

**AGENDA**  
**City of Aztec**  
**COMMISSION WORKSHOP**  
**January 27, 2015**  
**201 W Chaco, City Hall**  
**5:15 pm to 5:45 pm**

**5:15-5:45**

- A. Hidden Valley Golf Course

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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

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**January 27, 2015**  
**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. PRESENTATION**

A. San Juan College Upcoming Bond-Gayle Dean

**VII. CITIZEN RECOGNITION**

**VIII. EMPLOYEE RECOGNITION**

**IX. CONSENT AGENDA**

A. Commission Meeting Minutes, January 13, 2015

B. Travel Requests

C. Resolution 2015-949 Uncollectible Utility Account Write Off

D. NMED CWSRF 021 Loan Agreement Amendment 1

E. Up With People Sponsorship

*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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**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. Purchase Of Real Property From Jaquez San Juan Properties, LLC
- B. Jenkins Ranch Subdivision Memorandum of Understanding

**XII. LAND USE HEARING**

- A. 2014-069 Variance To Subdivision Regulations Requiring Sidewalks, Curbs, Paved Streets, And Street Lights In The Polich Subdivision
- B. 2014-224, A Request For A Zone Change At 615, 617 And 619 Blanco Street From A-1 Agricultural – Rural To R-2 Multiple Family Dwelling District

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

**XIV. DEPARTMENT REPORTS**

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

**XV. ADJOURNMENT**

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CITY OF AZTEC  
COMMISSION MEETING MINUTES  
January 13, 2015

**I. CALL TO ORDER**

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

**II. INVOCATION**

The Invocation was led by Police Chief, Mike Heal

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Community Development Director, Bill Homka

**IV. ROLL CALL**

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

Members Absent: None

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

**V. AGENDA APPROVAL**

MOVED by Commissioner Locke, SECONDED by Mayor Pro Tem Sipe to Approve the Consent Agenda as Presented

**VI. CITIZEN RECOGNITION**

Bob Carmen, Code Compliance Officer recognized the Yard of the Month winner Douglas Clowe, 603 N. Orchard and Store Front of the Quarter as Anytime Fitness.

**VII. EMPLOYEE RECOGNITION**

Josh mentioned that the County recognized the Public Works Department for a sewer blockage that was resolved at the County Sheriff's Office addition. Josh also

recognized Tina Roper, Animal Shelter Director for providing the County with a proposal to save \$263,000 for their animal program.

### **VIII. CONSENT AGENDA**

MOVED by Mayor Pro Tem Sipe, SECONDED by Commissioner Locke to Approve the Consent Agenda as Listed

- A. Commission Meeting Minutes, December 9, 2014
- B. Special Commission Meeting Minutes, December 18, 2014
- C. Travel Requests
- D. Deputy Sheriff's Commissions Agreement
- E. Resolution 2015-948 Concerning the Governing Body Meetings and Public Notice Requirements
- F. Community Development Document Destruction
- G. Aging And Long Term Services Department Senior Employment Program Host Agency Agreement

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

NONE

### **X. CITIZENS INPUT**

NONE

### **XI. BUSINESS ITEMS**

Final Adoption of Ordinance 2014-440: Amending Chapter 1, General Provisions, Section 12 Mandatory Penalty and Fees

Josh mentioned that there have been no changes to this request since the Intent to Adopt. This will provide a fine for texting while driving in our City.

MOVED by Commissioner Locke, SECONDED, Commissioner McClure to Approve the Final Adoption of Ordinance 2014-440 Amending Chapter 1, General Provisions, Section 12 Mandatory Penalty and Fees

A Roll Call Was Taken: All Voted Aye Motion Passed 5-0

### **XII. LAND USE HEARINGS**

- A. Application For Conditional Use Permit-Heart & Soul Tattoo, 102 N. Main

Mayor Burbridge opened the Land Use Hearing for Application For Conditional Use Permit-Heart & Soul Tattoo, 102 N. Main. 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 reviewed the Order of Presentation.

Delain George Utilities director reviewed the staff summary mentioning that the applicant is requesting a Conditional Use to receive a permanent business license for 2015. She mentioned that they currently had a conditional use specifically for 110 S. Main and it is not transferable so they are applying for a new one for 102 N. Main. She mentioned that there were letters of support from Aztec Methodist Church, Sandra Townsend, and Hope Rebekah Lodge.

The Business License Officer Recommendation (Delain George) is to APPROVE the request to grant a Conditional Use for the business located at 102 N. Main, Aztec. NM known as Heart & Soul Tattoos, a Body Art Establishment, to allow the business to continue at this location, until the business moves or changes legal ownership, at which time the Conditional Use Permit will be null and void, accepting Findings of Fact 1-19.

MOVED by Mayor Pro Tem Sipe, SECONDED by Commissioner McClure to Approve The Request To Grant A Conditional Use For The Business Located At 102 N. Main, Aztec. NM Known As Heart & Soul Tattoos, A Body Art Establishment, To Allow The Business To Continue At This Location, Until The Business Moves Or Changes Legal Ownership, At Which Time The Conditional Use Permit Will Be Null And Void, Accepting Findings Of Fact 1-19.

A Roll Call Was Taken, All Voted Aye, Motion Passed 5-0

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

Josh reported that there are 2 bid openings on February 19th, one for the Arterial Phase 1B Sewerline and the other for Arterial Phase 1B Roadway.

Mayor Burbridge mentioned that the Mayor's Ball will be March 6, 2015 and questioned if the City would like to sponsor a table for \$1,000. She mentioned that March 7-12 she will be attending the Congress of Cities in Washington DC to visit the Federal Legislatures. She mentioned that on March 24-25, 2015 will be the San Juan Basin Energy Conference at San Juan College.

Mayor Pro Tem Sipe reported that Commissioner Rogers and herself attended the Conoco Phillips breakfast. She mentioned that there will be a presentation at Aztec High School on Reaching Out & Saving Lives at 6:00pm on Wednesday January 14.

Commissioner Rogers mentioned that she will be attending the New Mexico Republican Women's Conference on February 4-6 in Albuquerque and will have a chance to meet and have tea with the Governor.

Commissioner Locke mentioned that the Library Board will meet on Wednesday January 14th, at 5:30pm and was not going to be in attendance.

Commissioner McClure questioned if letters had to be mailed out every year to business owners to renew their business licenses. She also mentioned the drop in gas prices.

DRAFT

# Staff Summary Report

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|----------------------|------------------------|
| <b>MEETING DATE:</b> | January 27, 2015       |
| <b>AGENDA ITEM:</b>  | IX. CONSENT AGENDA (B) |
| <b>AGENDA TITLE:</b> | Travel Requests        |

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|-----------------------------|--|
| <b>ACTION REQUESTED BY:</b> | Public Works, Community Dev. and City Hall           |
| <b>ACTION REQUESTED:</b>    | Approval of Employee/Public Official Travel Requests |
| <b>SUMMARY BY:</b>          | 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. One request for travel had already occurred and the Public Works 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

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|---------------------------|-----------------------------|
| <b>SUPPORT DOCUMENTS:</b> | Travel Log January 27, 2015 |
|---------------------------|-----------------------------|

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| <b>DEPARTMENT'S RECOMMENDED MOTION:</b> | Approve Employee/Public Official Travel Requests |
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**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL  
MEETING DATE: JANUARY 27, 2015**

| <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> |
|------------------------|---------------------|--|-------------------|---------------------|--|---|------------------------------|
| <b>01/26-28/15</b>     | <b>Public Works</b> | <b>Meetings: NMDOT, City of Santa Fe and URS Engineering Firm</b>  | <b>Yes</b>        | <b>No</b>           | <b>96.00<br/>50.00<br/>362.45</b>                | <b>Meal &amp; Gratuity Allowance<br/>Estimated cost for fuel<br/>Lodging</b>                  | <b>Yes</b>                   |
| <b>04/17-22/15</b>     | <b>Comm. Dev.</b>   | <b>American Planning Assoc. Annual Conference<br/>Seattle, WA.</b> | <b>Yes</b>        | <b>Yes</b>          | <b>270.00<br/>1,009.00<br/>429.00<br/>875.00</b> | <b>Meal &amp; Gratuity Allowance<br/>Registration<br/>Commercial Airline Fare<br/>Lodging</b> | <b>Yes</b>                   |
| <b>06/27-07/01/15</b>  | <b>City Hall</b>    | <b>SHRM Annual Conference<br/>Las Vegas, NV.</b>                   | <b>Yes</b>        | <b>Yes</b>          | <b>252.60<br/>1280.00<br/>160.00<br/>510.72</b>  | <b>Meal &amp; Gratuity Allowance<br/>Registration<br/>Estimated cost for fuel<br/>Lodging</b> | <b>Yes</b>                   |

# Staff Summary Report

**MEETING DATE:** January 27, 2015

**AGENDA ITEM:** IX. CONSENT AGENDA (C)

**AGENDA TITLE:** Resolution 2015-949 Write Off of Uncollected Utility Accounts

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**ACTION REQUESTED BY:** Finance Department

**ACTION REQUESTED:** Approval of Resolution 2015-949 Write Off of Uncollected Utility Accounts

**SUMMARY BY:** Kathy Lamb

## PROJECT DESCRIPTION / FACTS

- State Statute 3-37-7, NMSA provides for the removal of uncollectable utility accounts from the Utility Accounts Receivable listing of the City. The governing body must approve this action. The attached list includes accounts more than four years old and considered uncollectable due primarily to age, but may also include death of the debtor or bankruptcy.
- The total write off amount is \$19,745.62 and includes 88 accounts final billed through December 31, 2010. Seven accounts totaling \$1,423.88 will be written off due to death of customer. All remaining Utility Account Receivables will be less than four years old.
- As a comparison, the write-off amounts for the prior 4 years are below:

| Fiscal Year | Write Off Time Period | Amount     | Write Off Time Period | Amount    | Total Write Off |
|-------------|-----------------------|------------|-----------------------|-----------|-----------------|
| FY2011      | June 30, 2006         | 26,580.81  |                       |           | 26,580.81       |
| FY2012      |                       |            | June 30, 2008         | 8,308.16  | 8,308.16        |
| FY2013      | Dec 31, 2008          | 101,113.07 |                       |           | 101,113.07      |
| FY2014      | June 30, 2009         | 26,860.07  | June 15, 2010         | 53,311.88 | 80,171.95       |
| FY2015      | Dec 31, 2010          | 19,745.62  |                       |           |                 |

## FISCAL INPUT / FINANCE DEPARTMENT

- The utility accounts will be written off against the allowance which is calculated based on annual utility accounts receivable using a % based on the averages of aged (current, 30, 60, and 90 day) receivables since January 1990. The utility allowance for uncollectible accounts as of December 31, 2014 is \$299,300. This write off, totaling \$21,169.50, represents 7.1% of the existing allowance.
- As of December 31, 2014, total utility accounts outstanding totaled \$910,953.82. Of this amount, \$193,495.77 was over 90 days past due (21.2% of total accounts). By utility, the over 90 day balances consist of:
  - Electric utility: \$118,921.42 60.8%
  - Water utility: \$ 30,040.92 15.4%

- Sewer utility:                   \$ 31,688.67 16.2%
- Trash                               \$ 14,844.75 7.6%

- Actual collection averages for utility accounts are:
  - 90.13% of current billings are collected within 30 days of billing;
  - 80.13% of accounts over 30 days are collected;
  - 55.95% of accounts over 60 days are collected; and
  - 0.12% of accounts over 90 days are collected.
- For the current fiscal year, annual utility revenues are estimated to be \$10.2 million and the adopted budget includes \$85,000 (less than 1% of annual billing) for the current year write off expense which will establish the allowance for actual write offs in four years.

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**SUPPORT DOCUMENTS:**           1. Resolution 2015-949  
  2. Schedule of Accounts to Write Off

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2015-949  
Uncollectable Utility Accounts.

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**RESOLUTION 2015-949**

**UNCOLLECTIBLE UTILITY ACCOUNTS**

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

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

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

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

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

**ADOPTED AND APPROVED THIS 27th day of January 2015.**

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

ATTEST:

\_\_\_\_\_  
CITY CLERK KARLA SAYLER

**UNCOLLECTABLE ACCOUNTS  
OVER 4 YEARS OLD (DEC 2010)**

| Account Number | Name                 | Service Address          | Balance Due | Account Opened | Service Finalized | Last Payment | # of Delinquents | Days Active |
|----------------|----------------------|--------------------------|-------------|----------------|-------------------|--------------|------------------|-------------|
| 49947          | ADAIR RONNIE         | 404 Andrew DR            | \$ 86.20    | 4/13/2009      | 12/1/2010         | 11/16/2010   | 6                | 597         |
| 50402          | AMBURN LE NA         | 814 N Light Plant RD     | \$ 100.88   | 2/24/2010      | 7/8/2010          | 6/8/2010     |                  | 134         |
| 50016          | ANAYA SYLVIA         | 305 Mesilla DR APT 3     | \$ 215.94   | 10/31/2009     | 7/7/2010          | 6/21/2010    | 8                | 249         |
| 49652          | BAKER BRITTANY       | 1628 N Glenmary DR       | \$ 303.54   | 12/29/2009     | 12/6/2010         | 10/12/2010   | 7                | 342         |
| 49407          | BAQUEDANO ANTONIO    | 319 Robinson AVE         | \$ 217.36   | 12/22/2008     | 8/10/2010         | 8/4/2010     | 1                | 596         |
| 50376          | BARR DEREK           | 310 N Rio Grande AVE     | \$ 338.64   | 2/2/2010       | 9/15/2010         | 8/10/2010    | 1                | 225         |
| 49324          | BEGAY ROYCE          | 500 Ruins RD TRLR 19     | \$ 288.86   | 12/29/2008     | 9/8/2010          | 8/24/2010    | 11               | 618         |
| 50197          | BERRY ADAM           | 609 Sabena ST LL ACCT    | \$ 513.61   | 9/21/2009      | 8/11/2010         | 7/26/2010    | 10               | 324         |
| 48882          | BOGGIO CRESTA/KENT   | 210 Long LN              | \$ 80.39    | 6/1/2007       | 7/29/2010         | 9/7/2010     | 6                | 1,154       |
| 49741          | BONILLA AMANDA/ROGEL | 504 Western DR           | \$ 251.86   | 11/10/2008     | 12/2/2010         | 11/16/2010   | 17               | 752         |
| 48857          | BONNIE MELANIE N     | 1625 N Glenmary DR       | \$ 266.39   | 5/17/2007      | 9/2/2010          | 10/25/2010   | 5                | 1,204       |
| 48481          | BRANCH ANN           | 501 Ute AVE              | \$ 399.97   | 9/14/2006      | 8/9/2010          | 9/9/2010     | 1                | 1,425       |
| 50022          | BROWN ASHLEY         | 1601 S Glenmary DR       | \$ 79.99    | 12/1/2009      | 9/29/2010         | 9/28/2010    | 6                | 302         |
| 49556          | BROWN HOLLY          | 311 Fairgrounds RD       | \$ 268.03   | 7/23/2008      | 9/7/2010          | 7/14/2010    | 15               | 776         |
| 50633          | BROWN LORI           | 710 Mccoy AVE 1/2        | \$ 0.03     | 7/21/2010      | 8/31/2010         | 9/14/2010    |                  | 41          |
| 50090          | BROWNLEE SHERRI      | 215 N Mesa Verde AVE # B | \$ 222.53   | 7/13/2009      | 8/11/2010         | 7/12/2010    | 7                | 394         |
| 48459          | BUCKMAN MICHAEL      | 516 Kiva AVE             | \$ 95.38    | 8/31/2006      | 6/30/2010         | 6/4/2010     | 2                | 1,399       |
| 50313          | BURROW REBA          | 306 N Rio Grande AVE     | \$ 411.52   | 12/14/2009     | 8/24/2010         | 8/11/2010    | 7                | 253         |
| 50492          | CARNES SHAW-MARIE    | 102 Simonds RD           | \$ 19.25    | 4/28/2010      | 8/2/2010          | 7/13/2010    |                  | 96          |
| 50216          | CARRASCO LESLIE/MARI | 302 San Juan AVE         | \$ 64.50    | 10/2/2009      | 8/5/2010          | 7/19/2010    |                  | 307         |
| 42488          | CATON BRENDA         | 322 S Park AVE APT 4     | \$ 171.40   | 8/7/1997       | 9/16/2010         | 7/29/2010    | 30               | 4,788       |
| 42036          | CHAVEZ ABE dc        | 911 NE Aztec BLVD        | \$ 345.69   | 4/18/2012      | 11/16/2014        | 10/21/2014   | 72               | 942         |
| 50342          | CHISM KIM            | 401 Blanco ST APT B      | \$ 392.71   | 1/5/2010       | 9/8/2010          | 8/3/2010     | 5                | 246         |
| 50158          | CLARENCE RYAN        | 809 Apache AVE           | \$ 500.57   | 8/25/2009      | 9/8/2010          | 9/9/2010     | 13               | 379         |
| 50264          | CLARK JEAN TONI      | 205 N Oliver DR APT 4    | \$ 151.18   | 11/4/2009      | 12/7/2010         | 10/7/2010    | 5                | 398         |
| 50525          | CLEMMONS JAMES       | 314 S Ash AVE            | \$ 434.03   | 5/17/2010      | 8/30/2010         |              | 3                | 105         |
| 45095          | COATS DESAREA D      | 500 Ruins RD TRLR 7      | \$ 170.75   | 1/12/2010      | 11/10/2010        | 9/8/2010     | 17               | 302         |
| 50175          | CRAWFORD CLAY/HEATHR | 419 N Rio Grande AVE     | \$ 26.13    | 9/1/2009       | 7/15/2010         | 7/12/2010    | 1                | 317         |
| 28090          | DABBS RHONDA         | 1813 W Aztec BLVD        | \$ 652.63   | 7/3/1995       | 8/4/2010          | 7/19/2010    | 45               | 5,511       |
| 49694          | DARBY DEAN           | 803 Mossman AVE          | \$ 610.53   | 10/14/2008     | 11/23/2010        | 11/4/2010    | 19               | 770         |
| 15965          | DAVIS KATHERINE      | 701 Chamiza AVE          | \$ 3.92     | 2/7/1990       | 9/8/2010          | 6/4/2010     | 115              | 7,518       |
| 50569          | DENNISON ASHLEY      | 307 Mesilla DR APT C     | \$ 191.43   | 6/9/2010       | 10/18/2010        | 9/9/2010     | 4                | 131         |
| 50481          | DOCKTER JIMMIE       | 504 San Juan AVE         | \$ 5.06     | 4/19/2010      | 8/11/2010         | 8/16/2010    | 4                | 114         |
| 50221          | DODGE ANGELA         | 411 N Church AVE         | \$ 247.55   | 10/5/2009      | 9/8/2010          | 8/10/2010    | 10               | 338         |
| 50421          | FIEGEN BOBBIE        | 1821 W Aztec BLVD APT 2  | \$ 309.96   | 3/3/2010       | 12/8/2010         | 4/12/2011    | 9                | 280         |

**UNCOLLECTABLE ACCOUNTS  
OVER 4 YEARS OLD (DEC 2010)**

| Account Number | Name                 | Service Address               | Balance Due | Account Opened | Service Finalized | Last Payment | # of Delinquents | Days Active |
|----------------|----------------------|-------------------------------|-------------|----------------|-------------------|--------------|------------------|-------------|
| 48289          | FINDLAY JEANNE dc    | 308 N Oliver DR A             | \$ 239.94   | 6/2/2006       | 12/5/2013         | 10/15/2013   | 2                | 2,743       |
| 50515          | FITCH CASEY          | 307 Mesilla DR APT D          | \$ 148.58   | 5/12/2010      | 12/30/2010        | 12/6/2010    | 9                | 232         |
| 50730          | FITZSIMMONS DAVID    | 1216 W Aztec BLVD TRLR 5      | \$ 257.28   | 9/16/2010      | 12/8/2010         |              | 1                | 83          |
| 49149          | FLORES ABE R. dc     | 1234 NE Aztec BLVD SPC 19     | \$ 182.09   | 10/17/2007     | 7/30/2014         | 7/30/2014    | 17               | 2,478       |
| 50448          | FONTAINE MICHAEL     | 400 N Light Plant RD TRLR 10  | \$ 848.49   | 3/27/2010      | 8/18/2010         | 7/22/2010    | 5                | 144         |
| 50306          | GAGNEBIN ALISHA      | 520 Rio Pecos RD APT 6        | \$ 164.74   | 12/7/2009      | 9/1/2010          | 7/15/2010    | 5                | 268         |
| 49338          | GALAVIZ ROBERT       | 300 N Rio Grande AVE          | \$ 117.79   | 3/3/2008       | 9/8/2010          | 8/10/2010    |                  | 919         |
| 50490          | GARCIA MARITZA       | 601 Navajo AVE APT 513        | \$ 25.23    | 4/26/2010      | 9/21/2010         | 8/16/2010    |                  | 148         |
| 46921          | GARLINGTON STACI     | 1216 W Aztec BLVD TRLR 4      | \$ 196.36   | 5/18/2010      | 10/31/2010        | 9/8/2010     | 8                | 166         |
| 50173          | GONZALES ROBERT      | 100 Creekside Village CT      | \$ 173.71   | 9/2/2009       | 8/9/2010          | 7/14/2010    | 11               | 341         |
| 50642          | GORDON BRUCE         | 601 Navajo AVE APT 212        | \$ 54.27    | 7/26/2010      | 11/29/2010        | 9/20/2010    | 2                | 126         |
| 50363          | HALL AYSIA           | 411 N Church AVE 1/2          | \$ 304.37   | 5/16/2010      | 10/6/2010         | 8/31/2010    | 6                | 143         |
| 49897          | HEATH JUSTIN         | 423 Heiland PL                | \$ 497.75   | 3/11/2009      | 6/19/2009         | 6/8/2009     | 1                | 100         |
| 48807          | HENSLEY SAMMI        | 601 Navajo AVE APT 301        | \$ 60.71    | 3/8/2010       | 10/19/2010        | 9/7/2010     | 2                | 225         |
| 50298          | HOWARD SHARON        | 621 S Park AVE APT B-5        | \$ 111.94   | 12/2/2009      | 7/7/2010          | 3/3/2010     | 5                | 217         |
| 50485          | JARAMILLO GLORIA A   | 1216 W Aztec BLVD TRLR 44     | \$ 326.66   | 4/20/2010      | 9/8/2010          | 7/20/2010    | 2                | 141         |
| 47300          | JOHNSON DARRELL      | 305 Mesilla DR APT 4          | \$ 307.05   | 7/19/2010      | 10/19/2010        | 9/2/2010     | 1                | 92          |
| 50430          | JOHNSON MICHEAL      | 400 N Light Plant RD TRLR 55  | \$ 146.12   | 3/11/2010      | 8/3/2010          | 7/7/2010     | 3                | 145         |
| 42374          | KEANE CHARLOTTE      | 400 N Light Plant RD TRLR 50  | \$ 145.32   | 6/5/1997       | 11/1/2010         | 10/19/2010   | 33               | 4,897       |
| 50679          | KING RODERICK        | 400 N Light Plant RD TRLR 55  | \$ 87.71    | 8/16/2010      | 9/29/2010         |              |                  | 44          |
| 50529          | KINLICHEENIE KARLA   | 406 Feil DR                   | \$ 180.97   | 5/19/2010      | 12/8/2010         | 10/5/2010    | 5                | 203         |
| 50450          | KISER TANYA          | 1216 W Aztec BLVD TRLR 5      | \$ 323.67   | 3/31/2010      | 9/8/2010          | 7/21/2010    | 5                | 161         |
| 45571          | LEWIS JENNIFER       | 308 N Church AVE              | \$ 311.80   | 11/30/2001     | 11/8/2010         | 10/19/2010   | 48               | 3,265       |
| 45801          | LODDY DELBERT "WAYNE | 1624 S Glenmary DR            | \$ 48.47    | 4/22/2002      | 6/25/2010         | 8/16/2010    | 48               | 2,986       |
| 50404          | LUNSFORD SHANON      | 524 S Park AVE                | \$ 494.94   | 2/18/2010      | 8/23/2010         | 8/4/2010     | 3                | 186         |
| 41789          | MARTINEZ ERNEST dc   | 214 W Zia ST                  | \$ 54.79    | 1/26/2011      | 7/13/2011         | 12/14/2011   | 13               | 168         |
| 39181          | MARTINEZ JOE ROSS    | 717 Sabena ST                 | \$ 8.82     | 11/26/1990     | 7/12/2010         | 7/20/2010    | 5                | 7,168       |
| 50433          | MARTINEZ LENNETTE    | 400 N Light Plant RD TRLR 100 | \$ 307.01   | 3/10/2010      | 8/5/2010          | 6/17/2010    | 3                | 148         |
| 49913          | MARTINEZ VALERIE     | 400 N Church AVE              | \$ 483.19   | 3/25/2009      | 8/11/2010         | 7/22/2010    | 4                | 504         |
| 50204          | MARTINEZ WILLIAM     | 308 Mesilla DR # B            | \$ 167.56   | 9/25/2009      | 6/30/2010         | 5/27/2010    | 6                | 278         |
| 50759          | MCDONALD CHRISTIAN   | 305 Andrew DR                 | \$ 0.81     | 10/11/2010     | 12/30/2010        | 1/18/2011    |                  | 80          |
| 47536          | MICKY CYNTHIA dc     | 1114 W Aztec BLVD TRLR 13     | \$ 103.32   | 4/1/2005       | 10/16/2013        | 10/3/2013    | 2                | 3,120       |
| 48405          | MONTOYA MARY         | 1216 W Aztec BLVD TRLR 22     | \$ 140.02   | 8/4/2006       | 9/13/2010         | 9/8/2010     | 7                | 1,501       |
| 50130          | MOORE JODY NOLAN     | Resid Bulk Water              | \$ 424.73   | 8/5/2009       | 9/28/2010         | 10/14/2009   | 3                | 419         |
| 48727          | NEZ MICHAEL/MARLENE  | 526 Rio Pecos RD APT 1        | \$ 111.23   | 2/26/2007      | 11/16/2010        | 10/21/2010   | 17               | 1,359       |

**UNCOLLECTABLE ACCOUNTS  
OVER 4 YEARS OLD (DEC 2010)**

| Account Number | Name                   | Service Address              | Balance Due | Account Opened | Service Finalized | Last Payment | # of Delinquents | Days Active |
|----------------|------------------------|------------------------------|-------------|----------------|-------------------|--------------|------------------|-------------|
| 46394          | ORDWAY PAUL RICHARD dc | 305 N Light Plant RD TRLR 64 | \$ 232.69   | 4/2/2003       | 10/8/2014         | 8/18/2014    | 2                | 4,207       |
| 49796          | PALMER, JEFFREY        | 112 Simonds RD               | \$ 189.03   | 10/17/2009     | 11/22/2010        | 11/15/2010   | 19               | 401         |
| 50308          | PINTO VICTORIA         | 1216 W Aztec BLVD TRLR 13    | \$ 310.07   | 12/7/2009      | 8/11/2010         | 7/15/2010    | 5                | 247         |
| 50476          | PRESPENTT MATTHEW      | 714 Mccoy AVE #B             | \$ 54.31    | 4/13/2010      | 12/8/2010         | 10/11/2010   | 2                | 239         |
| 50290          | RADCLIFF ALVA          | 1821 W Aztec BLVD APT 1      | \$ 213.16   | 11/24/2009     | 7/8/2010          | 5/18/2010    | 2                | 226         |
| 49173          | ROMERO RUDY/CAROL      | 101 N Oliver DR # A          | \$ 2.67     | 10/31/2007     | 7/7/2010          | 7/8/2010     | 2                | 980         |
| 50357          | ROMMEL MARK            | 618 Dillon ST                | \$ 540.72   | 1/14/2010      | 7/14/2010         | 6/14/2010    | 3                | 181         |
| 47437          | SAIZ ABEL E            | 600 Rio Pecos RD             | \$ 236.61   | 1/28/2005      | 10/18/2010        | 12/21/2010   | 19               | 2,089       |
| 47682          | SCOTT TAMERA dc        | 204 Robinson AVE             | \$ 265.36   | 6/30/2005      | 11/7/2013         | 9/10/2013    | 10               | 3,052       |
| 50562          | SERAFIN MISTY          | 1821 W Aztec BLVD APT 3      | \$ 150.72   | 6/3/2010       | 12/8/2010         | 11/4/2010    | 3                | 188         |
| 50321          | SHEPARDSON LEVI        | 305 N Light Plant RD TRLR 9  | \$ 180.20   | 12/21/2009     | 9/20/2010         | 9/9/2010     | 9                | 273         |
| 50304          | SLAVEY NATALIE         | 305 N Light Plant RD TRLR 34 | \$ 155.28   | 12/4/2009      | 7/8/2010          | 8/16/2010    | 3                | 216         |
| 50516          | SMITH ALLISON          | 510 Orchard AVE APT 1        | \$ 145.06   | 5/13/2010      | 8/2/2010          | 6/7/2010     | 1                | 81          |
| 48165          | SMITH BENJAMIN         | 508 White AVE                | \$ 29.94    | 3/1/2010       | 10/18/2010        | 7/27/2010    | 27               | 231         |
| 44159          | TEEL CLIFFORD          | Resid Bulk Water             | \$ 1.24     | 10/14/2009     | 1/3/2011          | 12/9/2010    | 3                | 446         |
| 49619          | THOMPSON DAVID         | 1216 W Aztec BLVD TRLR 34    | \$ 379.51   | 9/2/2008       | 9/27/2010         | 9/16/2010    | 14               | 755         |
| 50374          | TOADLENA DEANN         | 312 N Rio Grande AVE         | \$ 175.65   | 2/1/2010       | 11/10/2010        | 4/12/2011    | 13               | 282         |
| 47942          | TORRES LATISHA         | 808 N Rio Grande AVE         | \$ 199.75   | 4/1/2010       | 12/1/2010         | 11/2/2010    | 7                | 244         |
| 50135          | TREVIZO HECTOR M       | 1216 W Aztec BLVD TRLR 2     | \$ 380.46   | 8/10/2009      | 8/11/2010         | 6/22/2010    | 2                | 366         |
| 43634          | TSOSIE PATTERSON       | 500 Ruins RD TRLR 23         | \$ 342.39   | 10/16/1998     | 10/4/2010         | 9/7/2010     | 47               | 4,371       |
| 50142          | VALLES APRIL           | 412 Zuni ST                  | \$ 246.04   | 8/12/2009      | 12/8/2010         | 3/2/2011     |                  | 483         |
| 49769          | VANDEGRIFF BRENDA      | 37 Road 2598                 | \$ 92.39    | 12/4/2008      | 9/7/2010          | 8/30/2010    | 2                | 642         |
| 50174          | WELCH KAYLA            | 907 S Rio Grande AVE         | \$ 295.38   | 10/29/2009     | 8/5/2010          | 10/11/2010   | 12               | 280         |
| 44303          | WINTERS MATT           | 817 Maddox AVE               | \$ 106.80   | 11/19/1999     | 12/8/2010         | 11/11/2010   | 65               | 4,037       |
| 50483          | YAZZIE NICOLETTE       | 305 Mesilla DR APT 2         | \$ 248.22   | 4/19/2010      | 6/29/2010         | 6/29/2010    | 1                | 71          |

\$ 21,169.50

|  |    |
|--|----|
| # OF ACCOUNTS TO WRITE OFF                 | 95 |
| # OF ACCOUNTS WITH NO PAYMENTS             | 3  |
| # OF ACCOUNTS DISCHARGED DUE TO BANKRUPTCY | -  |
| # OF ACCOUNTS DUE TO DECEASED CUSTOMER     | 7  |

**UNCOLLECTABLE ACCOUNTS  
OVER 4 YEARS OLD (DEC 2010)**

| Account Number | Name | Service Address                 | Balance Due  | Account Opened | Service Finalized | Last Payment | # of Delinquents | Days Active |
|----------------|------|---------------------------------|--------------|----------------|-------------------|--------------|------------------|-------------|
|                |      | AVG # OF DAYS ACCOUNTS OPEN     | 980          | 2 YRS 8 MOS    |                   |              |                  |             |
|                |      | AVG BALANCE DUE PER ACCOUNT     | \$ 222.84    |                |                   |              |                  |             |
|                |      | AVG # OF DELINQUENCIES          | 12           |                |                   |              |                  |             |
|                |      | JUNE 2015: JAN 2011 - MAY 2011  | \$ 26,523.08 |                |                   |              |                  |             |
|                |      | JUNE 2016: JUNE 2011 - MAY 2012 | \$ 40,857.45 |                |                   |              |                  |             |
|                |      | JUNE 2017: JUNE 2012 - MAY 2013 | \$ 36,171.22 |                |                   |              |                  |             |
|                |      | JUNE 2018: JUNE 2013 - MAY 2014 | \$ 51,931.24 |                |                   |              |                  |             |

# Staff Summary Report

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|                      |   |
|----------------------|---|
| <b>MEETING DATE:</b> | January 27, 2015                          |
| <b>AGENDA ITEM:</b>  | IX. CONSENT AGENDA (D)                    |
| <b>AGENDA TITLE:</b> | NMED CWSRF 021 Loan Agreement Amendment 1 |

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|                             |   |
|-----------------------------|---|
| <b>ACTION REQUESTED BY:</b> | Kathy Lamb  |
| <b>ACTION REQUESTED:</b>    | Approval of NMED CWSRF 021 Loan Agreement Amendment 1 |
| <b>SUMMARY BY:</b>          | Kathy Lamb  |

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## PROJECT DESCRIPTION / FACTS

NMED CWSRF Loan Ordinance 2014-441, amending the amount of the loan for the sanitary sewer line was adopted on December 18, 2014.

NMED has requested the City approve Interim Loan Agreement, Amendment No. 1.

### Interim Loan Agreement, Amendment No. 1

All provisions of the original loan agreement, approved June 2013, remain with the exception of 1) the increase in the loan amount from \$3,599,564 to \$5,050,000, and 2) repayment schedule (from annual payment of \$241,947.24 for 20 years to \$339,439.32 for 20 years).

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|                           |                                     |
|---------------------------|-------------------------------------|
| <b>SUPPORT DOCUMENTS:</b> | Interim Loan Agreement, Amendment 1 |
|---------------------------|-------------------------------------|

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|   |  |
|---|--|
| <b>DEPARTMENT'S RECOMMENDED MOTION:</b> | Move to Approve NMED CWSRF 021 Loan Agreement, Amendment 1 |
|---|--|

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**NEW MEXICO ENVIRONMENT DEPARTMENT  
CONSTRUCTION PROGRAMS BUREAU  
CLEAN WATERSTATE REVOLVING FUND (CWSRF) PROGRAM**

**INTERIM LOAN AGREEMENT, AMENDMENT No. 1**

**Loan No. CWSRF 021**

**THIS AMENDMENT TO THE INTERIM LOAN AGREEMENT**, hereinafter referred to as “Amendment No. 1” is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, **2015** by the New Mexico Environment Department (“NMED”) and the **CITY OF AZTEC** (“Borrower”) (collectively the “Parties”). Borrower has enacted Ordinance No. 2013-423 approved on June 10, 2013 and Ordinance No. 2014-441 approved on December 18, 2014 hereinafter collectively referred to as (“Ordinance”) which authorizes execution of the Interim Loan Agreement and this Amendment No. 1; authorizes the Borrower to accept loan funds from NMED; and irrevocably pledges the Net System Revenues derived from the operation of the City’s Joint Utility System for the repayment of this Amendment No. 1, the Agreement and Note.

**WHEREAS**, NMED and the Borrower entered into an Interim Loan Agreement (“Agreement”) on June 24, 2013 for the purpose of providing and obtaining loan funds in the amount of \$3,599,564 and grant subsidy funds in the amount of \$350,000 for Project No. CWSRF 021;

**WHEREAS**, the Borrower has determined that an additional loan amount of \$1,450,436 is needed to allow for the completion of Project No. CWSRF 021;

**WHEREAS**, it has become necessary to make changes to the Agreement;

**NOW THEREFORE**, the Parties do mutually agree as follows:

**SECTION III. LOAN AMOUNT:**

**Delete the first paragraph, which reads:** NMED agrees to loan funds to the Borrower to pay for approved costs to plan, acquire and construct the Project, in an amount not to exceed: Three Million Five Hundred Ninety-Nine Thousand, Five Hundred Sixty Four Dollars and No Cents (\$3,599,564.00) (“Loan Amount”)

**In place of the deleted sentence, insert:** NMED agrees to loan funds to the Borrower to pay for approved costs to plan, acquire and construct the Project, in an amount not to exceed: Five Million Fifty Thousand Dollars and No Cents (\$5,050,000.00) (“Loan Amount”)

**SECTION VII. DISCLOSURE STATEMENT**

**Delete Subsection B FINANCE COSTS IF THE FULL LOAN AMOUNT IN SECTION III IS LOANED, which reads:**

| ANNUAL PERCENTAGE RATE<br><i>The cost of your credit as a yearly rate</i> | AMOUNT FINANCED<br><i>The amount of credit provided</i> | INTEREST CHARGES<br><i>The total interest amount</i> | ADMINISTRATIVE FEE PAYMENTS<br><i>The total administrative fee amount</i> | TOTAL OF PAYMENTS<br><i>The amount you will have paid after you have made all payments as scheduled</i> |
|---|---|--|---|---|
| <u>3%</u>   | <u>\$3,599,564.00</u>                                   | <u>\$1,059,422.71</u>                                | <u>\$179,958.09</u>   | <u>\$4,838,944.80</u>   |

**In place of the deleted Subsection B FINANCE COSTS IF THE FULL LOAN AMOUNT IN SECTION III IS LOANED, insert:**

| ANNUAL PERCENTAGE RATE<br><i>The cost of your credit as a yearly rate</i> | AMOUNT FINANCED<br><i>The amount of credit provided</i> | INTEREST CHARGES<br><i>The total interest amount</i> | ADMINISTRATIVE FEE PAYMENTS<br><i>The total administrative fee amount</i> | TOTAL OF PAYMENTS<br><i>The amount you will have paid after you have made all payments as scheduled</i> |
|---|---|--|---|---|
| <u>3%</u>   | <u>\$5,050,000.00</u>                                   | <u>\$1,486,314.61</u>                                | <u>\$252,471.79</u>   | <u>\$6,788,786.40</u>   |

**SECTION VII. DISCLOSURE STATEMENT**

**Delete Subsection C REPAYMENT SCHEDULE, which reads:**

Your repayment schedule will be:

| NUMBER OF PAYMENTS                              | AMOUNT OF PAYMENT | WHEN PAYMENTS ARE DUE  |
|---|-------------------|--|
| 20 annual installments as shown on Attachment C | \$241,947.24      | Within one year of the Project Completion date, but no later than one year after the date of the warrant of final disbursement from the NMED; and annually thereafter. |

**In place of the deleted Subsection C REPAYMENT SCHEDULE, insert:**

Your repayment schedule will be:

| NUMBER OF PAYMENTS                              | AMOUNT OF PAYMENT | WHEN PAYMENTS ARE DUE  |
|---|-------------------|--|
| 20 annual installments as shown on Attachment C | \$339,439.32      | Within one year of the Project Completion date, but no later than one year after the date of the warrant of final disbursement from the NMED; and annually thereafter. |

**ADDED:**

**SECTION XI. SPECIAL CONDITIONS:**

The Borrower must amend Ordinance No. 2013-423 to include the increased loan amount of \$1,450,436.00 where applicable for a total loan amount of \$5,050,000.00 prior to NMED disbursing funds.

All conditions of the Agreement, which are not identified in this Amendment No. 1, remain the same.

**THE PARTIES FURTHER AGREE** that this Amendment No. 1 becomes effective upon execution by NMED Secretary.

*Remainder of page intentionally left blank*

**IN WITNESS WHEREOF**, the Borrower and NMED do hereby execute this Amendment No. 1.

THIS AMENDMENT NO. 1 has been approved by:

New Mexico Environment Department  
Wastewater Facility Construction Loan Program  
Clean WaterState Revolving Loan Fund

BY: \_\_\_\_\_  
Signature of duly authorized Loan Official

TITLE: Cabinet Secretary DATE: \_\_\_\_\_

By executing this Amendment No. 1, the undersigned represents that he/she is duly authorized to act on behalf of the Borrower.

BY: \_\_\_\_\_  
Signature of duly authorized Borrower Official  
City of Aztec Sally Burbridge

TITLE: Mayor DATE: \_\_\_\_\_

Attest: (Seal)

\_\_\_\_\_  
Signature of Witness Karla Sayler

City Clerk DATE: \_\_\_\_\_  
Title

Approved as to form: (optional)

\_\_\_\_\_  
Larry T. Thrower, City of Aztec Attorney DATE: \_\_\_\_\_

# Staff Summary Report

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|                      |                            |
|----------------------|----------------------------|
| <b>MEETING DATE:</b> | 27 January 2015            |
| <b>AGENDA ITEM:</b>  | IX. Consent Agenda (E)     |
| <b>AGENDA TITLE:</b> | Up with People Sponsorship |

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|                             |   |
|-----------------------------|---|
| <b>ACTION REQUESTED BY:</b> | Joshua W. Ray, City Manager   |
| <b>ACTION REQUESTED:</b>    | Approval of the City of Aztec Make the Difference sponsorship of Up with People in the amount of \$1,000. |
| <b>SUMMARY BY:</b>          | Joshua W. Ray, City Manager   |

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

Up with People is coming back to San Juan County!

Up with People is a global education program for young adults. They visited Aztec and San Juan County in 2012 and it was a huge community success.

The program offers a combination of leadership and life skills, international travel, a multi-national group of participants, community service, host family living, performing arts, and intercultural learning.

The Up with People curriculum combines the theoretical study of leadership and intercultural communication with hands-on experiential learning.

Participants in the program stay one week in each City conducting community service, engaging in leadership training, and producing and performing an international cultural show that highlights local charities and nonprofit organizations.

Please see the three attachments for additional details about this program.

In 2012 we had great community response to the Up with People visit. They visited our schools, worked at the Boys and Girls Club, and was active throughout Aztec. By the end of the week they had created synergy around San Juan County that was all brought together with their end of week performance at the Farmington Civic Center.

The Community Support budget has \$12,320 available to be appropriated at the direction of the City Commission.

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|                           |  |
|---------------------------|--|
| <b>SUPPORT DOCUMENTS:</b> | UWP Sponsorship letter, Ticket Sponsor Levels and Benefits, UWP Sponsorship Proposal |
|---------------------------|--|

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve the City of Aztec Make the Difference sponsorship of Up with People in the amount of \$1,000.

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City of Aztec

August 2014

Dear Mr Ray,

Thank you for taking the time to consider a partnership with Up with People & supporting our international cast's to visit **Farmington, NM** from **February 16 - 23**, or **February 23 – March 2, 2015**. This is our first time back in New Mexico in 3 years & we're excited about building on the success of the previous tour which included **1,680 hours of community service, 1,800+ media mentions, 2,130 students impacted & 1,200 audience members** experienced the Up with People performance!

**Up with People** is a global education, service & performing arts program that takes students from around the globe on a 6-month, multi-continent, tour. During the tour, students from 20 countries will **travel to a new destination each week, living with local host families** for a true cultural immersion experience. Members will spend a few days working on various **volunteer projects**. In addition, they will be a part of a **live, high-energy, show**.

Up with People would like to offer City of Aztec the opportunity to participate as a \$5,000 sponsor to bring our international cast of 100 to interact, volunteer, perform & inspire your community! Partners receive a **4-6 Week PR Campaign!** Up with People will send 2-3 staff members in advance of the cast to find host families, give presentations about the sponsorship group, organize community service projects & promote the performances.

Partners of the Up with People visit have the option **to host international cast members, identify volunteer projects, & select beneficiaries to receive ticket revenue!**

We've participated in projects from facilitating leadership & cross-cultural communication workshops in local schools to mural painting, clean-up & beautification projects & everything in between...possibilities are endless & we aim to fit the needs of the community.

The cast's week in Farmington culminates with a **performance** featuring all 100-cast members on stage performing songs & dances from different eras, countries & genres. For 50 years we have used music to bring a message of hope, peace & understanding to communities around the world.

We hope that by the end of our stay, community members are inspired by our passion & service & that they become more involved & aware of the work that City of Aztec does for its residents. Up with People is more than a musical organization. Our program is about **leadership development & community service**. We believe that in order to make an impact on the world, we must make an impact on our local communities, **one person at a time**.

We very much look forward to partnering with City of Aztec on Up with People's return. Thank you for your time, consideration & all that you already do for your community! It would be a pleasure working with you to enhance your business along with the lives of those in the area!

With hope,  
Chelsey

Chelsey Panchot  
Up with People | U.S. Sales & Tour Manager | 218.355.0239 | [cpanchot@upwithpeople.org](mailto:cpanchot@upwithpeople.org)





## Up with People at Farmington Civic Center on February 22, 2015 at 2:00 PM

### Ticket Sponsor Levels & Benefits

**Champion the Cause: \$2,500 | Make the Difference: \$1,000 | Be the Change: \$500**

**Ignite the spark: \$250 | Caring Community\*\***

#### **- Champion the Cause - \$2,500**

- \* **40** VIP Tickets to the Up with People Show
- \* Logo recognition on program insert as a ticket sponsor
- \* Logo recognition video show loop played 3 times throughout performance
- \* Company banner for lobby/reception (to be provided by sponsor)
- \* Marketing materials displayed in the lobby of the show venue
- \* Access for **10** guests to Up with People green room
- \* Access for **10** guests to VIP Reception with Up with People Cast Members
- \* Premium VIP Seating

#### **- Make the Difference - \$1,000**

- \* **16** VIP Tickets to the Up with People Show
- \* Logo recognition on program insert as a ticket sponsor
- \* Name recognition on video show loop played 3 times throughout performance
- \* Marketing materials displayed in the lobby of the show venue
- \* Access for **6** guests to Up with People green room
- \* Access for **6** guests to VIP Reception with Up with People Cast Members
- \* VIP Seating

#### **- Be the Change - \$500**

- \* **8** VIP Tickets to the Up with People Show
- \* Name recognition on program insert as a ticket sponsor
- \* Name recognition on video loop played 3 times throughout performance
- \* Access for **4** guests to Up with People green room
- \* Access for **4** guests to VIP Reception with Up with People Cast Members
- \* Reserved Seating

#### **- Ignite the Spark - \$250**

- \* **4** VIP Tickets to the Up with People Show
- \* Name recognition on program insert as a ticket sponsor
- \* Name recognition on video show loop played 3 times throughout performance
- \* Access for **2** guests to Up with People green room
- \* Access for **2** guests to VIP Reception with Up with People Cast Members
- \* Reserved Seating

**\*\*Caring Community:** Unable to attend the performance? Want to give back and support local charities? Purchase a block of Ten General Admission Tickets - \$12 each & donate for a local student organization to attend performances. If you're interested in signing up or learning more please contact Chelsey Panchot at 720.215.3206 with questions. You'll receive recognition as a ticket sponsor on the Up with People program insert.

*Up with People is a unique, non-profit **global education, community service, leadership and performing arts** program. 100 students from 20 different countries travel to a new destination each week, **live with local host families**, spend a few days working on **volunteer projects**. In addition, they're part of a **live, high energy, family friendly show**.*

***Sponsorship Proposal: Farmington/Aztec, New Mexico***

***February 16 – 23 or February 23 – March 2, 2015***

***Five-Week Public Relations Campaign – One-Week Community Impact Program***

***50 Local Host Families – 2 International Shows!***

***Media Co-Sponsors***

***Sponsoring Organizations own ticket revenue***

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**Overview**

Since 1965 Up with People has travelled the globe impacting communities on all continents through host family stays, educational activities, service projects and of course the internationally famous two hour Up with People Show. Each Up with People Cast consists of 100 to 110 international students from more than 20 countries between the ages of 18-29 years old who travel with the organization to gather skills and experiences on an international basis and to further their understanding of the needs of the countries they will visit as well as contribute to the mission of Up with People.

**Context**

Up with People's 2015 visit to Farmington/Aztec, New Mexico will mark the second visit to the region in 3 years. Your community will be the only stop in New Mexico on this year's tour! We look forward to building on the great success of the visit to Farmington/Aztec in 2012, which included **51 area families hosting cast members, 1,680 hours of community service, more than 1,800 media mentions, 2,130 elementary, middle, high school and college aged students impacted** by the international cast, **1,200 audience members** experiencing the Up with People performance!

**Sponsoring Up with People**

1. Sponsorship Sales, Agreement & Strategy – Chelsey Panchot – UWP US Sales & Tour Manager
2. City Development & Marketing – Chelsey Panchot
3. 2-3-person advance team arrives 6 weeks prior to cast arrival to make all marketing and logistical arrangements with sponsor & media prior to cast arrival.
4. Cast execution of goals of sponsorship group and Up with People Program in Farmington/Aztec, New Mexico community.

**Media Co-Sponsors**

Up with People will approach local radio, television and newspaper to partner as co-sponsors of the Up with People visit. This involves complementary advertising and show promotion 6 weeks prior to the performance; editorial coverage will be at the discretion of each media outlet as they judge the community interest. The 2012 visit included promotional support from The Daily Times, KOBF – Channel 12 & Majestic Media.

**Host Families & Students**

The Up with People students will stay with 50-60 local host families. The student and family will share their cultures, food, stories and family with each other. Life-long relationships can result from this sharing with the happy outcome of and future promises to travel to the student's home. Host families receive two complimentary tickets to the show. Up with People will also interview student candidates from the Farmington/Aztec, New Mexico community for future casts of Up with People. Students in our program have the opportunity to earn 12 college credits for 6 months of travel and 24 college credits for one year in the program.

## **Community Service**

Community Service Activities will be guided by the advice of the sponsor(s). The cast of 100-110 students will split into several groups each day to visit many types of facilities that need volunteers, from schools to hospitals and disadvantaged populations and can include clean-up and beautification, interaction, painting, building, arts projects...etc. all in the name of the sponsor(s). These activities will be covered by the local media and will also be uploaded to relevant Internet sites.

## **Community Service – School Programs**

During its week-long visit, Up with People can facilitate its Cross Cultural Communication, Leadership, Diversity, Respect & Values workshops in local schools or with local youth organizations. Implementation of these programs includes time in the classrooms in small-group oriented curriculum as well as a powerful musical component to reinforce & cap-off the program at the end of the day. Programs are designed to create an interactive and safe environment for students to respectfully share and consider their values and the values of others while engaging critical thinking skills and generating open and healthy discussion. The cast of 100 - 110 international students will deliver the programs on a peer-to-peer basis – youth speaking to youth. These activities can be covered by our local media and uploaded to relevant Internet sites.

## **Performances**

Up with People will perform its trademark two-hour show on Friday and Saturday, February 20 & 21, 2015 at Farmington/Aztec Civic Center. Farmington/Aztec Civic Center has a capacity of 1200, for a total of 2200 seats after host families are given complimentary tickets. All proceeds from the shows belong to the sponsor(s) to be distributed to local beneficiaries as decided by the sponsor(s).

## **Financial Model**

### **Sponsor Revenue:**

1. **Income** from the ticket sales for the 2-hour Up with People shows belongs to the sponsoring organization(s). Ticket prices will be set to meet the sponsor's financial strategy.
2. **Underwriting** of the sponsorship expenses from supporting sponsors who will reap the publicity and promotion benefits.

### **Sponsor Expenses:**

- **Up with People Fee** – \$5,000 - \$25,000 (dependent on level of sponsorship) for 4-6 week public relations campaign, a 1-week community impact program, & 2-3 staff members on-site 4-6 weeks prior to cast arrival. A 20% deposit is due upon signing of the sponsor letter of agreement. The balance is due upon arrival of the cast.
- **Printing** of Promotional Materials – \$600 through Up with People printer. Local organizations can also be approached to donate the printing of promotional materials.
- **Performance Facility** – selected and funded by sponsorship group, sometimes donated locally.
- **Office & Car** for advance team, provided 4-6 weeks prior to the cast arrival and typically donated by a local supporting sponsor or car dealer.
- **Sponsorship Expense Total** = Approximately \$25,600 + performance facility rental.

### **Suggested Ticket Prices (FINAL TICKET PRICES DECIDED BY SPONSORS):**

- Sponsor Ticket Packages: \$1500, \$1000, \$500 and \$250 packages
- Patrons/VIPs: \$50-\$100
- Adults: \$15
- Students/Seniors/Children: \$12

### **Potential Revenue Opportunity (2 Performances – 2200 seats):**

- Assume 70% Sale = \$20,790
- Assume 80% Sale = \$23,760
- Assume 90% Sale = \$26,730

\*\* *The above revenue opportunity assumes:*

- an average price of \$13.50/ticket
- no sponsor ticket packages/patron tickets are sold

### **Proposed Beneficiaries:**

- Potential recipients include local organization(s) as selected by sponsor(s).

## **Sponsor Benefits**

- **Presenting Sponsorship of Up with People**
  - Marquee status connected with Up with People's visit to **Farmington/Aztec, New Mexico**.
  - Ability to directly impact thousands of people in **Farmington/Aztec, New Mexico** including those who are hosting the cast, groups impacted through UWP's Community Impact and Cast Activities Days, plus those attending the Up with People Show.
  - Official use of Up with People logo in compliance with terms of agreement
  
- **Guaranteed Local Media Coverage**
  - Sponsor will receive primary logo or name recognition in all promotional advertising from Up with People media partners including:
    - Newspaper (*TBD*)
    - TV or Cable partner (*TBD*)
    - Radio partner (*TBD*)
    - All press kits and general news releases
  
- **Full Promotional Rights**
  - Sponsor trademark recognition in all Up with People promotional materials including:
    - Promotional flyers distributed throughout area
    - Promotional Posters
    - Host family information brochure
    - Name on front of local show tickets
  - Dominant presence in programs distributed during week at all cast activities in the area and to the audience at the Up with People Show including:
    - Logo on the cover of the show program
    - Opportunity to provide letter of welcome to the cast and/or audience
  
- **Extensive On-Site Dominance**
  - Placement of two (2) Sponsor logo banners provided by the sponsor in lobby at Up with People Show venue
  - One 6' table top exhibit/display to be located in the lobby at Up with People Show
  - Logo displayed on stage projection screen prior to, following and during intermission of public performances
  - Audio recognition from stage during the Up with People performance and all other appearances.
  
- **Internet Marketing**
  - Logo recognition with link on Up with People Farmington/Aztec, New Mexico Tour Page on the Up with People website for 6 weeks prior to and during the cast visit
  - Logo in e-mail blast sent to promote Up with People visit to Farmington/Aztec, New Mexico.
  - Logo recognition on website banner ads provided to local media partners
  - Name recognition on social media sites
  
- **Community Relations Ambassadors**
  - Up with People will provide 2-3 staff representatives. The Community Relations Team serves as Sponsor ambassadors, support in the cast arrangements, secure host families, work with nonprofit partners, as well as coordinate media and promotional efforts.
  
- **Customer Relations & Staff Benefits**
  - Complimentary tickets to Up with People Performance of your choice

**Proposed Up with People Cast Schedule for Farmington/Aztec, New Mexico**

Monday – Cast Arrival & Meet Host Families

Tuesday – Community Service Activities

Wednesday – Community Service Activities

Thursday – Community Service Activities

Friday – UWP Performance

Saturday – UWP Performance

Sunday – Free Day with Host Families

Monday – Depart Farmington/Aztec, New Mexico



# Staff Summary Report

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|                      |  |
|----------------------|--|
| <b>MEETING DATE:</b> | 27 January 2015  |
| <b>AGENDA ITEM:</b>  | XI. Business Item (A)  |
| <b>AGENDA TITLE:</b> | Purchase of Real Property From Jaquez San Juan Properties, LLC, A New Mexico Limited Liability Company |

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|                             |  |
|-----------------------------|--|
| <b>ACTION REQUESTED BY:</b> | Joshua W. Ray, City Manager  |
| <b>ACTION REQUESTED:</b>    | Approval of the purchase of real property from Jaquez San Juan Properties, LLC, a New Mexico limited liability company, in the amount of \$24,900. |
| <b>SUMMARY BY:</b>          | Joshua W. Ray, City Manager  |

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

The City of Aztec is currently working to complete the Animas River Diversion project. In order to complete this project we have had to purchase property in this area. The City has already purchased property from the Gomez family.

The last piece of property needed is currently owned by Jaquez San Juan Properties, LLC, a New Mexico limited liability company.

The City paid to have this property surveyed and appraised. The appraiser valued the property at \$24,900. The property owner has agreed to sell this property for the appraised amount to the City.

The Joint Utility Fund, Water Treatment Department, has sufficient funds budgeted for the River Diversion Project to meet the financial commitment if the City Commission approves this property purchase.

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|                           |                    |
|---------------------------|--------------------|
| <b>SUPPORT DOCUMENTS:</b> | Purchase Agreement |
|---------------------------|--------------------|

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve the purchase of real property from Jaquez San Juan Properties, LLC, a New Mexico limited liability company, in the amount of \$24,900.

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**PURCHASE  
AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between JAQUEZ SAN JUAN PROPERTIES, LLC, a New Mexico limited liability company, 10 County Road 2980, Aztec, New Mexico 87410-9703, hereinafter called "Seller", and THE CITY OF AZTEC, NEW MEXICO, a municipal corporation, 201 West Chaco, Aztec, New Mexico 87410, hereinafter called "Purchaser".

**WITNESETH:**

1. That for and in consideration of the sum of Twenty Four Thousand Nine Hundred Dollars (\$24,900.00), to be paid in the manner hereinafter provided, the Seller agrees to sell and convey to Purchaser, and Purchaser agrees to buy the following described real estate situated in San Juan County, New Mexico, to-wit:

SEE EXHIBIT "A" WHICH IS  
ATTACHED HERETO AND MADE A  
PART HEREOF

2. Purchaser agrees to pay said consideration of Twenty Four Thousand Nine Hundred Dollars (\$24,900.00) in the following manner:

- a. Twenty Four Thousand Nine Hundred Dollars (\$24,900.00) to be delivered to Seller in full by check at closing.

3. Closing shall be on or before \_\_\_\_\_, at Aztec City Hall, 201 West Chaco, Aztec, New Mexico.

4. Seller shall furnish a good and sufficient warranty deed at closing

evidencing clear and marketable title to the property.

5. Purchaser shall pay costs of recording fee.

6. Purchaser shall pay cost of survey, if any.

7. Purchaser hereby waives title insurance.

8. Prior to closing, risk of fire and other elements shall be on Seller and in the event of loss, Purchaser shall have the option to cancel this Agreement and receive back the deposit money, or to close the sale according to this Agreement and receive from Seller an assignment of any insurance proceeds.

9. Time is of the essence. If any payment or any other condition hereof made, tendered or performed by either the Seller or the Purchaser as herein provided is in default, then this Agreement, at the option of the Party who is not in default, may be terminated by such Party, in which case the non-defaulting party may recover such damages as may be proper. In the event of such default by the Seller and the Purchaser elects to treat the agreement as terminated, then all payments made hereon shall be returned to the Purchaser. In the event of such default by the Purchaser and the Seller elects to treat the agreement as terminated, then all payments made hereunder shall be forfeited and retained on behalf of the Seller. In the event, however, the non-defaulting Party elects to treat the Agreement as being in full force and effect, the non-defaulting party shall have the right to an action for specific performance and/or damages.

10. All notices to be given to the Purchaser shall be given in writing and deposited in the United States mail, postage prepaid, addressed to Purchaser at 201 West Chaco, Aztec, NM 87410, or at such other address as Purchaser may from time to time designate in writing. Notices by Purchaser to the Seller shall be in writing and deposited in the United States mail, postage prepaid, addressed to Seller at 10 County Road 2980, Aztec, New Mexico 87410-9703.

**IN WITNESS WHEREOF** the parties hereto have set their hands on the day and year first above written.

**SELLER:**  
**JAQUEZ SAN JUAN PROPERTIES, LLC**

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By: ONOFRE JAQUEZ, JR.  
Managing Member

**PURCHASER:**  
**CITY OF AZTEC**

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By: SALLY BURBRIDGE  
Mayor

ATTESTED:

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Karla Saylor  
City Clerk

# Staff Summary Report

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|                      |   |
|----------------------|---|
| <b>MEETING DATE:</b> | January 27, 2015  |
| <b>AGENDA ITEM:</b>  | XII. Land Use Hearing (A)   |
| <b>AGENDA TITLE:</b> | Variance to Chapter 23 Subdivision Regulations<br>Sec. 23-92-1 Requiring Sidewalks, Curbs, Paved Streets &<br>Street Lights |

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|                             |   |
|-----------------------------|---|
| <b>ACTION REQUESTED BY:</b> | Donald & Patricia Polich<br>95 County Road 2755<br>Aztec, NM 87410  |
| <b>ACTION REQUESTED:</b>    | Approve Variance to Chapter 23 Subdivision Regulations<br>Sec. 23-92-1 Requiring Sidewalks, Curbs, Paved Streets &<br>Street Lights |
| <b>SUMMARY BY:</b>          | William M. Homka AICP CFM   |

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## PROJECT DESCRIPTION / FACTS

This is a variance request to a county subdivision located several miles south of downtown Aztec. It had a companion case, number 2014-068, that requested a boundary line adjustment. That request was approved along with the subdivision in 2014. That case was reviewed by the City of Aztec's plan app committee in May, 2014 however it wasn't submitted until late 2014 as a Alternate Summary Plan. The issue of waiving sidewalks arose and the applicant presented the application for this variance simultaneously.

The applicants have been working with their consultant, Sakura Engineering. The applicant and consultant propose to configure the four lot subdivision in such a manner that it takes advantage of the existing roadways and maximizes the lot usage. The subdivision was approved and recorded so that a lot could be sold. The buyer is aware the developer is seeking a variance to the sidewalk requirement.

The subdivision is situated at the intersection of CR 2685 and CR 2755 & 2690. The subdivision and variance were both sought as part of the same application and fees paid accordingly (2014-069). The development site is in the county and within Aztec's three (3) mile review area. There are no sidewalks in this area, nor are there curbs or other city subdivision design criteria typical of a major subdivision per Aztec's Subdivision Requirements.

Notices were sent out to adjoining property owners and no calls have been received as of the date this report was written (January 21, 2015). The lots will have septic and water wells and thus are considered rural in nature. Staff supports the variance request based on the following findings of fact.

## FINDINGS OF FACT

1. This rural subdivision is situated in San Juan County, nearly at the three mile limit from downtown Aztec;

2. There are no sidewalks existing along roadways in this area;
3. The lots created will have frontage and access along existing roadways;
4. The roadways include CR 2685, 2755 & 2690 none of which are major thoroughfares. This means the subdivision does not require a single access connecting the lots via separate roadway or marginal access to serve the lots, and;
5. The county installs street lights as warranted on county roads.

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**SUPPORT DOCUMENTS:**

1. Subdivision drawing
2. Tax ID indicating parcel location
3. City of Aztec Variance Application
4. Public Notice
5. Applicant Notice
6. Name List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve and Second Variance to Chapter 23 Subdivision Regulations Sec. 23-92-1 Requiring Sidewalks, Curbs, Paved Streets & Street Lights and the Findings of Fact 1 through 5

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# CITY OF AZTEC VARIANCE APPLICATION

Application Year: 2014 Application No.: 068  
069 Application Date: \_\_\_\_\_

Applicant Name: Donald & Patricia Polich

Applicant Address: 95 Court Rd. 2755 Aztec NM 87410  
(Street Name) (City) (State) (Zip Code)

Applicant Phone: 505-320-5878

Is Applicant Owner of Property? Yes

Legal Description of the Property:  
(Or address if different than above) located in NW 1/4 of SE 1/4, SE 1/4 of NW 1/4  
NE 1/4 of SW 1/4 and SW 1/4 of NE 1/4 of section 24  
T31N R11W

Total Area of Property (acres): 6.45 Acres

Zoning District: County

Tax ID Number R000169

Flood Zone X

Present Use of Property: Residential

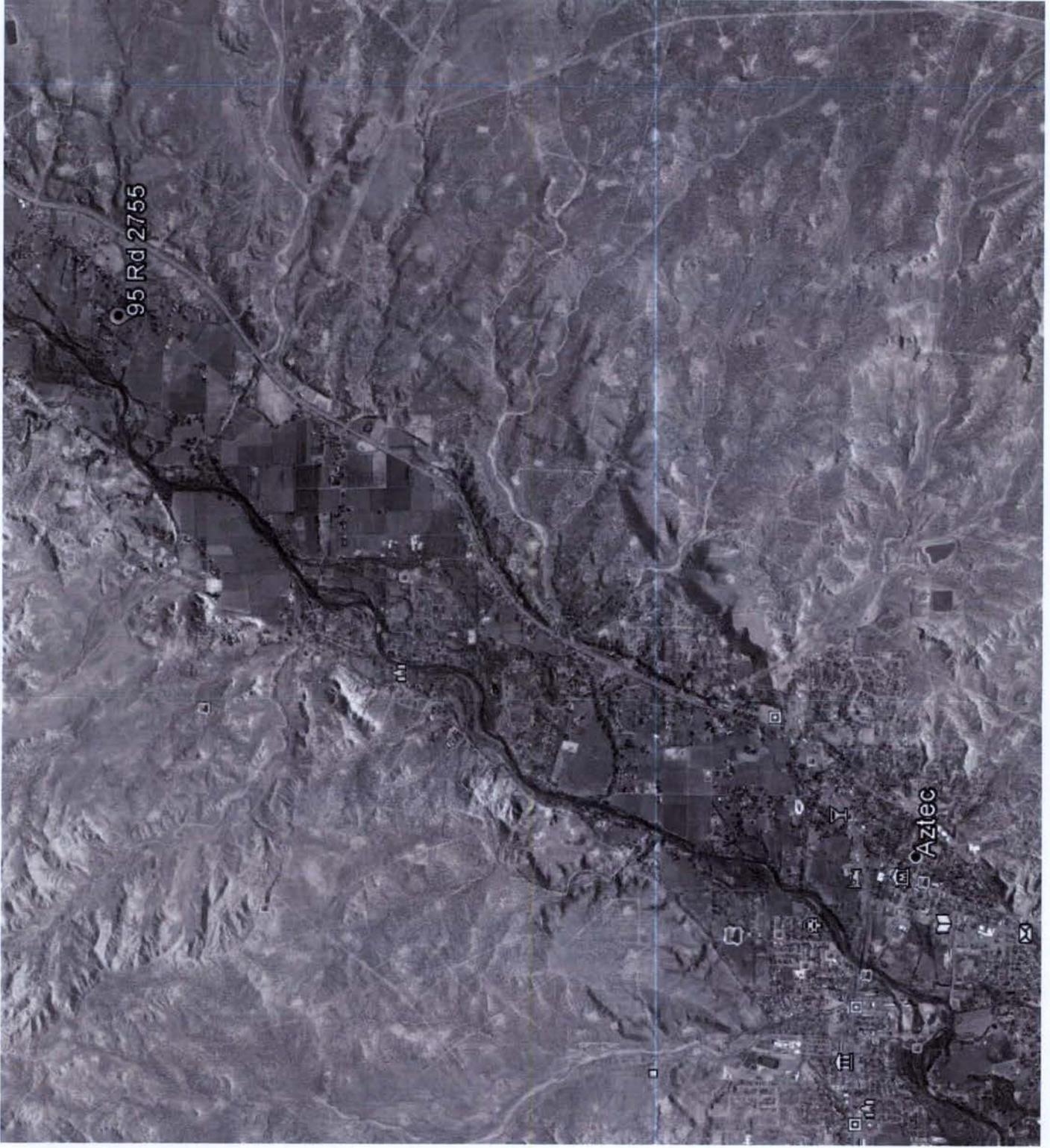
Desired Use of Property: Residential

Reason for Requesting a Variance (include section(s) of Code for which a variance is requested):  
Variance request for improvements such as street lights, curbs, gutters, sidewalks, etc.

Plan Map Available?  YES  NO  
(Plan map is required; failure to provide a plan map will cause a delay in the process)

Donald Polich Patricia Polich 11-26-14  
Applicant's Signature Date

|                                     |                         |
|-------------------------------------|-------------------------|
| City Commission Meeting Date: _____ | ACTION: APPROVED DENIED |
| City Planner _____                  | Date _____              |



2014-069 Variance – Polich Subdivision – San Juan County





POLICH

TAX ID # R0010169 AND R0014392 NIC



**Assessor/Public Info**  
 Aztec-City Limits  
 Electric

**FLOODZONE**  
 A  
 AE  
 D

**Easements**  
 Public Access  
 Electric Easement  
 Encroachment Easement

**Pipeline**  
 Public ROW  
 Public Road  
 Sewer Easement

**Storm Drainage**  
 Utility Easement  
 Vacation of Easement  
 Water Easement

Property under review

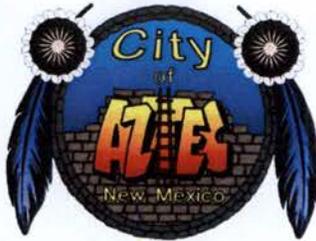
1 in = 150 ft

Date: 4/28/2014 Contact: Michelle Morgan 505-334-7604

This document/map is used for informational purposes only. This document/map & the information contained herein is provided as is\* & the City of Aztec does not warrant that the document/map or the information will be error-free.

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sherri Rogers

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January 14, 2015

Sakura Engineering & Surveying  
125 West Main Street  
Farmington, NM 87401

Re: Variance Request for Donald G. & Patricia A. Polich Subdivision

Dear Sakura Engineering & Surveying:

You have made a request to the City of Aztec Community Development Department for a Variance Permit for parcel(s) with Tax ID # R0010169 and R0014392 in Aztec, NM. The variance requested to **Sec. 23-92-1 Design Criteria**, which allows for all road(s) pavement, shoulders, drainage improvement and structures, curbs, turnarounds, and sidewalks shall conform to all Design Standards and specifications adopted by the City Commission, and shall be incorporated into the construction plans required to be submitted by the develop for plat approval. This variance seeks to eliminate the requirement for curbs, paved streets, sidewalks, and street lighting.

The City Commission will hear this request during a public meeting to be held on **Tuesday, January 27, 2015 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** As the representative, you are required to attend the scheduled Commission meeting regarding this matter.

The public is requested to contact Community Development via phone at 505-334-7605 or email at [whomka@azteecn.gov](mailto:whomka@azteecn.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 Special 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.aztecn.gov/agendas/ccm\\_agenda.pdf](http://www.aztecn.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 7:00 a.m. to 6:00 p.m. Thank you.

Respectfully,

William Homka  
Community Development Director

**Polich & Moore: Variance Request**

Bruce & Dorothy Salisbury (97 Rd 2755) (R0011002)  
Box744  
Aztec, NM

David Spangler (8 Rd 2685) (R0013471)  
5915 Pryor Ln  
Farmington, NM 87402

Eugene Atencio Sr (R0013472)  
16 Rd 2685  
Aztec, NM

Johnie & Tina Smith (R0013473)  
20 Rd 2685  
Aztec, NM

Darrel Lance & Neily Catherine Snook (R0013474)  
24 Rd 2685  
Aztec, NM

Donna Schmitt (R0014392)  
c/o Casey & Leslie Van Belle  
23 Rd 2685  
Aztec, NM

Earl Lenard & Lonna North (10 Rd 2686) (R0013174)  
PO Box 324  
Aztec, NM

Tonya MacCready (R0013354)  
8 Road 2686  
Aztec, NM

Melvin Knight (R0013352)  
93 Rd 2755  
Aztec, NM

David & Christie Barron (R0014324)  
4 Road 2690  
Aztec, NM

Warren & Freda Jean Johnson (R0014325)  
8 Rd 2690  
Aztec, NM

Homer Bixler (17A Rd 2692) (R0010172)  
106 Rd 2755  
Aztec, NM

Lonnie Joe & Dana Bixler (R0013847)  
16 Rd 2690  
Aztec, NM

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sherri Rogers

*A desirable place to live, work and play; rich in history and small town values!*

January 14, 2015

## PUBLIC NOTICE

Re: Variance Request for Donald G. & Patricia A. Polich Subdivision

Dear Property Owner:

The property owners for the parcel(s) identified as Tax ID # R0010169 and R0014392 located in Aztec, NM, have requested a variance to **Sec. 23-92-1 Design Criteria**, which allows for all road(s) pavement, shoulders, drainage improvement and structures, curbs, turnarounds, and sidewalks shall conform to all Design Standards and specifications adopted by the City Commission, and shall be incorporated into the construction plans required to be submitted by the develop for plat approval. This variance seeks to eliminate the requirement for curbs, paved streets, sidewalks, and street lighting.

The City Commission will hear this request during a public meeting to be held on **Tuesday, January 27, 2015 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** The public is requested to contact Community Development via phone at 505-334-7605 or email at [whomka@aztecnm.gov](mailto:whomka@aztecnm.gov) to provide support or concerns regarding this request.

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

Community Development will be creating a staff summary for Commission giving them more information on this property and the Variance 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 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "William Homka".

William Homka  
Community Development Director

# Staff Summary Report

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|                      |   |
|----------------------|---|
| <b>MEETING DATE:</b> | January 27, 2015  |
| <b>AGENDA ITEM:</b>  | XII. Land Use Hearing (B)   |
| <b>AGENDA TITLE:</b> | Request for a Zone Change From A-1 Agricultural/Rural to R-2 Residential Multi Family Classification at 615, 617 and 619 E. Blanco Street |

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|                             |   |
|-----------------------------|---|
| <b>ACTION REQUESTED BY:</b> | Tammy & Jasen Thompson<br>616 East Blanco St.   |
| <b>ACTION REQUESTED:</b>    | Approve Request for a Zone Change From A-1 Agricultural/Rural to R-2 Residential Multi Family Classification at 615, 617 and 619 E. Blanco Street |
| <b>SUMMARY BY:</b>          | William M. Homka AICP CFM   |

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## PROJECT DESCRIPTION / FACTS

This request seeks a zone change for the parcel that formerly had two structures on it until one succumbed to a fire. There are still three addresses associated with this single parcel, however. The applicants, Tammy and Jasen Thompson, live across the street in a single family residence at 616 E. Blanco Street. There is still a structure on the parcel that serves as a duplex with the addresses 617-619 Blanco Street.

Notices were sent out to adjoining property owners and only one call was received as of preparing this report (January 21, 2015). That call was from Mr. David Lawson who wanted to know what the zone change would do to his property situated at 621 E. Blanco Street. His parcel is one lot down from the subject parcel. Mr. Homka accepted the call and explained that the purpose of the rezoning is the owner wants to zone the land in conformance with its present use as a duplex. No negative effect should be imposed onto the Lawson property.

There was discussion and concern among staff about 'spot' zoning. There are a few places where there are two (2) lots zoned the same, but surrounded by different zoning classifications. There is residential zoning nearby and across the street. Aztec only has two Residential Zoning classifications, R-1 Single Family and R-2 Multi Family. The residential zoning is more in keeping with the residential character of Blanco Street than the Agricultural zoning. The city could use at least one additional residential zoning classification, possibly two. One to segregate duplexes from multi-family projects and the other to recognize the older, smaller residential lots developed before zoning existed.

Community Development is working with Project Management and is beginning an existing land use inventory. This study will aid with documenting the actual land uses across the city and the resulting map can be compared to the present zoning map. The results should yield where there are problems that need addressed and the data can be used to help create a future land use plan. The data can also help tailor changes to the existing zoning code that Aztec may need to help land owners and citizens enjoy their property more and keep to the goals of providing a safe, viable and economically suitable community with zoning. The future land use

plan, developed with public participation and meetings about the ongoing work, will eventually serve as a guide for future zone change requests.

If we already had the future land use plan, it might call for this area to be zoned for duplexes or two-family structures. If that were the case then this recommendation would be “approve because it is in conformance with the future land use plan.” The parcels are of good size and Blanco Street provides good access. However we do not have a ‘future plan’ yet so we cannot infer anything about a future map, just existing circumstances.

Perhaps of more concern are the numerous parcels in Aztec that are zoned inappropriately, which means if a mobile home is zoned R-1 then it cannot be replaced if it is damaged. Aztec’s zoning code prohibits mobile homes from being established in the R-1 Single Family District. However there are many places where this is the case. There are insurance and other financial concerns that our citizens do not seem to be aware of, which will be the subject of community meetings as the zoning code and land use planning efforts move forward.

Staff does not object to this request because the existing use is and has been multiple family. Further, the use is still residential, which may not coincide exactly with R-1 or A-1, but is not introducing a commercial or industrial use in the neighborhood. It can be surmised that additional parcels may see the reason why residential zoning would be preferable over agricultural. However, if a new zoning classification is developed that identifies parcels as used for duplex or single family only, staff would prefer this parcel be rezoned again to such classification. And last, no strong objections have been raised (so far) from abutting parcel owners about the request.

Staff recommends the City Commission approved 2014-224, a request to rezone 615-619 Blanco Street from A-1 Agriculture/Rural to R-2 Multi Family for the following Findings of Fact:

#### **FINDINGS OF FACT**

1. This zone change will reflect the current residential use on the property;
2. The R-2 Residential – Multi Family zoning classification is still residential, which is more in keeping with the character of the other uses on E. Blanco Street than Agricultural zoning;
3. Spot zoning does not necessarily apply to a single lot that is out of character from the basic use, such as residential, as much as a request for commercial or industrial use would be considered spot zoning;
4. A future land use plan and zoning code re-write is in the works, starting with an existing land use reconnaissance. It is possible that this area’s zoning could change to various residential zoning classifications to support the existing land uses or foreseeable future ones, and;
5. No strong objections have been raised from abutting parcel owners about the request.

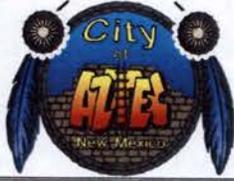
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#### **SUPPORT DOCUMENTS:**

1. Application
  2. Picture of site
  3. Zoning Map
  4. Parcel/Aerial
  5. Public Notice
  6. Applicant Notice
  7. Name List
-

**DEPARTMENT'S RECOMMENDED MOTION:** Approve Request For A Zone Change From A-1 Agricultural/Rural To R-2 Residential Multi Family Classification At 615, 617 And 619 E. Blanco Street Accepting Findings Of Facts 1 Through 5

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# CITY OF AZTEC ZONE CHANGE APPLICATION

Application Year: 2014 Application No.: 224 Application Date: 30DEC2014

Applicant Name: Tammy & Jason Thompson

Applicant Address: 1016 E. Blanco St NM 87410  
(Street Name) (City) (State) (Zip Code)

Applicant Phone: 505-331-1687 or 330-6202

Is Applicant: Owner / Lessee / Other of Property to be Rezoned? \_\_\_\_\_

Legal Description of the Property: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Total Area of Property (acres): \_\_\_\_\_

Legal Zoning District: Current: \_\_\_\_\_ Desired: \_\_\_\_\_

Present Use of Property: Duplex with a vacant lot

Desired Use of Property: put a doublewide on vacant lot.

Reason for requesting change of zoning:  
TO ~~add~~ put House where old one Burned Down

Tammy D Thompson  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

|                                     |            |          |        |
|-------------------------------------|------------|----------|--------|
| City Commission Meeting Date: _____ | ACTION:    | APPROVED | DENIED |
| City Planner _____                  | Date _____ |          |        |



**2014-224 616 E. Blanco Street**

**Picture of Site**



★ SITE

2014-224 616 E. Blanco Street

ZONING MAP



Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

*A desirable place to live, work and play; rich in history and small town values!*

January 14, 2015

## PUBLIC NOTICE

Dear Property Owner:

The property owner of the parcel located at 615-619 Blanco St, Aztec, NM; have made a request to the City of Aztec Community Development Department for a Zone Change from A-1 Agricultural or Rural District to R2 Multiple-Family Dwelling District.

The City Commission will hear this request during a public meeting to be held on **Tuesday, January 27, 2015 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.**

The public is requested to contact Community Development via phone at 505-334-7605 or email at [whomka@aztecnm.gov](mailto:whomka@aztecnm.gov) to provide support or concerns regarding this request.

As a surrounding property owner, you are designated as a party to this Land Use hearing, and invited to attend the scheduled Commission meeting regarding this matter and give your statements or ask questions of the property owner as well.

In order to be heard, in which you will be given 10 minutes to do this in, 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.

Community Development will be creating a staff summary for Commission giving them more information on this property and the Variance 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. **(Notice of meeting cancellation/rescheduling will also be at this website, so please check the Thursday prior and day of meeting for confirmation. Thank you.)**

If you have any further questions, please don't hesitate to call me at 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'William Homka'. The signature is fluid and cursive, with a long horizontal line extending to the right.

William Homka  
Community Development Director

**616 Blanco (Owners)**

614 Blanco  
Smeester Family Limited Partnership  
c/o Richard & Diana Olson  
2312 Santiago Ave  
Farmington, NM

624 Blanco  
Richard & Linda Michael  
624 Blanco  
Aztec, NM

621 Blanco  
David & Elaine Lawson  
Box 213  
Aztec, NM

613 Blanco  
Daniel Scott & Elizabeth Shewmaker  
2032 Glenisle Ave  
Durango , Co 813801

Vacant Lot (101 Creekside Village)  
Terrell & Shari Strauss  
105 W Chaco, Ste A  
Aztec, NM

105 Creekside Village  
Tanner Pacheco  
105 Creekside Village  
Aztec, NM

109 Creekside Village  
William Stotz & DeeAnn Schreiner  
109 Creekside Village  
Aztec, NM

113 Creekside Village  
Derek Raring  
746 Rainbow Rd  
Durango, Co 81303

117 Creekside Village  
Mario & Maria Sanchez  
117 Creekside Village  
Aztec, NM

121 Creekside Village  
Dennis & Carissa Sparks  
121 Creekside Village  
Aztec, NM

125 Pollard Ave  
Lee Crane Trust  
125 S. Pollard Ave  
Aztec, NM

206 Rio Grande Ave  
Aztec School District 2  
1118 W Aztec Blvd  
Aztec, NM

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Roberta Locke  
Katee McClure  
Sheri Rogers

*A desirable place to live, work and play; rich in history and small town values!*

January 14, 2015

Tammy & Jasen Thompson  
616 East Blanco St  
Aztec, NM 87410

Dear Mr. & Mrs. Jansen:

As the property owner of the parcel located at 615-619 Blanco St, Aztec, NM; have made a request to the City of Aztec Community Development Department for a Zone Change from A-1 Agricultural or Rural District to R2 Multiple-Family Dwelling District.

The City Commission will hear this request during a public meeting to be held on **Tuesday, January 27, 2015 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.**

As the property owner, you are required to attend the scheduled Commission meeting regarding this matter. 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.

The public is requested to contact Community Development via phone at 505-334-7605 or email at [whomka@aztecnm.gov](mailto:whomka@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 zone change 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. **(Notice of meeting cancellation/rescheduling will also be at this website, so please check the Thursday prior and day of meeting for confirmation. Thank you.)**

If you have any further questions, please don't hesitate to call me at 505-334-7604, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'William Homka'.

William Homka  
Community Development Director