

AGENDA
City of Aztec
COMMISSION WORKSHOP
March 10, 2015
201 W Chaco, City Hall
5:15 pm to 5:45 pm

5:15-5:45

- A. Aztec Clean And Strong - A Community Wide Partnership

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
March 10, 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. CITIZEN RECOGNITION

VII. EMPLOYEE RECOGNITION

VIII. CONSENT AGENDA

- A. Commission Workshop Meeting Minutes, February 10, 2015
- B. Commission Meeting Minutes, February 10, 2015
- C. Travel Requests
- D. Law Enforcement Protection Fund Grant
- E. Volunteer Firefighters Annual Reporting
- F. Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Six
- G. Carter Pest Control Services Agreement Renewal
- H. RFP 2014-230 City Attorney Annual Contract Renewal
- I. Community Development Record Destruction

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. Intent to Adopt Ordinance 2015-443, An Ordinance Amending Chapter 16 Article VII, Motor Vehicle Operations

XII. LAND USE HEARING

None

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 WORKSHOP MINUTES
February 23, 2015

I. CALL TO ORDER

Mayor Burbridge called the workshop to order at 5:19pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager Joshua Ray; Administrative Assistant Sherlynn Morgan; Community Development Director William Homka

A. Business Center and Incubator

Josh opened the meeting mentioning that the goal of this is to communicate this idea with Commission and gather feedback. He mentioned that this is a plan to open up a small business center on Main Street to accommodate the needs of our small business community. It would allow for copy services, fax services, internet services and telephone services to those that may not have these services at home if they have a small business. He mentioned that Durango has something similar in place. He also mentioned that we would like to launch a business incubator that would help entrepreneurs grow their ideas into businesses and assist them with moving out into a location on Main St. San Juan County currently operates a business incubator through the Small Business Center located at San Juan College and has offered to assist us with this endeavor. Josh mentioned that they have researched two locations that would be viable options for housing this type of facility and feels confident that we can secure a lease with the owners should Commission choose to move forward with the project. There was mention on cost and Josh mentioned that there could potentially be grants available to help. Josh also mentioned that there have been survey's mailed out to businesses asking their opinions and if it would be of benefit to them.

II. Adjournment

Mayor Burbridge adjourned the Workshop at 5:55 pm.

Sally Burbridge, Mayor

ATTEST:

Karla Saylor, City Clerk

MINUTES PREPARED BY:

Karla Saylor, City Clerk

CITY OF AZTEC
COMMISSION MEETING MINUTES
February 10, 2015

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:03pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

II. INVOCATION

The Invocation was led by Judge, Carlton Gray

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Animal Shelter Director, Tina Roper

IV. ROLL CALL

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

Members Absent: None

Others Present: City Manager, Joshua Ray; City Attorney, Larry Thrower; Administrative Assistant, Sherlynn Morgan (see attendance sheet)

V. AGENDA APPROVAL

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Agenda as presented

VI. PRESENTATION

A. Boys and Girls Club (Mike Patch)

Mike Patch is the new director at the Boys and Girls Club. He gave a presentation on the following:

- Mission
- Staff
- Members
- Attendance
- Academic Enhancement Programs

- Good Character and Leadership
- Healthy Lifestyles
- Summer Programs
- Opportunities
- Facility repairs and improvements

VII. CITIZEN RECOGNITION

None

VIII. EMPLOYEE RECOGNITION

None

IX. CONSENT AGENDA

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Consent Agenda with the exception of Item F Special Budget Resolution 2015-950, Municipal Golf Course Fund

- A. Commission Workshop Meeting Minutes, February 10, 2015
- B. Commission Meeting Minutes, February 10, 2015
- C. Travel Requests
- D. Appointment to San Juan Water Commission Joshua Ray
- E. RFP 2014-228 Animas River Diversion: Smith Engineering Contract Amendment #3
- F. Pulled
- G. Acceptance of FY2014 Annual Financial Report
- H. Destruction of Documents Library Cash Register Receipt Tapes 2009-2011

X. ITEMS FROM CONSENT AGENDA

- F. Special Budget Resolution 2015-950, Municipal Golf Course Fund

Commissioner McClure asked for clarification on the budget expenses and revenues. Josh went over the budget with Commission and clarified the projections for the budget for the next 2 years.

MOVED by Commissioner Mayor Pro-Tem Sipe, SECONDED by Commissioner Locke to Approve the Special Budget Resolution 2015-950, Municipal Golf Course Fund

XI. CITIZENS INPUT

Shari Hare has asked that Commission to adopt an ordinance to prohibit the burning of coal in residential homes.

James Dufour is also asking that Commission adopt an ordinance to prohibit the burning of coal in residential homes due to health concerns.

XII. LIQUOR LICENSE HEARING

A. Small Brewer Off-Site Liquor License-Hiway Grill

Mayor Burbridge mentioned that the City of Aztec received an application for a approval from the alcohol and gaming division for a Small Brewer Off-Site Liquor License.

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure to Approve the Application for Small Brewer Off-Site Liquor License DBA Hiway Grill located at 401 NE Aztec Blvd, Aztec NM

A Roll Call was taken: All voted Aye Motion passed 5-0

XIII. BUSINESS ITEMS

A. Intent to Adopt Ordinance 2015-442 An Ordinance Amending Chapter 16, Article II Parks & Recreation Fees

Josh mentioned that this is to set the fees for the golf course. He stated that he has had a number of comments in the past week on the fees from citizens asking why the different fees for citizens than school employees and government employees. He mentioned that because it is a Municipal Golf Course it would be a benefit the employee to be a member.

MOVED by Commissioner McClure, SECONDED, Mayor Pro-Tem Sipe to Approve The Intent to Adopt Ordinance 2015-442 An Ordinance Amending Chapter 16, Article II Parks & Recreation Fees

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

XIV. LAND USE HEARINGS

A. Request for a Zone Change at 111 Simonds Road, from Mobile Home District to C-2 General Commercial

Mayor Burbridge opened the Land Use Hearing for Request for a Zone Change at 111 Simonds Road, from Mobile Home District to C-2 General Commercial. 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.

Bil Homka mentioned that this is a small parcel located at 111 Simonds Road and mentioned that it is not permitted in the Mobile Home district. He also mentioned the 107 Simonds Road is also zoned Mobile Home. Staff does not object to this request, and staff recommends the Commission to consider implementing a similar zone change for 107 Simonds Road.

MOVED by Commissioner Locke, SECONDED, Mayor Pro-Tem Sipe to Approve 2014-223, A Request To Rezone 111 Simonds Road From Mobile Home To C-2 General Commercial For The Reasons Indicated In The Findings Of Fact 1 Through 7

A Roll Call Was Taken: Motion Passed 5-0

XV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh handed a packet to commission on events for Municipal Day with in Santa Fe.

Mayor Pro-Tem Sipe mentioned that she attended the NWNM Senior Meeting and mentioned that there is a concern on funding for meals on wheels. She mentioned that she attended the EDAB meeting and that they discussed nominations for the EDGE Banquet.

Commissioner Rogers mentioned that at Leadership San Juan Chief Heal was a presenter. She attended the Four Corners Federated Republican Women State Winter Conference and met Secretary of State Diana Duran.

Commissioner McClure mentioned that she would like to attend an EDAB meeting. Josh mentioned to just let us know and we would get it advertised to the public.

XVI. DEPARTMENT REPORTS

None

XVII. ADJOURNMENT

Moved by Mayor Burbridge, SECONDED by Mayor Pro Tem Sipe to adjourn the meeting at 7:45m.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

DRAFT

Staff Summary Report

MEETING DATE: March 10, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (C)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Police and Tourism
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Cheryl Franklin

PROJECT DESCRIPTION / FACTS (Leading Department)

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.
- The attached log is sorted by dates of travel and then by department.
- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS: Travel Log March 10, 2015

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

EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL

MEETING DATE: March 10, 2015

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY15 Budget Available
03/16-19/15	Police	Armorer School Santa Fe, NM.	Yes	No	122.40 475.00 247.74	Meal & Gratuity Allowance Registration Lodging	Yes
03/29-30/15	Tourism	Grand Circle Quarterly Meeting Moab, UT.	Yes	Yes	90.60 24.95 54.00 88.16	Meal & Gratuity Allowance Registration Estimated cost for Fuel Lodging	Yes

Staff Summary Report

MEETING DATE: March 10, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (D)
AGENDA TITLE: Law Enforcement Protection Fund Grant

ACTION REQUESTED BY: Chief Mike Heal
ACTION REQUESTED: Approval of Law Enforcement Protection Fund Grant
SUMMARY BY: Chief Mike Heal

PROJECT DESCRIPTION / FACTS

- New Mexico Law Enforcement receives grants from the State depending on size of the Community and the number of certified officers employed by the City. The city of Aztec is eligible for \$27,800. This is a grant we have been receiving for years.

SUPPORT DOCUMENTS: Law Enforcement Protection Fund Grant Application

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Law Enforcement Protection Fund Grant Application

SUSANA MARTINEZ
GOVERNOR

RICK LOPEZ
DIRECTOR



THOMAS E. CLIFFORD, PH.D.
CABINET SECRETARY

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building ♦ Suite 202 ♦ Santa Fe, NM 87501
PHONE (505) 827-8051 ♦ FAX (505) 827-4340

TO: Chief Law Enforcement Officers
FROM: Rick Lopez, Director
Local Government Division
DATE: February 1, 2014
RE: Law Enforcement Protection Fund

Attached are the application and instructions for the Law Enforcement Protection Fund. Please return the completed application to the Local Government Division (LGD) with a postmark date no later than March 31, 2015.

LGD is required by Section 29-13-4.A NMSA 1978 to determine the relative needs of all local law enforcement agencies by April 15. In order to meet this statutory requirement, it is imperative that LGD receive all applications by March 31, 2015.

The appropriate authority as indicated must sign the application. All parts of the application must be completed and include a listing of certified officers on the Supplemental Schedule. All officers for whom the \$600 award is requested must be certified by July 1, 2015. The Department of Public Safety (DPS) will verify certification of officers. In order for an officer to be funded, they must appear on the March 31, 2015 DPS Registry, or must be enrolled in the New Mexico Police Academy with an anticipated graduation date prior to or on July 1, 2015. The registry reporting requirements can be found in Section 10.29.9.10 of the New Mexico Administrative Code (NMAC). Incomplete applications will be given 10 days from the date of notification to complete the application. Written notification of the amount of distribution will be sent to applicants by May 1, 2015.

Although the application no longer requests the Social Security Number (SSN) for officers, the SSN may be requested during the application review process if LGD needs this information to match an officer to the DPS Registry; however, you can be assured that confidential information will be strictly safeguarded.

Under the Appropriations Bill, DFA/LGD "shall not distribute a general fund appropriation . . . to a New Mexico agency or local public body that is not current on its audit or financial reporting or otherwise compliant with the Audit Act . . .".

Please contact Erica Cummings at (505) 827-4127 if additional information is required.

RL:ec
Attachments
cc: Mark Shea, New Mexico Department of Public Safety

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS
 FOR CLASS 1 MUNICIPALITIES AND COUNTIES
 PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978
 FOR THE JULY 1, 2015 - JUNE 30, 2016 FISCAL YEAR

I. Municipality or County: City of Aztec

II. Computation of Proposed Distribution:

A. Class 1 (Population per 2010 Census = 0 to 20,000) \$20,000

B. Total Number of Full-Time Certified Police Officers or Sheriff Deputies (*) multiplied by \$600:

13 X \$600 = 7,800

(*) Each officer or Deputy must be certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA or authorized as a New Mexico peace Officer pursuant to Section 29-1-11 NMSA. Certification status must be current on the registry at the Law Enforcement Academy.

C. Total Proposed Distribution** (A + B) 27,800

III. Amounts distributed from the Law Enforcement Protection Fund must be expended only for the purposes allowed by Section 29-13-7 NMSA 1978. Please itemize the proposed use of these funds below:

A. Repair and purchase of law enforcement apparatus and equipment (itemized schedule, page 3, must be completed) ¹ which meet minimum nationally recognized standards. (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3	\$ <u>20,000</u>
B. Expenses associated with advanced law enforcement planning and training.	<u>7,800</u>
C. Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs.	
D. No more than fifty percent (50%) of the replacement salaries of law enforcement personnel participating in basic law enforcement training.	
E. New Mexico Finance Authority Intercept Agreement.	
F. TOTAL ESTIMATED EXPENDITURES** (must equal total distribution)	\$ <u>27,800</u>

** Total Estimated Expenditures from Section III must equal the amount of Total Proposed Distribution in Section II.

IV. **CERTIFICATION:** Under penalty of law, we hereby certify that to the best of our knowledge and belief, the information contained in this application is correct, and that all expenditures of Law Enforcement Protection Fund monies will be made in accordance with Sections 29-13-7 and 29-13-9 NMSA 1978 as well as Rule 2 NMAC 110.3.

 Mayor/Chairman

 Police Chief or Sheriff

 Date

¹Pertains only to municipalities with a population of 1500 or less and universities.

Municipality: City of Artec

**ITEMIZED SCHEDULE
FOR SECTION A ON PAGE ONE OF APPLICATION**

[NOTE: This schedule only pertains to municipalities with a Population of 1500 or less and universities.]

CATEGORY	# OF ITEMS	ESTIMATED COST
EQUIPMENT:		
Subtotal		\$
APPARATUS:		
Subtotal		\$
Repair of Equipment:		
Subtotal		\$
GRAND TOTAL (Must total Section A of Page One)		\$

Municipality/County City of Aztec Contact Person: Shemi L. Gurule
 Phone Number: 505-334-7620

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS
 FOR MUNICIPALITIES AND COUNTIES
 PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978
 FOR THE JULY 1, 2015 - JUNE 30, 2016 FISCAL YEAR

SUPPLEMENTAL SCHEDULE

Instructions: List the name, certificate number, and date of certification of all full-time police officers and sheriff deputies certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA 1978 or authorized to act as a New Mexico peace officer pursuant to Section 29-1-11 NMSA 1978. Please photocopy this form if additional space is needed.

Name of Full-Time Certified Police Officers and Sheriff Deputies	Certificate Number	Cert. Date
1) Blake, Jerry S.	98-0048-P	1-23-1998
2) Bervegin, Jon	14-0227-P	8-8-2014
3) Conroy, Devin	13-0016-P	2-07-2013
4) Decker, Cody P	12-0180-P	9-14-2012
5) Gonzales, Joseph P	01-0303-P	12-17-2004
6) Heal, Michael J.	79-0023-P	3-8-1979
7) Johnston, Brett	01-0858-P	12-20-2001
8) Knibbs, Heather	13-0027-P	3-01-2013
9) Morris, Troy W.	90-0049-P	3-16-1990
10) Simpson, Joshua C.	13-0030-P	3-01-2013
11) Smith, Robert	14-0047-P	3-21-2014
12) Rightmire, Nikki *		
13) Whalen, John	13-0018-P	2-07-2013
14)		
15)		
16) * Rightmire, Nikki *		
17) will be attending the		
18) cert by waiver, she		
19) will be certified by		
20) the required date.		
21)		
22)		

NOTE: Please use name that has been reported to The Department of Public Safety (DPS), e.g. if female officer has married/divorced and has changed last name and has not been reported to DPS.

Staff Summary Report

MEETING DATE: March 10, 2015

AGENDA ITEM: VIII. CONSENT AGENDA (E)

AGENDA TITLE: Volunteer Firefighters Annual PERA Report

ACTION REQUESTED BY: Kevin Simpson, Fire Chief

ACTION REQUESTED: Approve the Mayor's Signature on the Volunteer Firefighters Annual PERA Report

SUMMARY BY: Karla Saylor

PROJECT DESCRIPTION / FACTS

- All affiliated Certified Volunteer Firefighter Departments must submit all required reports to the Public Employees Retirement Association by March 31, 2014 (deadline set by State Statute)
- The attached report shows the number of members with prior service reported for the year =11; New Member Enrollments=0; totaling 11 member volunteer firefighters reported for the year.

SUPPORT DOCUMENTS: 1) Reporting Guidelines
2) Volunteer Firefighters Annual Report Form

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Mayor's Signature on the Volunteer Firefighters Annual Report



PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF NEW MEXICO

PUBLIC EMPLOYEES RETIREMENT BOARD

P.O. Box 2123, Santa Fe, New Mexico 87504-2123
 (505) 476-9401 fax (505) 476-9300 voice
 www.pera.state.nm.us

Volunteer Firefighters Annual Reporting

SECTION A – VOLUNTEER FIREFIGHTER DEPARTMENT – GENERAL INFORMATION

1. Department Name: AZTEC FIRE DEPARTMENT

2. Department Mailing Address: 201 W Chaco
 City, State: Aztec, NM Zip Code: 87410

3. PERA Number: 09813

4. Fire Chief: Kevin Simpson Phone (work): 505-334-7635(home) 505-320-4687

5. Email Address: ksimpson@aztecnm.gov

SECTION B – DEPARTMENT TOTALS

1.	New Member enrollments (Applications for Membership enclosed):	0
2.	Member with prior service reported this year:	11
3.	Total number of volunteer firefighters reported this year:	11

SECTION C - CERTIFICATION

I, Kevin Simpson, fire chief of Aztec Fire Department

Volunteer Firefighter Department, affirm that the records submitted to PERA are true and correct.

✓ Please Check One: Report Submitted Online Qualification Record Attached

[Signature]
 Signature of Fire Chief

2-4-15
 Date

 Municipal Mayor or Chairman of County Commission Date

State of New Mexico)
) SS:
 County of _____)

Subscribed and sworn to before me by _____ on this the _____ day of _____

My Commission Expires _____ Notary Public Telephone No: _____

Notary Signature _____

Return this Summary on or before March 31 of each calendar year to the Public Employees Retirement Association. Reports received after that date will not be processed. Keep copies for your records.

Staff Summary Report

MEETING DATE: March 10, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (F)
AGENDA TITLE: Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Six

ACTION REQUESTED BY: Josh Ray
ACTION REQUESTED: Approve the Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Six
SUMMARY BY: Sherlynn Morgan

PROJECT DESCRIPTION / FACTS

- All other provisions from the 2007 agreement remain in effect
- The county has submitted a sixth amendment to the Detention Center Services agreement executed in 2007
- While the agreement provides that an annual adjustment to the per diem rate may occur, the county has submitted a decrease in rates this time
- This amendment decreases the per diem rate from \$ 66.16 to \$60.66. The decrease will be effective July 1, 2015 – June 30, 2016.

PROCUREMENT / PURCHASING (if applicable)

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

SUPPORT DOCUMENTS: Sixth Amendment to Intergovernmental Agreement for Detention Center Services

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Sixth Amendment to Intergovernmental Agreement for Detention Center Services

**SIXTH AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT
DETENTION CENTER SERVICES**

THIS SIXTH AMENDMENT to the Intergovernmental Agreement for Detention Center Services by and between San Juan County, New Mexico, hereinafter referred to as "The County," and the City of Aztec, New Mexico, hereinafter referred to as "the City."

WHEREAS, the Intergovernmental Agreement for Detention Center Services made and entered into the 17th day of July, 2007, requires that the County provide to the City, on or before October 15th of each of each year, the *per diem* rate for the County Detention Center to be effective July 1 of the succeeding calendar year; and

WHEREAS, the Fifth Amendment to the Intergovernmental Agreement established the *per diem* rate at \$66.16.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Paragraph D. of the July 17, 2007 Intergovernmental Agreement for Detention Center Services shall be amended to read as follows:

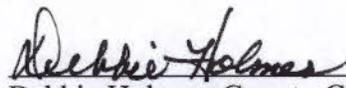
The parties agree that the City Prisoner Day rate shall be \$60.66, applicable from July 1, 2015, through June 30, 2016.

2. All other provisions of the Agreement including prior amendments other than those establishing the *per diem* rate shall remain in full force and effect.

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

**BOARD OF COUNTY COMMISSIONERS OF
SAN JUAN COUNTY, NEW MEXICO**

ATTEST:



Debbie Holmes, County Clerk

By: 

Keith Johns, Chairman

Date: 2/19/15

APPROVED AS TO FORM:



San Juan County Attorney

CITY OF AZTEC, NEW MEXICO

ATTEST:

Karla Sayler, City Clerk

By: _____
Sally Burbridge, Mayor

Date: _____

APPROVED AS TO FORM:

Aztec City Attorney

Staff Summary Report

MEETING DATE: March 10, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (G)
AGENDA TITLE: Carter Pest Control Services Agreement Renewal

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approve renewal of Contract
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- The current City of Aztec Pest Control Agreement with Carter Services expires on March 26, 2015.
- Carter Services provides pest control for all of the various City building, offices, and shop locations.
- The City is billed on a monthly rate that was determined by Bid #2013-385 awarded by Commission on March 26, 2013.

TECHNICAL INPUT (Supporting Departments)

- Staff has provided feedback to Purchasing in regards to service experience with Carter Services and recommends renewal of their agreement.

PROCUREMENT INPUT (Purchasing)

- Staff requests renewal of the contract in the annual amount of \$4,576.56 (incl. tax)
- This renewal represents the second renewal of a maximum of three under State Procurement. The final term will expire March 2017.
- Staff feels that Carter Pest Control has provided an acceptable service in the past and recommends approval of the renewal of the agreement.

FISCAL INPUT (If applicable, Finance Department)

- **\$4,576.56** Annual commitment - including tax

SUPPORT DOCUMENTS: Agreement with Carter Pest Control Services

DEPARTMENT'S RECOMMENDED MOTION: Move and second to approve renewal of City Pest Control Contract with Carter Services in the annual amount of \$4,272.00 + GRT for an additional one (1) year term.

CONTRACT AGREEMENT
2015-2016 Renewal
CONTRACT # 2013-385 MONTHLY PEST CONTROL SERVICES
BETWEEN CARTER SERVICES, INC.
AND THE CITY OF AZTEC

THIS AGREEMENT, original entered into March 26, 2013, entered into on the 24th day of March, 2015, between the City of Aztec, New Mexico a body corporate and politic, located at 201 W Chaco, New Mexico 87410 (hereinafter referred to as the CITY), and Carter Services, Inc., doing business at PO Box 342, Farmington NM 87499, (hereinafter referred to as the CONTRACTOR).

RECITALS

WHEREAS, the CITY requires the service of monthly pest control provided for various City buildings, main office located at the City of Aztec Center, 201 W Chaco, Aztec, New Mexico 87410; per Bid # 2013-385; and

WHEREAS, the CONTRACTOR has experience in the business of providing such services and is willing to provide said service for the City locations at the terms and rates specified in this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree that:

1.0 CONTRACT DOCUMENTS

1.1 This Contract includes all of the following component parts, all of which are fully incorporated herein and made a part of the obligations undertaken by the parties:

Invitation to Bid including:

- 1.1.a Project Information
- 1.1.b Instructions to Bidders
- 1.1.c General Conditions
- 1.1.d Special Conditions
- 1.1.e Insurance/Bonding Requirements and Certificates
- 1.1.f Specifications, Contract Plans and Exhibits
- 1.1.g Addenda, interpretations and approved exceptions
- 1.1.h Signed Bid Form, including Proposal Pricing
- 1.1.i Attached Service Location and Fee Schedule

1.2 All documents are or will be on file in the office of the Purchasing Department, 201 W Chaco, Aztec, NM 87410.

1.3 In the event of a conflict between any of the above documents, the terms of the bid will control unless otherwise noted in this contract.

2.0 DURATION OF THIS CONTRACT

2.1 The term of this Contract shall be a one year period beginning on March 27, 2015 and continuing through March 26, 2016, representing the second renewal of the contract.

2.2 The Contract term is subject to renewal according to the Contract Specifications.

2.3 In no event shall the term plus renewals exceed four (4) years. The contract may be subject to three (3) additional twelve (12) month renewal periods. In no event shall the term plus renewals exceed four (4) years.

3.0 BID PRICES

3.1 The Contractor shall provide the required services for the prices quoted in the Contract Specifications. If the City requires additional locations or services above the bid amounts the City will negotiate with the firm an additional monthly amount at that time.

4.0 CONTRACT ENFORCEMENT - ATTORNEY'S FEES

4.1 If the City is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the City is required to use the services of an attorney, then the City shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the City pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

5.0 SEVERABILITY CLAUSE

5.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

6.0 GOVERNING LAW

6.1 This Contract shall be governed by the laws of the State of New Mexico both as to interpretation and enforcement.

7.0 ENTIRE AGREEMENT

7.1 This Contract contains the entire agreement between the parties.

7.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

CITY OF AZTEC

By: _____
SALLY BURBRIDGE, MAYOR

CONTRACTOR

By: 
AUTHORIZED SIGNATURE


TITLE

BID FORM

Bid # 2013-385
Pest Control Services
Opening 2:00 p.m., February 28, 2013
City of Aztec Commission Room

LOCATION	Address	Est. Square Feet	MONTHLY COST
City Hall	201 W. Chaco	5000	\$ 18.00
Police Dept. & Municipal Court		7300	\$ 20.00
Finance		3000	\$ 10.00
Utilities & Motor Vehicle		4700	\$ 15.00
Fire Department		5100	\$ 15.00
Civic/Senior Center	101 S. Park Ave.	13,500	\$ 30.00
Water Treatment Plant	201 Navajo Dam Rd.	13,600	\$ 30.00
Visitors Center	110 N. Ash Ave.	1400	\$ 8.00
Museum	125 N. Main Ave.	4000	\$ 18.00
Historical Society	201 N. Main Ave.	1200	\$ 15.00
Electric Dept Office/Warehouse/Shop	400 S. Light Plant Rd.	10600	\$ 20.00
Wastewater Treatment Plant Including Belt Press Building	900 S. Oliver Dr.	5400	\$ 20.00
Airport Fire Substation	732 Airport Dr.	2400	\$ 10.00
West Fire Substation	2435 W. Aztec Blvd.	2800	\$ 10.00
Public Works	610 Western Dr.	4200	\$ 12.00
Public Works Shop	844 S. Oliver Dr.	4200	\$ 15.00
Animal Shelter 2 Buildings and 2 Kennels	825 Sabena St.	5500	\$ 18.00
Parks/General Services	303 S. Ash Ave.	3200	\$ 12.00
Parks/General Services Shop		4000	\$ 15.00
Library	319 S. Ash Ave.	9400	\$ 25.00
Hartman Park Baseball Concession Stand	500 Llano St.	600	\$ 10.00
Hartman Park Soccer/YAFL Concession Stand		860	\$ 10.00
Total Monthly Cost:			\$ 356.00

Three hundred fifty six Dollars and zero cents
 (Written Total Monthly Lump Sum Amount)

Acknowledge Addenda: _____

The Contractor agrees to provide the equipment, service, and supplies described above and in the contract specifications under the conditions outlined in attached documents for the amount stated above.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

STARTING AND COMPLETION:

If awarded a contract under this proposal, the undersigned proposes to start work at the site within (15) calendar days after the receipt from the Owner of a formal notice of an award. The Contractor agrees to provide the equipment, service and supplies described above and in the contract specifications under the conditions outlined in attached documents.

x Roxanne Oldfield
(Signature)

CORPORATE SEAL
(if available)

Roxanne Oldfield OFFICE SUPERVISOR
(Printed Name & Title)

VENDOR NAME Carter Services, Inc.
ADDRESS PO Box 342 Farmington, NM 87499
TELEPHONE 505-327-2248 FAX 505-327-2242
EMAIL Service@csipest.net
CONTACT NAME (print) Bruce Carter / Andrea Edwards

NM State Resident Preference No. _____ (if applicable)

NM State Resident Veteran Preference No. _____ (if applicable)

Staff Summary Report

MEETING DATE:	March 10, 2015
AGENDA ITEM:	VIII. CONSENT (H)
AGENDA TITLE:	RFP 2014-230 City Attorney Contract Renewal

ACTION REQUESTED BY:	Finance Dept
ACTION REQUESTED:	Approval of Contract Renewal
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- The current annual agreement City of Aztec Municipal Legal Services with Mr. Larry Thrower expired on February 26, 2015.

The City Attorney provides the following services for the City of Aztec:

1. Advise the City Commission, the City staff and all appointed boards on legal matters including but not limited to matters of civil liability, City finances, public property, and personnel.
2. Draft ordinances, resolutions, and proposed legislation.
3. Approve and/or prepare all contracts for the City of Aztec.
4. Prosecute all ordinance violations in Municipal Court and in District Court.
5. The City Attorney attends all Meetings as required by the City Commission.
6. Is available for in-house time at City Hall for a preferred (40) forty hours per month. (Including required meetings).

PROCUREMENT INPUT (If applicable, Purchasing)

- Purchasing issued a formal Request for Proposals – RFP 2014-230 Municipal Legal Services – on January 19, 2014. Proposals were opened on January 30, 2014. One proposal was received. The City Commission approved the award of the RFP and contract to Mr. Thrower on February 11, 2014.
- The contract renewal will be effective February 26, 2015 for a term of one (1) year and represents the second renewal of a maximum of three under State Procurement. Under the terms of Section 13-1-50, NMSA contracts may be subject to extension not to exceed four (4) years.
- Staff feels that Mr. Thrower has provided a good service in the past and recommends approval of the renewal of the agreement.

FISCAL INPUT (If applicable, Finance Department)

- **\$59,892.00** yearly including tax (base contract). Hours over 40 per month will be billed at **\$165.00** including tax.
- The FY15 budget includes sufficient funds to meet this contractual obligation to June 30, 2015 and the FY16 Preliminary budget includes funds for the remaining obligation of the contract renewal.

SUPPORT DOCUMENTS: 2015 Agreement with Larry T. Thrower

DEPARTMENT'S RECOMMENDED MOTION: Move and second to approve RFP 2014-230 – Municipal Legal Services contract renewal with Larry T. Thrower.

CITY OF AZTEC, NEW MEXICO

City Attorney Professional Services Contract

This contract is made and entered into on this 10th day of March 2015 by and between Larry T. Thrower, 411 N. Auburn, Farmington, New Mexico, hereinafter referred to as the "Contractor", and the City of Aztec, New Mexico, hereinafter referred to as the "City".

WHEREAS, the City has deemed it necessary to retain the services of the Contractor to act as legal counsel on behalf of the City; and

WHEREAS, the City desires to engage the Contractor to provide said services; and conditions of this contract.

THEREFORE, it is mutually agreed by and between the parties that:

1. **Scope of Services:** The Contractor shall perform professional services to the City, as a primary client, as hereafter stated:
 - A. Advice and consultation, including preparation of oral and written opinions to City Officials, Commissioners and Staff.
 - B. Attendance at City Commission Meeting and Workshops and other meetings when requested.
 - C. Preparation and or review of contracts, agreements and legal documents.
 - D. Drafting and review of proposed City Ordinances, Resolutions or Legislation.
 - E. Appear on behalf of the City for Court, Administrative Hearings, Planning and Zoning matters and Personnel matters.
 - F. Draft letters and requests for compliance on violations of City Ordinances and pursue prosecution where necessary in Municipal or District Court.
 - G. Prepare and submit a monthly status report of legal activities.
 - H. Submit a monthly detailed statement with billing, said statement to include the date and length of time of services rendered. These statements shall be subject to inspection by the designated agent for the City.
 - I. Participate in negotiations with other municipalities or governmental agencies.
 - J. Legal representation of the City, its political subdivision, as well as individual commissioners and other municipal employees who may be named as parties in their official capacities in any legal action.
 - K. Contractor shall not represent the City in matters generally handled by Risk Management.

CITY OF AZTEC, NEW MEXICO

2. **Compensation:** The compensation to the Contractor for legal services shall be paid monthly in the amount set forth below.
 - A. \$4,991.00 per month, inclusive of gross receipts taxes. This amount is subject to annual review. Hours in excess of 40 per month shall be billed at \$165.00 per hour.
 - B. No additional compensation will be provided for staffing services to the Contractor.
 - C. The contractor will be reimbursed for pre-approved City business travel expenses at the rates set forth in the Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1 to 10-8-8 (Replacement Pamphlet 1992).
3. **Term:** This contract shall be effective from the 26th day of February, 2015 and terminate on February 26, 2016, for this term of one (1) year and will be subject three (2) additional one-year terms based upon satisfactory performance and rendition of services. Performance of services shall be reviewed annually, prior to the beginning of the fiscal year.
4. **Termination:** either party upon thirty (30) days written notice may terminate this contract. Written notice shall be delivered or mailed (certified mail, return receipt) to the other party.
5. **Status of Contractor:** Contractor acknowledges being an independent contractor and as such, will not be considered an employee of the City nor shall be eligible to accrue leave, retirement benefits, insurance benefits, use of city vehicles or any other benefits provided to City Employees.
6. **Worker Compensation:** Contractor acknowledges that he or she shall not have any claim whatsoever to workers compensation coverage under the City policy.
7. **Indemnification:** Contractor agrees to indemnify and hold harmless the City from any and all claims, suits and causes of action which may arise from his performance under this contract unless specifically exempted by New Mexico law. Contractor further agrees to hold harmless the City from all personal claims for any injury or death sustained by Contractor while engaged in the performance of this contract.
8. **Assignment:** Contractor shall not assign or transfer any interest in this contract or assign any claims for money due under this contract without the prior approval of the City.
9. **Subcontracting:** Contractor shall not subcontract any portion of the services to be performed under this contract without prior approval from the City.
10. **Confidentiality:** Any information learned, given to, or developed by the contractor in the performance of this contract shall be kept confidential and shall not be made available or otherwise released to any individual or organization without the prior written approval of the City.

CITY OF AZTEC, NEW MEXICO

11. **Conflict of Interest:** Contractor warrants that he/she presently has no interest or conflict of interest and shall not acquire any interest or conflict with the performance of services under this contract.
12. **Non-Discrimination:** Contractor agrees that he/she shall comply with all federal, state and local laws regarding equal employment opportunities, fair labor standards and other non-discrimination and equal opportunity compliance laws, regulations, and practices.
13. **Amendment:** This contract shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.
14. **Scope of Contract:** This contract incorporates all the agreements, covenants and the understanding between the parties hereto concerning the subject matter hereof and all such covenants, agreements and understanding have been merged into this written agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this agreement.
15. This contract shall be governed by the laws of the State of New Mexico and the Ordinances of the City of Aztec.

In witness hereof, the parties have executed this contract as of the 10th day of March 2015.

CITY OF AZTEC

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

Larry T. Thrower
Attorney At Law
411 N. Auburn
Farmington, NM 87401

Staff Summary Document Destruction

MEETING DATE: March 10, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (I)
AGENDA TITLE: Community Development Record Destruction

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

PROJECT DESCRIPTION / FACTS

- Destruction of the following Community Development records **requiring** City Commission approval. Records are have been scanned and have met record retention requirements:
 - 2014 Permits
 - San Juan County District 11 Courthouse Addition

SUPPORT DOCUMENTS: None

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

Staff Summary Report

MEETING DATE:	March 10, 2015
AGENDA ITEM:	XIII. Business Item (A)
AGENDA TITLE:	Intent to Adopt Ordinance 2015-443, An Ordinance Amending Chapter 16, Article VII. Municipal Motor Vehicle Operations

ACTION REQUESTED BY:	Motor Vehicle Department
ACTION REQUESTED:	Approve Intent to Adopt Ordinance 2015-443, An Ordinance Amending Chapter 16, Article VII. Municipal Motor Vehicle Operations – Administrative Fees
SUMMARY BY:	Delain George

PROJECT DESCRIPTION / FACTS

- June 22, 2010, the City Commission approved to adopt ordinance 2010-386 to establish administrative fees for MVD.
- NM Taxation and Revenue Department Motor Vehicle Division (NM MVD) legal opinion, allows for counties and municipalities that operate motor vehicle offices to impose an administrative fee to offset the costs incurred for providing this service.
- In 2010, at the time of the ordinance adoption two other municipalities had imposed administrative fees, Cloudcroft and Hobbs. Today, of the 39 offices, 34 municipal offices have administrative fees. The fees range from \$1 to \$20.
- By state statute, counties and municipalities receive fees from the state for most transactions. \$6 per driver's license, \$5 per ID card, motor vehicle/boat registrations and titles. In addition, if an office performs more than ten thousand transactions in preceding fiscal year an additional \$1 is received per transaction. The City of Aztec has met this performance for many years now. There is also a \$1.50 State administration fee that is received on MVD transactions.
- Since 2010, NM MVD has also allowed privately run offices to open. However, these offices are limited to vehicle transactions, no driver license transactions. These offices have a variety of fees. Typically, a title transaction administrative fee is \$25, and VIN inspection can range from \$25 to \$75.
- The City of Aztec, as well as Bloomfield, currently charges a \$3.00 administrative fee for MVD transactions.
- Bloomfield is in currently in the process of increasing their fee to \$5.00. An ordinance was put before their council on March 9, 2015.
- NM MVD has advised that any administrative fee collected by municipalities and counties must be a transaction separate from the state transaction and cannot be

combined into one payment. Therefore, a customer makes two payments one to the State for the transaction and a payment to the City of Aztec for the administrative fee.

- The additional administrative fee is posted at all workstations and on our message board.
- There has been a decline in transactions for a few reasons. The state has developed and promoted the ability to renew your registration and driver's license online. They have also allowed the option for an 8 year driver's license, instead of the traditional 4 year license.
- Below are actual numbers for FY2011 when the fee was first implemented to FY 2014. FY2015 shows the approved budgeted amount and an estimated amount based on YTD reports with current administrative fee of \$3.00, no increase is built in.

	FY2015 <i>Estimated</i>	FY2015 <i>Budgeted</i>	FY2014 <i>Actual</i>	FY2013 <i>Actual</i>	FY2012 <i>Actual</i>	FY2011 <i>Actual</i>
MVD Transaction Fees:	\$ 92,000	108,000	101,635	115,000	105,587	137,846
City Admin Fees:	40,986	43,000	43,002	48,840	44,225	56,439
Total Revenue:	\$ 132,986	151,000	144,637	163,840	149,712	194,285
Operation Costs	\$ (168,435)	(228,050)	(190,798)	(170,750)	(192,938)	(206,205)
Add'l support needed from General Fund revenues:	\$ 35,449	77,050	46,161	6,910	43,226	11,920

- Based on average of FY2015 transactions, monthly average 1,138, annual average 13,656, in the Aztec office, it is estimated an additional increase of \$2.00 to bring the fee to \$5 per transaction will generate an additional \$27,312 annually. Based on current projections this would help offset estimated budget, still leaving a deficit of \$8,137.
- Based on average of FY2015 transactions, monthly average 1,138, annual average 13,656, in the Aztec office, it is estimated an additional increase of \$3.00 to bring the fee to \$6 per transaction will generate an additional \$40,968 annually. Based on current projections this would help offset additional personnel costs such as COLA and merit increases at 4%.

SUPPORT DOCUMENTS: Ordinance 2015-443, State Statute 66-3-23, FY15 Summary of Revenue and Expenses, Listing of Statewide Transaction Fees

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Intent to Adopt Ordinance 2015-443, An Ordinance Amending Chapter 16, Article VII. Motor Vehicle Operation Fees

**City of Aztec
ORDINANCE 2015-443**

An Ordinance Amending Chapter 16, Article VII. Motor Vehicle Operation Fees

WHEREAS: The City of Aztec has a contract with the State of New Mexico, Taxation and Revenue Department, (NMTRD) Motor Vehicle Division to provide services, and

WHEREAS: The Motor Vehicle Code allows for municipalities to impose fees as agents for provision of services for the NMTRD Motor Vehicle Division, and

WHEREAS: The current revenues are not sufficient to support the operations of Motor Vehicle Division, and

WHEREAS: It is deemed acceptable, equitable and necessary to amend the City of Aztec Municipal Code to allow the Aztec Motor Vehicle Division to increase the assessment of the administrative fee to five dollars (\$5.00), to generate additional revenue, to reduce its dependency on the general fund;

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico that Ordinance 2015-443 Amends Chapter 16 – Fee Schedule, Article VII. Motor Vehicle Operations, Section 16-270. Administrative Fee.

PASSED, APPROVED, SIGNED AND ADOPTED THIS _____ day of _____ 2015.

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

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

APPROVED AS TO FORM:

Larry T. Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

ARTICLE VII. MUNICIPAL MOTOR VEHICLE OPERATIONS

Sec. 16-270. Administrative Fee.

The City shall collect an administrative fee of \$5.⁰⁰ from each person requesting a service in connection with every transaction processed for the New Mexico Taxation and Revenue Department, Motor Vehicle Division (MVD), by the City of Aztec as an agent of MVD. The City shall deposit the fees so collected in the General Fund of the City of Aztec.

(Ord. 2010-386, eff. 2010-July-01)

Secs. 16-271 to 16-279. Reserved.

66-6-23. Disposition of fees.

A. After the necessary disbursements for refunds and other purposes have been made, the money remaining in the motor vehicle suspense fund, except for remittances received within the previous two months that are unidentified as to source or disposition, shall be distributed as follows:

- (1) to each municipality, county or fee agent operating a motor vehicle field office:
 - (a) an amount equal to six dollars (\$6.00) per driver's license and five dollars (\$5.00) per identification card or motor vehicle or motorboat registration or title transaction performed;
 - (b) for each such agent determined by the secretary pursuant to Section [66-2-16](#) NMSA 1978 to have performed ten thousand or more transactions in the preceding fiscal year, other than a class A county with a population exceeding three hundred thousand or a municipality with a population exceeding three hundred thousand that has been designated as an agent pursuant to Section [66-2-14.1](#) NMSA 1978, an amount equal to one dollar (\$1.00) in addition to the amount distributed pursuant to Subparagraph (a) of this paragraph for each driver's license, identification card, motor vehicle registration, motorboat registration or title transaction performed; and
 - (c) to each military installation designated as a fee agent pursuant to Section [66-2-14.1](#) NMSA 1978, an amount equal to one dollar fifty cents (\$1.50) in addition to the amount distributed pursuant to Subparagraph (a) of this paragraph for each administrative service fee remitted by the military installation to the department pursuant to Subsection A of Section [66-2-16](#) NMSA 1978;
- (2) to each municipality or county, other than a class A county with a population exceeding three hundred thousand or a municipality with a population exceeding three hundred thousand that has been designated as an agent pursuant to Section [66-2-14.1](#) NMSA 1978, operating a motor vehicle field office, an amount equal to one dollar fifty cents (\$1.50) for each administrative service fee remitted by that county or municipality to the department pursuant to the provisions of Subsection A of Section [66-2-16](#) NMSA 1978;
- (3) to the state road fund:
 - (a) an amount equal to the fees collected pursuant to Sections [66-7-413](#) and [66-7-413.4](#) NMSA 1978;
 - (b) an amount equal to the fee collected pursuant to Section [66-3-417](#) NMSA 1978;
 - (c) the remainder of each driver's license fee collected by the department employees from an applicant to whom a license is granted after deducting from the driver's license fee the amount of the distribution authorized in Paragraph (1) of this subsection with respect to that collected driver's license fee; and
 - (d) an amount equal to fifty percent of the fees collected pursuant to Section [66-6-19](#) NMSA 1978;
- (4) to the local governments road fund, the amount of the fees collected pursuant to Subsection B of Section [66-5-33.1](#) NMSA 1978 and the remainder of the fees collected pursuant to Subsection A of Section [66-5-408](#) NMSA 1978;
- (5) to the department:
 - (a) any amounts reimbursed to the department pursuant to Subsection D of Section [66-2-14.1](#) NMSA 1978;
 - (b) an amount equal to two dollars (\$2.00) of each motorcycle registration fee collected pursuant to Section [66-6-1](#) NMSA 1978;
 - (c) an amount equal to the fees provided for in Subsection D of Section [66-2-7](#) NMSA 1978, Subsection E of Section [66-2-16](#) NMSA 1978, Subsections K and L of Section [66-3-6](#) NMSA 1978 other than the administrative fee, Subsection C of Section [66-5-44](#) NMSA 1978 and Subsection B of Section [66-5-408](#) NMSA 1978;

FY2015- MVD - SUMMARY OF REVENUE AND EXPENSES

REVENUES	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
MVD Reimb	7,107	9,082	8,270	5,857	7,009	5,592	7,288						50,205
City Admin Fee	4,298	3,706	3,009	3,332	2,700	3,734	3,132						23,911
Rev Total	11,405	12,788	11,279	9,189	9,709	9,326	10,420	0	0	0	0	0	74,116
EXPENDITURES													
Personnel	(9,568)	(15,163)	(11,907)	(16,968)	(11,387)	(11,594)	(11,558)						(88,145)
Operations	(607)	(3,991)	(1,743)	(739)	(1,072)	(1,183)	(775)						(10,110)
Exp Sub Total	(10,175)	(19,154)	(13,650)	(17,707)	(12,459)	(12,777)	(12,333)	0	0	0	0	0	(98,255)
Net	1,230	(6,366)	(2,371)	(8,518)	(2,750)	(3,451)	(1,913)	0	0	0	0	0	(24,139)
YTD CHG/MTH	1,229	(5,137)	(7,508)	(15,988)	(18,738)	(22,188)	(24,139)						

If City fee was bumped to \$5.00

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
# of Transact	1,432	1,235	1,003	1,110	900	1,244	1,044						7,968
x \$2.00 Inc.	2,864	2,470	2,006	2,220	1,800	2,488	2,088	0	0	0	0	0	15,936
													-24139
											fee @ \$5	Diff	<u>(8,203)</u>

If City fee was bumped to \$6.00

x \$3.00 Inc.	4,296	3,705	3,009	3,330	2,700	3,732	3,132	0	0	0	0	0	23,904
													-24139
											fee @ \$6	Diff	<u>(235)</u>

MUNICIPAL MVD TRANSACTION FEES CHARGED STATEWIDE

MUNICIPALITY	FEES ASSESSED FOR EACH TRANSACTION TYPE							
	ALL TRANSACTION	VINs	ROAD TESTS	COMPUTER TESTS	HANICAP PLACARDS	MVR'S	SENIORS	
Angel Fire	5	0	0	0	5	5	5	
Artesia	7	0	0	0	0	0	0	
Aztec*	3	3	3	0	0	0	3	
Bayard	3	3	3	0	3	3	3	
Bernalillo								
Bloomfield*	3	0	0	0	0	0	0	
Carrizozo	0	0	0	0	0	0	0	
Chama	1	2	1	0	1	1	1	
Cloudcroft	5	0	0	0	0	0	0	
Corona	0							
Cuba	0	0	0	0	0	0	0	
Deming	5							
Dexter	5							
Estancia	0	0	0	0	0	0	0	
Eunice	4	4	4	4	0	4	0	
Ft. Summer	5	n/a	n/a	0	0	0	0	
Hatch	5	10	20	5				
Hobbs	4	4	4	4	0	4	0	
Jal	6	6	10	6	6	6	6	
Jemez Springs	10	n/a	In process to change to \$15					
Kirtland AFB								
Logan	5	5	0	0	5	5	5	
Lovington	4	0	0	0	0	0	0	
Melrose								
Mora	\$10 for Out of City Resident - \$0.00 for residents							
Mountainair								
Pecos	5	n/a	n/a	n/a	0	0	0	
Questa	2							
Red River	0	0	0	0	0	0	0	
Rio Rancho	10	10			5			
Roy	5	n/a	n/a	0	0	0	0	
Santa Rosa	5	n/a	n/a	0	0	0	5	
Sunland Park								
Tatum	4	4	n/a	0	0	4	0	
Tularosa	2	n/a			0	0	0	
Wagon Mound**	2	In process to increase fee to \$5			2	2	2	
White Sands	10	10	na	n/a	10	10		

Road Runner - Aztec Privately run - they cannot process Driver transactions							
	\$25 (titles only)	\$25-50	n/a	n/a	n/a	n/a	

Summary	1 @ \$2 **	3 @ \$3*	4 @ \$4	10 @ \$5	1 @ \$6	1 @ \$7	
Municipality totals	4 @ \$10	5 @ \$0	5 Unkwn				

Notes:	<i>Reimbursement from State to City per each transaction per State Statute</i>				
	DL's	ID's	Regs/Titles	Over 10k T's	Admin Fee
	\$6.00	\$5.00	\$5.00	\$1.00	\$1.50
State Fee for transaction	\$18 4yr/\$34 8yr	\$10.00	Varies \$64 +	See State Statute	

3 offices researching to increase transaction fee to \$5
 * Aztec and Bloomfield would like to join efforts to increase fee to \$5.00
 ** Wagon Mound is in process of increasing fee to \$5.00 from \$2.00 per transaction.
 ***Jemez Springs In process to change to \$15
 State MVD offices do not charge additional transaction fees such as Farmington