  
 FROM CN DEV ADMIN FEE CALL PG      50.00  
 FROM CN DEV ADMIN FEE CALL PG      10.00  
 PAYMENT RECEIVED      AMOUNT  
 CHECK# 3409      60.00  
 TOTAL      60.00

RECEIVED

PLANNING DEPARTMENT  
 281 W. CHACO  
 AZTEC, NM 87410



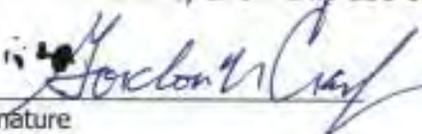
Mosaic Academy  
450 Llano St.  
Aztec, NM 87410  
6/25/14

Mosaic Academy respectfully requests the Conditional Use Permit to allow our school to operate for the next five years. We will continue to have six (6) double classroom portables to house our school. We currently have 180 students with 78 students on a waiting list.

Sincerely,  
Diane Mittler, Principal  
Mosaic Academy

Acting as agent for  
Gordon Crane Jr., Owner

I, Gordon Crane, allow this use of my property.

  
Signature \_\_\_\_\_ Date 7-13-14

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

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July 2, 2014

Diane Mittler  
Mosaic Academy Charter School  
450 Llano St  
Aztec, NM 87410

Re: Conditional Use Request for Mosaic Academy at 450 Llano St (previously addressed as 101 Ute Ave).

Dear Ms. Mittler:

You have made a request to the City of Aztec Community Development Department to renew your previous Conditional Use Permit for the parcel with Tax ID R0001781 located at 450 Llano Street (previously addressed as 101 Ute Avenue), Aztec. You are seeking to continue running the Mosaic Academy Charter School at this location for another four year term. The property is located in an R-2 (Residential Multi-family) zoning district which is not zoned for schools and thus must seek a conditional use permit to continue with this type of use.

The City Commission will hear this request during a public meeting to be held on **Tuesday, July 22, 2014 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** As the school representative, you or your designated representative are required to attend the scheduled Commission meeting regarding this matter.

The public is requested to contact Community Development via phone at 505-334-7604 or email at [mmorgan@aztecnm.gov](mailto:mmorgan@aztecnm.gov) to provide support or concerns regarding this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

Community Development will be creating a staff summary for Commission giving them more information on this property and the Conditional Use request being made. **Please look over the summary prior to the meeting so you are aware of Community Developments stand on this matter. This summary will be available to the public on the City of Aztec website at this location: [http://www.aztecnm.gov/agendas/ccm\\_agenda.pdf](http://www.aztecnm.gov/agendas/ccm_agenda.pdf) the Thursday prior to the meeting.** On the table of contents, locate the Land Use Hearing you are interested in and click on it to be taken to the staff summary for that Land Use Hearing.

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

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If you have any further questions, please don't hesitate to call me at 505-334-7604, Monday through Thursday from 8:00 a.m. to 5:30 p.m. Thank you.

Respectfully,

A handwritten signature in blue ink that reads 'Michelle Morgan'.

Michelle Morgan  
Planning Technician / Addressing Coordinator  
Community Development

Enclosure: Map  
Frequently Asked Questions on Land Use Hearings

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

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July 2, 2014

Gordon Crane, Jr  
PO Box 190  
Aztec, NM 87410

Re: Conditional Use Request for Mosaic Academy at 450 Llano St (previously addressed as 101 Ute Ave).

Dear Mr. Crane:

The Mosaic Academy has made a request to the City of Aztec Community Development Department to renew their previous Conditional Use Permit for the parcel with Tax ID R0001781 located at 450 Llano Street (previously addressed as 101 Ute Avenue), Aztec. They are seeking to continue running the Mosaic Academy Charter School at this location for another four year term. The property is located in an R-2 (Residential Multi-family) zoning district which is not zoned for schools and thus must seek a conditional use permit to continue with this type of use.

The City Commission will hear this request during a public meeting to be held on **Tuesday, July 22, 2014 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** As the land owner, you or your designated representative are required to attend the scheduled Commission meeting regarding this matter.

The public is requested to contact Community Development via phone at 505-334-7604 or email at [mmorgan@aztecnm.gov](mailto:mmorgan@aztecnm.gov) to provide support or concerns regarding this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

Community Development will be creating a staff summary for Commission giving them more information on this property and the Conditional Use request being made. **Please look over the summary prior to the meeting so you are aware of Community Developments stand on this matter. This summary will be available to the public on the City of Aztec website at this location: [http://www.aztecnm.gov/agendas/ccm\\_agenda.pdf](http://www.aztecnm.gov/agendas/ccm_agenda.pdf) the Thursday prior to the meeting.** On the table of contents, locate the Land Use Hearing you are interested in and click on it to be taken to the staff summary for that Land Use Hearing.

If you have any further questions, please don't hesitate to call me at 505-334-7604, Monday through Thursday from 8:00 a.m. to 5:30 p.m. Thank you.

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

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Respectfully,

*Michelle Morgan*

Michelle Morgan  
Planning Technician / Addressing Coordinator  
Community Development

Enclosure: Map  
Frequently Asked Questions on Land Use Hearings

*Mayor*  
Sally Burbridge

*Mayor Pro-Tem*  
Sherri A. Sipe



*Commissioners*

Roberta Locke  
Katee McClure  
Sheri Rogers

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July 2, 2014

## PUBLIC NOTICE

Re: Conditional Use Request for Mosaic Academy at 450 Llano St (previously addressed as 101 Ute Ave).

Dear Property Owner:

The Mosaic Academy has made a request to the City of Aztec Community Development Department to renew their previous Conditional Use Permit for the parcel with Tax ID R0001781 located at 450 Llano Street (previously addressed as 101 Ute Avenue), Aztec. They are seeking to continue running the Mosaic Academy Charter School at this location for another four year term. The property is located in an R-2 (Residential Multi-family) zoning district which is not zoned for schools and thus must seek a conditional use permit to continue with this type of use.

The City Commission will hear this request during a public meeting to be held on **Tuesday, July 22, 2014 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM**.

The public is requested to contact Community Development via phone at 505-334-7604 or email at [mmorgan@aztecnm.gov](mailto:mmorgan@aztecnm.gov) to provide support or concerns regarding this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

As a surrounding property owner, you are also designated as a party to this Land Use hearing. You are thus invited to attend the scheduled Commission meeting regarding this matter and give your statements or ask questions of the property owner as well. You will be given 10 minutes to do this in.

In order to be heard you will need to attend the Commission meeting 10 minutes prior to the start of the meeting at 6:00 pm where you will be directed to sign in at the Clerk's table for the appropriate hearing. I have included a frequently asked questions flyer with more information on this proceeding as well.

Community Development will be creating a staff summary for Commission giving them more information on this property and the Conditional Use request being made. **Please**

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

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**look over the summary prior to the meeting so you are aware of Community Developments stand on this matter. This summary will be available to the public on the City of Aztec website at this location: [http://www.aztecnm.gov/agendas/ccm\\_agenda.pdf](http://www.aztecnm.gov/agendas/ccm_agenda.pdf) the Thursday prior to the meeting.** On the table of contents, locate the Land Use Hearing you are interested in and click on it to be taken to the staff summary for that Land Use Hearing.

If you have any further questions, please don't hesitate to call me at 505-334-7604, Monday through Thursday from 8:00 a.m. to 5:30 p.m. Thank you.

Respectfully,

A handwritten signature in blue ink that reads 'Michelle Morgan'.

Michelle Morgan  
Planning Technician / Addressing Coordinator  
Community Development

Enclosure: Map  
Frequently Asked Questions on Land Use Hearings

## FREQUENTLY ASKED QUESTIONS: LAND USE HEARING PROCEDURE

1. **What is a Land Use Hearing?** A Land Use Hearing (sometimes referred to as a Quasi Judicial Hearing) involves the determination of rights, duties or obligations of specific individuals based on existing laws, codes or regulations. A Land Use Hearing is intended to protect the Due Process of all parties involved and is similar to a court hearing in which a judge (the Aztec City Commission) hears evidence from City Staff and the Applicant, as well as any Parties, Witnesses, or Interested Persons, and then issues a decision on the application based on the evidence presented to them. Land Use Hearings typically involve an Applicant's request for a variance to the City's Land Use Regulations, the revocation or denial of a business license, or similar land use matters.

2. **Definitions You Should Know**

**Applicant:** The person who submitted the application to the City of Aztec for a Variance, Zone Change, Subdivision, etc.

**Party:** Any person that received a landowner notification letter from the City of Aztec and/or any person who has a financial interest in the land use matter being heard by Commission.

**Witness:** Any person designated by the Applicant or by a Party to provide testimony on their behalf.

**Interested Person:** Any person, not defined above, that is interested in the land use matter being heard by Commission and who wishes to provide comment to Commission.

3. **What time do I need to appear for a Land use hearing?**

If you are the applicant, witness or party to a Land Use Hearing you must appear at the Commission meeting for which your hearing is scheduled. You may consult the City Clerk or the Community Development Department to confirm this date. **Commission meetings begin promptly at 6:00 p.m. You are required to register with the City Clerk prior to the beginning of the Commission meeting; it is recommended you arrive at least ten (10) minutes before the meeting begins so that City Staff can assist you with the registration process.** Failure to appear on time may result in your inability to testify and/or in your hearing item being postponed to a later meeting date.

4. **What are the steps involved in a Land Use Hearing?**

- 1) The Commission Chair will explain the Land Use Hearing process and will define the item to be discussed in the first Land Use Hearing (as shown on the Commission Agenda).
- 2) Parties, Witnesses and Interested Persons will be asked to identify themselves and will be asked to state their interest in the matter. To be accepted by the Commission as a Party to the hearing, you generally need to prove you have a financial or pecuniary

interest in the matter at hand (i.e. you are a neighboring landowner, etc.). Parties may then identify Witnesses to testify on their behalf.

- 3) Commission will accept parties (as they deem appropriate) and all witnesses and interested persons wishing to comment on the hearing matter will be asked to sign up to testify (sign-up sheet provided by the City Clerk during the meeting). You will be required to provide you full name and mailing address on the sign-up sheet. **You, along with any witnesses appearing on your behalf, must sign up to testify before the Land Use Hearings begin or you will not be able to testify.**
- 4) The Commission Chair will ask all in attendance if there are any challenges to the jurisdiction of the City of Aztec to hear the matter and will then ask the Commission to identify any personal biases they may have regarding the matter; Commissioners will also be asked to identify any contacts they have had on the matter outside of the hearing proceedings (these are called *Ex Parte* contacts).
- 5) The Commission Chair (or appointee) will swear City Staff, Applicants, all Parties, Witnesses and Interested Persons in under oath; this is similar to being sworn in for a court hearing.
- 6) Municipal Staff will present their testimony (calling witnesses as necessary), will answer questions from Commission, and will be cross-examined by the Applicant and any identified parties. Witnesses may be cross-examined but cannot cross-examine those testifying.
- 7) The Applicant will present their testimony, limited to 15 minutes (calling witnesses as necessary), will answer questions from Commission, and will be cross-examined by City Staff and identified parties. Witnesses may be cross-examined but cannot cross-examine those testifying.
- 8) Parties will present their testimony, limited to 10 minutes (calling witnesses as necessary), will answer questions from Commission, and will be cross-examined by City Staff and the Applicant. Witnesses may be cross-examined but cannot cross-examine those testifying.
- 9) Interested Persons will then be allowed to make their statements and /or ask questions concerning the matter but are limited to 5 minutes each. They will then answer any questions from Commission, the Applicant, Municipal Staff, and Identified Parties but will NOT have the opportunity to cross-examine staff, the applicant or identified parties.
- 10) All written documents presented from any person testifying will be marked for identification and entered into evidence as part of the official hearing record.

- 11) Once all testimony is complete, the Commission will then close the hearing to testimony.
  - 12) The Commission will then deliberate and render its decision in one of three ways: (1) on the spot, (2) by recessing into a closed session, or (3) by deciding to render its decision at a later date, either by continuing the hearing at a later date or by deliberating further and issuing a determination at a later date.
  - 13) The decision of the Commission is not official and is not enforceable by law (i.e. the applicant cannot proceed with their request) until the Commission Chair has signed and recorded the Findings of Fact and Conclusions of Law, as established by the Commission.
  - 14) Once the Findings of Fact and Conclusions of Law have been signed and recorded, the City Clerk will then provide the applicant, parties, witnesses and any other requestors with a copy of the Findings of Fact and Conclusions of Law, along with information on the appeal process; this information will be provided via mail within 10 calendar days from the date the Commission renders their decision on the hearing and files an official Findings of Fact and Conclusions of Law with the City Clerk.
5. **What can I say in a Land Use Hearing?** Once you have signed up to testify and have been sworn in, you can say anything that pertains to the matter being considered. Personal remarks, swearing and items not relating to the issue at hand are not appropriate. There is a Citizen's Input section during Commission Meetings (prior to the Land Use Hearing) for comments the public would like to make regarding other items not pertaining to the Land use hearing, please sign-up with the City Clerk prior to the beginning of the Commission Meeting to take advantage of this opportunity.
  6. **What is the role of the Applicant?** The applicant is responsible for stating their case and for proving to the Commission that a decision rendered in their favor is in the best interests of the City. Applicants are encouraged to familiarize themselves with the section of Municipal Code to which they are seeking a variance or other relief. Any supplementary information that can be provided to Commission to the applicant's request is encouraged.
  7. **What is the role of City Staff?** City Staff is responsible for stating the facts of the case, as presented to them from public record, permit applications, land use history and laws and regulations. Staff serves as a professional consultant to Commission and is not responsible for assisting the Applicant in making their case.
  8. **If I am the Applicant, when do I know if I can proceed with my development?** Following the Land Use Hearing and after the City Commission has rendered their decision and has issued a Findings of Fact and Conclusions of Law, the Mayor will sign the Hearing

Order and this will be recorded with the City Clerk. Once signed and recorded, you will be contacted by the Community Development Department to receive your copy of the Hearing Order and to finalize any pending land use applications.

9. **When does the Hearing Order of the Aztec City Commission become official?** When the Order has been signed by the Mayor and recorded with the City Clerk.
10. **Can I appeal a decision of the Aztec City Commission?** Yes, you may appeal a decision of the City Commission, provided you file an appeal with the District Court (located in Aztec at 103 S. Oliver Dr.) within 30 days of the effective date of the Land use hearing Order (a copy of the Hearing Order, as well as additional information on the appeal process, will be provided to you by the City Clerk upon request). You may contact the District Court at (505) 334-6151 for general information on this process.
11. **Where can I get more information?** You may either contact the City Clerk at (505) 334-7603 or the Community Development Department at (505) 334-7604.

7013 1090 0001 7319 7043

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Restricted Delivery Fee (Endorsement Required)		
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 Street or PO Box: **PO BOX 190**  
 City, State, ZIP: **AZTEC, NM 87410**

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Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent to: **DIANE MITTLER**  
 Street or PO Box: **MOSAIC ACADEMY CHARTER SCHOOL**  
 City, State, ZIP: **450 LLANO STREET**  
**AZTEC, NM 87410**

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature: *Shirley Crane*  Agent  Addressee

B. Received by (Printed Name): *Shirley Crane*  Date of Delivery

C. Is delivery address different from item 1?  Yes  No

D. If YES, enter delivery address below:

3. Service Type:  Certified Mail  Express Mail  Return Receipt for Merchandise  
 Registered  Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes  No

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**CRANE GORDON N JR AND DIANE**  
**PO BOX 190**  
**AZTEC, NM 87410**

2. Article Number (Transfer from service label): **7013 1090 0001 7319 7043**

PS Form 3811, February 2004 Domestic Return Receipt 10259-02-01-1540

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature: *Diane Mittler*  Agent  Addressee

B. Received by (Printed Name): *Diane Mittler*  Date of Delivery

C. Is delivery address different from item 1?  Yes  No

D. If YES, enter delivery address below:

3. Service Type:  Certified Mail  Express Mail  Return Receipt for Merchandise  
 Registered  Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes  No

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**DIANE MITTLER**  
**MOSAIC ACADEMY CHARTER SCHOOL**  
**450 LLANO STREET**  
**AZTEC, NM 87410**

2. Article Number (Transfer from service label): **7013 1090 0001 7319 7050**

PS Form 3811, February 2004 Domestic Return Receipt 10259-02-01-1540

7013 1090 0001 7319 7067

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: **EMBARCADERO ASSOCIATION**  
**ATTN MONARCH PROP INC**  
 Street, Apt. No. or PO Box: **1720 LOUISIANA BLVD NE STE 402**  
 City, State: **ALBUQUERQUE, NM 87110**

PS Form 3811

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U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: **ESQUIBEL LEO H SR AND BEATRICE**  
 Street, Apt. No. or PO Box No.: **612 APACHE ST**  
 City, State, ZIP: **AZTEC, NM 87410-2218**

PS Form 3811

7013 1090 0001 7319 7074

COMPLETE THIS SECTION ON DELIVERY

A. Signature  
 *Karla Veretta*  Agent  
 *Karla Veretta*  Addressee

B. Received by (Printed Name) *Karla Veretta* C. Date of Delivery *2/17/04*

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type  
 Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.  
 4. Restricted Delivery? (Extra Fee)  Yes

102595-02-01-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on this reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**EMBARCADERO ASSOCIATION**  
**ATTN MONARCH PROP INC**  
**1720 LOUISIANA BLVD NE STE 402**  
**ALBUQUERQUE, NM 87110**

2. Article Number  
*MOSAIC CONDITIONAL*  
**7013 1090 0001 7319 7067**

PS Form 3811, February 2004

Domestic Return Receipt

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**ESQUIBEL LEO H SR AND BEATRICE**  
**612 APACHE ST**  
**AZTEC, NM 87410-2218**

2. Article Number  
*MOSAIC CONDITIONAL*  
**7013 1090 0001 7319 7074**

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-01-1540

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Send To  
**KIMBALL SCOTT I**  
 Street, Apt. No. or PO Box No.  
**402 UTE AVE**  
 City, State ZIP+4  
**AZTEC, NM 87410**

PS Form 3811

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7013 1090 0001 7319 7081

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Send To  
**TENTLER AMANDA L**  
 Street, Apt. No. or PO Box No.  
**403 UTE AVE**  
 City, State ZIP+4  
**AZTEC, NM 87410**

PS Form 3811

7013 1090 0001 7319 7098

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature *Kimball Scott*  Agent  Address
- B. Received by (Printed Name) *Scott Kimball*  Date of Delivery *2/15/04*
- C. Is delivery address different from item 1?  Yes  No
- D. If YES, enter delivery address below:  Yes  No

3. Service Type  Certified Mail  Express Mail  Registered  Return Receipt for Merchandise  Insured Mail  C.O.D.
4. Restricted Delivery? (Extra Fee)  Yes  No

KIMBALL SCOTT I  
 402 UTE AVE  
 AZTEC, NM 87410

MOSAK CONDITIONAL

2. Article Number  
 (Transfer from service label)

7013 1090 0001 7319 7081

PS Form 3811, February 2004

Domestic Return Receipt

10250-02-00-1040

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

TENTLER AMANDA L  
 403 UTE AVE  
 AZTEC, NM 87410

MOSAK CONDITIONAL

2. Article Number  
 (Transfer from service label)

7013 1090 0001 7319 7098

PS Form 3811, February 2004

Domestic Return Receipt

10250-02-00-1040

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature *Amanda L Tentler*  Agent  Address
- B. Received by (Printed Name) *Scott Kimball*  Date of Delivery *2/15/04*
- C. Is delivery address different from item 1?  Yes  No
- D. If YES, enter delivery address below:  Yes  No

3. Service Type  Certified Mail  Express Mail  Registered  Return Receipt for Merchandise  Insured Mail  C.O.D.
4. Restricted Delivery? (Extra Fee)  Yes  No

TENTLER AMANDA L  
 403 UTE AVE  
 AZTEC, NM 87410

MOSAK CONDITIONAL

2. Article Number  
 (Transfer from service label)

7013 1090 0001 7319 7098

PS Form 3811, February 2004

Domestic Return Receipt

10250-02-00-1040

# Staff Summary Report

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**MEETING DATE:** 22 July 2014  
**AGENDA ITEM:** XVI. BUSINESS ITEM (2)  
**AGENDA TITLE:** Purchase of Real Property, Potential Legal Dispute

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

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

The City of Aztec is currently working to resolve a property issue related to the Animas River Diversion Project. The Diversion Project requires the use of private property in order to construct the new diversion.

This project is needed to secure sufficient water flow for our water plant operations.

City staff has been working with City Attorney Larry Thrower to finalize the documents for this purchase.

All supporting documents will be provided during the closed session.

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**SUPPORT DOCUMENTS:** Documents to be handed out during closed session

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve the agreement for the purchase of real property.

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