

A G E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
October 28, 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 Meeting Minutes, October 14, 2014
- B. Travel Requests
- C. Document Destruction Community Development

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "Items from Consent Agenda"

- IX. **ITEMS FROM CONSENT AGENDA**
- X. **CITIZENS INPUT (3 Minutes Maximum)**
(Citizens who wish to speak will sign up prior to the meeting – this section is for items not otherwise listed on the agenda)
- XI. **BUSINESS ITEMS**

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

XII. LAND USE HEARING

A. Withdrawal of Application 2014-134 Zone Change

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

Pursuant to State Law, Section 10-15-1 (H-8) to Consider the Approval of Purchase of Real Property

XVI. ADJOURNMENT

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CITY OF AZTEC
COMMISSION WORKSHOP MINUTES
October 14, 2014

I. Call to Order

Mayor Burbridge called the Meeting into order at 5:15p.m.

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

MEMBERS ABSENT: Commissioner, Roberta Locke

OTHERS PRESENT: City Manager, Joshua Ray; Utility Supervisor, Delain George; City Clerk, Karla Saylor; Ed Kotyk, Project Manager

A. Water/Sewer Service Line Warranty Program for Residential Customers

Utility Director, Delain George opened up the workshop mentioning that Bill Watson, Public Works Director received an email from a customer that was inquiring of the City offered this program. Delain followed up and brought the program forth to Commission for review.

Ashley Shiwarski, Sales Manager reviewed the following National League of Cities Service Line Warranty Program Highlights with Commission and Staff:

- Nearly 200 cities participating nationwide
- No cost to or liability for the city to participate
- Healthy, ongoing annual revenue stream for city
- Educates homeowners about their lateral line responsibilities
- The only utility line warranty program endorsed by the National League of Cities
- Utility Service Partners handles all marketing and management of the program
- 24/7 /365 bilingual customer service
- All repairs performed to city code by local, licensed contractors
- Reduces calls from residents to City Hall for lateral water and sewer line issues
- Homeowner billed by NLC Service Line Warranty Program
- USP is a North Central Texas Council of Governments (NCTCG) Shared Services Program Partner

- City provides residents an affordable solution that covers cost of repairs to water and sewer lines for which the homeowner is responsible
- Saved more than 60,000 homeowners across the country over \$45 million in utility line repair costs
- Public funds are not used in the marketing, distribution or administration of the NLC Service Line Warranty Program
- The NLC Service Line Warranty Program must be supported by the City into which it is being introduced before any warranty offer letters are mailed to homeowners in the community

Adjournment

MOVED by Mayor Burbridge to Adjourn the Workshop at 5:50pm

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

Staff Summary Report

MEETING DATE: October 28, 2014
AGENDA ITEM: VIII. CONSENT AGENDA (B)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Commission, Courts and General Services
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Cheryl Franklin

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. One request for travel had already occurred and the Commission is requesting approval for travel on the date of this meeting; however, the remaining request 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

SUPPORT DOCUMENTS: Travel Log October 28, 2014

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

EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: October 28, 2014

Dates of Travel	Department	Employee	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY15 Budget Available
10/15/14	Commission	Sally Burbridge	SIF Board Meeting Santa Fe, NM.	No	No	36.00 60.00	Meal & Gratuity Allowance Estimate cost for fuel	Yes
10/29-31/14	Courts	Theresa Bounds	Court Clerks Education/Board Meeting Albuquerque, NM.	Yes	No	86.40 60.00 81.00	Meal & Gratuity Allowance Estimate cost for fuel Lodging (one night paid by JEC)	Yes
12/08-11/14	General Service	Jeff Blackburn	Rocky Mountain Regional Turfgrass Assoc. Trade Show Denver, CO.	Yes	Yes	198.60 275.00 140.00 365.31	Meal & Gratuity Allowance Registration Estimate cost for fuel Lodging	Yes

Staff Summary Report

MEETING DATE: October 28, 2014
AGENDA ITEM: VIII. CONSENT AGENDA (C)
AGENDA TITLE: Community Development Record Destruction

ACTION REQUESTED BY: Community Development
ACTION REQUESTED: Approval of Community Development Record Destruction
SUMMARY BY: Dawn Lewis

PROJECT DESCRIPTION / FACTS

- Commission Approved Resolution 2008-776 “Approving and Establishing a Records Management Program” for the City of Aztec on October 21, 2009.
- Prior to the final destruction of any city document, Commission approval must be obtained.
- If approval is obtained the document will be shredded. The Destruction Form will be signed and held by the City Clerk.
- Destruction of the following Community Development records **requiring** City Commission approval. Records are have been scanned and have met record retention requirements:
 - (1) 1993 Plat Map; (1) 2002 Plat Map; (1) 2007 Plat Map; (1) 2014 Plat Map; (1) 2010 Plat Map
 - (5) Plat Map - 2012; (5) Plat Map – 2003; (5) Plat Map – 2009
 - (12) Plat Map – 2007
 - (4) Plat Map – 2008
 - (2) Plat Map – 2001
 - (3) Plat Map – 2000
 - (4) Plat Map – 2006
 - (6) Plat Map – 2004
 - (7) Plat Map – 2013
 - Box #1 – Misc
 - Certified letter; plat map; easement; permit (planning, new construction, sign, conditional use); memorandum, staff summary, and correspondence
 - Box #2 – Oil & Gas
 - Permit; insurance certificates; business renewals, general correspondence, SPO’s, fuel invoices
 - Box #3 – Misc
 - Grant; correspondence, permit, orders, easements, addressing, EDAB minutes & agenda
 - Box #4 – Planning & Zoning
 - Correspondence; code compliance; board meeting; application for variance
 - Box #5 – Economic Development Board
 - Minutes (2010)
 - Minutes (2011)

- Box #6 – Planning Zoning
 - Minutes 1953-1959; minutes 1960-1969; minutes 1970-1979; minutes 1980-1989; minutes 1990-1999; minutes 2000-2010
 - Public Notices 1981-2003; public notices 2004-2010
- Box #7 – Variance
 - 1978-1991; 1993; 1994-1995; 1997-1998; 2000-2007; 2009-2010
 - Conditional Use 2008
 - Special Use 2006
- Box #8 - Oil & Gas
 - Permit #2005-01 – 2008-139
- Box #9 – Planning
 - Permit 2010-01 – 2010-128
 - Permit 2011-01 – 2011-129

PROCUREMENT / PURCHASING (if applicable)

N/a

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

N/a

SUPPORT DOCUMENTS: None.

DEPARTMENT’S RECOMMENDED MOTION: Move to Approve Community Development Record Destruction

Staff Summary Report

MEETING DATE:	October 28, 2014
AGENDA ITEM:	XII. LAND USE HEARING (A)
AGENDA TITLE:	Withdrawal of Application 2014-134 Zone Change
ACTION REQUESTED BY:	Jerry Parker 516 Ruins Road #74 Aztec NM
ACTION REQUESTED:	Approve Withdrawal of Application 2014-134 Zone Change
SUMMARY BY:	William M. Homka AICP

HISTORY

This request was originally presented to the Aztec City Commission at its regularly scheduled hearing on September 9, 2014. The Commission deferred the case pending answers to questions, including the need to create a separate, smaller parcel and with an easement to provide unrestricted access to the home site.

Staff spoke with Mr. Parker on September 10 and he requested his application be withdrawn. He did not want to pursue the zone change through all the other aforementioned requirements. After staff asked if he was certain about his decision, Mr. Parker mentioned his business partner would be visiting from out of town in October. Staff suggested he discuss the matter with his partner before officially withdrawing his application. Mr. Parker agreed with the suggestion.

At Commission's meeting on September 23, 2014 a motion was approved to defer this request to the October 28, 2014 meeting. The deferral period would provide ample time for Mr. Parker to meet with his partner. Afterwards he would inform Community Development of his decision whether to proceed or not with the application.

Staff made a follow up call to Mr. Parker on Wednesday October 22, 2014. Mr. Parker indicated he still wants to withdraw his application. He suggested he may apply again sometime in the future but he is not willing to proceed now. Mr. Parker has not commenced with any work to support the request, including the creation of a minor subdivision with an access easement.

FINDINGS OF FACTS

1. Mr. Parker requests the application 2014-134 Zone Change at 516 Ruins Road be withdrawn as he is not ready to proceed at this time; and
2. No other work required to process this request has been done to date, most importantly the creation of the separate lot and access easement to specifically serve Mr. Parker's personal residence.

SUPPORT DOCUMENTS: None

COMMUNITY DEVELOPMENT RECOMMENDATION: The Community Development Department recommends **APPROVING** Withdrawal of Application 2014-134 Zone Change.

RECOMMENDED RULING: Move to Approve Withdrawal of Application 2014-134 Zone Change.
