

A G E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
July 29, 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 Meeting Minutes, July 14, 2015
- B. Travel Requests
- C. Engineering Task Order for Airport Apron Reconstruction
- D. Resolution 2015-957 Asset Capitalization Policy
- E. Resolution 2015-959 Surplus Items
- F. Bid 2016-517 Blanco St. Sewer Replacement Phase 2
- G. FY16 Youth Conservation Corps (YCC) Proposal
- H. Resolution 2015-960 FY15 4th Quarter Financial Report (Kathy)
- I. Re-Bid 2014-406 Aztec Arterial Phase 1B Contract Approval (Kathy)

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

IX. ITEMS FROM CONSENT AGENDA

X. CITIZENS INPUT (3 Minutes Maximum)

(Citizens who wish to speak will sign up prior to the meeting. This is for items not otherwise listed on the agenda)

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.

XI. BUSINESS ITEMS

- A. Resolution 2015-961 Final Budget Adoption
- B. Intent to Adopt Ordinance 2015-444 Amending Section 16-15 Golf Course Fees

XII. LAND USE HEARINGS

- A. 2014-015 Caballo Pintado Residential Subdivision Final Plat Application
- B. 2015-078 Conoco Phillips Work Over Gas Well

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIV. DEPARTMENT REPORTS

(All Department Heads who wish to give a report will move to the podium)

XV. CLOSED SESSION

Closed Session Pursuant to State Law, Section 10-15-1 (H-2) Limited Personnel Matters, City Manager Evaluation

XVI. ADJOURNMENT

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

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CITY OF AZTEC
COMMISSION MEETING MINUTES
June 23, 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 Judge, Carlton Gray

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Duane Wakan, MPO Planner

IV. ROLL CALL

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

Members Absent: Mayor Pro-Tem Sherri Sipe

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

V. AGENDA APPROVAL

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure to Approve the Agenda With The Exception of Item D, RFP 2014-228 Animas river Diversion: Smith Engineering Contract Amendment #4

VI. CITIZEN RECOGNITION

Bob Carmen, Code Compliance Officer recognized Yard of the Month Winners as Russell and Sheri Keller at 309 S. Mesa Verde and Business of the Quarter Winners as Aztec Feed at 216 S. Main Ave.

VII. EMPLOYEE RECOGNITION

Joshua Ray, City Manager recognized Evan Knowlton, IT Department as Employee of the Quarter. Josh mentioned that there was a Pecan Pie contest for

National Pecan Pie Day at City Hall on July 13 and there were 10 entries. The winner of the contest was Tina Roper, Animal Shelter Director.

VIII. CONSENT AGENDA

MOVED by Commissioner McClure, SECONDED by Commissioner Rogers to Approve the Consent Agenda with the exception of Item D, RFP 2014-228 Animas River Diversion, Smith Engineering Contract Amendment #4

- A. Commission Meeting Workshop Minutes, June 23, 2015
- B. Commission Meeting Minutes, June 23, 2015
- C. Travel Requests
- D. Pulled
- E. Finance Department Records Destruction
- F. Bid 15-0503 Public Works GPS Equipment
- G. Huitt-Zollars Engineering Services
- H. MPO Joint Powers Agreement
- I. Utility Administration Department Document Destruction (Delain)
- J. Resolution 2015-958 Surplus
- K. Re -Bid 2014-406 East Aztec Arterial, Phase 1B

All Voted Aye, Motion Passed Three to Zero

IX. ITEMS FROM CONSENT AGENDA

D. RFP 2014-228 Animas River Diversion: Smith Engineering Contract Amendment #4

Bill Watson mentioned that the amendment for this Contract is for less than \$2600. The City Manager reviewed the process for proposals and bids with Commission.

MOVED by Commissioner McClure, SECONDED by Commissioner Rogers To Approve RFP 2014-228 Animas River Diversion: Smith Engineering Contract Amendment #4, in the amount of \$2,572.50 plus gross receipts tax.

All Voted Aye, Motion Passed Three to Zero

X. CITIZENS INPUT

None

XI. BUSINESS ITEMS

A. Resolution 2015-956 City of Aztec Procurement Policy

Josh mentioned that this item was tabled at the previous commission meeting and that there have been no changes to the policy since then. Mayor Burbridge has requested that Josh report projects that do not go to Commission for approval in City Manger Department Reports.

MOVED by Commissioner Rogers, SECONDED by Mayor Burbridge to Approve the Resolution #2015-956 City of Aztec Procurement Policy

Mayor Burbridge voted Aye, Commissioner Rogers voted Aye, Commissioner McClure voted Nay; Motion passed Two to One

XII. LAND USE HEARINGS

A. 2015-053 Tiger Ruins Subdivision

Mayor Burbridge opened the Land Use Hearing for Request for 2015-015 Caballo Pintado Subdivision and 2015-076 New Drill Gas Well. 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, Community Development Director mentioned that this application will subdivide 9.42 acres of land from the existing 39.31 acre parcel and create 42 single family residential lots, one storm water detention parcel and one commercial lot which is located 1.4 miles north of HWY 516 and N. Light Plant Rd intersection.

MOVED by Commissioner McClure, SECONDED by Commissioner Rogers To Approve 2015-015 An Application For Approval of a Preliminary Plat For the Caballo Pintado Subdivision Subject To Finds Of Fact 1 Throuth10

A Roll Call Was Taken, Motion Passed Three to Zero

Bil mentioned that this is a application for a new gas well to be dug in the northwest area of the City and accessed from Road 2950. The land is controlled by 13 surface owners. The well site will be 2.18 acres and the Road of access is Road 2950. This will represent an addition new well at a location with an existing well operated by the same company and the submittal indicates the location of the surface hole is different from the bottom hole location. Bil has reviewed all the mitigation plans, vegetation plans, wildlife mitigation plans and noise mitigation plans. Bil reviewed the findings of facts with commission from staff summary.

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure To Approve 2015-076, an Oil & Gas Well application submitted by the Mankin Land Company, LLC on behalf of BP America Production Company for permission to construct a new well at the location indicated per Findings of Fact 1 Through 9.

A Roll Call Was Taken: Motion Passed Three to Zero

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh mentioned that National Night Out will be Tuesday, July 28, 2015 from 5:00pm-7:00pm and that the next Commission meeting will be moved to Wednesday, July 29, 2015.

Commissioner Rogers mentioned that she attended San Juan Safe Communities meeting and the topic of discussion was on House Bill 560 and the Bill that was passed for Policing for Profit and the impact it will have on local Police Departments.

Commissioner McClure mentioned that she attended the ECHO board meeting. She mentioned that the 10th Annual Blues and Brews Festival will be Saturday July 18th from 12:00pm-10:00pm.

Larry Thrower mentioned that he will be on vacation until from July 15-July 28.

XIV. DEPARTMENT REPORTS

Chief Mike Heal mentioned that in the future National Night Out will be on the third Tuesday in July so it does not coincide with Commission meetings. He also mentioned that the City of Aztec is not a Sanctuary City.

Cindy Iacovetto, Community Center Director reported that the Rabies Clinic and Craft Fair that were held at the Community Center were a success. She also mentioned that Saturday marked her 5 year anniversary with the City and that she is proud to be a part of the City.

XV. ADJOURNMENT

Moved by Mayor Burbridge, SECONDED by Commissioner Rogers to adjourn the meeting at 7:30 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Saylor, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

DRAFT

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (B)
AGENDA TITLE:	Travel Requests

ACTION REQUESTED BY:	Commission, Police, Administration and General Service
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. Two request for travel had already occurred and the Commission is requesting approval for travel on the date of this meeting; however, the remaining request are dated for future.
- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS:	Travel Log July 28, 2015
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DEPARTMENT'S RECOMMENDED MOTION:	Approve Employee/Public Official Travel Requests
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**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: JULY 28, 2015**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY16 Budget Available
07/24-25/15	Commission	2015 Resolutions Committee Albuquerque, NM.	Yes	No	50.40 55.00	Meals & Gratuity Allowance Estimated Cost for Fuel	Yes
07/24-25/15	Commission	2015 Resolutions Committee Albuquerque, NM.	Yes	No	50.40 55.00 83.00	Meals & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
07/29-30/15	Police	DWI Coordinator Meeting Albuquerque, NM.	Yes	NO	60.00	Meals & Gratuity Allowance	Yes
09/01-04/15	Admin.	NMML Annual Conference Albuquerque, NM.	Yes	No	132.00 280.00 229.73 249.00	Meals & Gratuity Allowance Registration Rate/mile fuel reimbursement Lodging	Yes
09/07-11/15	Police	Property Room Management and NMPET Conference Albuquerque, NM.	Yes	No	158.40 400.00 65.00 356.00	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
09/14-18/15	Gen Service	National Recreation & Parks Conf. Las Vegas, NM.	Yes	Yes	252.60 485.00 165.00 689.92	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: JULY 28, 2015**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY16 Budget Available
09/25-30/15	Admin.	ICMA Annual Conference Seattle, WA.	Yes	Yes	216.00 850.00 259.20 271.74 895.00	Meals & Gratuity Allowance Registration Airline Fare Car Rental Lodging	Yes

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (C)
AGENDA TITLE:	Engineering Task Order for Airport Apron Reconstruction

ACTION REQUESTED BY:	Public Works Dept, Finance Dept
ACTION REQUESTED:	APPROVAL
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The Airport Apron (the area where aircraft are parked, refueled, unloaded and loaded) has deteriorated and requires reconstruction. This project has been identified as necessary for several years by the pilots, the City, and NM Aviation.
- WHPacific will provide a BASIC design for the phased reconstruction of the terminal and south parking aprons and aircraft fueling area including the coordination of the lowering of the high pressure gas line.
- The task order also includes updating the SWPPP for the Airport. This is a required update and must be completed by September 2, 2015.

PROCUREMENT / PURCHASING

- RFP 2015-0448 for Airport Engineering Services was awarded to WHPacific Incorporated on April 28, 2015. While an engineering services agreement was approved by the City Commission, it includes the provision requiring task orders to be prepared and approved for specific engineering services required.
- This item represents the first task order presented by WHPacific Incorporated under the engineering agreement dated April 28, 2015.
- The task order references task order #3, dated April 30, 2013. No work was performed under this task order prior to the engineering agreement expiration. We are referring to this task as Task Order #1 under the new engineering agreement awarded on April 28, 2015.

FISCAL INPUT / FINANCE DEPARTMENT

- NM Aviation Division will participate in funding of the design of the airport tarmac. Their participation will represent 90% of the design costs and the city will be responsible for the remaining 10%.
- Prior to an agreement being executed with NM Aviation Division, FAA must concur on the proposed design of the apron (FAA will participate in the construction costs).
- The task order is in the amount of \$66,282, not including tax.

- The FY16 Adopted Budget includes the Apron Design project including anticipated state grant funds. The project budget is established at \$100,000 with \$90,000 state grant funds.

SUPPORT DOCUMENTS: WHPacific, Incorporated Task Order #1

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve WHPacific, Incorporated Task Order #1 in the amount of \$66,282 (not including tax)

WHPacific Project # _____

PO# _____

ENGINEERING SERVICES AGREEMENT
AZTEC MUNICIPAL AIRPORT
TASK ORDER # 1
FROM
CITY OF AZTEC, NEW MEXICO
TO
WHPACIFIC, INCORPORATED

1. Task Order No. One (1)
2. Title: Reconstruct Terminal and Parking Aprons - Phase 1 Design Only
3. Location: Aztec Municipal Airport (N19), Aztec New Mexico
4. Scope of Services Required: Provide BASIC design for the phased reconstruction of the terminal and south parking aprons and terminal fueling area including coordination of lowering of a high pressure gas line. Obtain design surveys and geotechnical survey for pavement section evaluation and design. Design alternate temporary taxi route east of the terminal building. Task Order #3 dated April 30, 2013 is canceled.
5. City Contact: William Watson, Public Works Director, Kathy Lamb, Finance Director
WHPacific Contact: Beth Schatz
Others: Joe Alexa, Alice Rego
6. Estimated Performance Time: Six months
7. Estimated Cost: \$ 66,282.00 EXCLUDING NMGRT
8. Attachments: Exhibit A

All provisions and conditions of the Prime Engineering Services Agreement dated April 28, 2015 shall apply.

City of Aztec, New Mexico

Date

WHPacific, Inc.

Date

ARCHITECT/ENGINEERING SERVICES AGREEMENT
AZTEC MUNICIPAL AIRPORT
TASK ORDER # 1
FROM
CITY OF AZTEC, NEW MEXICO
TO
WHPACIFIC, INCORPORATED

This project is to consist of Phase I design services for Aztec Municipal Airport

This work is being funded through a NMDOT – Aviation Division Grant N19-16-XX

Scope of Services: Basic Design:

A. PRE-DESIGN PHASE/TASK

1. Develop project scope (1 trip). Meet with City staff and airport manager to resolve any initial design concerns and evaluate design options.
2. Project Coordination. Provide assistance coordinating project physical requirements with FAA and State Aviation Division.
3. Pre-Design Meetings/Kick-Off Meeting (1 trip). Meet on site with design team and airport manager to evaluate design challenges identified in item 1 above.
4. Update DBE Program and goals. Once preliminary project elements are identified prepare project specific DBE goals and coordinate with FAA and City as required.
5. Prepare NMAD Grant Paperwork for sponsor Execution. Prepare FAA and NMDOT – Aviation Division Overall Development Objectives and grant application packages.
6. Prepare Grant Reimbursement Requests for Sponsor Execution
7. Prepare preliminary construction phasing and safety plan
8. Coordinate EXCEL Energy high pressure gas line lowering issues (1 trip)
9. Prepare and submit FAR Part 77 Notice to FAA via the OE/AAA web system for the construction phasing
10. Develop project elements and concept level construction cost estimates of probable cost
11. Prepare and submit Preliminary Engineering Report
12. Project Management
13. Update Stormwater Pollution Prevention Plan (SWPPP)

B. PRELIMINARY DESIGN PHASE/TASK – 65% Submittal

1. Obtain design surveys (topographic and geotechnical)
2. Design overall layout
3. Design geometry of Apron and phasing
4. Prepare plan sheets and grading elevations

5. Prepare typical sections and design pavement section
6. Prepare site/project layout/survey plans
7. Prepare marking plans and details
8. Prepare detail sheets
9. Prepare preliminary specifications
10. Prepare cover sheet, index and quantity summary
11. Prepare Stormwater Pollution Prevention Plan
12. Prepare cost estimate
13. Quality control review and revisions
14. Coordinate preliminary submittal with FAA, State, City
15. Print and Distribute 5 sets of plans and specs (65% level)
16. Conduct plan-in-hand inspection (1 trip)
17. Project Management

C. FINAL DESIGN PHASE – 100% Submittal

1. Make revisions in plans and specifications
2. Quality control review and revisions
3. Print and submit five copies of plans, estimates and specs to FAA, State, City (ready to bid 100% level)
4. Coordinate with FAA, State, City
5. Prepare final construction cost estimates
6. Project Management

Exhibit A - Aztec Municipal Airport (N19)

7/22/15

ENGINEERING SERVICES

SCOPE OF WORK

Task Order 1 - Terminal and Parking Aprons - Design Only

HOURS BY PERSONNELSCOPE OF WORK BY PHASE AND TASK

	<u>Total</u>	SENIOR PROJECT ENGINEER (P6)	PROJECT ENGINEER (P5)	PROJECT MANAGER 2 (X2)	DESIGNER PROJECT (T4)	DESIGNER STAFF (T3)	PROJECT SPECIALIST/ Div Admin (C4)
A. PRE-DESIGN PHASE/TASK							
1 Develop project scope (1 trip)	8	8					
2 Project Coordination	4	4					
3 Pre-Design Meetings/Kick-Off Meeting (1 trip)	8	8					
4 Update DBE Program and goals	34	2					32
5 Prepare NMAD Grant Paperwork for sponsor Execution	3	1					2
6 Prepare Grant Reimbursement Requests for Sponsor Execution	4	1					3
7 Prepare preliminary construction phasing and safety plan	12	2			4	6	
8 Coordinate EXCEL high pressure gas line lowering issues (1 trip)	12	8				4	
9 Prepare and submit FAR Part 77 Notice to FAA via the OE/AAA web system for the construction phasing	3	1				2	
10 Develop project elements and concept level construction cost estimates of probable cost	10	2	4		4		
11 Prepare and submit Preliminary Engineering Report	30	8	16				6
12 Project Management	8			8			
TOTAL HOURS, PRE - DESIGN PHASE	136	45	20	8	8	12	43
B. PRELIMINARY DESIGN PHASE/TASK (65% Submittal)							
1 Obtain design surveys (topographic and geotechnical)	3	3					
2 Design overall layout	18		2		4	12	
3 Design geometry of Apron and phasing	36	2	4		6	24	
4 Prepare plan sheets and grading elevations	28	2	2		8	16	
5 Prepare typical sections and design pavement section	15	1	2		4	8	
6 Prepare site/project layout/survey plans	8		2		2	4	
7 Prepare marking plans and details	8		2		2	4	
8 Prepare detail sheets	14		2		4	8	
9 Prepare preliminary specifications	16	4	4				8
10 Prepare cover sheet, index and quantity summary	6				2	4	
11 Prepare Stormwater Pollution Prevention Plan and details	12		2		2	8	
12 Prepare cost estimate	10	2	4		4		
13 Quality control review and revisions	26	4	4		4	8	6

	<u>Total</u>	SENIOR PROJECT ENGINEER (P6)	PROJECT ENGINEER (P5)	PROJECT MANAGER 2 (X2)	DESIGNER PROJECT (T4)	DESIGNER STAFF (T3)	PROJECT SPECIALIST/ Div Admin (C4)
14 Coordinate preliminary submittal with FAA and Sponsor	2	2					
15 Print and Distribute 5 sets of plans and specs (65% level)	8					4	4
16 Conduct plan-in-hand inspection (1)	8	8					
17 Project Management	12			12			
TOTAL HOURS, PRELIMINARY DESIGN PHASE	230	28	30	12	42	100	18
C. FINAL DESIGN PHASE/TASK (100% Submittal)							
1 Make revisions in plans and specifications	24	2	4		4	10	4
2 Quality control review and revisions	20	2	2		4	8	4
3 Print and submit five copies of plans, estimates and specs to FAA, State, City (ready to bid 100% level)	8					4	4
4 Coordinate with FAA, State Aviation and Sponsor	4	2					2
5 Prepare final construction cost estimates	6	2	4				
6 Project Management	4			4			
TOTAL HOURS, FINAL DESIGN PHASE	66	8	10	4	8	22	14
D. BIDDING PHASE							
Not included							
E. CONSTRUCTION PHASE BASIC SERVICES							
Not included							
TOTAL HOURS FOR PROJECT	432	81	60	24	58	134	75
LUMP SUM HOURLY RATE		\$147.00	\$128.00	\$154.00	\$98.00	\$77.00	\$91.00
<u>TOTAL DIRECT SALARY COST</u>	\$46,110	\$11,907	\$7,680	\$3,696	\$5,684	\$10,318	\$6,825

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: VIII CONSENT AGENDA (D)
AGENDA TITLE: Resolution 2015-957 Asset Capitalization Policy

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: APPROVAL
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Several years ago, the Governmental Accounting Standards Board issued a policy statement (GASB 34) which required all governmental entities to document all government assets. This policy was effective FY2004 and the City has been in compliance with GASB 34 since that time.
- A policy was created within the Finance Department to consistently record and depreciate City assets. This document has been utilized within the department for approximately 10 years but has not been formally adopted by the City Commission.
- The policy has been distributed to all departments.
- The adoption of the policy was ensure the consistency of recognizing and recording assets as well as providing citizens an understanding of what is considered an asset by the City.

SUPPORT DOCUMENTS: Resolution 2015-957
Asset Capitalization Policy

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2015-957 Asset Capitalization Policy

CITY OF AZTEC

RESOLUTION 2015-957

A RESOLUTION ADOPTING THE CITY OF AZTEC ASSET CAPITALIZATION POLICY.

WHEREAS, in 2004, the Governmental Accounting Standards Board issued Pronouncement #34 which requires governmental entities to capitalize and report Fixed Assets on the annual audited financial statements, and

WHEREAS, an asset capitalization policy will establish a reasonable capitalization threshold for all types of assets. This policy should also facilitate depreciating those assets over their estimated useful lives; and

WHEREAS, it is desirable to adopt a Capitalization Policy so that readers and users of the City's financial statements will be aware of the decisions made regarding the accounting for all fixed assets especially in the areas where the accounting standards allow for discretion, and

WHEREAS, NMSA 1978, Sec 12-6-10 identifies the requirement of all agencies to list chattels and equipment costing greater than \$5,000;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec, New Mexico that the regulations attached hereto is the asset capitalization policy to be utilized by all officers and employees of the municipality through the Purchasing Office in the procurement of all tangible personal property, services and construction.

PASSED, APPROVED AND SIGNED this 28th day of June, 2015.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER

CITY OF AZTEC

ASSET CAPITALIZATION POLICY

7/1/2015



CITY OF AZTEC
ASSET CAPITALIZATION POLICY AND PROCEDURES

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1. PURPOSE:

Establishment of policies and procedures to meet the following objectives for the capitalization of assets for the City of Aztec:

- a) Compliance with GASB Statement 34 which requires the reporting of capital assets and depreciation in the government-wide financial statements;
- b) Control and accounting of capital assets;
- c) Consistency.

2. RESPONSIBILITY

- 2.1 Review, and if approved, adopted by the City Commission through Resolution #xxxx-xxx
- 2.2 The City Manager is responsible for the application and administration of this policy to meet the overall objectives.
- 2.3 The Finance Department is responsible for the implementation, compliance and periodic review of this policy.
- 2.4 Department Heads are responsible for protecting all equipment/property placed under their control from loss, theft or destruction and are required to submit written statements regarding any loss and/or theft of applicable assets to the Finance Department.
- 2.5 Department Heads are required to report the acquisition, transfer or disposal of applicable assets to the Finance Department.
- 2.6 Department Heads shall conduct annual inventories as required and will be provided with inventory listings of the property in their possessions by the Finance Department.

3. CAPITAL ASSETS

3.1 Definition

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life greater than one year. Additionally, the City must have primary responsibility for the maintenance of the asset before the item or project is recognized as a City asset (the City may act as fiscal agent for a project but not have any ownership or responsibility to the asset).

3.2 Capitalization Threshold Levels and Useful Lives

Capital Asset	Threshold	Useful Life
Movable Property (not including computer software)	\$5,000	Varies – See Table
Computer Software	\$5,000	3 years
Library Resources	\$5,000	5 years

Capital Asset	Threshold	Useful Life
Library Collections	\$5,000	No useful life assigned for inexhaustible assets
Buildings & Improvements	\$5,000	Varies – See Table
Leasehold Improvements	\$5,000	< of 20 or 40 years or lease term
Land and Nondepreciable Land Improvements	N/A – capitalize all	No useful life assigned for inexhaustible assets
Depreciable Land Improvements	\$5,000	Varies – See Table
Infrastructure	\$5,000	Varies – See Table

3.3 Preliminary Project Costs

Feasibility studies, preliminary engineering, design, etc. will not be capitalized as part of the cost of an asset if there is not a 100% funding commitment by the end of the fiscal year in which the costs are incurred. These expenditures will be considered operating costs in the period incurred. The purpose for this is to avoid capitalizing costs for projects that may never be fully funded.

3.4 Assets Acquired Through City Administered Grants

Due to the fiscal requirements of some grants, it may be necessary for the City to administer funds for other agencies. Assets acquired by such grants will not be recognized as City assets BUT will be accounted for, by the responsible agency (ex. Aztec Chamber of Commerce, Aztec Boys and Girls Club, etc.) through an annual inventory process.

The annual inventory will include a condition assessment and location of asset. The City will be notified in writing prior to any transfer, surplus, sale, etc. of the asset. Proceeds from the sale of an asset will be the property of the responsible agency. The agency, not the City of Aztec, will be responsible for the maintenance and operation of the asset. These assets will NOT be covered by any City of Aztec insurance policies unless specifically addressed and authorized by the City Commission.

3.5 Acquisition Costs

Capital assets should be recorded and reported at historical costs, which include invoice cost (plus the value of any trade-in), sales tax, freight and transportation charges, installation cost, modifications, attachments, accessories or apparatus, professional services, site preparation costs necessary to make the asset usable and render it into service.

The cost of maintenance/warranty agreements, whether purchased with the property or purchased separately, shall NOT be capitalized for budget or financial reporting purposes.

3.6 Capital Asset Donations

A donation is a voluntary non-exchange transaction entered into willingly by two or more parties. Both parties may be governments or one party may be a non-governmental entity, including an individual. A voluntary contribution of resources between city departments is not a donation.

3.7 Leased Equipment

Leased equipment should be capitalized if the lease agreement meets any one of the following criteria:

- a) The lease transfers ownership of the property to the lessee by the end of the lease term;
- b) The lease contains a bargain purchase option;
- c) The lease term is equal to 75 percent or more of the estimated economic life of the leased property
- d) The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

Note: Executory costs - the opposite of executed costs, intended to go into effect or having potential of becoming effective at a future time, contingent.

3.8 Depreciating Assets

Capital assets will be depreciated over their estimated useful lives unless they are inexhaustible. The City will use the straight-line depreciation method will be used for depreciation of all depreciable capital assets. The half month convention for depreciation will be taken for the month assets are placed in service or disposed of. No salvage value will be included in the depreciation calculation.

3.9 Retirement of Capital Assets

Capital assets will be retired from the capital asset database when one of the following has occurred:

- a) The loss, theft or destruction of a capital asset and a written statement has been submitted to the Finance Department;
- b) The City Commission has declared assets as surplus and disposal has been completed;
- c) An existing asset has been modified or replaced by items meeting the definition of additions, betterments, or improvements.

The original cost and associated depreciation will be removed from the capital asset database.

3.10 Sale of Capital Assets

When an asset is sold, a gain or loss must be recognized on the annual report when:

- a) Cash is exchanged and the amount paid does not equal the net book value of the asset
- b) Cash is NOT exchanged and the asset is not fully depreciated or has a residual value

A gain or loss is not required when:

- a) Cash exchanged equals the net book value and the asset does not have a residual value
- b) Cash is NOT exchanged and the asset is fully depreciated and has no residual value

Note: Net Book Value - asset's historical cost less accumulated depreciation

3.11 Categories and Classes of Capital Assets

- a) Movable Property (Tangible Personal Property)

Movable Property consists of those capital assets that are not fixed or stationary in nature. They are those assets that are not land, land improvements, buildings, building improvements, or infrastructure. Movable property includes, but is not limited to, furniture and fixtures, machinery and equipment, and automobiles. For more detailed examples of movable property, see the table of capital assets and useful lives in Section 5 below.

Movable property will be capitalized if the acquisition cost meets the capitalization threshold. In some instances, items purchased as a group may be capitalized if the aggregate total meets the capitalization threshold – these items will be identified on a case by case basis.

- b) Controlled Property (Tangible Personal Property)

Controlled Property consists of movable property which has a useful life beyond one year and an acquisition cost of at least \$100 but less than \$1,000 per unit.

Items of controlled property may include, but are not limited to:

- Fax machines
- Television sets, audiovisual recorders/players, cameras
- Computers, printers, scanners
- Weapons
- Small tools
- Works of art

- Any other items determined by a Department Head to be theft sensitive or have a high loss history.

c) Library Resources

Library Resources are exhaustible items used for reference or lending including, but not limited to, books, periodicals, microfilm that have a useful life greater than two years. Library resources are capitalized and depreciated and controlled by a recognized cataloging system.

Library resources will be capitalized if the aggregate annual acquisition cost by category (books, periodicals, etc.) exceeds \$1,000.

d) Library Collections

Library Collections are items of historical or literary significance including, but not limited to, documents, maps, photos and original books. Library collections are held for reasons other than financial gain; are protected, kept unencumbered, cared for, and preserved; are subject to a policy that requires any proceeds from the sale of collection items to be used to acquire other items for collections. Library collections that are considered inexhaustible may will be capitalized but not depreciated.

Library collections will be capitalized if the aggregate annual acquisition cost exceeds \$1,000.

Note: Unencumbered - not pledged as collateral.

e) Works of Art

Works of Art are items of art which are held for exhibition or education rather than financial gain and are protected, kept unencumbered, care for and preserved.

Works of art will be capitalized if the aggregate annual acquisition cost exceeds \$1,000.

f) Buildings and Building Improvements

Buildings are permanent structures permanently attached to the ground, together with fixtures attached to and forming a permanent part of the building, for the purpose of sheltering persons or personal property. The cost of buildings include all labor, materials, and professional services required to construct the building, and any other costs to put all the building into its intended use.

Buildings may include components (e.g. security systems, air conditioning systems, etc.) that should be recorded separately when significant since the building components may have different useful lives. The value of each component needs to be determined and placed within its own category.

Building components - a separate item which enhances the building but, which the building could operate without, i.e. the components could be removed and the building would still be useable.

Building improvements are major repairs, renovations, or additions to a building that increase the future service potential of the building and benefit future periods. The buildings and the improvements become one and are inseparable. Replacement or restoration to original utility level would not be capitalized. A determination must be made on a case by case basis.

Examples of building improvements include major repairs, renovations or additions such as addition of a new wing or a new air condition system, installations or upgrade of plumbing, electrical wiring, phone systems, etc.

Examples of building maintenance items which should be expensed rather than capitalized include:

- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities;
- Plumbing or electrical repairs
- Adding, removing and/or moving walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Any other maintenance related expenditure which does not increase the value of the building

g) Leasehold Improvements

Leasehold improvements are improvements made by the lessee to leased property such as land and buildings. The lessee has the right to use such facilities and improvements during the life of the lease, but the improvements made to the property would revert to the lessor at the expiration of the lease. For this reason, the useful life of the leasehold improvement cannot be longer than the remaining lease term. The useful life of the leasehold improvement would be the lesser of 20 years (if a depreciable land improvement), 40 years (if a building improvement), or the remaining lease term. These improvements to leased property are treated as separate capital assets and are capitalized and depreciated if they are above the threshold for capitalization for the particular type of leased capital asset. Some examples of leasehold improvements would be new buildings or structures built on leased land and attachments or improvements made to existing leased buildings or structures.

h) Land and Land Improvements

Land is an inexhaustible asset that has an unlimited life and therefore is not depreciated.

Note: Rights of way is used to describe a right belonging to a party to pass over land of another. Rights of way is also used to describe that strip of land upon which the city constructs roads, alleyway, installs water lines, installs sewer lines, etc. and is also often a public easement. For the City of Aztec, rights of way is ownership and will be capitalized.

Easement is used to describe permission granted by the property owner to allow the use of a strip of land upon which the City may install water lines, sewer lines, etc. For the City of Aztec, an easement is NOT ownership and will NOT be capitalized.

Land Improvements are those betterments, improvements, and site preparation that ready land for its intended use. Like the land itself, these improvements are inexhaustible and therefore not depreciated. Some examples of land improvements would be excavation, filling, grading, demolition of existing buildings, and removal or relocation of other property (telephone or power lines).

Note: Betterment - the addition or extension of an existing asset or an improvement or replacement of an existing similar asset or a rearrangement and installation of an asset. A betterment typically increases the service potential, therefore, the useful life of the asset.

i) Depreciable Land Improvements

Depreciable land improvements are defined as improvements made to land that have determinable estimated useful lives and deteriorate with use or the passage of time. These improvements are built or installed to enhance or facilitate the use of the land for a particular purpose. Depreciable land improvements may include walking paths and trails, fences and gates, landscaping, sprinkler systems, and fountains. These are unlike nondepreciable land improvements and land since the useful life of the improvement is determinable.

j) Infrastructure

Infrastructure is described as long-lived capital assets associated with governmental activities that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, drainage systems, water and sewer systems, and lighting systems. Although these assets are long-lived, useful lives are assigned to these assets and they are depreciated.

Additions and improvements to the existing infrastructure that increases the capacity or efficiency of the system will be capitalized if the cost meets the capitalization threshold.

Repair and maintenance of the existing infrastructure designed to maintain the existing level of asset life will be treated as maintenance costs and expensed in the period incurred.

i Electric Infrastructure

A network consisting of, but not limited to, sub-station, transmission and distribution lines, capacitor banks, meters, poles, and transformers for the purpose of delivering electric power to the customers of the City of Aztec.

Distribution systems which are acquired from other entities (City of Farmington) will be capitalized if the acquisition cost meets the capitalization threshold and will have a condition assessment at the time of purchase to determine the remaining useful life for depreciation purposes.

Note: Meters, poles and transformers may be capitalized if the aggregate annual cost is greater than \$5,000. In most instances, these items are installed in conjunction with a larger project which enhances the distribution system. However, there may be instances when only these types of items are being upgraded. A determination will be made on a case by case basis.

ii Water Infrastructure

A network consisting of, but not limited to, distribution lines (includes transmission, distribution, mains and service lines), lift stations, treated water storage, bulk water station, meters, and fire hydrants for the purpose of delivering treated water to the Citizens and customers of the City of Aztec.

Note: Meters and fire hydrants may be capitalized if the aggregate annual cost is greater than \$5,000. In most instances, these items are installed in conjunction with a larger project which enhances the distribution system. However, there may be instances when only these types of items are being upgraded. A determination will be made on a case by case basis.

iii Wastewater Infrastructure

A network consisting of, but not limited to, collection lines, lift stations, and manholes for the purpose of collecting wastewater from the Citizens and customers of the City of Aztec and transporting wastewater to the Wastewater Treatment Facility.

Note: Manholes may be capitalized if the aggregate annual cost is greater than \$5,000. In most instances, these items are installed in conjunction with a larger project which enhances the distribution system. However, there may be instances when only these types of items are being upgraded. A determination will be made on a case by case basis.

iv Roadway Infrastructure

A network consisting of, but not limited to, paved and unpaved roads (including curbs and gutters), sidewalks, signage, bicycle/pedestrian paths, street lighting for the purpose of moving multiple types of traffic safely and efficiently throughout the City of Aztec.

- Roadway Construction will be capitalized, assuming the project meets the capitalization threshold, where a new road is built where no road previously existed and/or addition of lanes to an existing roadway.
- Roadway Reconstruction will be capitalized, assuming the project meets the capitalization threshold, where there is a change to the vertical or horizontal curve of roadway including new surface of the changed roadway.

- Roadway Heavy Maintenance will be capitalized, assuming the project meets the capitalization threshold, where the improvement to the existing roadway includes drainage structures, surface, hard surface of gravel roadway or resurfacing of roadway.
- Roadway Routine Maintenance is all roadwork which does not meet the criteria for Roadway Construction, Reconstruction or Heavy Maintenance.
- Initial installation of guardrails, striping, signage as part of a project may be capitalized if the project meets the capitalization thresholds. All other guardrail, striping, signage work will be considered routine maintenance.

v Communications Infrastructure

A network consisting of, but not limited to, fiber optic lines and related equipment for the purpose of improving communications between City facilities and provided high speed internet access.

4. CLASSES OF CAPITAL ASSETS AND USEFUL LIVES

Description of Asset and Examples	Useful Life
Movable Property	
Office furniture and fixtures Examples: Desks, file cabinets, safes, bookshelves	10
Computers & peripheral equipment Examples: Workstations, laptops, Hard drives, printers, monitors, scanners	3
Computer Servers	5
Computer Software	3
Office machinery and equipment other than computers: Examples: Copiers, Televisions, Faxes, VCRS	5
Industrial/General Equipment Examples: Appliances and Food Service Equipment, welders, saws	10
Library Collections Examples: Reference Material; CD ROMS, Videos	5
Vehicles Examples: Cars, Light Trucks < 13,000 lbs, Motorcycles	10

Description of Asset and Examples	Useful Life
High Mileage Automobiles Example: City Police Cars	7
Heavy Trucks & Equipment Examples: Trucks > 13,000 lbs.; Tractors; Motorgraders; Loaders; Backhoes	10
Trailer and Trailer Mounted Components	6
Grounds Maintenance Equipment	15
Outdoor Recreational Equipment Examples: Parks Playground Apparatus	15
Telephone Central Office Equipment, Radio Transmitting Equipment Examples: Central office switchboards and related equipment	20
Telephone Station Equipment Examples: Telephones, teletypewriters, and private exchanges	10
Buildings and Improvements	
Buildings and improvements other than those listed	40
Single Purpose Structures Examples: Storage sheds, Airport Hangers	25
Examples: HVAC, Plumbing, Electrical	20
Examples: Floor Covering, Interior Construction	15
Examples: Roof Cover, Interior Renovation	10
Examples: Carpeting	5
Depreciable Land Improvements	
Land improvements that are depreciable and other improvements other than buildings: Examples: Outdoor Park Lighting not considered infrastructure	33.3
Examples: Sidewalks, sprinkler systems, fences and gates, retaining walls, tennis courts that are not considered infrastructure	25
Examples: Fountains, asphalt paths and trails that are not considered infrastructure	20
Examples: Parking lots, gravel paths and trails not considered infrastructure	15

Description of Asset and Examples	Useful Life
Examples: Landscaping that are not considered infrastructure	10
Infrastructure	
Examples: Bridges - Concrete, Culverts – Concrete	40
Examples: Lighting Systems, Street Lighting	33.3
Examples: Roadway – Concrete, Culverts - Steel Corrugated, Bridges – Metal	30
Examples: Roadway - Asphaltic Concrete, Water and Sewer systems, Drainage Systems, Fire Hydrants, Airport runways and taxiways, Fiber Optic Lines	25
Examples: Traffic Signals; Bridge – Timber Redecking	15
Examples: Street Signage, Curbs, Sidewalks, Gutters, Medians	10
Examples: Roadway – Gravel Surface	8
Examples: Roadway - Seal Coat	5

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (E)
AGENDA TITLE: Resolution 2015-959 Surplus

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

PROJECT DESCRIPTION / FACTS

- The Public Works Department has identified items which are not essential for a municipal purpose. Those items include:
 - Tool Boxes – 1 cross over tool box and 2 wheel well tool boxes. All are in fair condition
 - Lockers– one unit with 12 locker compartments.
- On going inventory of items currently stored in containers at the airport. Several items have been identified as not being identified and approved by Commission as surplus. This completes the contents of one container, one to go.
- The Finance Department is requesting to submit the items for public auction through the Public Surplus website.
- If the items are not sold they will be donated or disposed of according to Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

FISCAL INPUT / FINANCE DEPARTMENT

- Revenues from auction to be applied to General Fund / Joint Utility Fund

SUPPORT DOCUMENTS: Resolution 2015-959
Surplus List

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2015-959 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

City of Aztec Surplus
Resolution 2015-959

Department	Item/Model	Serial Number	Condition	Reason for Surplus	Location
Unknown	Sunbeam Water Dispenser YLR2-5-87H3	1002592	Poor	Not Utilized	Airport (Zircon Container) Airport (Zircon Container)
Unknown	Oasis Water Dispenser E81-1-D	7682111966	Fair	Not Utilized	
IT	Dell Server Poweredge	F61711	Poor	Obsolete	
Unknown	Entertainment Center		Damaged	Not Utilized	
Unknown	Quasar 32" TV SP3219V	ME71280136	Fair	Obsolete	
MVD	Fellowes Shredder C-380	CRC 38380	Poor	Replaced	
City Hall	Media Cart Bretford Model "E"		Good	Not Utilized	
Util Admin	Panasonic Facsimile UF-790 2002 025-166	FBP2AU00238	Fair	Replaced	
Community Development	Wood Desk 7 Drawer		Fair	Replaced	
Community Development	Desk Hutch		Fair	Not Utilized	
Community Development	HP Color LaserJet CP4005dn 2008	JP4LC3238	Fair		
Library	Emerson VHS VCR755 025-154	312-8414301	Poor	Obsolete	
City Hall	3M Overhead Projector 9100	1292317	Fair	Obsolete	
Unknown	Sony DVD Player DVR-NS575P	7599227	Good		
Unknown	Brother Intellifax FAX4100E	U61639H6JS20751	Fair		

City of Aztec Surplus
Resolution 2015-959

Courts	Konica Minolta Copier Bizhub C362 FK-503 2008 027-063	EPUMM00BFAXS001	Fair	Replaced	
Community Development	HP Color LaserJet CP4005dn 2008	JP4LC3238	Fair		
Library	Panasonic TV/VHS Combo PVQ-2512 2002	B2AA44172	Fair	Not Utilized	
Finance	HP Laserjet 8000DN 1998 026-135	USBB026047	Poor	Repairs Required	Airport (Kachina Container)
Public Works	Tool Bins Cross Over Tool Box (1) & Wheel Well Boxes (2)		Fair	No Longer Necessary	Public Works
Public Works	Lockers Set of 12 (one unit)		Fair	No Longer Necessary	Public Works

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (F)
AGENDA TITLE:	<u>Bid 2016-0517 Blanco St Sewer Replacement Phase 2</u>
ACTION REQUESTED BY:	Public Works, Finance
ACTION REQUESTED:	Award of Bid
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Blanco St Sewer Replacement Phase 1 replaced approximately 250' of sewer line between Arriba and Pollard in the Spring of 2014.
- Phase 2 continues the replacement of the sewer main to the intersection of Blanco and Creekside Village Court. Approximately 350' of line will be replaced and includes the installation of 4 service lines, 2 to existing residences with the other 2 stubbed out for future sewer taps. .

PROCUREMENT / PURCHASING

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times, Wednesday, July 1, 2015. A mandatory prebid was conducted on July 14, 2015 and attended by three contractors. The bid was publically opened on July 23, 2015 with three bids received.
- Low responsive bid was received from TRC Construction, Inc. in the amount of \$71,628.00. Engineer estimate (externally prepared) for the project was \$85,400.
- City Engineer/Public Works Director recommends award of the construction project to TRC Construction, Inc.
- A Notice of Award will be issued following Commission award of the bid which will allow Consolidated Constructors, Inc. to acquire Performance and Payment bonds as required. The contract will be executed upon receipt of the bonds. The Notice to Proceed will be issued after the pre-construction meeting has been held.
- From the date of the Notice to Proceed, the bid documents identify 30 calendar days for substantial completion (project finished and usable) and 37 calendar days for all paperwork to be complete and submitted for final payment. Penalty for substantial completion is \$1,000 per calendar day and \$500 per calendar day for readiness for final payment.

FISCAL INPUT / FINANCE DEPARTMENT

- The FY16 Adopted Budget (Business Item A on 7/28/15 Agenda) includes \$101,000 for this project.

SUPPORT DOCUMENTS: Bid 2016-0517 Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Award of Bid #2016-0517 Blanco St Sewer Relocation Phase 2 to TRC Construction, Inc. in the amount of \$71,628 plus GRT and authorize the City Manager to execute construction contract.



Bid Tabulation
Bid 2016-0517
Blanco St Sewer Relocation Phase 2
Opened July 23, 2015 10:00 AM
Award Recommendation: TRC Construction, Inc.
Commission Meeting: Wednesday, July 29, 2015

ITEM	DESCRIPTION	UNIT	QUANTITY	TRC CONSTRUCTION		MARANATHA ENTERPRISES		J&D CONTRACTING	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	Sawcut and Remove Curb and Gutter	LF	49	\$ 7.00	\$ 343.00	\$ 11.00	\$ 539.00	\$ 8.00	\$ 392.00
2	24" Curb & Gutter	LF	49	\$ 29.00	\$ 1,421.00	\$ 46.55	\$ 2,280.95	\$ 30.00	\$ 1,470.00
3	Sawcut and Remove Existing Pavement	SY	500	\$ 7.00	\$ 3,500.00	\$ 5.67	\$ 2,835.00	\$ 7.00	\$ 3,500.00
4	Base Course	SY	500	\$ 6.00	\$ 3,000.00	\$ 48.60	\$ 24,300.00	\$ 30.00	\$ 15,000.00
5	HMA SPIII	SY	500	\$ 42.28	\$ 21,142.00	\$ 41.84	\$ 20,920.00	\$ 37.00	\$ 18,500.00
6	8" Sewer Line	LF	350	\$ 22.00	\$ 7,700.00	\$ 5.88	\$ 2,058.00	\$ 7.00	\$ 2,450.00
7	4" Sewer Service Line	LF	169	\$ 13.00	\$ 2,197.00	\$ 5.08	\$ 858.52	\$ 6.00	\$ 1,014.00
8	Trenching and Backfill 10'-12'	LF	246	\$ 23.00	\$ 5,658.00	\$ 71.00	\$ 17,466.00	\$ 25.00	\$ 6,150.00
9	Trenching and Backfill 8'-10'	LF	273	\$ 19.00	\$ 5,187.00	\$ 62.72	\$ 17,122.56	\$ 25.00	\$ 6,825.00
10	Additional work to trench under culvert	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 2,804.80	\$ 2,804.80	\$ 4,200.00	\$ 4,200.00
11	Remove shed	EA	1	\$ 300.00	\$ 300.00	\$ 337.44	\$ 337.44	\$ 150.00	\$ 150.00
12	Remove tree	EA	1	\$ 300.00	\$ 300.00	\$ 202.46	\$ 202.46	\$ 250.00	\$ 250.00
13	Sawcut, Remove and Replace Concrete 4"	SY	6	\$ 10.00	\$ 60.00	\$ 87.73	\$ 526.38	\$ 200.00	\$ 1,200.00
14	Core Existing 4' dia Manhole	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 2,024.64	\$ 4,049.28	\$ 1,500.00	\$ 3,000.00
15	4" cleanout	EA	4	\$ 320.00	\$ 1,280.00	\$ 160.28	\$ 641.12	\$ 1,000.00	\$ 4,000.00
16	4" Sewer Service Tap	EA	4	\$ 210.00	\$ 840.00	\$ 80.00	\$ 320.00	\$ 250.00	\$ 1,000.00
17	Concrete Mahole Collar	EA	2	\$ 100.00	\$ 200.00	\$ 202.46	\$ 404.92	\$ 400.00	\$ 800.00
18	Pumping Sewage	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 674.88	\$ 674.88	\$ 1,485.00	\$ 1,485.00
19	Construction Staking by Contractor	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 2,159.62	\$ 2,159.62	\$ 2,400.00	\$ 2,400.00
20	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 4,319.23	\$ 4,319.23	\$ 2,500.00	\$ 2,500.00
21	Mobilization	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 6,100.91	\$ 6,100.91	\$ 14,000.00	\$ 14,000.00
TOTAL BID					\$ 71,628.00		\$ 110,921.07		\$ 90,286.00
				Total Bid Comparison Including 5% NM State Preference:	\$ 68,046.60		\$ 105,375.02		Not Able to Confirm
				Total Bid Comparison Including 10% Resident Veteran Preference	\$ -		\$ -		\$ -

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	VIII. Consent Agenda (G)
AGENDA TITLE:	FY16 Youth Conservation Corps (YCC) Proposal

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	Approval to submit FY16 Youth Conservation Corps (YCC) Proposal and approve City Manager to accept funding if grant is successful, on behalf of the City.
SUMMARY BY:	Kris Farmer

PROJECT DESCRIPTION / FACTS

- New Mexico Youth Conservation Corps (YCC) has a new process this year for applying for funding. This is a formal proposal process through the State purchasing office, previously had been an application direct to YCC. Original application was due July 16, 2015 and was withdrawn and an RFP was issued on July 3, 2015, with a due date of August 4, 2015 at 3pm. Addendum #2 issued and proposal due date is August 11, 2015 at 3pm.
- Youth Conservation Corps Commission will equally distribute approximately \$3.9 million for projects in two categories: 1) Projects located in urban Metropolitan Statistical Areas (MSAs), which include Bernalillo, Sandoval, Valencia, Dona Ana, Los Alamos, Santa Fe, Tarrant and San Juan counties (urban counties) and 2) Projects located in all other counties (rural counties).
- The City has had successful applications since 2003.
- Due to change in the process, the proposal will not be complete and ready for Mayor or Mayor Pro-Tem signatures until the week of August 4, 2015.
- If funding is successful, the City is required to accept funding. Typically response is required within a week of notification of grant award. Due to this, staff is requesting that City Manager be approved to accept the funding on behalf of the City.
- YCC program requires the City meet our match before last reimbursement payment will be processed. As a result, the proposal will not identify 100% of the anticipated City match in the event that all projects are not completed or actual costs are less than estimated costs.
- Cap Walls Park improvements have been identified as the project for FY16 application. Projects include:
 - Refurbish pavilion
 - Removal and replacement of picnic tables
 - Make playground ADA accessible and redo fall zone
 - Landscape west side of park

- Install post and cable fence
 - Landscape drainage on north side of park
 - Trail improvements
 - Remove tree planters
 - Construct new park sign and landscape corner area
 - Alternate projects, if time permits, will include striping parking spaces and install new or refurbish existing water vault system.
- It is estimated the program will begin in May 2016 with the hiring of the YCC youth and continue through the middle of August 2016. The program will provide employment for 12 youth plus 6 alternates and YCC Coordinator.
 - This proposal continues the YCC youth wage pay scale which compensates returning YCC members at a higher rate than non-experienced youth. The YCC youth also benefit through the YCC Cash bonus/tuition Voucher Program. Corps members who have worked 12 months in a 48 month period may be eligible to receive a \$500 cash bonus or a \$1500 tuition voucher. The tuition voucher may be used over a two year period. Corps members must have satisfactory employment evaluations during their YCC service to be eligible.
 - The Grant provides funding for youth employment and some program supplies. However, the NM YCC desires a larger portion of YCC funding to be utilized for youth salaries. As a result the bulk of the project supplies will be borne by the City.
 - The City has had successful YCC programs in the past; however, the summer months are the busiest months for the Parks and Recreation Department, which makes it extremely difficult to add supervision of 12 additional employees to staff. If the City's application is successful, the City will hire a project coordinator as in previous years.

PROCUREMENT / PURCHASING

- To ensure availability of materials and timely completion of projects listed, if funded, City will begin procuring many items spring 2016, after Notice to Proceed is received. Any items received prior to Notice to Proceed are not considered a match to the YCC funds.

FISCAL INPUT / FINANCE DEPARTMENT

Entire project costs for FY 16-17 YCC proposal: \$122,773.97

- Projected costs for labor and materials for YCC are as follows: \$ 55,549.59
 - 1. YCC Youth \$50,339.59
 - 2. Materials, supplies and training \$ 5,210.00
- Projected costs for labor and materials for City are as follows: \$ 67,224.38
 - 1. YCC Coordinator \$ 8,219.07
 - 2. City Staff (included in budget) \$ 5,021.31
 - 3. Materials, Supplies and Training \$53,984.00

- FY16 Preliminary Budget currently includes all funds for materials, supplies, training and YCC Coordinator wages.
- The YCC Youth wages are not included until the funding has been approved and accepted and then a special budget resolution will be completed. The program will actually cross the FY16 and FY17 budget years.

FY 16 YCC Youth (YCC Grant)	\$26,088.50
FY17 YCC Youth (YCC Grant)	\$24,251.09

SUPPORT DOCUMENTS: 2016 YCC Proposed Projects with map

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve submittal of FY16 Youth Conservation Corps (YCC) Proposal and approve City Manager to accept funding if grant is successful, on behalf of the City.

YCC 2016 – CAP WALLS PARK IMPROVEMENTS

Park Improvements: Will involve refurbishing pavilion (Project 1), removal and replacement of picnic tables (Project 2), make playground ADA accessible and redo fall zone (Project 3), landscaping of west side of park (Project 4), installation of post and cable fence (Project 5), landscaping drainage on north side of park (Project 6), trail improvement (Project 7), remove tree planters (Project 8), and construct new park sign and landscape corner area (Project 9). Alternate projects if time permits will include striping parking spaces (Alternate #1) and rebuild new or refurbish existing water vault system (Alternate #2).

1. Pavilion

	Responsible
Task 1: Paint posts.	YCC
Task 2: Linseed oil wood roof.	YCC
Task 3: Replace and secure new picnic tables (4).	YCC
Task 4: Install new trash cans (2).	YCC
Task 5: Install large grill (1).	YCC
Task 6: Repair southwest corner of roof.	YCC

2. Picnic Tables

	Responsible
Task 1: Cut and remove old bench and picnic tables (2r on map).	YCC
Task 2: Resurface picnic table slab at playground location.	YCC
Task 3: Assemble and install new picnic table (near playground location).	YCC
Task 4: Install trash can.	YCC

3. Playground

	Responsible
Task 1: Remove old fall zone tiles.	YCC
Task 2: Remove rail road tie border.	YCC
Task 3: Construct concrete curb around playground.	YCC
Task 4: Excavate for mulch zone.	YCC
Task 5: Install engineered mulch.	YCC
Task 6: Frame and pour concrete sidewalk to playground.	YCC
Task 7: Clean, paint, and replace equipment parts on playground system.	YCC
Task 8: Assemble and install 2 new benches (at playground location).	YCC

4. West Area

	Responsible
Task 1: Contour area.	City Staff
Task 2: Surface north portion with gravel (4g on map).	YCC
Task 3: Install new irrigation system on southern portion (4t on map).	YCC
Task 4: Install grass turf on southern portion (4t on map).	YCC
Task 5: Install posts to prevent future vehicle use off of existing road.	YCC

5. Parking Lot

	Responsible
Task 1: Install post & cable fence along parking lot and grass area.	YCC
Task 2: Install additional parking stops.	YCC

6. Drainage Area

	Responsible
Task 1: Clean and smooth ditch area.	YCC
Task 2: Surface entire area with cobble and gravel. Provide for a mow	YCC

strip along cobble zone.

7. Walking Trail Improvements

- Task 1: Clean weeds from cracks in asphalt.
- Task 2: Crack seal.

Responsible
YCC
YCC

8. Tree Planters

- Task 1: Remove old tree planters.
- Task 2: Mulch around trees.

Responsible
YCC
YCC

9. Construct New Park Sign and Landscape

- Task 1: Remove existing sign and construct masonry monument wall.
- Task 2: Landscape the corner area and around monument wall with gravel.

Responsible
YCC
YCC

Alternate #1 Parking Lot

- Task 1: Stripe parking lot spaces.

Responsible
YCC

Alternate #2 Water System Vault

- Task 1: Rebuild water vault system

Responsible
YCC/City
Staff



PROJECT	TOTAL
Project #1. Refurbish Pavilion	\$4,766
Project #2. Picnic Locations	\$1,305
Project #3. Playground	\$24,000
Project #4. West Landscape Area	\$7,715
Project #5. Parking Lot	\$1,850
Project #6. Drainage Ditch	\$850
Project #7. Walking Trail Improvements	\$1,240
Project #8. Tree Planters	\$120
Project #9. Park Sign and Landscaping	\$1,365
Project Alternate #1. Parking Lot Striping	\$85
Project Alternate #2. Water System Vault	\$10,000
YCC T-Shirts	\$513
TOTAL FOR PROJECTS	\$53,809

Budget anticipates 100% of cost, but proposal will only include half of the cost of the playground and none of the costs for alternate projects 1 and 2. Proposal will show supplies/equipment/miscellaneous City inkind costs as \$31,724

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (H)
AGENDA TITLE: Resolution 2015-960 Approval of FY15 4th Quarter Financial Report

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approval of Resolution 2015-960 Approval of FY15 4th Quarter Financial Report
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- A requirement of the NM DFA annual budget approval process includes governing body approval of the 4th quarter financial report by resolution.
 - The financial report submittal has been a requirement of the annual budget approval procedure for several years and requires the year end financial report to include many estimates as the complete year end process has not been completed.
 - The DRAFT report was prepared on July 23, 2015 for agenda purposes.
-

SUPPORT DOCUMENTS: Resolution 2015-960
DFA Financial Report for Quarter Ending June 30, 2015

DEPARTMENT'S RECOMMENDED MOTION: Move to approve Resolution 2015-960 Approval of FY15 4th Quarter Financial Report

Resolution 2015-960
State Of New Mexico, Municipality Of Aztec

A RESOLUTION APPROVING THE QUARTERLY FINANCIAL REPORT TO THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMISTRATION FOR THE PERIOD ENDING JUNE 30, 2015.

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

WHEREAS, the New Mexico Department of Finance and Administration (DFA) now requires a resolution approving the FY15 fourth quarter report; and

WHEREAS, the New Mexico Department of Finance and Administration requires the unaudited beginning cash balances as of July 1, 2015 listed on the final budget must agree with the year-end June 30, 2015 cash balances listed on the fourth quarterly financial report.

NOW THEREFORE, BE IT RESOLVED by the governing body of the City of Aztec, State of New Mexico, hereby approves the quarterly financial report to the New Mexico Department of Finance and Administration, LGD, for the period ending June 30, 2015. The fourth quarter financial report is attached hereto as EXHIBIT "A".

DONE AND APPROVED this 29th day of July, 2015.

Mayor Sally Burbridge

Mayor Pro-Tem Sherri A. Sipe

Commissioner Roberta S. Locke

Commissioner Katee McClure

Commissioner Sheri L. Rogers

ATTEST:

Karla Saylor, CMC

MUNICIPALITY: CITY OF AZI

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

Period Ending: 6/30/15

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

Prepared By: KATHY LAMB

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

K. Lamb 7/23/15

Signature

Date

YEAR-TO-DATE TRANSACTIONS

Fund #	FUND NAME	BEGINNING CASH BALANCE CURRENT FY	REVENUES TO DATE	TRANSFERS TO DATE	EXPENDITURES TO DATE	ADJUSTMENTS	QTR ENDING CASH BALANCE (1)+(2)-(3)+(4)+(5)	INVESTMENTS	CASH + INVESTMENTS	REQUIRED RESERVES	AVAILABLE CASH (8) - (9)
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(8) - (9)
101	GENERAL FUND (GF)	\$2,914,571	6,451,964	(461,000)	6,730,090	(1,629,970)	\$545,475	2,160,447	\$2,705,922	560,841	\$2,145,081
201	CORRECTION	\$22,516	83,521	21,000	108,000	(18,051)	\$986	4,181	\$5,167		\$5,167
202	ENVIRONMENTAL GRT	\$0	0	0	0		\$0		\$0		\$0
206	EMS	\$0	0	0	0		\$0		\$0		\$0
207	ENHANCED 911	\$0	0	0	0		\$0		\$0		\$0
209	FIRE PROTECTION FUND	\$357,695	195,522	0	141,800	(313,395)	\$98,022	415,738	\$513,760		\$513,760
211	LEPF	\$10,884	29,000	0	33,788	(6,004)	\$92	388	\$480		\$480
214	LODGERS' TAX	\$35,371	44,275	0	28,666	(41,277)	\$9,703	41,153	\$50,856		\$50,856
216	MUNICIPAL STREET	\$790,560	365,220	375,000	699,913	(762,408)	\$68,459	290,356	\$358,815		\$358,815
217	RECREATION	\$3,311	0	0	0	(3,311)	\$0	3,311	\$3,311		\$3,311
218	INTERGOVERNMENTAL GRANT	\$0	0	0	0		\$0		\$0		\$0
219	SENIOR CITIZEN	\$0	0	0	0		\$0		\$0		\$0
223	DWI PROGRAM	\$0	0	0	0		\$0		\$0		\$0
299	OTHER	\$186,587	45,958	30,000	57,475	(187,774)	\$17,296	186,325	\$203,621		\$203,621
300	CAPITAL PROJECT FUNDS	\$949,302	583,253	0	464,674	(339,775)	\$728,106	384,034	\$1,112,140		\$1,112,140
401	G. O. BONDS	\$0	0	0	0		\$0		\$0		\$0
402	REVENUE BONDS	\$0	0	0	0		\$0		\$0		\$0
403	DEBT SERVICE OTHER	\$0	0	0	0		\$0		\$0		\$0
500	ENTERPRISE FUNDS										
	Water Fund	\$0	0	0	0		\$0		\$0		\$0
	Solid Waste	\$194,102	674,716	0	716,630	(119,437)	\$32,751	138,905	\$171,656		\$171,656
	Waste Water	\$0	0	0	0		\$0		\$0		\$0
	Airport	\$0	0	0	0		\$0		\$0		\$0
	Ambulance	\$0	0	0	0		\$0		\$0		\$0
	Cemetery	\$0	0	0	0		\$0		\$0		\$0
	Housing	\$0	0	0	0		\$0		\$0		\$0
	Parking	\$0	0	0	0		\$0		\$0		\$0
	JOINT UTILITY (EL, WA, WW)	\$10,911,866	10,165,294	0	9,655,059	(8,966,791)	\$2,455,310	10,413,631	\$12,868,941		\$12,868,941
	IRRIGATION	\$131,486	13,314	0	57,475	(69,363)	\$17,962	76,181	\$94,143		\$94,143
	Municipal Golf Course	\$0	101,303	35,000	133,340	(83)	\$2,880	12,218	\$15,098		\$15,098
	Other Enterprise (enter fund name)	\$0	0	0	0		\$0		\$0		\$0
600	INTERNAL SERVICE FUNDS	\$0	0	0	0		\$0		\$0		\$0
700	TRUST AND AGENCY FUNDS	\$0	0	0	0		\$0		\$0		\$0
GRAND TOTAL		\$16,508,251	\$18,753,340	\$0	\$18,826,910	(\$12,457,639)	\$3,977,042	\$14,126,868	\$18,103,910	\$560,841	\$17,543,070

GENERAL FUND - MUNICIPALITY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Taxes:							
Property Tax - Current Year	\$582,268		\$582,268	\$575,531		(\$6,737)	98.84%
Property Tax - Delinquent	\$25,000		\$25,000	\$23,203		(\$1,797)	92.81%
Property Tax - Penalty & Interest	\$0		\$0			\$0	n/a
Oil and Gas - Equipment	\$1,484		\$1,484	\$1,547		\$64	104.28%
Oil and Gas - Production	\$8,432		\$8,432	\$8,792		\$361	104.28%
Franchise Fees	\$565,715		\$565,715	\$583,298		\$17,583	103.11%
Gross receipts - Local Option	\$1,985,000		\$1,985,000	\$1,930,379		(\$54,621)	97.25%
Gross Receipts - Infrastructure	\$0		\$0			\$0	n/a
Gross Receipts - Environment	\$0		\$0			\$0	n/a
Gross Receipts - Other Dedication	\$0		\$0			\$0	n/a
Intergovernmental -State Shared:							
Gross receipts	\$1,967,799		\$1,967,799	\$1,926,452		(\$41,347)	97.90%
Cigarette Tax	\$0		\$0			\$0	n/a
Gas Tax [1 cent]	\$0		\$0			\$0	n/a
Gas Tax [2 cent]	\$0		\$0			\$0	n/a
Motor Vehicle	\$29,375		\$29,375	\$33,686		\$4,311	114.68%
Grants - Federal	\$0		\$0	\$61,072		\$61,072	n/a
Grants - State	\$100,724		\$100,724	\$118,235		\$17,511	117.39%
Grants - Local	\$289,000		\$289,000	\$11,550		(\$277,450)	4.00%
Legislative Appropriations	\$0		\$0			\$0	n/a
Small Cities Assistance	\$90,000		\$90,000	\$90,000		\$0	100.00%
Licenses and Permits	\$28,686		\$28,686	\$29,822		\$1,136	103.96%
Charges for Services	\$222,970		\$222,970	\$474,495		\$251,525	212.81%
Fines and Forfeits	\$369,000		\$369,000	\$395,675		\$26,675	107.23%
Interest on Investments	\$5,000		\$5,000	\$4,000		(\$1,000)	80.00%
Miscellaneous	\$75,750		\$75,750	\$184,227		\$108,477	243.20%
TOTAL GENERAL FUND REVENUES	\$6,346,202	\$0	\$6,346,202	\$6,451,964		\$105,762	101.67%
EXPENDITURES							
Executive-Legislative	\$416,368	\$104	\$416,472	\$347,842		\$68,630	83.52%
Judicial	\$235,740	\$572	\$236,312	\$218,280		\$18,032	92.37%
Elections	\$0		\$0			\$0	n/a
Finance & Administration	\$1,412,467	(\$42,493)	\$1,369,974	\$1,288,151		\$81,823	94.03%
Public Safety	\$2,017,435	\$400	\$2,017,835	\$1,822,328		\$195,507	90.31%
Highways & Streets	\$1,473,971	\$1,973	\$1,475,944	\$901,646		\$574,298	61.09%
Senior Citizens	\$238,744	\$11,500	\$250,244	\$250,244		\$0	100.00%
Sanitation			\$0			\$0	n/a
Health and Welfare	\$645,418	\$17	\$645,435	\$600,786		\$44,649	93.08%
Culture and Recreation	\$1,200,605	\$7,670	\$1,208,275	\$1,074,671		\$133,604	88.94%
Economic Development & Housing	\$175,470	\$257	\$175,727	\$158,292		\$17,435	90.08%
Airport	\$0		\$0			\$0	n/a
Other - Miscellaneous	\$283,209	\$0	\$283,209	\$67,850		\$215,359	23.96%
TOTAL GENERAL FUND EXPENDITURES	\$8,099,427	(\$20,000)	\$8,079,427	\$6,730,090	\$0	\$1,349,337	83.30%
OTHER FINANCING SOURCES							
Transfers In	\$0		\$0			\$0	n/a
Transfers (Out)	(\$465,000)	(\$40,000)	(\$505,000)	(\$461,000)		\$44,000	91.29%
TOTAL - OTHER FINANCING SOURCES	(\$465,000)	(\$40,000)	(\$505,000)	(\$461,000)		\$44,000	91.29%
Excess (deficiency) of revenues over expenditures				(\$739,126)			

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS			
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
CORRECTIONS	201							
REVENUES								
Correction Fees	201	85,000		85,000	83,521		(1,479)	98.26%
Miscellaneous	201	0		0			0	n/a
TOTAL Revenues		85,000	0	85,000	83,521		(1,479)	98.26%
EXPENDITURES	201	120,000		120,000	108,000		12,000	90.00%
OTHER FINANCING SOURCES								
Transfers In	201	35,000		35,000	21,000		(14,000)	60.00%
Transfers (Out)	201	0		0			0	n/a
TOTAL - OTHER FINANCING SOURCES		35,000	0	35,000	21,000		(14,000)	60.00%
Excess (deficiency) of revenues over expend	201				(3,479)			
ENVIRONMENTAL	202							
REVENUES								
GRT - Environmental	202	0	0	0	0		0	n/a
Miscellaneous	202	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	202	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	202	0	0	0	0		0	n/a
Transfers (Out)	202	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	202				0			
EMS	206							
REVENUES								
State EMS Grant	206	0	0	0	0		0	n/a
Miscellaneous	206	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	206	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	206	0	0	0	0		0	n/a
Transfers (Out)	206	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	206				0			
E911	207							
REVENUES								
State-E-911 Enhancement	207	0	0	0	0		0	n/a
Network & Data Base Grant	207	0	0	0	0		0	n/a
Miscellaneous	207	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	207	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	207	0	0	0	0		0	n/a
Transfers (Out)	207	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	207				0			
FIRE PROTECTION	209							
REVENUES								
State - Fire Marshall Allotment	209	194,691	0	194,691	194,691		0	100.00%
Miscellaneous	209	1,000	0	1,000	831		(169)	83.10%
TOTAL Revenues		195,691	0	195,691	195,522		(169)	99.91%

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
EXPENDITURES	209	151,800		151,800	141,800		10,000	93.41%
OTHER FINANCING SOURCES								
Transfers In	209	0	0	0	0		0	n/a
Transfers (Out)	209	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	209				53,722			
LAW ENFORCEMENT PROTECTION REVENUES	211							
State-Law Enforcement Protection	211	29,000		29,000	29,000		0	100.00%
Miscellaneous	211			0			0	n/a
TOTAL Revenues		29,000	0	29,000	29,000		0	100.00%
EXPENDITURES	211	33,788		33,788	33,788		0	100.00%
OTHER FINANCING SOURCES								
Transfers In	211	0	0	0	0		0	n/a
Transfers (Out)	211	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	211				(4,788)			
LODGERS' TAX REVENUES	214							
Lodgers' Tax	214	18,000		18,000	44,200		26,200	245.56%
Miscellaneous	214	75		75	75		0	100.00%
TOTAL Revenues		18,075	0	18,075	44,275		26,200	244.95%
EXPENDITURES	214	33,810		33,810	28,666		5,144	84.79%
OTHER FINANCING SOURCES								
Transfers In	214	0	0	0	0		0	n/a
Transfers (Out)	214	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	214				15,609			
MUNICIPAL STREET REVENUES	216							
GRT - Infrastructure (1/8 cent)	216	183,276		183,276	193,000		9,724	105.31%
GRT - Municipal	216	0		0			0	n/a
Gasoline Tax - (1 cent / 2 cent)	216	164,000		164,000	171,520		7,520	104.59%
Motor Vehicle - Registration (all)	216	0		0			0	n/a
State Grants	216	129,963		129,963			(129,963)	0.00%
Federal Grants	216	3,500,000		3,500,000			(3,500,000)	0.00%
Miscellaneous	216	2,000		2,000	700		(1,300)	35.00%
TOTAL Revenues		3,979,239	0	3,979,239	365,220		(3,614,019)	9.18%
EXPENDITURES	216	5,092,545	0	5,092,545	699,913		4,392,632	13.74%
OTHER FINANCING SOURCES								
Transfers In	216	400,000	(25,000)	375,000	375,000		0	100.00%
Transfers (Out)	216	0		0			0	n/a
TOTAL - OTHER FINANCING SOURCES		400,000	(25,000)	375,000	375,000		0	100.00%
Excess (deficiency) of revenues over expend	216				40,307			
RECREATION REVENUES	217							
Cigarette Tax - (1 cent)	217	0	0	0	0		0	n/a
Miscellaneous	217	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	217	0	0	0	0		0	n/a

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
OTHER FINANCING SOURCES								
Transfers In	217	0	0	0	0		0	n/a
Transfers (Out)	217	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	217				0			
INTERGOVERNMENTAL GRANTS REVENUES	218							
State Grants	218	0	0	0	0		0	n/a
Federal Grants	218	0	0	0	0		0	n/a
Miscellaneous	218	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	218	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	218	0	0	0	0		0	n/a
Transfers (Out)	218	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	218				0			
SENIOR CITIZENS REVENUES	219							
State Grants	219	0	0	0	0		0	n/a
Federal Grants	219	0	0	0	0		0	n/a
Miscellaneous	219	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	219	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	219	0	0	0	0		0	n/a
Transfers (Out)	219	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	219				0			
DWI REVENUES	223							
State - Formula Distribution (DFA)	223	0	0	0	0		0	n/a
State - Local Grant (DFA)	223	0	0	0	0		0	n/a
State Other	223	0	0	0	0		0	n/a
Federal Grants	223	0	0	0	0		0	n/a
Miscellaneous	223	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	223	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	223	0	0	0	0		0	n/a
Transfers (Out)	223	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expend	223				0			
OTHER - SPECIAL REVENUES	299							
REVENUES	299	779,675	94,040	873,715	45,958		(827,757)	5.26%
EXPENDITURES	299	820,211	78,689	898,900	57,475	0	841,425	6.39%
TOTAL -OTHER FINANCING SOURCES	299	(2,003)	0	(2,003)	30,000		32,003	(1497.75%)
Excess (deficiency) of revenues over expend	299				18,483			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
ECONOMIC DEVELOPMENT							
REVENUES	300		300	200		(100)	66.67%
EXPENDITURES			0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				200			
IMPACT/DEVELOPMENT FEES							
REVENUES	100	0	100	4,056		3,956	4056.00%
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In			0	0		0	n/a
Transfers (Out)	(32,003)		(32,003)	0		32,003	0.00%
TOTAL - OTHER FINANCING SOURCES	(32,003)	0	(32,003)	0		32,003	0.00%
Excess (deficiency) of revenues over expenditures				4,056			
AIRPORT							
REVENUES	779,275	94,040	873,315	41,702		(831,613)	4.78%
EXPENDITURES	820,211	78,689	898,900	57,475		841,425	6.39%
OTHER FINANCING SOURCES							
Transfers In	30,000		30,000	30,000		0	100.00%
Transfers (Out)			0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	30,000	0	30,000	30,000		0	100.00%
Excess (deficiency) of revenues over expenditures				14,227			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			

OTHER MISC. (FUND 299) DETAIL LIST

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

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS		Budget Balance	Budget Variance %
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
FUND 299 SUMMARY							
Revenue - TOTAL	\$779,675	\$94,040	\$873,715	\$45,958		(827,757)	5.26%
Expenditures - TOTAL	\$820,211	\$78,689	\$898,900	\$57,475	\$0	841,425	6.39%
TOTAL - OTHER FINANCING SOURCES	(\$2,003)	\$0	(\$2,003)	\$30,000		\$32,003	(1497.75%)

CAPITAL PROJECTS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANC ES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
REVENUES							
GRT- Dedication	\$366,337		\$366,337	\$385,056		\$18,719	105.11%
GRT- Infrastructure	\$183,276		\$183,276	\$193,532		\$10,256	105.60%
Bond Proceeds			\$0			\$0	n/a
State Grants			\$0			\$0	n/a
CDBG funding			\$0			\$0	n/a
State Grants			\$0			\$0	n/a
Federal Grants (other)	\$319,900		\$319,900			(\$319,900)	0.00%
Legislative Appropriations			\$0			\$0	n/a
Investment Income	\$1,500		\$1,500	\$4,460		\$2,960	297.33%
Miscellaneous			\$0	\$205		\$205	n/a
TOTAL CAPITAL PROJECTS REVENUES	\$871,013	\$0	\$871,013	\$583,253		(\$287,760)	66.96%
EXPENDITURES							
Parks/Recreation	\$682,000		\$682,000	\$109,900		\$572,100	16.11%
Housing			\$0			\$0	n/a
Equipment & Buildings			\$0			\$0	n/a
Facilities			\$0			\$0	n/a
Transit			\$0			\$0	n/a
Utilities			\$0			\$0	n/a
Airports			\$0			\$0	n/a
Infrastructure			\$0			\$0	n/a
Debt Service Payments (P&I)-GO Bonds			\$0			\$0	n/a
Debt Service Payments (P&I)-Rev. Bonds	\$344,146		\$344,146	\$339,774		\$4,372	98.73%
Other	\$20,000		\$20,000	\$15,000		\$5,000	75.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	\$1,046,146	\$0	\$1,046,146	\$464,674	\$0	\$581,472	44.42%
OTHER FINANCING SOURCES							
Transfers In	\$32,003		\$32,003	\$0		(\$32,003)	0.00%
Transfers (Out)			\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$32,003	\$0	\$32,003	\$0		(\$32,003)	0.00%
Excess (deficiency) of revenues over expenditures				\$118,579			

DEBT SERVICE

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

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Water Fund							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Water Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
REVENUES							
Solid Waste							
Charges for Services	\$679,300		\$679,300	\$672,227		(\$7,073)	98.96%
Interest on Investments	\$350		\$350	\$294		(\$56)	84.00%
Gross Receipts - dedicated			\$0			\$0	n/a
Grants - Federal			\$0			\$0	n/a
Grants - State			\$0			\$0	n/a
Legislative Appropriation			\$0			\$0	n/a
Other			\$0	\$2,195		\$2,195	n/a
TOTAL REVENUES - Solid Waste Fund	\$679,650	\$0	\$679,650	\$674,716		(\$4,934)	99.27%
EXPENDITURES							
Solid Waste	\$745,960		\$745,960	\$716,630		\$29,330	96.07%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				(\$41,914)			
REVENUES							
Waste Water							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Waste Water Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Waste Water	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

ENTERPRISE FUNDS

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

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
REVENUES							
Housing							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Housing Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Housing	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
REVENUES							
Parking Facilities							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Parking Facilities	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Parking Facilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
REVENUES							
JOINT UTILITY (EL, WA, WW)							
Charges for Services	\$9,534,500		\$9,534,500	\$9,790,115		\$255,615	102.68%
Interest on Investments	\$18,100		\$18,100	\$19,394		\$1,294	107.15%
Gross Receipts - dedicated	\$91,654		\$91,654	\$96,658		\$5,004	105.46%
Grants - Federal	\$350,000		\$350,000	\$21,772		(\$328,228)	6.22%
Grants - State			\$0	\$3,629		\$3,629	n/a
Legislative Appropriation			\$0			\$0	n/a
Other	\$3,769,764		\$3,769,764	\$233,726		(\$3,536,038)	6.20%
TOTAL REV. - Other Enterprise Fund	\$13,764,018	\$0	\$13,764,018	\$10,165,294		(\$3,598,724)	73.85%
EXPENDITURES							
Other Enterprise Fund	\$18,914,042	\$0	\$18,914,042	\$9,655,059		\$9,258,983	51.05%
OTHER FINANCING SOURCES							
Transfers In	\$1,453,139		\$1,453,139	\$840,000		(\$613,139)	57.81%
Transfers (Out)	(\$1,453,139)		(\$1,453,139)	(\$840,000)		\$613,139	57.81%
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$510,235			

ENTERPRISE FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES IRRIGATION							
Charges for Services	\$13,159		\$13,159	\$13,159		\$0	100.00%
Interest on Investments	\$200		\$200	\$155		(\$45)	77.50%
Gross Receipts - dedicated			\$0			\$0	n/a
Grants - Federal			\$0			\$0	n/a
Grants - State			\$0			\$0	n/a
Legislative Appropriation			\$0			\$0	n/a
Other			\$0			\$0	n/a
TOTAL REV. - Other Enterprise Fund	\$13,359	\$0	\$13,359	\$13,314		(\$45)	99.66%
EXPENDITURES							
Other Enterprise Fund	\$75,351		\$75,351	\$57,475		\$17,876	76.28%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				(\$44,161)			
REVENUES Municipal Golf Course							
Charges for Services	\$0	\$143,000	\$143,000	\$101,256		(\$41,744)	70.81%
Interest on Investments	\$0	\$0	\$0	\$7		\$7	n/a
Gross Receipts - dedicated	\$0	\$0	\$0			\$0	n/a
Grants - Federal	\$0	\$0	\$0			\$0	n/a
Grants - State	\$0	\$0	\$0			\$0	n/a
Legislative Appropriation	\$0	\$0	\$0			\$0	n/a
Other	\$0	\$0	\$0	\$40		\$40	n/a
TOTAL REV. - Other Enterprise Fund	\$0	\$143,000	\$143,000	\$101,303		(\$41,697)	70.84%
EXPENDITURES							
Other Enterprise Fund	\$0	\$208,000	\$208,000	\$133,340		\$74,660	64.11%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$65,000	\$65,000	\$35,000		(\$30,000)	53.85%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$65,000	\$65,000	\$35,000		(\$30,000)	53.85%
Excess (deficiency) of revenues over expenditures				\$2,963			

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

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (I)
AGENDA TITLE: Re-Bid 2014-406 East Aztec Arterial, Phase 1B – Construction Contract

ACTION REQUESTED BY: Finance Department, Public Works
ACTION REQUESTED: APPROVAL
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- This bid was awarded to Oldcastle SW Group on July 14, 2015. The Notice of Award was provided to Oldcastle on July 16, 2015 and required bonds and contract to be returned to City within 15 days. Staff was advised on July 21, 2015 that Oldcastle had received bonds and would be forwarding signed contract and bonds to the City.
- Updated Timeline for Phase 1B:
 - Bid Award: July 14 2015
 - Contract Approval: July 28 2015
 - Pre Construction Meeting August 2015
 - Notice to Proceed August 2015
 - Construction 210 Calendar Days
- Wilson & Co will provide all construction management on the project.
- The preconstruction meeting will include representatives from NMDOT, Wilson & Co, Geomat, Oldcastle, ACE Development, TRC Construction and City staff. Oldcastle has several items required to be prepared for the pre-construction meeting (provided with the Notice of Award) and NMDOT requires a minimum notice of two weeks. Upon the full execution of the contract, the scheduling of the preconstruction meeting will be coordinated.

PROCUREMENT / PURCHASING

- None

FISCAL INPUT / FINANCE DEPARTMENT

- FY16 Adopted Budget appropriates required funding for this project. Additional Commission action will be required when funding agreements for legislative appropriations are received (anticipated in August or September 2015).

SUPPORT DOCUMENTS: Construction Contract with Oldcastle SW Group, Inc. (to be provided prior to Commission meeting on July 29, 2015)

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve and execute the Construction Contract with Oldcastle SW Group Inc.

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	XI. BUSINESS ITEM (A)
AGENDA TITLE:	Resolution 2015-961 FY16 Annual Budget Adoption
ACTION REQUESTED BY:	Finance Department
ACTION REQUESTED:	Approval of Resolution 2015-961 FY16 Annual Budget
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- Resolution 2015-961 adopts the fiscal year 2015-2016 budget for the City of Aztec. The State Division of Local Government has granted interim approval of the City's preliminary budget on June 16, 2015. Following approval by the City Commission of the annual budget, the final budget documents will be submitted to the local government division. The city budget is to be submitted for final approval by July 31, 2015.
- The Commission provided preliminary approval to the budget during the May 26, 2015 meeting following workshops on May 12 and May 19, 2015.
- There are some projects that were not completed as of June 30, 2015 and require the balance of their FY15 funding to be reauthorized in FY2016.
- In addition to projects, all preliminary budgets have been reviewed and those that require adjustment to meet anticipated requirements during the FY2016 year have been included in the final budget.
- LTAB (Lodgers Tax Board) met on July 20, 2015 and approved the changes to the final budget for the Lodgers Tax Fund. The recommended increase to the expenditure budget is the result of increased tax revenues and a decrease in cash reserves to be maintained in the fund as directed by the board.
 - Increase Advertising from \$35,000 to \$40,000
 - Increase Event Funding from \$4,000 to \$10,000
- The Airport Fund has a change from preliminary budget to final budget adoption. The change is the elimination of the funding and associated projects until the City has funding commitment approved by FAA and/or NM Aviation. This will require special budget resolutions to establish both the revenue and expenditure budgets for the project.
- From preliminary budget approval to the proposed final budget, adjustments have been required in multiple funds for both revenue and expenditure accounts. The detail of those requested adjustments are attached and incorporated in resolution 2015-961.

- Total decrease to revenue, all funds, is \$1,778,438, principally the result of not recognizing revenue in the Airport Fund for which funding agreements are not in process.
- Total decrease to expenditures, all funds, is \$280,801. Of this amount, \$1,319,004 is related to the Airport Fund reduction to project budgets for which funding agreements are not in process and an adjustment to funding for the Arterial based on funds requested in the state's June bond sale.

FISCAL INPUT (Finance Department)
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Total budgeted revenues, including transfers	\$32,565,522
Total budgeted expenditures, including transfers	38,843,748
Total transfers between funds	\$ 1,845,139

The difference between budgeted revenues and budgeted expenditures is \$6,279,226 requiring the use of cash reserves, primarily in General Fund, Capital Project Fund and Joint Utility.

SUPPORT DOCUMENTS:

Resolution 2015-961
 Adjustments to Preliminary FY16 Budget
 Cash Reserve Estimates

DEPARTMENT'S RECOMMENDED MOTION: Move and Second Approval of Resolution 2015-961 FY16 Annual Budget Adoption

Resolution 2015-961
State Of New Mexico, Municipality Of Aztec
2015-2016 BUDGET ADOPTION, 102nd FISCAL
YEAR

WHEREAS, the Governing body in and for the City of Aztec, State of New Mexico has developed a budget for fiscal year 2015-2016, and

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

WHEREAS, the official meeting for the review of the annual budget were duly advertised and held on May 12 and May 19, 2015. Preliminary approval of the budget was provided on May 26, 2015. The adoption of the final budget was posted and included on the July 28, 2015 Commission Meeting Agenda as required by the State Open Meetings Act; and

WHEREAS, it is the majority opinion of this Commission that the proposed budget meets the requirements as currently determined for fiscal year 2015-2016.

	FUND NUMBER	TOTAL REVENUES	TOTAL TRANSFERS	TOTAL EXPENDITURES
GENERAL FUND	101	6,190,019	-495,000	7,828,323
ROAD FUND	200	6,485,912	400,000	7,807,139
LAW ENFORCEMENT PROTECTION FUND	205	26,000	0	26,000
LOCAL GOVERNMENT CORRECTION FUND	207	84,000	35,000	119,000
ECONOMIC DEVELOPMENT FUND	215	200	0	0
IMPACT/DEVELOPMENT FUND	216	100	-38,000	0
LODGERS TAX	220	35,075	0	51,635
STATE FIRE FUND	230	155,169	0	668,367
AIRPORT	270	382,100	30,000	386,700
CAPITAL PROJECTS FUND	310	873,969	38,000	1,112,650
JOINT UTILITY FUND	500	15,349,480	-595,861	17,719,289
ELECTRIC R&R	503	5,000	550,000	0
WATER R&R	506	1,000	150,000	0
W/WTR R&R	509	1,000	-144,139	0
WATER RIGHTS FUND	530	5,600	40,000	65,000
IRRIGATION ASSESSMENT	540	13,209	0	21,635
SOLID WASTE	550	664,550	0	747,221
GOLF COURSE	570	448,000	30,000	445,650
FUND TOTALS		\$30,720,383	\$ 0	\$36,998,609

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

RESOLVED: In session this 28th day of July, 2015.

**MUNICIPAL GOVERNING BOARD
AZTEC, NEW MEXICO**

MAYOR SALLY BURBRIDGE

MAYOR PRO-TEM SHERRI A. SIPE

COMMISSIONER ROBERTA S. LOCKE

COMMISSIONER KATEE MCCLURE

COMMISSIONER SHERI L. ROGERS

ATTEST:

KARLA SAYLER CMC

**FY2016 FINAL BUDGET
REQUESTED REVENUE ADJUSTMENTS**

		FINAL ADJUSTMENT	PRELIMINARY BUDGET	FINAL BUDGET	
GENERAL FUND					
101-5210-34224	FEES: COUNTY ANIMAL	(23,000)	208,000	\$185,000	REVENUE REDUCTION BASED ON FY14 & FY15 ACTUALS
101-6490-33569	ST: GO BONDS	8,546	12,600	\$21,146	BALANCE OF 2012 GO BOND REVENUE
101-7010-33604	LOCAL: SJ COUNTY SENIOR CENTER	865	4,050	\$4,915	ADD'L FUNDS FROM COMMISSIN ECKSTEIN
SPECIAL					
MUNICIPAL ROAD FUND					
200-3310-33541	ST GRT: FY14 LGRF GRANT	129,963	0	\$129,963	HIGHWAY COOPS FUNDS; PROJECT COMPLETES SUMMER 2015
200-+3310-33016	FED: ARETERIAL FUNDS	500,000	3,000,000	\$3,500,000	ADJ TO FULL FUNDING; CONSTRUCTION BEGINS AUG
200-3310-33218	ST GRT: 2014 LEGISLATIVE APPRO	(2,819,775)	3,819,775	\$1,000,000	ADJ FUNDING TO AMT REQUESTED SUMMER 2015
200-3310-33*	ST GRT: 2015 LEGISLATIVE APPRO	1,500,000	0	\$1,500,000	2015 LEGISLATIVE FUNDING
LODGERS TAX FUND					
220-0000-31260	TAX: LODGERS	5,000	30,000	\$35,000	ADJ BASED ON FY14 & FY15 REVENUE
AIRPORT FUND					
270-4900-33017	FED: FAA AIP GRANT	(1,620,000)	1,620,000	\$0	DECREASE UNTIL FUNDING AGREEMENTS EXECUTED
270-4900-33547	ST: NM AVIATION CAPITAL GRANT	100,000	180,000	\$280,000	CORRECT AMOUNT FOR AVFUEL SYSTEM & APRON DESIGN SERVICES
CAPITAL PROJECTS FUND					
310-6450-33027	FED: FTA TRIPTAC 2013	319,900	0	\$319,900	FEDERAL FUNDS FOR TRAIL/TRANSIT N MAIN
310-6450-39216	TRNS: FROM DEVELOPMENT FEES FUND	1,924	36,076	\$38,000	INCREASE TRANS RESULT OF FY15 FEES COLLECTED
J/U FUND					
WASTEWATER TREATMENT					
500-4700-34600	WASTEWATER FEES	(20,000)	1,280,000	\$1,260,000	REDUCE BASED ON FY15 ACTUAL
500-4700-39509	TRNS: FROM W/WTR R&R FUND	108,139	250,000	\$358,139	W/WTR PROJECTS FY16
GOLF COURSE FUND					
570-9910-39101	TRNS: FROM GENERAL FUND	30,000	0	\$30,000	BALANCE OF BUDGETED TRANSFER FROM FY15

FY2016 FINAL BUDGET
REQUESTED REVENUE ADJUSTMENTS

	FINAL ADJUSTMENT	PRELIMINARY BUDGET	FINAL BUDGET
GENERAL FUND	\$ (13,589.00)		
SPECIAL REVENUE FUNDS	\$ (2,204,812.00)		
CAPITAL PROJECT FUND	\$ 321,824.00		
ENTERPRISE FUNDS	\$ 118,139.00		

FY2016 FINAL BUDGET
 REQUESTED EXPENDITURE ADJUSTMENTS
 JULY 2015

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET	
GENERAL					
<i>ECONOMIC DEVELOPMENT</i>					
101-1115-69700	CONTINGENCY	100,000	(25,000)	\$75,000	INCREASE PROJECTED YEAR END RESERVES
TOURISM/VISITOR CENTER					
101-1116-67214	MARKETING/PROMOTION	40,000	1,690	\$41,690	FY15 RE- APPROPRIATION NM MAGAZINE AD CONTRACTED 3/2015; FALL AD
FINANCE DEPARTMENT					
101-1140-68224	PROPERTY TAX COLLECTION ADM FEE	300	6,000	\$6,300	PRELIMINARY BUDGET REDUCED INCORRECTLY
101-1140-69700	CONTINGENCY	100,000	(25,000)	\$75,000	INCREASE PROJECTED YEAR END RESERVES
COMMUNITY DEVELOPMENT					
101-1160-63200	BUILDING MAINTENANCE	200	7,771	\$7,971	FY15 RE- APPROPRIATION PAINT & NEW CARPET IN COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT					
101-1190-85365	CPTL: CITY SIGNAGE	5,000	6,000	\$11,000	INCREASE FUNDING FOR CITY SIGNAGE - SEVERAL POSSIBILITIES, NOT SUFFICIENT \$ FOR ALL REQUESTS/NEEDS
FIRE					
101-2230-4*	PERSONNEL COSTS	45,400	3,050	\$48,450	INCREASE IN VOLUNTEER PAYMENTS
STREETS					
101-3310-64200	PROFESSIONAL SERVICES	33,400	142,974	\$176,374	FY15 RE- APPROPRIATION BALANCE OF FUNDS POTENTIALLY IDENTIFIED FOR BLANCO ARROYO MITIGATION STUDY
101-3310-64201	PROFESSIONAL SERVICES ARTERIAL	50,000	70,000	\$120,000	FY15 RE- APPROPRIATION PHASE 2 FINAL DESIGN
101-3310-66103	UTIL: STREET LIGHTING	44,000	6,000	\$50,000	INCREASED COSTS DUE TO ADDITIONAL STREET LIGHTING
101-3310-79006	FEMA PROJECTS	6,700	93,300	\$100,000	FY15 RE- APPROPRIATION COMPLETE FEMA PROJECTS

FY2016 FINAL BUDGET
 REQUESTED EXPENDITURE ADJUSTMENTS
 JULY 2015

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET	
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101-3310-82100	CPTL: BUILDING IMPROVEMENTS	0	35,000	\$35,000	FY15 RE- APPROPRIATION SIGN SHOP ENCUMBRANCE JUNE 2015
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ANIMAL CONTROL

101-5210-66100	UTIL: EL, WA, SW, TR	8,500	1,000	\$9,500	INCREASE UTILITY COSTS
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RECREATION

101-6410-53200	NONCPTL: MISC EQUIPMENT	0	2,730	\$2,730	FY15 RE- APPROPRIATION PORTABLE PITCHING MOUND (REC'D 7/8/15)
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PARKS

101-6450-52100	RPRS/MAINT MATERIALS & SUPPLIES	29,300	1,345	\$30,645	FY15 RE- APPROPRIATION SPLASH PARK PUMP, ORDERED JUNE
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101-6450-76513	YCC PROJECTS	50,000	5,000	\$55,000	FY15 RE- APPROPRIATION PICNIC TABLES/TRASH CANS ORDERED MID- JUNE FOR FLORENCE PARK
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101-6450-79007	FEMA PROJECTS	0	35,000	\$35,000	FY15 RE- APPROPRIATION COMPLETE FEMA PROJECTS
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101-6450-85517	CPTL: ANIMAS RIVER TRAIL	0	15,000	\$15,000	FY15 RE- APPROPRIATION FUNDS AVAILABLE FOR EASEMENTS, DESIGN, CONSTRUCTION IF OPPORTUNITY EXISTS
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LIBRARY

101-6490-76820	LOCAL: SJ COUNTY		865	\$865	ADD'L COUNTY COMMISSION FUNDS REC'D LATE JUNE
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101-6490-76821	LOCAL: TECH CENTER	0	3,900	\$3,900	CONOCO PHILLIPS FUNDING REC'D IN APRIL; NOT EXPENDED BY JUNE
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101-6490-76830	STATE: GO BONDS	12,600	8,546	\$21,146	FY15 RE- APPROPRIATION BALANCE OF 2012 GO BONDS; MUST BE EXPENDED IN FY16
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SENIOR CENTER

101-7010-76820	LOCAL: SJ COUNTY		865	\$865	ADD'L COUNTY COMMISSION FUNDS REC'D LATE JUNE
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TRANSFERS OUT

101-9910-90570	TRNS: TO GOLF COURSE FUND	0	30,000	\$30,000	FY15 RE- APPROPRIATION ORIGINAL TRANSFER BUDGETED IN FY15 @ \$65,000; TRANSFER \$35K IN FY15 AND MOVE BALANCE TO FY16
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SPECIAL

MUNICIPAL ROAD FUND

200-3310-64110	STREET MAINT SERVICES	907,325	(105,625)	\$801,700	
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**FY2016 FINAL BUDGET
REQUESTED EXPENDITURE ADJUSTMENTS
JULY 2015**

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
200-3310-83516	CPTL: CHURCH AVE PAVING		100,000	\$100,000		CHURCH AVE PAVING 300 BLOCK S
200-3310-85315	CPTL: SIMONDS ROAD	0	308,105	\$308,105	FY15 RE- APPROPRIATION	SIMONDS RD PROJECT
200-3310-85328	CPTL: ARTERIAL PH1B	3,332,000	1,754,334	\$5,086,334	FY15 RE- APPROPRIATION	ARTERIAL PH1B CONSTRUCTION & RELATED SERVICES
200-3310-85329	CPTL: ARTERIAL PH2	3,819,775	(2,319,775)	\$1,500,000		REDUCE PROJECT BUDGET TO MATCH FUNDS REQUESTED FROM 2014 LEGISLATIVE APPROPRIATION
200-3310-85380	CPTL: SIDEWALK IMPROVEMENTS	0	11,000	\$11,000	FY15 RE- APPROPRIATION	S CHURCH AVE SIDEWALK PROJECT - COMPLETE JULY 2015
DEVELOPMENT FEES						
216-6450-90310	TRNS: CAPITAL PROJECTS FUND	36,076	1,924	\$38,000		INCLUDE ADD'L FY15 PARK DEVELOPMENT FEE REVENUES IN TRANSFER TO CAPITAL PROJECTS FOR TRAIL DEVELOPMENT
LODGERS TAX						
220-1116-68920	SVCS: ADVERTISING	35,000	5,335	\$40,335	FY15 RE- APPROPRIATION	LTAB RECOMMENDATION FOR INCREASE MARKETING FUNDS, 7/20/15; TRIP ADVISOR COMMITMENT FALL 2014
220-1116-68941	SPECIAL PROJECTS PARTICIPATION	4,000	6,000	\$10,000		LTAB RECOMMENDATION FOR INCREASE EVENT PARTICIPATION FUNDS, 7/20/15
STATE FIRE FUND						
230-2230-83250	CPTL: HEAVY EQUIPMENT	35,000	513,198	\$548,198		APPROPRIATE CASH RESERVES FOR PURCHASE OF FIRE EQUIPMENT; THIS RESERVE WILL BUILD SPECIFIC TO FIRE DEPARTMENT
AIRPORT FUND						
270-4990-64200	PROFESSIONAL SERVICES	0	6,500	\$6,500	FY15 RE- APPROPRIATION	SWPPP QUARTERLY INSPECTIONS, COMMITTED FALL 2014; UPDATE AIRPORT SWPPP DURING FY16
270-4990-85000	CPTL: OTHER IMPROVEMENTS	1,900,000	(1,900,000)	\$0		REDUCE PROJECT TO DESIGN SERVICES; ADD'L FUNDS WILL BE APPROPRIATED WHEN GRANT FUNDS SECURED
270-4990-89813	CPTL: AVFUEL SYSTEM	0	200,000	\$200,000	FY15 RE- APPROPRIATION	ORIGINALLY INCLDUE IN 270-4990-85000
270-4990-89814	CPTL: TERMINAL APRON RECONSTRUCTION	0	100,000	\$100,000	FY15 RE- APPROPRIATION	ORIGINALLY INCLDUE IN 270-4990-85000
CAPITAL PROJECTS						

**FY2016 FINAL BUDGET
REQUESTED EXPENDITURE ADJUSTMENTS
JULY 2015**

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET		
310-3310-85527	CPTL: NORTH MAIN CORRIDOR	0	200,000	\$200,000	FY15 RE- APPROPRIATION	N MAIN CORRIDOR - ROADWAY (NEW ACCOUNT TO SEPARATE PROJECT FROM TRAIL/TRANSIT PROJECT)
310-6450-85376	CPTL: AZTEC RUINS TRAIL CONNECTION	0	386,000	\$386,000	FY15 RE- APPROPRIATION	PROJECT RENAME PER FTA (FUNDING AGENCY) ADD'L FUNDS TO MEET FTA MATCH REQUIREMENTS
310-6450-85519	CPTL: FLORENCE PARK	20,000	48,000	\$68,000	FY15 RE- APPROPRIATION	PAVILLION ORDER MAY 2015
310-6450-85527	CPTL: NORTH MAIN FACILITIES	150,000	(80,000)	\$70,000	FY15 RE- APPROPRIATION	CONTINUING DESIGN SERVICES
J/U FUND						
<i>UTILITY ADMINISTRATION</i>						
500-4010-63300	EQUIPMENT/SOFTWARE AGREEMENTS	8,950	23,780	\$32,730	FY15 RE- APPROPRIATION	UPGRADE METER PROGRAM
<i>ELECTRIC</i>						
500-4510-64200	PROFESSIONAL SERVICES	82,000	58,000	\$140,000	FY15 RE- APPROPRIATION	CONSULTANT SERVICES ON WHOLESALE POWER PROPOSALS
500-4510-81505	CPTL: EASEMENTS	5,000	2,000	\$7,000	FY15 RE- APPROPRIATION	BLM ROW FOR NM173 ELECTRIC EXTENSION
500-4510-86510	CPTL: SUBSTATION #1 IMPROVEMENTS	0	15,000	\$15,000	FY15 RE- APPROPRIATION	SUBSTATION FUSES ORDER MAY 2015
<i>WATER TREATMENT</i>						
500-4610-63223	PUMP MAINTENANCE	6,000	5,000	\$11,000	FY15 RE- APPROPRIATION	SEAL IN BACKWASH PUMP; ORDERED 6/17/15
500-4610-64310	PYMT IN LIEU OF TAXES	100,000	(9,750)	\$90,250		REDUCTION BASED ON FY15 WATER SALES
500-4610-87175	CPTL: ANIMAS RIVER DIVERSION	500,000	50,000	\$550,000	FY15 RE- APPROPRIATION	FINAL DESIGN
500-4610-87310	CPTL: CLEARWELL EXPANSION	0	25,000	\$25,000	FY15 RE- APPROPRIATION	DESIGN SERVICES
500-4610-87302	CPTL: OXIDANT SYSTEM	0	20,000	\$20,000	FY15 RE- APPROPRIATION	COMPLETION OF SYSTEM (IN HOUSE PROJECT)
500-4610-87500	CPTL: SCADA SYSTEM IMPROVEMENTS	230,000	82,000	\$312,000	FY15RE- APPROPRIATION	SCADA PROJECT; CONTRACT 6/2015
<i>WATER DISTRIBUTION</i>						
500-4650-63300	EQUIPMENT MAINT/SOFTWARE AGREEMENTS	8,656	13,500	\$22,156	FY15 RE- APPROPRIATION	CLEARSCADA 3 YR SERVICE AGREEMENT; SOLE SOURCE POSTING JUNE 2015
500-4650-82100	CPTL: BUILDINGS & IMPROVEMENTS	0	50,000	\$50,000	FY15 RE- APPROPRIATION	WATER METER BLDG
500-4650-83200	CPTL: EQUIPMENT	0	33,000	\$33,000	FY15 RE- APPROPRIATION	SURVEY GPS EQUIPMENT, JUNE 2015

FY2016 FINAL BUDGET
 REQUESTED EXPENDITURE ADJUSTMENTS
 JULY 2015

		PRELIMINARY BUDGET	ADJUSTMENT	FINAL BUDGET	
WASTEWATER TREATMENT					
500-4710-64310	PYMT IN LIEU OF TAXES	54,000	10,100	\$64,100	INCREASE BASED ON FY15 SEWER SERVICE REVENUE
500-4710-66100	UTIL: EL, WA, SW, TR	100,000	10,000	\$110,000	INCREASED UTILITY COST
WASTEWATER COLLECTION					
500-4750-63228	LIFT STATION MAINTENANCE	18,000	6,000	\$24,000	FY15 RE-APPROPRIATION PUMP RECONDITION, JUNE 2015
500-4750-88858	CPTL: BLANCO SEWER PH2	0	101,000	\$101,000	ESTABLISH BUDGET FOR PROJECT
WASTEWATER R&R FUND					
509-4750-90500	TRNS: TO JOINT UTILITY W/WTR	250,000	108,139	\$358,139	FY15 RE-APPROPRIATION W/WTR PROJECTS CARRY-OVER TO FY16
IRRIGATION FUND					
540-4660-89118	CPTL: HARTMAN PARK DRAINAGE	0	2,000	\$2,000	FY15 RE-APPROPRIATION COMPLETE PROJECT
GOLF COURSE FUND					
570-6450-82000	CPTL: LEASEHOLD IMPROVEMENTS	0	15,000	\$15,000	FY15 RE-APPROPRIATION IRRIGATION PUMP CONTROL; REC'D JULY 2015
GENERAL FUND CHANGE			426,036		
SPECIAL REVENUE FUNDS CHANGE			(1,319,004)		
CAPITAL PROJECT FUND CHANGE			554,000		
ENTERPRISE FUNDS CHANGE			619,769		

CITY OF AZTEC
MULTI YEAR BUDGET
CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2015

	GENERAL FUND			
	FUND #101			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	3,644,918	2,900,606	767,302	(2,053,202)
EST. REVENUES	6,446,778	6,190,019	6,083,975	6,083,975
EST. EXPENDITURES	(6,730,090)	(7,643,323)	(8,204,479)	(8,107,892)
CONTINGENCIES		(75,000)	(100,000)	(100,000)
CONTINGENCIES		(35,000)	(35,000)	(35,000)
CONTINGENCIES		(75,000)	(100,000)	(100,000)
Transfers In				
Transfers Out	(461,000)	(495,000)	(465,000)	(465,000)
SURPLUS/(DEFICIT)	(744,312)	(2,133,304)	(2,820,504)	(2,723,917)
ENDING CASH BALANCE	2,900,606	767,302	(2,053,202)	(4,777,119)
REQUIRED 1/12TH RESERVE - AS CALCUATED BY DFA (does not include transfers)	0	(652,360)	(703,290)	(695,241)
AVAILABLE CASH BALANCE	2,900,606	114,942	(2,756,492)	(5,472,360)
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	1,383,178	(414,941)	(3,316,053)	(6,028,739)

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

CITY OF AZTEC
MULTI YEAR BUDGET
CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/23/2015

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

	ROAD FUND FUND #200				LAW ENFORCEMENT PROT FUND #205			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	1,048,725	1,008,427	167,805	(1,603,546)	4,897	109	109	109
EST. REVENUES	365,220	6,485,912	3,346,349	485,949	29,000	26,000	29,000	29,000
EST. EXPENDITURES CONTINGENCIES	(780,518)	(7,726,534)	(5,517,700)	(285,200)	(33,788)	(26,000)	(29,000)	(29,000)
Transfers In	375,000	400,000	400,000	400,000				
Transfers Out								
SURPLUS/(DEFICIT)	(40,298)	(840,622)	(1,771,351)	600,749	(4,788)	0	0	0
AVAILABLE CASH BALANCE	1,008,427	167,805	(1,603,546)	(1,002,797)	109	109	109	109
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	487,535	351,043	(1,420,308)	(819,559)	168	109	109	109

	LOCAL GOV'T CORRECTION FUND #207				ECONOMIC DEVELOPMENT FUND #215			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	4,563	1,084	1,084	1,084	112,575	112,775	112,975	113,175
EST. REVENUES	83,521	84,000	84,000	84,000	200	200	200	200
EST. EXPENDITURES CONTINGENCIES	(108,000)	(119,000)	(119,000)	(119,000)				
Transfers In	21,000	35,000	35,000	35,000				
Transfers Out								
SURPLUS/(DEFICIT)	(3,479)	0	0	0	200	200	200	200
AVAILABLE CASH BALANCE	1,084	1,084	1,084	1,084	112,775	112,975	113,175	113,375
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	4,365	4,365	4,563	4,563	113,175	113,075	113,275	113,475

CITY OF AZTEC
MULTI YEAR BUDGET
CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2015

	IMPACT FEES FUND #216				LODGERS TAX FUND FUND #220			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	34,073	38,129	229	329	40,916	56,825	40,565	30,340
EST. REVENUES	4,056	100	100	100	44,275	35,075	30,075	30,075
EST. EXPENDITURES					(28,366)	(50,335)	(39,300)	(39,300)
CONTINGENCIES						(1,000)	(1,000)	(1,000)
Transfers In								
Transfers Out		(38,000)						
SURPLUS/(DEFICIT)	4,056	(37,900)	100	100	15,909	(16,260)	(10,225)	(10,225)
AVAILABLE CASH BALANCE	38,129	229	329	429	56,825	40,565	30,340	20,115
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	1,173	197	297	397	14,980	26,956	16,731	6,506

	STATE FIRE FUND FUND #230				RECREATION FUND FUND #240			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	359,152	516,283	3,085	3,085	3,311	3,311	3,311	3,311
EST. REVENUES	195,522	155,169	155,169	155,169				
EST. EXPENDITURES	(38,391)	(668,367)	(155,169)	(155,169)				
CONTINGENCIES								
Transfers In								
Transfers Out								
SURPLUS/(DEFICIT)	157,131	(513,198)	0	0	0	0	0	0
ENDING CASH BALANCE	516,283	3,085	3,085	3,085	3,311	3,311	3,311	3,311
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	321,256	413,043	413,043	413,043	3,311	3,311	3,311	3,311

CITY OF AZTEC
MULTI YEAR BUDGET
CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

7/22/2015

	EMERG MED SERVICES FUND #250				AIRPORT FUND #270			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	0	0	0	0	41,881	23,933	49,333	96,233
EST. REVENUES					41,702	382,100	97,100	97,100
EST. EXPENDITURES					(89,650)	(386,700)	(80,200)	(80,200)
CONTINGENCIES								
Transfers In					30,000	30,000	30,000	30,000
Transfers Out								
SURPLUS/(DEFICIT)	0	0	0	0	(17,948)	25,400	46,900	46,900
ENDING CASH BALANCE	0	0	0	0	23,933	49,333	96,233	143,133
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	-	-			34,312	(1,498)	45,402	92,302

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

	CAPITAL PROJECTS FUND #310				CDBG FUND #340			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	874,139	992,513	791,832	533,251	4,345	4,345	4,345	4,345
EST. REVENUES	583,048	873,969	554,069	554,069				
EST. EXPENDITURES	(464,674)	(1,112,650)	(812,650)	(587,650)				
CONTINGENCIES								
Transfers In		38,000						
Transfers Out								
SURPLUS/(DEFICIT)	118,374	(200,681)	(258,581)	(33,581)	0	0	0	0
ENDING CASH BALANCE	992,513	791,832	533,251	499,670	4,345	4,345	4,345	4,345
NMFA Debt Reserve	354,425	354,425	354,425	354,425				
AVAILABLE CASH BALANCE	638,088	437,407	178,826	145,245	4,345	4,345	4,345	4,345
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	191,587	401,076	142,495	108,914	4,345	4,345	4,345	4,345

CITY OF AZTEC
MULTI-YEAR BUDGET
CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	JOINT UTILITY FUND FUND #500				ELECTRIC RPR & RPLCMNT FUND #503			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	\$ 5,611,117	5,285,965	2,377,295	(1,788,013)	3,150,042	3,705,408	4,260,408	551,866
EST. REVENUES	10,094,907	15,349,480	9,967,480	9,969,480	5,366	5,000	1,000	1,000
SEWER RATE INCREASE			455,500	455,500				
EST. EXPENDITURES	(9,480,059)	(17,562,289)	(18,125,830)	(12,646,487)				
CONTINGENCIES	(100,000)	(100,000)	(100,000)	(100,000)				
Transfers In		358,139	4,534,542	900,000	550,000	550,000	550,000	550,000
Transfers Out	(840,000)	(954,000)	(897,000)	(897,000)			(4,259,542)	
SURPLUS/(DEFICIT)	(325,152)	(2,908,670)	(4,165,308)	(2,318,507)	555,366	555,000	(3,708,542)	551,000
ENDING CASH BALANCE	5,285,965	2,377,295	(1,788,013)	(4,106,520)	3,705,408	4,260,408	551,866	1,102,866
NMED 2008- W/Wtr Debt & Rpr Rsv	(305,000)	(305,000)	(305,000)	(305,000)				
NMED 2013 W/Wtr Debt Rsv (\$340k)	(60,000)	(117,000)	(174,000)	(231,000)				
AVAILABLE CASH BALANCE	4,920,965	1,955,295	(2,267,013)	(4,642,520)	3,705,408	4,260,408	551,866	1,102,866
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	503,895	1,178,328	(3,048,980)	(5,431,487)	3,703,962	4,259,542	551,000	1,102,000

CITY OF AZTEC
 MULTI-YEAR BUDGET
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RPR & RPLCMNT FUND #506				W/WTR RPR & RPLCMNT FUND #509			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	\$ 976,638	1,128,287	1,279,287	1,155,287	701,786	803,360	660,221	818,221
EST. REVENUES	1,649	1,000	1,000	1,000	1,574	1,000	1,000	1,000
EST. EXPENDITURES CONTINGENCIES								
Transfers In	150,000	150,000	150,000	150,000	100,000	214,000	157,000	157,000
Transfers Out			(275,000)	(650,000)		(358,139)		(250,000)
SURPLUS/(DEFICIT)	151,649	151,000	(124,000)	(499,000)	101,574	(143,139)	158,000	(92,000)
ENDING CASH BALANCE	1,128,287	1,279,287	1,155,287	656,287	803,360	660,221	818,221	726,221
NMED 2008- W/Wtr Debt & Rpr Rsv					(250,000)	(250,000)	(250,000)	(250,000)
NMED 2013 W/Wtr R&R Rsv					(60,000)	(117,000)	(174,000)	(231,000)
AVAILABLE CASH BALANCE	1,128,287	1,279,287	1,155,287	656,287	493,360	293,221	394,221	245,221
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	877,896	1,279,138	1,155,138	656,138	209,913	288,147	389,147	240,147

CITY OF AZTEC
 MULTI-YEAR BUDGET
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	WATER RIGHTS FUND #530				IRRIGATION ASSESSMT FUND #540			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	336,435	367,135	347,735	328,335	132,410	88,249	79,823	72,967
EST. REVENUES	5,700	5,600	5,600	5,600	13,314	13,209	13,209	13,209
EST. EXPENDITURES	(15,000)	(65,000)	(65,000)	(65,000)	(57,475)	(13,135)	(11,465)	(11,465)
CONTINGENCIES						(8,500)	(8,600)	(8,600)
Transfers In	40,000	40,000	40,000	40,000				
Transfers Out								
SURPLUS/(DEFICIT)	30,700	(19,400)	(19,400)	(19,400)	(44,161)	(8,426)	(6,856)	(6,856)
ENDING CASH BALANCE	367,135	347,735	328,335	308,935	88,249	79,823	72,967	66,111
AVAILABLE CASH BALANCE	367,135	347,735	328,335	308,935	88,249	79,823	72,967	66,111
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	284,095	301,635	282,235	262,835	31,015	63,992	57,136	50,280

CITY OF AZTEC
 MULTI-YEAR BUDGET
 CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	SOLID WASTE FUND #550				GOLF COURSE FUND #570			
	FY15 EST	FY16 EST	FY17 EST	FY18 EST	FY15 EST	FY16 EST	FY17 EST	FY18 EST
BEG. CASH BALANCE	195,895	152,879	70,208	(21,079)		2,894	35,244	46,178
EST. REVENUES	673,614	664,550	664,550	664,550	101,234	448,000	448,000	448,000
EST. EXPENDITURES	(716,630)	(742,221)	(750,837)	(760,234)	(133,340)	(445,650)	(437,066)	(444,386)
CONTINGENCIES		(5,000)	(5,000)	(5,000)				
Transfers In					35,000	30,000		
Transfers Out								
SURPLUS/(DEFICIT)	(43,016)	(82,671)	(91,287)	(100,684)	2,894	32,350	10,934	3,614
ENDING CASH BALANCE	152,879	70,208	(21,079)	(121,763)	2,894	35,244	46,178	49,792
AVAILABLE CASH BALANCE	152,879	70,208	(21,079)	(121,763)	2,894	35,244	46,178	49,792
	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary	FY15 Adopted	FY16 Preliminary	FY17 Preliminary	FY18 Preliminary
	131,272	47,024	(44,263)	(144,947)	-	17,350	28,284	31,898

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: XI. Business Item (B)
AGENDA TITLE: Intent to Adopt Ordinance 2015-444 Amending Section 16-15 Golf Course Fees.

ACTION REQUESTED BY: Steve Mueller
ACTION REQUESTED: Approve fee for Daily Golf Cart Rental
SUMMARY BY: Steve Mueller

PROJECT DESCRIPTION / FACTS

- The proposed daily fee for rental of a golf cart for use off premise of the golf course would be set at \$50.00 per 24 hour period.
- The renter would be responsible for transporting the cart to and from the golf course unless special arrangements are made with the General Services/Parks Director.
- Cart rental will be limited to local Governments or special event organizers with an approved Special Event permit or Agreement from the City of Aztec.
- Cart rental will be based on availability at the time of the request.
- Renters will be required to provide insurance for the operator of the cart and allow only licensed drivers to operate.

SUPPORT DOCUMENTS: Ordinance 2015-444

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Intent to Adopt Ordinance 2015-444 Amending Section 16-15 Golf Course Fees.

**City of Aztec
Ordinance 2015-444
Amending Section 16-15 Golf Course Fees**

Sec. 16-15. Golf Course Fees.

7. Special Events.

	<i>Fees</i>
Patio	To Be Negotiated
Patio and Grill Equipment	To Be Negotiated
Cart Rental Off Premise for Special Events	\$50.00 per 24 hour period

Staff Summary Report

MEETING DATE: July 29, 2015
AGENDA ITEM: XII. LAND USE HEARING (A)
AGENDA TITLE: 2015-015 Caballo Pintado Subdivision Staff Summary Final Plat

ACTION REQUESTED BY: Adams & Crane LLC
PO Box 190
Aztec, NM 87410

Gordon Crane, Jr.
4801 N. Butler Ave
Farmington, NM 87401
c/o Sakura Engineering
125 W. Main St. Farmington, NM 87401

ACTION REQUESTED: 2015-015 Final Plat – approval of new subdivision after approval of preliminary plat - Caballo Pintado

SUMMARY BY: William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval for a new major subdivision to be located about 1.4 miles north of the Hwy 516 and N. Light Plan Rd. intersection. It is proposed to be on the west side of N. Light Plant Rd. The property is northwest of downtown Aztec and adjacent to the city's north boundary line. The application will subdivide 9.42 acres of land from the existing 39.31 acre parcel and create 42 single family residential lots and one commercial lot.

The general development information is as follows:

Existing Parcel Area:	39.31 acres
New Subdivision Area:	9.42 acres
Remainder Area:	29.89 acres
New Parcel Information:	
42 lots:	Single Family Use Typical lot size is 60.00' x 110' Typical lot area = 6,600 sq. ft.
Tract 'A'	Detention Pond Approximately = 15,857 sq. ft.
Tract 'B'	Commercial lot Approximately = 12,285 sq. ft
Zoning:	R-2 Residential Multi Family
Floodplain Area:	No
Access:	Public roadway, Highway 574 (N. Light Plant Rd.)

SUMMARY

This subdivision was first presented to the Aztec City Commission in 2004. In discussions with the developer and engineering company, as well as research conducted by staff, it appears the development never received final approval. Late in 2014 and early 2015 Mr. Crane met with staff to begin discussions about Caballo Pintado and also market trends and the city's housing. Afterward Mr. Crane decided to revive the subdivision and he re-engaged the same engineering/survey firm to assist with the project submittal. The firm is Sakura Engineering and Surveying of Farmington, NM.

This application was submitted by Sakura Engineering & Surveying on behalf of Adams & Crane LLC which is listed as an Aztec company. The agent of the company is Gordon Crane Jr. The subdivision, Caballo Pintado, will divide 9.42 acres from a 39.31 acre parcel. Then the smaller parcel will be subdivided into 42 single family residential lots, one storm water detention parcel and one parcel reserved for commercial use. These are Tracts A & B respectively. The Aztec City Commission approved the preliminary plat subject to ten (10) Findings of Fact at its regularly scheduled meeting on July 14, 2015.

The first fact noted was the new subdivision project will be developed on Hwy 574 about 1.4 miles north of Hwy 516 (Aztec Blvd.) and northwest of downtown Aztec. The second fact is the subdivision design complies with the design requirements of the City of Aztec Code Chapter 23 Subdivision Rules and Regulations. The third fact is the subdivision will be developed on land that is zoned R-2 Residential Multi Family District, but single family residential uses are permitted in the district and lot size and arrangements comply with City Zoning Code Chapter 25 requirements. Staff raises no concerns with the facts.

The fourth finding of fact is that Tract B is proposed for 'Commercial Development' but is situated within the R-2 Residential Multi Family zoning district. Commercial uses are not permitted by right in this district but some are as Conditional Uses. These include nursery schools, a public utility structure, real estate offices in connection with a specific development and is temporary, storage structure or yard for equipment, material or activity incidental to a specific construction project, but is temporary; recreational facility (non-profit) such as a community center, swimming pool, tennis club's hospitals, churches, semi-professional or professional offices, boarding or lodging homes, and private clubs or lodges, except those where the chief activity of which is a business. All of these conditional uses can be viewed in Sec 26-02-46 Conditional Uses. Staff wants to emphasize that approval of this subdivision in no way implies that the necessary zoning change occurs as part of the platting process. A separate request for a zoning change must be presented to the City Commission for its review and approval if it deems the request appropriate.

The fifth finding of fact further considered Tract B is limited in its commercial uses and staff advises the developer to consider an alternate use for the site should a zoning change request is not approved or if the site cannot attract a legitimate R-2 'commercial use'. On the other hand, the sixth finding of fact concerned Tract A and its function as a detention pond for the subdivision. The detention pond should have maintenance provided for through proper planning using deed restrictions, covenants, home owners' association, etc. The city will not be responsible for the maintenance of the Tract's drainage function, nor its maintenance for weeds, debris, etc.

The remaining findings of fact, seven through ten, deal with requirements for moving forward with the project. This includes the fact (7) that all required application materials have been

included with the submittal and clearly position the project for approval, including NMDOT permits for utility and access. The drainage report and plan was reviewed and any comments affecting the project design or layout were addressed by the developer. The development shall comply with all requirements and conditions set forth for approval of permits issued by the NMDOT.

The only outstanding finding of fact to be addressed is the developer must present proof of obtaining a development bond or security agreement to insure the infrastructure approved as part of this plan is put in place per this approval. Finally a development agreement must be approved between to the City of Aztec's legal council and the same for the applicant. The agreement shall contain the terms negotiated to address the development requirements and other legalities typical of the subdivision approval process. It is common for these last two matters to be addressed prior to issuing any permit for the beginning of the project.

The other issue is Tract B. The developer suggests this will be used for commercial development. Only a few commercial uses are permitted in the R-2 Residential Multi Family zoning district. Therefore the parcel may require a zone change to be approved by the Aztec City Commission to a C-1 Commercial Limited. Staff does not feel that C-2 would necessarily be appropriate for this location, especially considering the nearest commercial zoning is not contiguous to the parcel.

Considering the developer has provided the City of Aztec with all of the required documents, including access and utility permits, and drainage report; and the proposed layout of the subdivision conforms to the minimum requirements of the Aztec City Code and Subdivision Rules and Regulations, it seems the project should be recommended for approval. The staff is appreciative of the time invested in providing required documents, responding to questions, and presenting the City of Aztec with a complete application.

FINDINGS OF FACT

1. The application, 2015-015, was initially resubmitted to Community Development in February, 2015. The submittal was routed to all city departments involved with reviewing subdivision drawings and their associated construction drawings, reports and information pertinent to a major subdivision application.
2. The staff met and provided Community Development with comments to be returned to the engineering firm. All of the comments resulting from the staff meeting were addressed. Most of the comments were of engineering in nature and pursuant to being shown on the drawings.
3. This major subdivision provided the City of Aztec a Drainage Report and Plan to the City Engineer for review and approval. The report is dated January 27, 2015.
4. Access permits have been obtained from the New Mexico Department of Transportation (NMDOT). In November 2013 NMDOT approved access permit #5-Drive-30-2013 NM 574. The approval is subject to some conditions related to access and drainage and is listed as findings of fact. They should be considered conditions for approving this application. The full permit is in the project file in Community Development's Office.
5. This subdivision project obtained a utility permit approved by the NMDOT. The permit is necessary because utilities were proposed to be installed beneath Hwy 574, which requires pavement cuts and replacement to the state's standards. NMDOT approved Utility Permit # 2014-128 in May, 2014 for a new underground sewer line to cross Hwy

574. This permit is also in Community Development's project file. Application files are open to the public by request for inspection.
6. Construction of detention pond will be in the first order of work. A SWPP has been submitted and approved by the NMDOT.
 7. Drainage will be routed by way of gravity into a two foot deep detention pond (65' x 65') on the southeast corner of the subdivision. Along with the easements for the pond adjacent to the east border of the subdivision, an access easement is provided for maintenance to the detention structure. Water in this detention pond will go into existing historical drainage courses (bar ditch) by way of 24-inch diameter piping at the historical rate and will drain the detention pond within a 24-hour period."
 8. The Detention Pond on Tract A will have maintenance arranged for through the use of deed / title requirements as part of the development. However the approach, fees must be collected incrementally and deposited into a fund for future maintenance, or else the owners are all billed accordingly when the pond exhibits maintenance needs.
 9. A request for zoning change must be submitted to the Community Development Department for review and recommendation to Aztec City Council. It must be approved prior to commercial development can take place on Tract B. Approval of this subdivision in no way guarantees the approval of the zone change request.
 10. The Aztec City Commission approved the Application for Preliminary Plat on July 14, 2015.

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)
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None

SUPPORT DOCUMENTS:

1. Application
2. Vicinity Map
3. Subdivision Drawing
4. Cover Sheets of:
 - a. NMDOT Access Permit
 - b. NMDOT Utilities Permit
 - c. Drainage Report and Plan
5. Applicant Notification Letter
6. Adjacent Property Owner Notification Letter
7. List of Adjacent Property Owners

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2015-015, an application for approval of a Final Plat for the Caballo Pintado Subdivision Subject to Findings of Fact 1 Through 10.



CITY OF AZTEC
APPLICATION FOR FINAL PLAT

Date: 7-14-2015

1. Name of Subdivision: Caballo Pintado
2. Name of Applicant: Adams and Crane LLC Phone: _____
Address: PO BOX 190 Aztec NM 87410
(Street No. and Name) (City) (State) (Zip Code)
3. Name of Local Agent: Gordon Crane, Jr. Phone: 505-325-2100
Address: 4001 N. Butler Avenue, FMN, NM 87401
(Street No. and Name) (City) (State) (Zip Code)
4. Owner of Record: Adams and Crane, LLC Phone: 505-325-2100
Address: PO BOX 190 Aztec NM 87410
(Street No. and Name) (City) (State) (Zip Code)
5. Engineer: Sakura Engineering & Surveying Phone: 504-2139
Address: 125 W. Main St FMN NM 87401
(Street No. and Name) (City) (State) (Zip Code)
6. Land Surveyor: Sakura Engineering and Surveying Phone: 504-2139
Address: 125 W. Main St FMN NM 87401
(Street No. and Name) (City) (State) (Zip Code)
7. Attorney: / Phone: _____
Address: /
(Street No. and Name) (City) (State) (Zip Code)
8. Postal Delivery Area: Aztec - 87410

APPLICATION FOR PRELIMINARY PLAT APPROVAL

9. School District: Aztec
10. Total Acreage: 39.31 acres
11. Zoning: R-2
12. Number of Lots: 42 residential and 1 commercial tract
13. Fee Required at \$200 plus \$2.00 per Lot: _____
14. Is any open space being offered as part of this subdivision application?
NO
15. Has the City Commission granted any variance, exception, or special use permit concerning this property? If yes, please describe:
NO
16. Is any variance to the Subdivision Regulations being requested? If yes, please describe and attach a Variance Checklist and Variance Application:
NO
17. Proposed Classification of Subdivision: Major
(Major or Minor)
18. Proposed Type of Subdivision: Residential
(Commercial or Residential)
19. Provide
- Hard copy of Plat (18" x 36", paper)
 - Legal description and deed(s)
 - Subdivision Plat in electronic format (ArcGIS or Autocad)

APPLICATION FOR PRELIMINARY PLAT APPROVAL

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations).

Section _____ Lot(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the San Juan County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF NEW MEXICO
COUNTY OF SAN JUAN, SS:

I, Gordon N Crane Jr. hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Gordon N Crane Jr.
Signature

Mailing Address P.O. Box 190 Aztec NM
(Street) (City) (State) (Zip Code)

Subscribed and sworn to (or affirmed) before me this 12 day of February, 2013

State of New Mexico County of San Juan

Paul F. Martin
Notary Public

My Commission expires on: 4-30-16

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!

July 15, 2015

PUBLIC NOTICE

Dear Property Owner:

The property owner of the parcel located at approximately 1.4 miles North of intersection HWY 516 & North Plant Road on the West Side of North Light Plant Road Aztec, NM, has made a request to the City of Aztec Community Development Department for a FINAL Plat review of a new residential subdivision Caballo Pintado.

The City Commission will hear this request during a public meeting to be held on **Wednesday, July 29, 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 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 recommendation. 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 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.)**

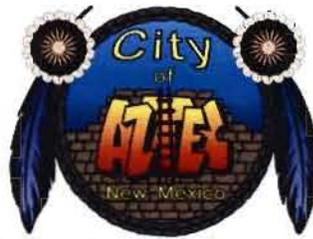
If you have any further questions, please don't hesitate to call me at 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

William Homka
Community Development Director

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!

July 15, 2015

Adams and Crane LLC
PO Box 190
Aztec, NM 87410

Dear Mr. Allen:

As the property owner of the parcel located at approximately 1.4 miles North of intersection HWY 516 & North Plant Road on the West Side of North Light Plant Road, Aztec, NM, you have made a request to the City of Aztec Community Development Department for a FINAL Plat review of a new residential subdivision Caballo Pintado.

The City Commission will hear this request during a public meeting to be held on **Wednesday, July 29, 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 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 recommendation. 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 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.)**

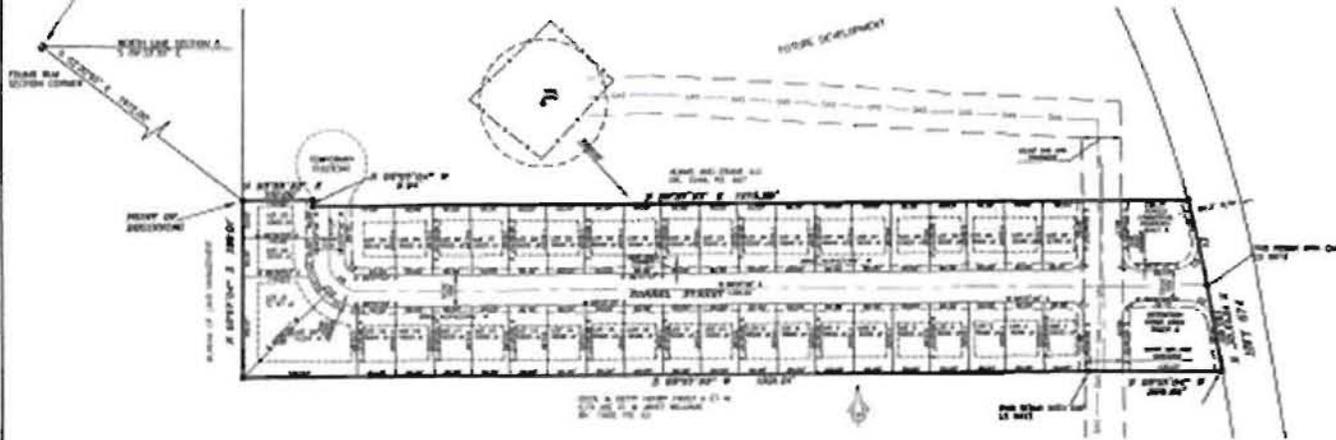
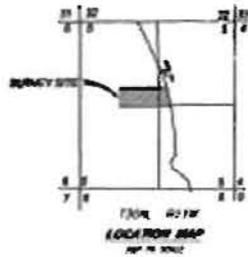
If you have any further questions, please don't hesitate to call me at 505-334-7604, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'William Homka'.

William Homka
Community Development Director

CABALLO PINTADO SUBDIVISION
 LOCATED IN THE NE1/4 OF THE NW1/4 AND THE NW1/4 OF THE NE1/4
 OF SECTION 5, T30N, R17W, N.M.P.M.
 AZTEC, SAN JUAN COUNTY, NEW MEXICO



LOT	AREA	PERCENTAGE	OWNER
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LEGEND

- (P) PLUMB SECTION CORNER AS NOTED
- (C) CALCULATED CORNER AS NOTED
- (I) PLUMB 3/4" IRON PIPE WITH PLASTIC CAP (13-9875)
- (S) 3/4" IRON PIPE WITH PLASTIC CAP (13-9875)
- (M) IRON NUMBER MARKER (13-9875)
- (F) THINRED FENCE POST WITH SURVEY MARKER (13-9875)
- (M) METAL BOLT
- (S) BRASS BOLT

BASES OF RECORDS

RECORDED AND INDEXED ON THE NORTHERLY SIDE OF SECTION 4 T30N R17W NEARLY
 SEE RECORD BOOKS 2001 AND 2012



SUBDIVISION PLAT FOR CABALLO PINTADO SUBDIVISION AZTEC, NM	1 2 3
SAZUMA Engineering & Surveying	
SAZUMA ENGINEERING & SURVEYING, INC. 12, 2012	

Staff Summary Report

MEETING DATE:	July 29, 2015
AGENDA ITEM:	XII. LAND USE HEARING (B)
AGENDA TITLE:	2015-078 New Drill Gas Well

ACTION REQUESTED BY:	Keri Hutchins, PTRRC Agent ConocoPhillips Company 3401 East 30 th Street Farmington, NM 87410
ACTION REQUESTED:	2015-078 City of Aztec Oil & Gas Application for Workover (maintenance) of an existing well located in SE Section 21, T-30-N, R-11-W, Depth = 6,750'
SUMMARY BY:	William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to conduct a “workover” of an existing well, named ‘Frame 1’ at the above described location. The well is located in the City of Aztec south of Downtown. Access appears to be from S. Main Street to Sullivan and/or from Bison. Per the Surface Owners Act the Company has notified the land owners in the vicinity and the City of Aztec has also sent notices to those in the required radius/vicinity of 400’

The company has provided copy of the original New Mexico Conservation Commission ‘Notice of Intention to Drill’ which provides more of the existing well’s technical information about location, depth, size of holes, etc. The agreement is dated January 2, 1964.

The well site information is as follows:

Existing Pad Area:	1.5 acres
New Pad Area:	N/A
Total Pad Area:	1.5 acres
Building Info:	N/A
Floodplain:	No
Access:	Via Sullivan or Bison Roads

The application was submitted by ConocoPhillips Company located at 3401 East 30th Street. The information submitted with the application adheres to Chapter 15 ‘Oil and Gas Wells’ adopted as Chapter 15 in Aztec’s City Code (August, 2013). The application includes the Application Checklist which highlights all of the requirements set forth in the city code.

This application is to conduct a work over, or make improvements to the machinery located at the pad site. The well is operated by the applicant company and is named Frame 1. Although this is an existing well site the applicant did submit the noise, visual, dust, and wildlife mitigation plans. A certificate of insurance was also provided along with pictures of the existing equipment and site.

The Visual Mitigation Plan notes that this is an existing location. Based on the existing landscape the elocation of the well relative to residences or other areas of concentrated use, and the level of existing industrial developments in the area, there are four mitigation stipulations. All project activities will be confined to the permitted area only; above ground equipment, specifically tanks will be low profile to reduce visual effects; above ground structures shall be painted to blend with the natural color of the landscape; and no trees are located in the construction zone, thus none will be removed.

Similarly the Wildlife Mitigation Plan indicates that all activity will be confined to the permitted area only; Best Management Practices will be employed during the proposed project; all pits and that contain petroleum will be netted to exclude birds, especially any protected under the Migratory Bird Treaty Act (MBTA); all pits will be fenced to exclude livestock and wildlife in order to prevent injury to animals; and ConocoPhillips Company will be responsible for control of invasive species and noxious weeds within the reclaimed areas of the well pad, access road, and pipeline tie.

The Noise Mitigation plan indicates exhaust from all engines, motors, coolers and other mechanized equipment shall be vented away from the closest existing residences unless otherwise specified by New Mexico Environmental Department permit restrictions, and all facilities with engines or motors not electrically operated shall be equipped with hospital grade mufflers that achieve at least a 25 dB noise reduction. Such equipment shall be installed and maintained in proper working condition.

The dust mitigation plan merely acknowledges that dust might occur during the project. If it does, due to traffic to and from the site while the project is underway, the roads will be dampened with clean water. In order to reduce erosion and sedimentation, water will be applied at a rate sufficient to suppress dust, but not in such quantities that run-off is created. This should deter any complaints from property owners within a 400' radius. This list was also provided by the applicant.

After a review of the Aztec City Code requirements contained in Chapter 15 of the Oil and gas Wells standards, staff finds the application to be complete and complies with the submission requirements. Staff does not object to this application, 2015-078 a request to conduct a 'workover' at the prescribed location, because information submitted demonstrates that the project has considered all of the sensitive issues and environmental concerns.

FINDINGS OF FACT

1. The proposed project is situated in the City of Aztec on land owned by the Earl B. Sullivan and Barbara Sullivan Living Trust.
2. There are several residences within the 400' radius who have been served notification of the project by the City of Aztec;
3. All required application materials have been included with the submittal and clearly position the project for approval;
4. The project involves modifications, or a 'workover' of an existing well on the site;
5. No threatened vegetation or animal species will be affected by this development;
6. The project shall proceed according to the specifications outlined in the application's mitigation plans, including visual, dust, noise, and vegetation.
7. The project will comply with the industry's Standard Best Practices, and;
8. A complete copy of the application containing all of the required reports and this submittal is available for review in the Community Development Office.

SUPPORT DOCUMENTS:

1. Application
2. Vicinity Map
3. Parcel/Aerial
4. ADP (Well Location Dedication Plat)
5. Surveyors Certificate
6. Site Plan
7. Access Route Exhibit
8. Surface Ownership List
9. Surface Use & Compensation Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2015-078, an Oil & Gas Well application submitted by the ConocoPhillips Company for permission to make improvements, or 'workover' on an existing well named 'Frame 1' at the location indicated per the application.



**CITY OF AZTEC
OIL & GAS APPLICATION**

(APPLICATIONS ARE VALID FOR 90 DAYS FROM DATE OF SUBMISSION)
NEW WELL SITES AND MAJOR MAINTENANCE WORK REQUIRE COMMISSION
APPROVAL; APPLICATIONS FOR SUCH APPROVAL MUST BE SUBMITTED A
MINIMUM OF 21 DAYS BEFORE THE SCHEDULED COMMISSION MEETING.

APPLICANT CONTACT INFORMATION	
Name of Operator:	ConocoPhillips Company
Address:	3401 East 30th Street
Contact Name:	Keri Hutchins, PTRRC Agent
Phone:	(505) 321-2434
Email:	Keri.Hatley@conocophillips.com
Name of Off-set Lease/Owner(s):	
WELL INFORMATION	
Name:	Frame 1
API #:	3004509332
Type of Lease:	Fee
Lease Number:	Marguerite Sullivan Lease
Depth:	6750'
Formation:	Dakota
Location:	SE Sec. 21-T30N-R11W, San Juan County, New Mexico
Type of Work:	Workover - Gas Well
Contractor:	Basic Rig 1576 Drilling Rig
Proposed Work Dates:	September 17, 2015
WELL SITE INFORMATION	
Address: 1640' FSL, 1720' FEL	
Tax ID:	Parcel Size (acres):
Zone District:	Current Use:
Flood Plain:	<input type="checkbox"/> YES <input type="checkbox"/> NO SFHA Zone:
Well Pad Area (sqft):	Existing Pad Area: 1.5 acres
	New Pad/ Expansion: n/a
	Total Pad Area: 1.5 acres
Setbacks:	Building: None
	Arroyo: None
PERMIT FEES ARE DUE AT TIME OF APPLICATION; additional fees may be assessed at time of permit approval.	

THIS IS AN APPLICATION	
AN OFFICIAL LAND USE PERMIT WILL BE ISSUED BY THE CITY OF AZTEC ONCE THIS APPLICATION IS REVIEWED AND APPROVED	
CITY OF AZTEC USE ONLY	
PERMIT FEES	
Admin. Fee	\$ 10.-
Permit Fee	\$ 500.-
Electric Fees	\$
GRAND TOTAL	\$ 510.-
THE FOLLOWING ITEMS MUST BE COMPLETED BY APPLICANT ONCE LAND USE PERMIT IS ISSUED	
Arrange City Utility Inspections/Connections	_____
County Building Permit	_____
One Call (811)	_____
Install Address Numbers	_____
CITY COMMENTS	
Meets SB:	
Meets Height:	
Zone Compliance:	
Visual/Weed Mit.:	
Noise Mit.:	
Fencing:	
Dust/Access Mit.:	
Wetlands:	
EPA CGP:	
NM OCD:	
USACE	

Permit #:

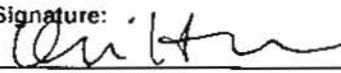
Date Started:

Date Finalized:

COA#:

WELL SITE INFORMATION, Cont.				
		No.	Horse Power	Gas/ Electric
Compressors:	Existing:	none		
	New:	none		
	Total:	none		
Features	Existing	New	Removed	
Meter House:	X			
Separators:	X			
Valves:	X			
Evaporative Tanks:				
Production Tanks:	X			
Reserve Pits:				
Pump Jacks:				
Sound Enclosures:				
ATTACHED DOCUMENTATION (AS REQUIRED) Consult the Community Development Dept. for Guidance				
DOCUMENTATION ITEMS	YES	NO	N/A	
Owner Verification	X			
Detailed Site Map	X			
Weed/Vegetation Plan	X			
Electrical Load Calculation			X	
Visual Mitigation Plan	X			
Wildlife Mitigation Plan	X			
Noise Mitigation Plan	X			
Dust/Access Mitigation Plan	X			
Certificate of Insurance	X			
Copy of Original Lease	X			
Surface Damage/ROW Agreement	X			
APD Sundry Notice	X			
C-144			X	
Elevation Certificate			X	
Land Use Hearing Application (Variance, etc.)			X	
Business License Application			X	

CITY STAFF APPROVAL	
Community Development	_____
Electric Dept.	_____
Utility Office	_____
Public Works Dept.	_____
Floodplain Management	_____
Storm Water Mgmt.	_____
Parks and Recreation	_____
Addressing	_____
Police Dept.	_____
Fire Dept.	_____
City Commission	_____

APPLICANT SIGNATURE	
I, <u>Keri Hutchins</u>	_____
representing <u>ConocoPhillips Company</u>	_____
hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, sketches, and/or plans submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.	
Signature:	
Date:	<u>06/22/2015</u>

NEW MEXICO OIL CONSERVATION COMMISSION

Well Location and Acreage Dedication Plat

Section A.

Date January 2, 1964

Operator THE BETA DEVELOPMENT CORPORATION Lease Frame
 Well No. 1 Unit Letter J Section 21 Township 30 NORTH Range 11 WEST NMPM
 Located 1640 Feet From the SOUTH Line, 1720 Feet From the EAST Line
 County SAN JUAN G. L. Elevation 5792.7 Dedicated Acreage S/320 Acres
 Name of Producing Formation Dakota Pool Basin Dakota

1. Is the Operator the only owner in the dedicated acreage outlined on the plat below?
 Yes No
2. If the answer to question one is "no", have the interests of all the owners been consolidated by communitization agreement or otherwise? Yes _____ No . If answer is "yes", Type of Consolidation.
Operator owns 100% working interest, royalty interest to be communitized. Royalty owners listed below.
3. If the answer to question two is "no", list all the owners and their respective interests below: **listed below.**

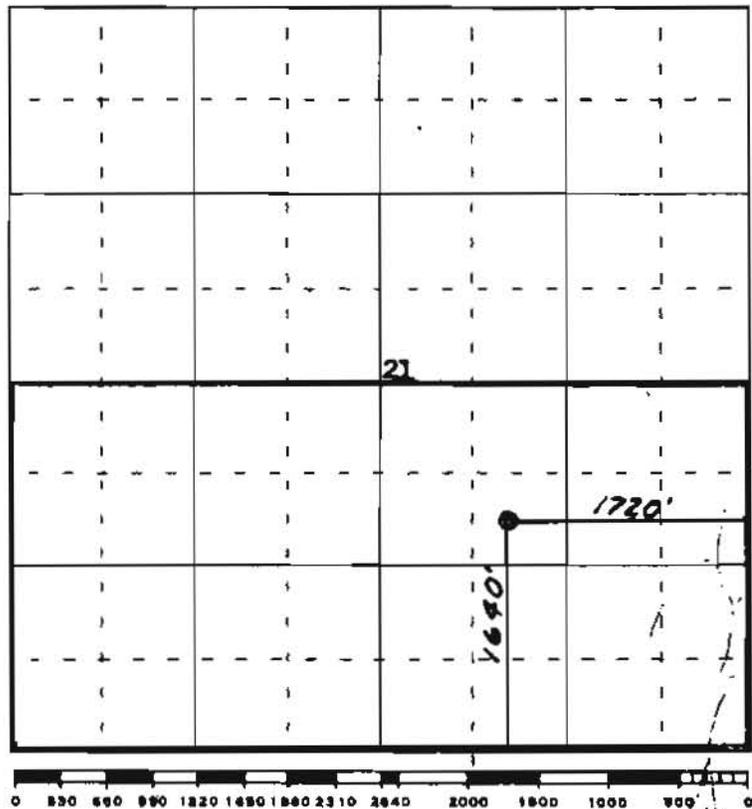
Owner	Land Description
<u>Margurite Sullivan Frame</u>	<u>N/2 SE/4, NE/4 SW/4, 120 acres</u>
<u>Myron Fifield</u>	<u>W/2 SW/4, 80 acres</u>
<u>Federal</u>	<u>S/2 SE/4, SE/4 SW/4, 120 acres</u>

Section B.

This is to certify that the information in Section A above is true and complete to the best of my knowledge and belief.

Beta Development Co.
 Original signed by JOHN T. HAMPTON Manager
 (Representative)
234 Petr. Club Plaza
 (Address)
Farmington, New Mexico

Note: All distances must be from outer boundaries of section.



This is to certify that the above plat was prepared from field notes of actual surveys made by me or under my supervision and that the same are true and correct to the best of my knowledge and belief.

Date Surveyed 2 January, 1964

James P. Lane
 Registered Professional Engineer and/or Land Surveyor

NUMBER OF COPIES RECEIVED	
DISTRIBUTION	
SANTA FE	
FILE	
U.S.G.	
LAND OFFICE	
TRANSPORTER	OIL
OPERATION OFFICE	
OPERATOR	

6-OCC, 2-EPNG, El Paso, Farm. 1-F
NEW MEXICO OIL CONSERVATION COMMISSION
 Santa Fe, New Mexico

Form O-101
 Revised (12/1/55)

NOTICE OF INTENTION TO DRILL

Notice must be given to the District Office of the Oil Conservation Commission and approval obtained before drilling or recompletion begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in **QUINTUPLICATE**. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission. **If State Land submit 6 Copies Attach Form G-128 in triplicate to first 3 copies of form O-101**

Farmington, New Mexico

January 2, 1964

(Place)

(Date)

OIL CONSERVATION COMMISSION
 SANTA FE, NEW MEXICO

Gentlemen:

You are hereby notified that it is our intention to commence the Drilling of a well to be known as
Beta Development Co.

(Company, or Operator)

Frame

(Lease)

Well No. 1, in J The well is

(Unit)

located 1640 feet from the South line and 1720 feet from the

East line of Section 21, T 30 N, R 11 W, NMPM.

(GIVE LOCATION FROM SECTION LINE) Basin Dakota Pool, San Juan County

If State Land the Oil and Gas Lease is No. _____

If patented land the owner is Margurite Sullivan Frame

Address Hesperus, Colorado

We propose to drill well with drilling equipment as follows: _____

Rotary rig to total depth

The status of plugging bond is 10,000 on file

Drilling Contractor Loffland Brothers Company

We intend to complete this well in the Dakota formation at an approximate depth of 6750' feet.

CASING PROGRAM

We propose to use the following strings of Casing and to cement them as indicated:

Size of Hole	Size of Casing	Weight per Foot	New or Second Hand	Depth	Backs Cement
12 1/4"	8 5/8"	24#	New	300'	175 sx
7 7/8"	4 1/2"	10.5#	New	6750'	1st stage 150 sx 2nd stage 1000 cu. ft.

If changes in the above plans become advisable we will notify you immediately.

ADDITIONAL INFORMATION (If recompletion give full details of proposed plan of work.)

Approved _____
 Except as follows:

Sincerely yours,

Beta Development Co.

Original signed by _____
 By JOHN T. HAMPTON

Position Manager

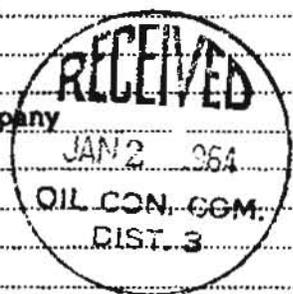
Send Communications regarding well to

Name Beta Development Co.

Address 234 Petr. Club Plaza, Farmington, N. M.

OIL CONSERVATION COMMISSION

By _____



SURFACE DAMAGE OR RIGHT OF WAY AGREEMENT

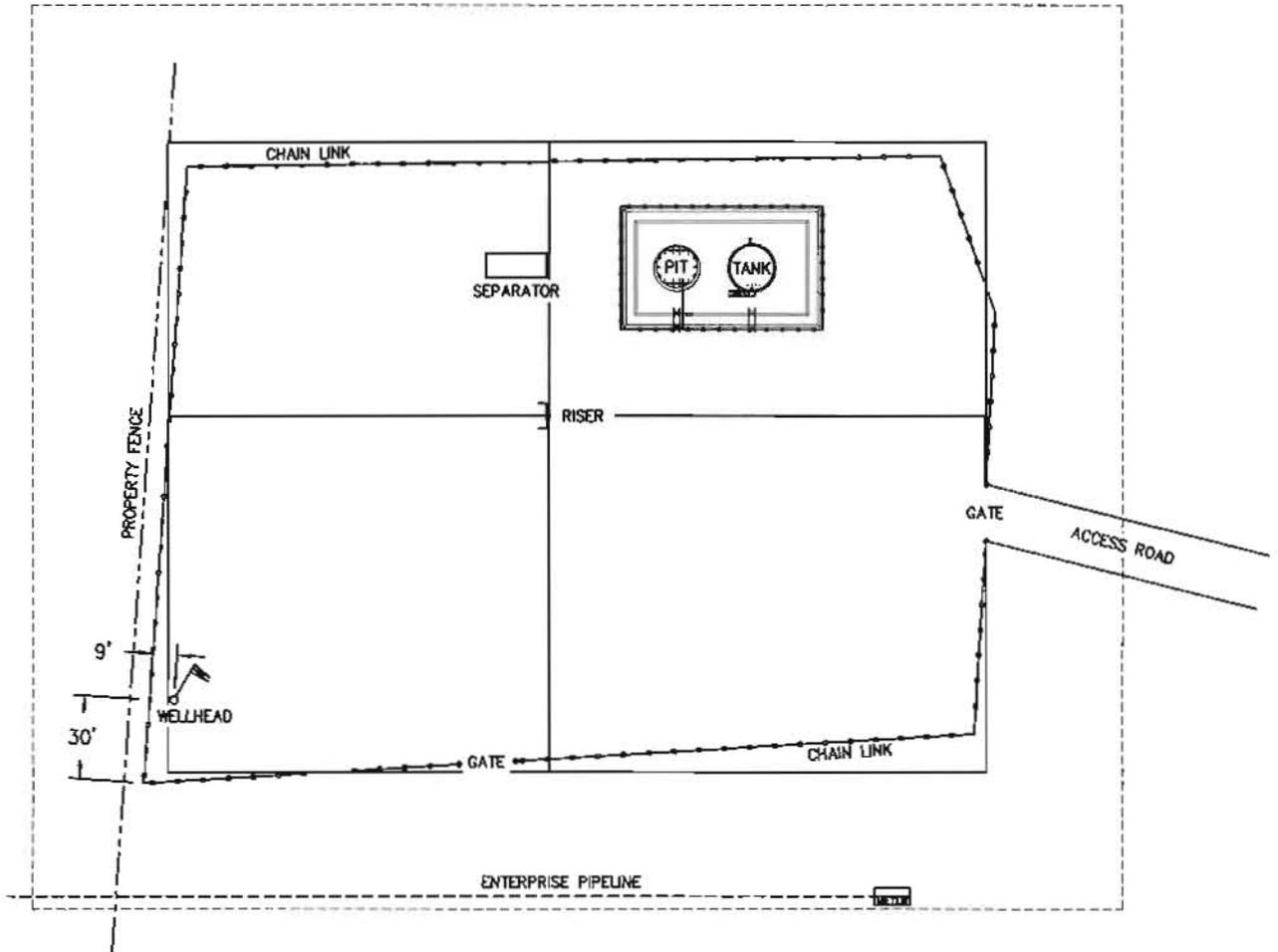
CONOCPHILLIPS COMPANY FRAME 1 NATURAL GAS WELL WORKOVER PROJECT

CITY OF AZTEC, SAN JUAN COUNTY, NM

New Mexico recognizes that an oil and gas lessee has the right to reasonable use of the surface for access pursuant to easements implied in oil and gas leases (see the copy of the oil and gas lease for this location, included in this application). *Amoco Production Co. v. Carter Farms Co.*, 703 P.2d 894 (N.M. 1985). Therefore, provided that the lessee has a valid oil and gas lease, an express grant of easement from the record title owner of the surface estate is not required for the lessee to lawfully access the well site.

The Frame 1 natural gas well was drilled in 1964. At that time, it was uncommon to acquire an express grant of easement for oil and gas drilling operations. None was required or obtained in this case.

BURLINGTON RESOURCES OIL & GAS COMPANY LP
 FRAME #1
 SITE DRAWING



NOTES:

FRAME #1
 SITE DRAWING

BURLINGTON™
RESOURCES.

DRAWN BY:
 T. M. YOUNG

DATE DRAWN:
 05/22/2015

SCALE:
 1/64" = 1'0"

DRAWING NO.

SHEET:

REV:

REV. DATE:



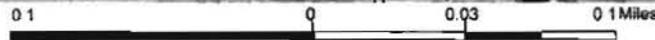
Legend

- County & City Addresses - Nur
- Full Address - County & City
- Searchable Parcels
- Parcels - No Labels
- City Roads
- Other Roads
 - County Maintained
 - Lesser County Maintained
 - Navajo Route
 - Offroad Roads
 - Private Roads
- Lakes
- Rivers
- Aztec City Limits
- Bloomfield City Limits
- Farmington City Limits
- School Districts
- San Juan County Bounds
- Reservation

1:1,698



The San Juan County Assessor's Office provides no warranty, expressed or implied, as to the accuracy, reliability or completeness of furnished data. This map is not intended to be used as a survey. For assessment purposes only.



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!

July 15, 2015

Conoco Phillips Company
c/o Keri Hutchens, PTRRC Agent
3401 East 30th Street
Farmington, NM 87402

Dear Ms. Hutchins:

As the property owner of the parcel located SE Sec.21-T30N-R11W San Juan County in Aztec, NM, you have made a request to the City of Aztec Community Development Department for a Workover Gas Well.

The City Commission will hear this request during a public meeting to be held on **Wednesday July 29, 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 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 recommendation. 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 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 black ink, appearing to read "William Homka".

William Homka
Community Development Director

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!

July 15, 2015

PUBLIC NOTICE

Dear Property Owner:

The property owner of the parcel located at SE Sec.21-T30N-R11W San Juan County in Aztec, NM, has made a request to the City of Aztec Community Development Department for a Workover Gas Well.

The City Commission will hear this request during a public meeting to be held on **Wednesday July 29, 2015 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.**

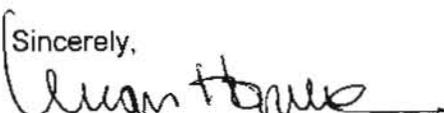
The public is requested to contact Community Development via phone at 505-334-7605 or email at whomka@aztecnm.gov to provide support or concerns regarding this request.

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 recommendation. 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 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,


William Homka
Community Development Director

Addresses for Well Site Frame #1

✓Earl Sullivan
151 Sullivan Place
Aztec, NM 87410
R0015889
R0010765

✓Gordon Crane
PO Drawer 190
Aztec, NM 87410
R0010764
R1000446

✓Peter Monette
PO Box 1175
Aztec, NM 87410
R4003818

✓Jimmy Fine
PO Box 253
Aztec, NM 87410
R0013941

✓Casey Martinez
PO Box 1244
Aztec, NM 87410
R4000441

✓Tess Leases and Sales LLC
PO Box 1244
Aztec, NM 87410
R0015476
R1000287

✓Paul Owens Trustee
PO Box 520
Aztec, NM 87410
R0013506

✓Cindy Emery
PO Box 501
Flora Vista, NM 87415
R0014832