

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
August 25, 2015
201 W. Chaco, City Hall
5:15 p.m.

5:15-6:00

A. Presentation on New Mexico Main Streets and Frontier Communities (Charlie Deans)

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

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

A G E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
August 25, 2015
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. AGENDA APPROVAL

VI. CITIZEN RECOGNITION

VII. EMPLOYEE RECOGNITION

VIII. CONSENT AGENDA

- A. Commission Workshop Meeting Minutes, August 11, 2015
- B. Commission Meeting Minutes, August 11, 2015
- C. Travel Requests
- D. Resolution 2015-964 Designating Downtown As An Metropolitan Redevelopment Area District (MRA)
- E. Resolution 2015-965 To Apply For \$50,000 New Mexico Finance Authority Planning Grant
- F. Bid 2016-0516 Aztec Municipal Airport AVGas System
- G. Bid 2016-0526 S. Church Ave Reconstruction Paving
- H. 2015-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP)
- I. American Red Cross Shelter Agreement

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)

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.

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

XI. BUSINESS ITEMS

- A. Final Adoption of Ordinance 2015-444 Amending Section 16-15 Golf Course Fees
- B. Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy

XII. LAND USE HEARING

None

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIV. DEPARTMENT REPORTS

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

XV. ADJOURNMENT

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

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

CITY OF AZTEC
COMMISSION WORKSHOP MINUTES
August 11, 2015

I. CALL TO ORDER

Mayor Burbridge called the meeting in to order at 5:18pm at the Aztec City Commission Room City hall 201 W. Chaco, Aztec NM.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager, Joshua Ray; Community Development Director, Bil Homka; City Attorney, Larry Thrower; City Clerk, Karla Saylor

A. Discussion Adopting A Coal Ordinance For The City Of Aztec

Community Development Director, Bil Homka presented to Commission information on how an ordinance for Coal burning may or may not be effective in the City of Aztec. He mentioned that this is in response to a concern raised by citizens about the issue of coal burning in the City limits in March, 2015. He mentioned that he has researched several matters related to coal burning, including legislation of Albuquerque, the NMEPA and also has had discussion with various persons involved with building codes, businesses involved with coal, and some economic or utility reasons why a household might use coal. Bil presented commission with a report on literature and fact review on information to provide decision makers a fair basis to discuss the pros and cons of a coal ordinance in Aztec that would permit, prohibit or add conditions for using coal in residences in the City limits. The report relies on information obtained from other sources including public agencies, private business, or credentialed individuals with knowledge of the subject. Factors taken into consideration include: health, fuel sources, power consumption and costs. The report does not endorse any particular view or service related to burning coal. The intent is to provide information and a recommendation to the City of Aztec about whether or not a new ordinance should be pursued. Further discussion included the respiratory effects of coal burning, pollution, air quality, types of stoves for coal burning and possibly discussing alternate forms of heating with home owners.

II. Adjournment

Mayor Burbridge adjourned the Workshop at 5:55 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

DRAFT

CITY OF AZTEC
COMMISSION MEETING MINUTES
August 11, 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 Chief, Mike Heal

IV. ROLL CALL

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

Members Absent: None

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 Mayor Pro-Tem Sipe, SECONDED by Mayor Burbridge to Approve the Agenda With The Exception of Item E, New Mexico Aging and Long Term Services Department Agreements and Item C, Community DWI Prevention Program (CDWI) FY16 Grand Application

VI. CITIZEN RECOGNITION

Josh recognized all including City employees who responded and helped with getting recourses and information out to the public on the Animas River situation stating that we have a very active community.

VII. EMPLOYEE RECOGNITION

None

VIII. CONSENT AGENDA

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Consent Agenda with the exception of Items C and E

- A. Commission Meeting Minutes, July 29, 2015
- B. Travel Requests
- C. Pulled
- D. NMML Annual Conference Voting Delegates
- E. Pulled
- F. City Manager Employment Agreement
- G. Resolution #2015-962 Night Depository Services With Citizens Bank
- H. Resolution #2015-963 Surplus
- I. San Juan County Pole Attachment Agreement

IX. ITEMS FROM CONSENT AGENDA

- C. Community DWI Prevention Program (CDWI) FY16 Grant Application

Commissioner Locke questioned the amount of overtime compensation for City of Aztec Officers. She mentioned that the amount did not look like it was accurate for overtime pay.

MOVED by Commissioner Locke, SECONDED by Commissioner McClure To Approve the Community DWI (CDWI) Prevention Program Application Memorandum of Agreement Subject To Verification Of Overtime Rates for City of Aztec Police Department

All Voted Aye, Motion Passed Five to Zero

X. CITIZENS INPUT

None

XI. BUSINESS ITEMS

- A. Intent to Adopt Ordinance 2015-445 Amending of Article 1 Section 17.1 of Chapter 17-Personnel Policy

Josh mentioned that this is an ordinance to update the current personnel policy with changes to sections listed on the staff summary. Josh mentioned that the administrative regulations will be put into the personnel policy. There was review on the Holiday policy and the Intern policy.

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve Intent to Adopt Ordinance 2015-445 Amending of Article 1, Section 17.1 of Chapter 17-Personnel Policy

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

XII. LAND USE HEARINGS

None

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh updated on the Animas River water issues. He mentioned that the stage 1 of our conservation plan remains effective until further notice. He mentioned that there is water available for well users on Ruins Road at Church of Christ and City Hall. Josh mentioned that the goal is to open the ditches by August 17th or 18th and then five days after the City will be able to pull off the river. Josh also mentioned that if there are expenses being made by citizens to keep receipts and turn them in to EPA for refunds. Josh thanked Commission for renewing his contract for another year. He is pleased and feels that the City has a very strong team and is very grateful to be a part of it.

Mayor Burbridge reported that there will be a 2:00pm meeting at Farmington Civic Center on irrigation August 12th.

Mayor Pro-Tem Sipe reported that she attended the Northwest New Mexico Executive Board Meeting and mentioned that she commended Cindy Iacovetto, Senior Center director for having no findings in the assessment. She also mentioned that the next Aztec Clean and Strong public meeting will be August 24th at 6:00pm at the Aztec Community Center. Mayor Pro- Tem Sipe reminded everyone that the first day of school is Monday and to be cautious for the kids.

Commissioner Rogers mentioned that signups are being pushed for Everbridge the Emergency Notification System.

Commissioner Locke mentioned that she attended Connie Mack and mentioned that the San Juan County Fair started this week.

Commissioner McClure mentioned that there could be a chance that there would be no ECHO food bank in San Juan County. She will attend the ECHO board meeting and have more details to come. She also mentioned that she cleaned the General Store at Pioneer Village and mentioned that they are accepting volunteers to clean the other buildings.

XIV. DEPARTMENT REPORTS

Kate Skinner, Library Director mentioned that the Library has 3 Family Passes to get free admission into 15 museums and historic sites across the state. She also mentioned that the Library will have the passes for one year and will need to be checked out at the Library. The pass will allow admission for up to 6 family members. She also mentioned that the Library was very busy Saturday with the Animas River issues with citizens using the computers and other recourses to get updates and information on water issues.

XV. ADJOURNMENT

Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the meeting at 6:55 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

Staff Summary Report

MEETING DATE:	August 25, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (C)
AGENDA TITLE:	Travel Requests

ACTION REQUESTED BY:	MVD, Public Works, Visitor Center and Comm. Dev.
ACTION REQUESTED:	Approval of Employee/Public Official Travel Requests
SUMMARY BY:	Cheryl Franklin, Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

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

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS:	Travel Log August 25, 2015
---------------------------	----------------------------

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

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: AUGUST 25, 2015**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY16 Budget Available
08/17-18/15	MVD	VIN Training Albuquerque, NM.	Yes	No	60.00 55.00 93.95	Meal & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
08/20-21/15	Public Works	Meeting w/Consultant Engineers Santa Fe, NM.	Yes	No	90.60 65.00 247.57	Meal & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
08/27/15	Visitor Center	FAM Trip & Deliver Aztec Brochures to Durango Airport Ignacio, CO.	No	Yes	18.00 30.00 7.00	Meal & Gratuity Allowance Estimated Cost for Fuel Admission Fee	Yes
09/13-17/15	Public Works	NM Water & Wastewater School Albuquerque NM	Yes	No	168.00 250.00 105.00 375.78	Meal & Gratuity Allowance Registration Fuel Lodging	Yes
09/18/15	Public Works	NM Water & Wastewater Exam Albuquerque NM	No	No	36.00 30.00	Meal & Gratuity Allowance Exam Fee (1)	Yes
09/18/15	Public Works	NM Water & Wastewater Exam Albuquerque NM	No	No	36.00 60.00 105.00	Meal & Gratuity Allowance Exam Fee (2) Estimated Cost for Fuel	Yes
09/21-22/15	Comm. Dev.	2 Day Grant Workshop Albuquerque, NM.	Yes	No	50.40 455.00 60.00 136.47	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
10/5-10/10/15	Public Works	NM Floodplain Managers Assoc Ruidoso NM	Yes	No	216.00 205.00 385.00 708.40	Meal & Gratuity Allowance Registration Fuel Lodging	Yes

Staff Summary Report

MEETING DATE: August 25, 2015
AGENDA ITEM: VII. CONSENT AGENDA (D)
AGENDA TITLE: Resolution 2015-964 Designating Downtown as an MRA District (Metropolitan Redevelopment Area)

ACTION REQUESTED BY: William M. Homka AICP
Community Development Director
City of Aztec, NM 87401

ACTION REQUESTED: Resolution 2015-964 Designating Downtown as an MRA District (Metropolitan Redevelopment Area) for the purposes of documenting existing conditions that need addressed in order to improve the quality of life and built environment in downtown.

SUMMARY BY: William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This request stems from the City of Aztec's designation as a Frontier Community by the State of New Mexico's Economic Development Department. Frontier Communities are selected from competitive applications submitted to the NMED and the New Mexico Main Streets Program. Aztec applied and was designated a Frontier Community in 2014.

The Frontier Communities Initiative was established by the New Mexico Legislature and signed into law by Governor Martinez in 2013 for communities under 7,500 in population. Frontier Communities are a component of the New Mexico MainStreet program. Designation represents a community economic development partnership for qualifying, catalytic community economic development projects within a traditional or historic commercial district (i.e. court house square, town center or village plaza) or historic commercial corridor.

Frontier Communities receive pro bono professional technical assistance to set long term goals. This includes project planning and building the local capacity of "community-builders" – people continuing to work together after the project is finished. Support networks are created to continue the revitalization work, bolster community pride and identity, preserve cultural heritage, transmit values and history, build economic and social capital, and stimulate economic development.

Attached to this staff summary is the MRA report dated May, 2015. The authors conducted a visual and economic survey of the area proposed for designation as a Metropolitan Redevelopment Area (MRA). The survey concluded elements of downtown Aztec exhibit physical and economic conditions that are unfavorable to the social and economic well-being of the community and its residents. In order to receive designation the city must also have an action plan to address the existing conditions.

The Aztec Vision Plan of 2014 indicates that the community wants a “desirable place to live, work and play” that is “rich in history and small town values.” The Vision Plan identifies multiple goals to meet this vision, including expanding opportunities to “Shop/Dine/Buy Local” and “Build up Local Retail,” create a “Vibrant And Iconic Downtown” and “Preserve And Enhance Historic Downtown.” Strategies identified include “reduce visually clashing cityscapes”, and “...eliminate eyesores and promote aesthetic community design.” One tool to help Aztec actively work to improve the economic and physical conditions in downtown is the designation of a Metropolitan Redevelopment Area.

The New Mexico Metropolitan Redevelopment Code (3-60A-1 to 3-60A-48 NMSA 1978) provides cities in New Mexico with the powers to correct conditions in areas or neighborhoods within municipalities which “substantially inflict or arrest the sound and orderly development” within the city. These powers can help reverse an area’s decline and stagnation; however, the City may only use these powers within designated Metropolitan Redevelopment Areas.

MRA Plan Boundary

A map of the Aztec Downtown MRA boundary is listed as Figure 1 and the boundary is as follows:

- From the intersection of Main Avenue and Safford Street go east along the Safford Street centerline ½ block to the alley between Main and Church Avenues.
- South along the alley to the centerline of Chaco Street.
- East on Chaco Street to its intersection with Mesa Verde Avenue.
- South on Mesa Verde Avenue to the intersection of Chuska Street
- West on Chuska Street to the alley between Church and Main Avenues.
- South along this alley past Zia Street to the south property line of the former American Hotel at the southeast corner of Zia and Main.
- West along this south property line to the Main Avenue centerline.
- South along Main Avenue to Llano Street centerline.
- Continue west along Llano Street, jogging south at Park Avenue to maintain alignment with the Llano centerline to Ash Avenue.
- North on Ash Avenue past Chuska Street approximately 165 feet to the drainage on the west side of Ash Avenue.
- West along the drainage to the paved parking lot for Hi-Country Chevrolet.
- North along the east edge of the auto dealer parking lot to Chaco Street.
- West along the centerline of Chaco Street approximately 95 feet to the alignment of the east edge of the Hi-Country Chevrolet parking lot situated on the north side of Chaco Street.
- North along this parking lot line, extending in the same line to the ROW of Aztec Boulevard.
- East along the south ROW line of Aztec Blvd to Ash Avenue.
- South along the Ash Avenue centerline to a point in line with the north boundary of Minium Park.
- East along the north boundary of Minium Park and the drainage ditch to the centerline of Main Avenue.
- North along Main Avenue to the point of origin.

Report Factors

To be designated as an MRA District, an area must exhibit criteria specified by the NM Legislature considered to be a deterrent to new development. A physical survey includes building structural conditions, vacant or underutilized properties, the condition of sidewalks, curbs and pavement, as well as demographic and economic conditions including the age of housing, incomes and rates of educational attainment.

The survey results concluded that many of the downtown buildings are in deteriorated conditions. There are numerous vacant buildings that contribute the appearance of blight. Some of the public infrastructure is in need of repairs, such as cracking sidewalks or crumbling curbs. Together the report indicates the survey area warrants MRA designation.

FINDINGS OF FACT

1. The City of Aztec was designated a Frontier Community in 2014;
2. Designation as a Frontier Community provided Aztec with professional resources to study the downtown and determine its physical condition and economic characteristics;
3. The study, entitled a Metropolitan Redevelopment Area study, found conditions exist to justify designating the area described using a map (Figure 1), the MRA report and this staff summary, and;
4. The MRA Report recommends designating a prescribed area of downtown Aztec as a Metropolitan Redevelopment Area.

SUPPORT DOCUMENTS:

1. MRA Report, May 2015
2. Figure 1: Metropolitan Redevelopment Area Map
3. Resolution

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2015-964, a resolution designating an area of downtown Aztec as a Metropolitan Redevelopment Area.

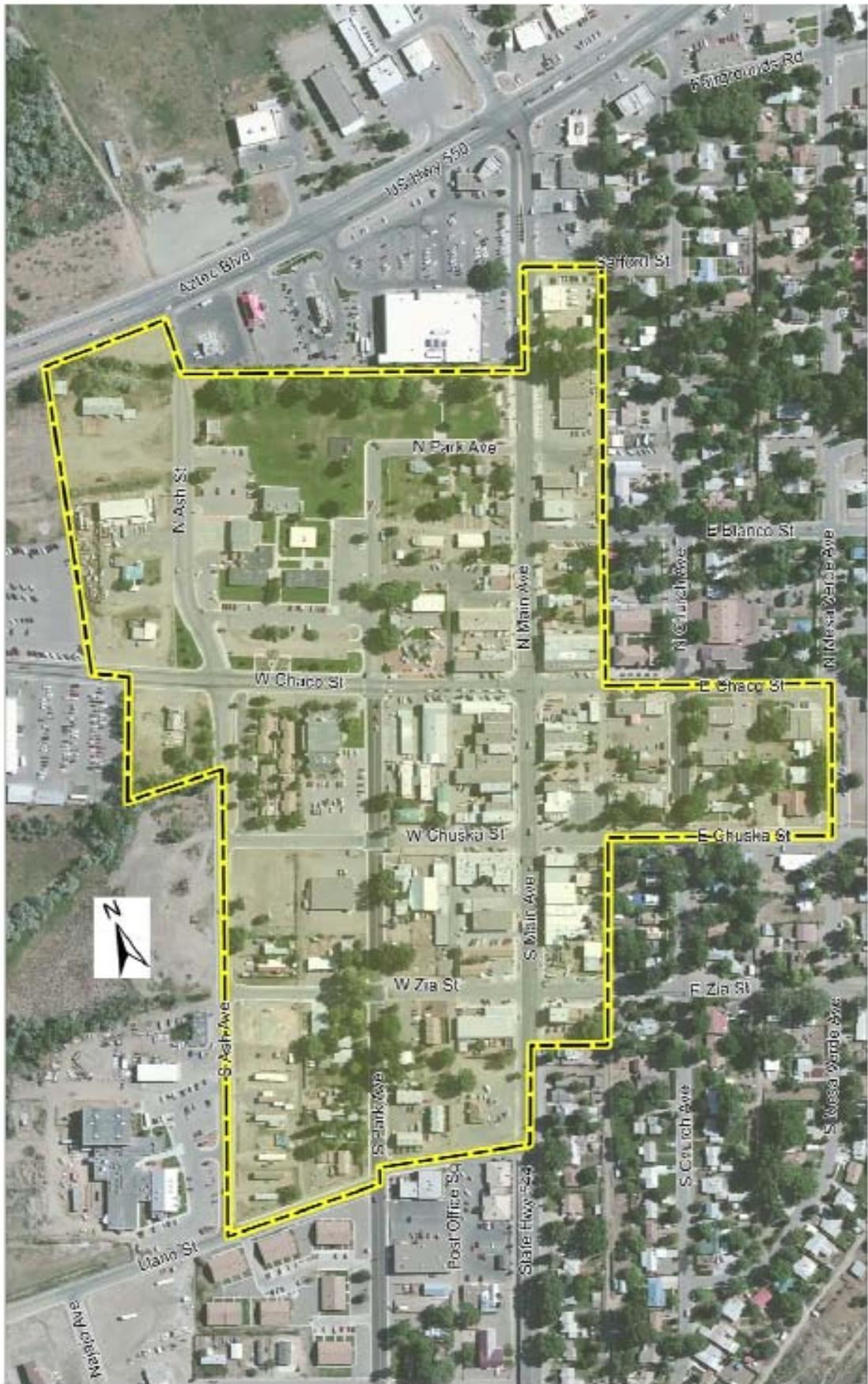


Figure 1: Downtown Aztec, Metropolitan Redevelopment Area Map

RESOLUTION NO. 2015-964_____

**METROPOLITAN REDEVELOPMENT AREA DESIGNATION:
MAKING CERTAIN FINDINGS AND DETERMINATIONS PURSUANT TO
THE METROPOLITAN REDEVELOPMENT CODE,
AND DESIGNATING THE CITY OF AZTEC
METROPOLITAN REDEVELOPMENT AREA.**

WHEREAS, Section 3-60A-8 NMSA 1978 of the Metropolitan Redevelopment Code (Sections 3-60A-1 through 3-60A-48 NMSA 1978) states: “A municipality shall not prepare a metropolitan redevelopment plan for an area unless the governing body by resolution determines the area to be a blighted area and designates the area as appropriate for a metropolitan redevelopment plan.”, and

WHEREAS, the City of Aztec (“City”) and New Mexico MainStreet, and their employees, have for some time engaged in a study of blighted areas within the downtown area, and have submitted their findings and recommendations concerning the area detailed in the Designation Report, a copy of which is attached hereto as Exhibit A; and

WHEREAS, pursuant to Section 30-60A-8 NMSA 1978 of the Metropolitan Redevelopment Code, the City Commission caused to be published in the Farmington Daily Times, a newspaper of general circulation, a notice containing a general description of the proposed Aztec Downtown Metropolitan Redevelopment Area and the date, time and place where the City Commission will hold a public hearing to consider the adoption of this resolution; and

WHEREAS, the boundaries of the Aztec Downtown Metropolitan Redevelopment Area are delineated on Exhibit B; and

WHEREAS, the City Commission has considered the findings and determinations of the Designation Report and all comments made at the public hearing concerning the conditions that exist in the proposed Metropolitan Redevelopment Area.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY that:

1. The City Commission finds and determines that in the downtown area there are deteriorated structures, sites and other declining improvements, unsafe conditions, and low levels of commercial activity that substantially impair and arrest the sound growth and economic well being of the area and the City.
2. The City Commission finds and determines that this area would benefit from a metropolitan redevelopment project or projects, that the designation of a metropolitan redevelopment area is appropriate in the interests of public health, safety, and welfare,

and it hereby designates the Aztec Downtown Metropolitan Redevelopment Area.

3. The City Commission designates the boundaries of the Aztec Downtown Metropolitan Redevelopment Area to be as delineated on Exhibit B.
4. If any section paragraph, sentence, clause, word or phrase of this resolution is for any reason held to be invalid or unenforceable by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this resolution. The City Commission hereby declares that it would have passed this resolution and each section, paragraph, sentence, word or phrase thereof irrespective of any provisions being declared unconstitutional or otherwise invalid.

PASSED, APPROVED AND ADOPTED, this 25th day of August 2015.

Mayor

ATTEST:

City Clerk

Exhibit A: MRA Designation Report
Exhibit B: MRA Boundary

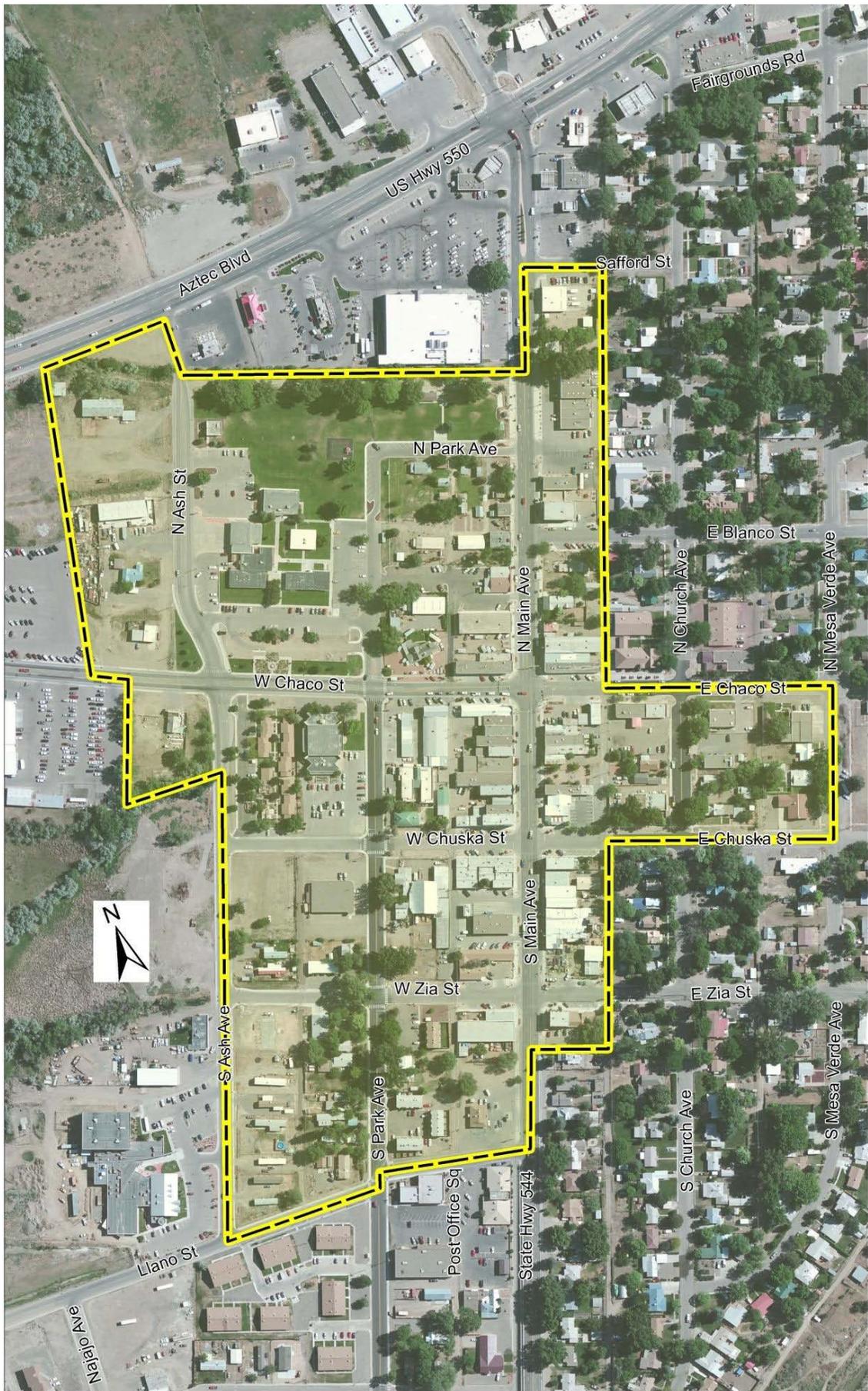


Exhibit B
Aztec MRA Boundary



Downtown Aztec Metropolitan Redevelopment Area (MRA) Designation Report

City of Aztec, New Mexico

A New Mexico MainStreet Frontier Community



*Frontier
Communities
Initiative*

Prepared for:
City of Aztec

Technical Assistance provided by:
New Mexico MainStreet
CommunityByDesign
Rio Chiquito Economics



May 2015

Downtown Aztec
Metropolitan Redevelopment Area Designation Report

Contents

Introduction 1
MRA Plan Boundary 3
Existing Conditions Assessment 5
 Building Conditions 5
 Vacant and Underutilized Properties 6
 Sidewalks, Curbs and Pavement 8
Conclusion 14

Funding for this report is provided from NM MainStreet/Economic Development Department through its State Legislative appropriation.

Downtown Aztec Metropolitan Redevelopment Area Designation Report

Introduction

Aztec is the county seat of San Juan County and its oldest municipality. An early trading post, Aztec became an established community in 1887. By 1900, Aztec was the commercial center of this farming and agricultural area. Between 1900 and 1915 Main Avenue saw the construction of many brick commercial buildings in an assortment of architectural styles popular at the time. In these structures local business owners offered a range of businesses and services to support the growing agrarian community which reached a population of 700 by 1910. Main Avenue is still Aztec's "Main Street" and runs through the center of the community. The discovery of oil and gas in the first part of the 20th century increased the city's population. Housing and businesses boomed with the development of natural gas transmission lines mid-century. By 1955 the population was at an all-time high of 7,000. The development of power plants, additional oil activities and mining for coal and uranium supported the area's economy for decades. Stagnant population growth and lower median incomes are indicators of the slow decline of the MRA area.

A visual and economic survey of the proposed downtown Metropolitan Redevelopment Area (MRA) found parts of downtown Aztec exhibit physical and economic conditions that are unfavorable to the social and economic well-being of the residents of the community. The **Aztec Vision Plan** of 2014 indicates that the community wants a "desirable place to live, work and play" that is "rich in history and small town values." The **Vision Plan** identifies multiple goals to meet this vision, including expanding opportunities to "Shop/Dine/Buy Local" and "Build up Local Retail," create a "Vibrant And Iconic Downtown" and "Preserve And Enhance Historic Downtown." Strategies identified include "reduce visually clashing cityscapes", and "...eliminate eyesores and promote aesthetic community design." One tool to help Aztec actively work to improve the economic and physical conditions in downtown is the designation of a Metropolitan Redevelopment Area.

The New Mexico Metropolitan Redevelopment Code (3-60A-1 to 3-60A-48 NMSA 1978) provides cities in New Mexico with the powers to correct conditions in areas or neighborhoods within municipalities which "substantially inflict or arrest the sound and orderly development" within the city. These powers can help reverse an area's decline and stagnation; however, the City may only use these powers within a designated Metropolitan Redevelopment Areas.

Designation of an MRA is based on findings of "blight" conditions, as defined in the Metropolitan Redevelopment Code (3-60S-8). The criteria set by the Code for a "blighted" area include physical conditions and economic conditions. As defined in the Code, *"Blighted area" means an area within the area of operation other than a slum area that, because of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, improper subdivision or lack of adequate housing facilities in the area or obsolete or impractical planning and platting or an area where a significant number of commercial or mercantile businesses have closed or significantly reduced their operations due to the economic losses or loss of profit due to operating in the*

Downtown Aztec
Metropolitan Redevelopment Area Designation Report

area, low levels of commercial or industrial activity or redevelopment or any combination of such factors, substantially impairs or arrests the sound growth and economic health and well-being of a municipality or locale within a municipality or an area that retards the provisions of housing accommodations or constitutes an economic or social burden and is a menace to the public health, safety, morals or welfare in its present condition and use;

This report proposes that Downtown Aztec be designated a Metropolitan Redevelopment Area (MRA).

The following analysis demonstrates that Aztec's downtown neighborhood exhibits a combination of factors that contribute to blight in an area. Physical conditions of the downtown and economic conditions expressed by business activity and the demographics of the population all point to the need for the City to pursue alleviating the conditions of blight and implement revitalization efforts.



Main Avenue circa 1910

image source: aztecmuseum.org

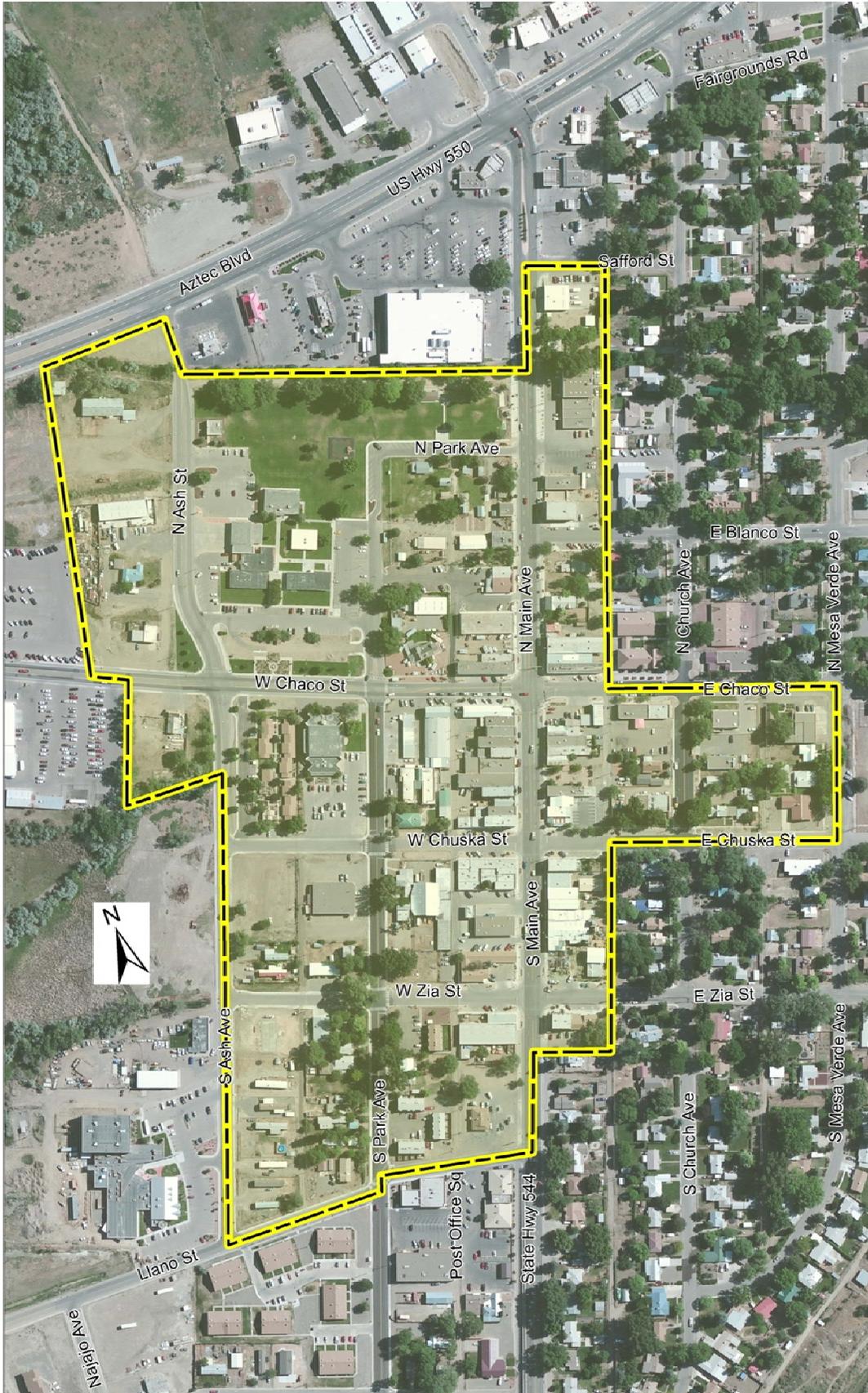
Downtown Aztec
Metropolitan Redevelopment Area Designation Report

MRA Plan Boundary

The boundary of the Aztec Downtown MRA:

- From the intersection of Main Avenue and Safford Street go east along the Safford Street centerline ½ block to the alley between Main and Church Avenues.
- South along the alley to the centerline of Chaco Street.
- East on Chaco Street to its intersection with Mesa Verde Avenue.
- South on Mesa Verde Avenue to the intersection of Chuska Street
- West on Chuska Street to the alley between Church and Main Avenues.
- South along this alley past Zia Street to the south property line of the former American Hotel at the southeast corner of Zia and Main.
- West along this south property line to the Main Avenue centerline.
- South along Main Avenue to Llano Street centerline.
- Continue west along Llano Street, jogging south at Park Avenue to maintain alignment with the Llano centerline to Ash Avenue.
- North on Ash Avenue past Chuska Street approximately 165 feet to the drainage on the west side of Ash Avenue.
- West along the drainage to the paved parking lot for Hi-Country Chevrolet.
- North along the east edge of the auto dealer parking lot to Chaco Street.
- West along the centerline of Chaco Street approximately 95 feet to the alignment of the east edge of the Hi-Country Chevrolet parking lot situated on the north side of Chaco Street.
- North along this parking lot line, extending in the same line to the ROW of Aztec Boulevard.
- East along the south ROW line of Aztec Blvd to Ash Avenue.
- South along the Ash Avenue centerline to a point in line with the north boundary of Minium Park.
- East along the north boundary of Minium Park and the drainage ditch to the centerline of Main Avenue.
- North along Main Avenue to the point of origin.

Downtown Aztec
Metropolitan Redevelopment Area Designation Report



Existing Conditions Assessment

Land uses within the Metropolitan Redevelopment Area are mostly commercial. Public and institutional uses are also found inside the boundary, as are some residential uses. The following sections identify the physical and the economic conditions of the area that warrant establishment of this neighborhood as a MRA.

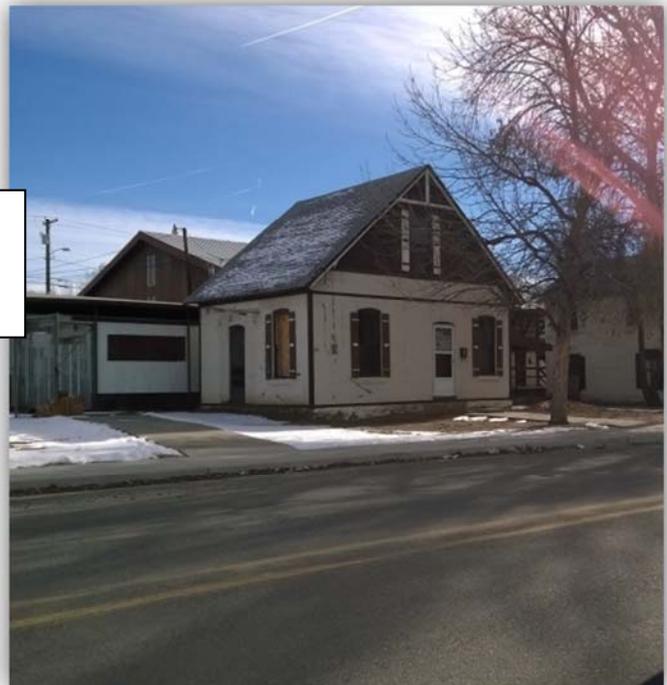
Building Conditions

The built environment of downtown Aztec shows signs of the former prosperity of this agricultural town, with a mix of one and two story commercial structures. Segments of Main Avenue retain many typical New Mexican brick buildings dating from 1900 to 1915. Mid-20th architecture is also abundant within the MRA. . Despite deterioration at the fringes, the core historic downtown area retains many of its historic buildings. Some of these structures are occupied, while others are vacant and in some cases, threatened by neglect.

The structures act as important reminders of Aztec’s history. Many structures in downtown are on the State and/or National Historic Registers. Older buildings range from good condition to deteriorating and dilapidated. Poor building maintenance and vacant structures are examples of the deteriorated conditions.

Commercial land uses are concentrated along Main Avenue, Ash Avenue and Chaco Street. Residential uses, including apartment buildings, trailers and single family detached residences, are mixed within the proposed MRA boundary. Deteriorating structures are located throughout the downtown neighborhood. Most are vacant, but some occupied buildings are in need of maintenance and repairs. The combination of poor structural conditions and poor visual appearance are factors affecting the decline of the entire downtown area.

Many structures exhibit evidence of poor maintenance and neglect.



Downtown Aztec
Metropolitan Redevelopment Area Designation Report

Vacant and Underutilized Properties

Many commercial businesses inside the MRA boundary have closed or significantly reduced their operations. This has resulted in vacant commercial structures that contribute to the deteriorated appearance of parts of downtown Aztec. Vacant storefronts, many for rent, are scattered throughout the MRA. In addition to vacant buildings are a number of underutilized properties that are neglected or used for storage.



Shuttered and vacant structures reduce property values and add to the deteriorated condition of the area.



Downtown Aztec
Metropolitan Redevelopment Area Designation Report



Downtown Aztec
Metropolitan Redevelopment Area Designation Report

Sidewalks, Curbs and Pavement

Most of the sidewalks, curbs and amenities, such as lighting and seating, on Main and Chaco are recent, with adequate width, condition and functionality for all users. Overall, sidewalk access and accessible curb cuts are available at all intersections within the district. Sidewalk widths are generally narrower than currently recommended, at three and a half to five feet, but are in fair to good condition.

There are several examples of missing or inadequate sidewalks, most notable on Ash Avenue north of Chaco Street. This segment fails to provide suitable accessibility for pedestrians. The existing narrow sidewalk near Chaco terminates in front of the police station on both sides of the street, creating dangerous pedestrian conditions. The west side of Ash Avenue north of the walkway termination is weedy and undeveloped, with some congestion from obstacles such as signs, utility cabinets and light poles within the right-of-way. The east side of Ash has a narrow sidewalk near Chaco Street which terminates into parking spaces and a light standard and has no access along the ROW further north. Other examples of missing sidewalks are found on the north side of Llano and south side of Zia, between Main and Park.

Chaco Street has narrow sidewalks in good condition on the north side and the western portion of the south side. Commercial parking and auto access to businesses on the south side of Chaco in the half block east of Park Avenue impedes safe pedestrian use.

The narrow sidewalks and missing sidewalks along Ash, Llano and Zia and pedestrian un-friendly segment on Chaco and elsewhere, with obstructions within the



Downtown Aztec Metropolitan Redevelopment Area Designation Report

sidewalk area, are safety concerns for pedestrians and obstacles for wheelchairs and strollers. These conditions contribute to the areas blight

Street pavement and curbs are generally in fair to good condition in the MRA. Alley pavement within the MRA is in varying states of repair, with some segments entirely unpaved. These unpaved segments are dusty and contribute to blight conditions. There are minor examples of deteriorating pavement throughout the district with cracks in the street. Damage to curbs is scattered within the district adding to the deteriorated condition of the district. All intersections within the MRA have functional curb access ramps at intersections.

Narrow or missing sidewalks, disconnected sidewalk segments and obstructed sidewalk areas are unsafe conditions for pedestrians, strollers and wheelchairs.



Downtown Aztec
Metropolitan Redevelopment Area Designation Report



Broken curbs and unpaved
alleys contribute to blight
conditions within the
- - -



Narrow sidewalks on
N Ash Avenue
terminate abruptly in
obstacles or gravel,
creating impediments
to safe movement in
the neighborhood.

Demographic and Economic Conditions

The major challenge being faced by the City of Aztec is the slow population growth between 2000 and 2010 and the potential for population loss now and into the future. This is an issue we face state-wide, however Aztec seems to be ahead of the state curve. While Aztec as a whole is doing slightly better on most indicators than the state - employment, percentage of the population in the workforce, median income, size of the private sector and poverty rates all look better in Aztec than they do state-wide, the MRA has lower median income, an older population, and lower occupancy rates than Aztec or the State.

According to the 2010 Census Bureau count, the population of the proposed MRA was roughly 230 people¹. Measuring population change over time within the district isn't possible due to data limitations, however the population change in Aztec overall, between 2000 and 2010 there is sluggish population growth in Aztec. While New Mexico's population grew at an rate of 1.25% annually between 2000 and 2010, Aztec's annual growth rate was only 0.59% - beginning with a population of 6378 in 2000 and ending with a population of 6763 in 2010. Further, estimates by the U.S. Census Bureau suggest Aztec has now begun to lose population -in the Census Bureau's population projections for 2010 through 2013, there is a projected annual population loss of -0.92% in Aztec - from 6763 to 6578. The state overall is experiencing a trend of growing outmigration and slowing in-migration – the estimated annual growth rate for 2010 – 2013 statewide is 0.45%.

Age

The median age within the proposed MRA is 38.5 years, higher than that of the city (median age 34), and as well higher than that of the state overall (median age 37). This higher median age is due to both a larger population 65 years of age and older, particularly in the highest age bracket of 85 years of age and older; and a smaller population under the age of 18 than one finds at other geographic levels. 16% of the population within the proposed MRA is 65 or older, compared to the 11% found in the city, or the 14% found at the state-level; and 7% of the population is over the age of 85, more than twice in Aztec overall and just over three times state-wide.

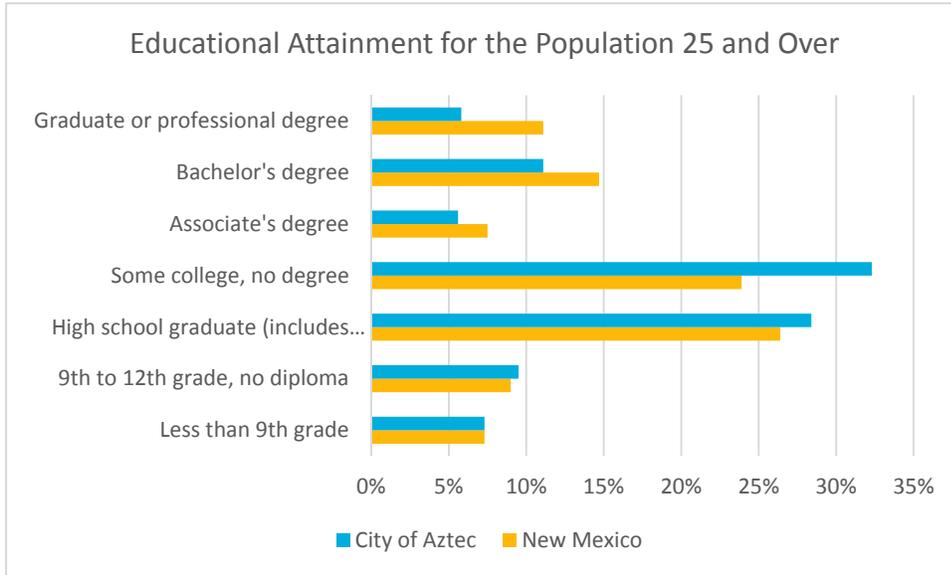
Education

In Aztec, an estimated 83% of the population over the age of 24 graduated from high school or obtained a GED or other equivalency. This is on track with state-wide numbers where an 83% rate of high school or equivalency completion is among this population. However, educational attainment past high school in Aztec is decidedly lagging behind state-wide. In Aztec, only 17% of the population over age 24 is estimated to have obtained a bachelor's degree or higher, lower than state-wide where 26% of the population over 24 is estimated to have obtained a bachelor's degree or higher. The percentage of graduate and professional degrees among this population is also low in Aztec in comparison to the state

¹ This count is from the Census Bureau's block-level data. Census Bureau block boundaries allow us to nearly replicate the proposed boundaries of the MRA, however they do not perfectly match the proposed MRA boundaries. All blocks with residential properties within the MRA were included in our count. Therefore, the numbers discussed here represent a slightly larger area than the proposed MRA.

Downtown Aztec Metropolitan Redevelopment Area Designation Report

– 6% of the population of Aztec is estimated to have a graduate or professional degree – nearly half what occurs at the state level (11%).



Income

Populations in poverty in Aztec are over the age of 65 ; 15.6% of this population living at or below poverty in Aztec compared to 12.1% state-wide; Native Americans are more likely to be experiencing poverty, 39.5% of the Native population in Aztec is living in poverty, compared to 34.1% state-wide; and the population who has completed a bachelor's degree or higher are more likely to be living in poverty – 9.1% of this population is living in poverty in Aztec, compared to 5.8% state-wide.

The median annual household income within the census block groups encompassing the proposed MRA district is estimated to be \$40,401. This is a notable 13.5% lower than the median income in Aztec overall, or in New Mexico, where the median household incomes are estimated to be \$46,262 and \$44,927, respectively. This depressed median income is due to a higher percentage of households with incomes under \$10,000 – 13.0% in the census block groups surrounding the MRA, compared to 9.4% state-wide, and a higher percentage of households with incomes between \$25,000 and \$49,999.

Employment

Aztec is estimated to have a slightly larger percentage of its population in the labor force than state-wide (62.2% v 60.7%), and a fractionally smaller percentage of that workforce is unemployed. By the Census Bureau estimates, between 2009 and 2013 the unemployment rate within the block groups surrounding the proposed MRA averaged 10.5%, somewhat higher than in Aztec overall or the state, where the average unemployment rate over this period was estimated to be 9.7%.

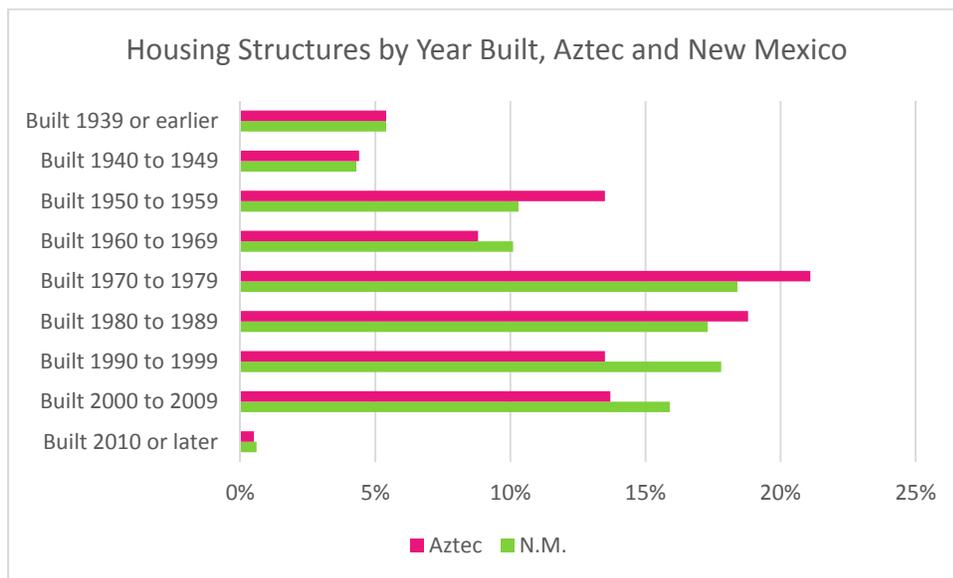
Downtown Aztec Metropolitan Redevelopment Area Designation Report

In occupational data, a smaller percentage of the work force employed in what is traditionally call ‘white collar’ jobs. In Aztec, 29.7% of the employed workforce is working in management, business, science or arts – compared to 35.2% at the state level. This is not surprising considering the lack of post-secondary education among the workforce. Aztec has a slightly larger percent of its workforce working in sales and office occupations than state-wide (12.8% v 11.6%) and as well in a larger percentage of the workforce in production and transportation than state-wide (12% v. 9.1%).

Employment data by industry show a relatively small public sector. Educational, health and social services makes up a comparatively small percentage of the local economy. In New Mexico overall, the educational, health and social services sector accounts for nearly a quarter of all employment (24.9%), not dissimilar from the US overall; compared to just under a fifth (19.3%) in Aztec. Similarly, public administration accounts for 5.6% of all employment in Aztec, compared to 8% state-wide. Agriculture, forestry, fishing, hunting and mining provides a notably larger portion of jobs in Aztec than state-wide – 11.0% and 4.4%, respectively –due to the dominance of extractive industries within the San Juan Basin. The construction industry is notably smaller in Aztec than n the State - 4.2% compared to 7.1%. With such slow population growth it is unlikely this sector is likely to find much opportunity to grow in the near future. Arts, entertainment, accommodations and food make up a similar, and just slightly larger portion of the economy in Aztec as state-wide – 11.5% and 10.7%, respectively.

Housing

Aztec’s housing stock is older than that found state-wide – 53% built over 40 years ago, compared to 49% in the state. Additionally, there has been somewhat less construction of new housing in Aztec – 28% of the housing in Aztec was built after 1990, compared to 34% since 1990 in the state. Construction of new housing since 2010 mirrors state-wide trends where less than 1% of housing stock has been built within the three most recent years for which there is data.



Downtown Aztec Metropolitan Redevelopment Area Designation Report

Home occupancy rates within the proposed MRA are lower than those found state-wide with 84.7% of homes occupied within the district, compared to 87.7% state-wide.

Homeownership rates are lower in Aztec (63%) than statewide (69%). Further, among those who are homeowners, a decidedly smaller percentage own their homes outright – 68% of homeowners in Aztec are paying a mortgage, compared to 59% in the state. Among homeowners, monthly housing costs are eating up a larger portion of income and are estimated to be causing financial stress for more than a quarter of the population – among those in Aztec with a mortgage, 28% spend 35% of their income on housing costs, compared to 19% in the county and 26% in the state. Among those without a mortgage, 22% spend 35% or more of their income on housing costs, compared to only 9% in the state. Median home prices in San Juan County are negligibly above median home prices state-wide - \$178,000 and \$175,000², respectively. This combined with a slightly older housing stock may be contributing to these stresses. Further, 23.6% of housing units in Aztec are mobile homes, compared to only 16.6% of housing units state-wide. Lack of equity in mobile units as well as likelihood of land rental with mobile units can both add to costs and income stress related to homeownership. The relationship is the opposite among renters - only 28% spend 35% or more of their income on housing, compared to 37% in the state and 42% in the state.

Conclusion

This report demonstrates the existing conditions within Aztec which meet the criteria for “blighted” area designation as defined by the Metropolitan Redevelopment Code (3- 60A-8). The conditions described in this report detail a combination of factors which “..*substantially impairs or arrests the sound growth and economic health and well-being of a municipality or locale within a municipality or an area that retards the provisions of housing accommodations or constitutes an economic or social burden and is a menace to the public health, safety, morals or welfare in its present condition and use;*”

The designation of the Aztec Metropolitan Redevelopment Area will assist the community in achieving the following goals:

- Elimination of detrimental public health and welfare conditions.
- Conservation, improvement and expansion of commercial building stock.
- Expansion of commercial activity
- Improvement and expansion of available housing.
- Improvement of economic conditions through coordinated public and private investments.

With the powers made available to municipalities by the NM Metropolitan Redevelopment Code, the City of Aztec will be working with the private sector to create opportunities for new housing, assist in preserving existing businesses in the area, expand the business community and implement public improvements and investments in the downtown Aztec area.

² Realtor’s association of New Mexico, 2014 Housing Report.

Staff Summary Report

MEETING DATE: August 25, 2015
AGENDA ITEM: VII. CONSENT AGENDA (E)
AGENDA TITLE: Resolution 2015-965 to Apply For \$50,000 New Mexico Finance Authority Planning Grant

ACTION REQUESTED BY: William M. Homka AICP
Community Development Director
City of Aztec, NM 87401

ACTION REQUESTED: Resolution 2015-965 Approval of a resolution enabling Aztec to apply for a \$50,000 planning grant eligible as a result of downtown being designated as a Metropolitan Redevelopment Area (MRA).

SUMMARY BY: William M. Homka AICP, CFM

PROJECT DESCRIPTION / FACTS

This request stems from the City of Aztec's desire to apply for a \$50,000 planning grant. The city is eligible for the grant because it designated an area within its limits as a Metropolitan Redevelopment Area (MRA) via Resolution 2015-964. The designation happened after the City Commission reviewed the MRA study prepared as a benefit of receiving Frontier Community designation in 2014. The State of New Mexico's Economic Development Department awarded Aztec's Frontier Community status based on competitive applications it received that year.

The planning grant enables Aztec to begin addressing the deteriorating physical conditions cited in the MRA report. Activities to be conducted must support the goals set forth in the MRA plan, which was based in large part on an earlier plan effort known as The Aztec Vision Plan of 2014. Goals in the Vision Plan indicate the community wants to be a "desirable place to live, work and play" that is "rich in history and small town values." The Vision Plan identifies multiple goals that will address issues cited in the MRA plan. These include expanding opportunities to "Shop/Dine/Buy Local" and "Build up Local Retail," create a "Vibrant And Iconic Downtown" and "Preserve And Enhance Historic Downtown." Supporting strategies identified as part of the Vision Plan/MRA report include "reduce visually clashing cityscapes", and "...eliminate eyesores and promote aesthetic community design."

Funds for the planning grant are made available by the New Mexico Finance Authority under its Local Government Planning Fund. The Finance Authority works with New Mexico MainStreets, the organization responsible for oversight of Frontier Communities, and provides grant assistance to Frontier Communities with MRA designations. As a grant recipient, Aztec will work with MainStreets professionals to implement the goals identified in the MRA report to address the deteriorating and/or blighting conditions in the MRA area.

Attached to this staff summary is the Planning Grant Application. The application designates Mr. Daniel Gutierrez as the official contact person on behalf of New Mexico MainStreets. Mr. William Homka, Community Development Director for Aztec, is designated as Aztec's primary

contact person for the grant. The grant application's 'Project Summary' section suggests there are five (5) types of projects that could be funded. They are: Preliminary Engineering Report (PER); Environmental Information Document; MRA Plan (NM Metropolitan Redevelopment Code Act); Water Conservation Plan, and; Comprehensive Plan. Aztec selected the MRA Plan for its project type.

The New Mexico Metropolitan Redevelopment Code (3-60A-1 to 3-60A-48 NMSA 1978) provides cities in New Mexico with the powers to correct conditions in areas or neighborhoods within municipalities which "substantially inflict or arrest the sound and orderly development" within the city. These powers can help reverse an area's decline and stagnation; however, the City may only use these powers within designated Metropolitan Redevelopment Areas.

The MRA district's boundaries are prescribed by Resolution 2015-964. A map of the area is attached to this report along with a copy of the application for the planning grant. In effect, the planning grant is available to Aztec as a result of the MRA findings and conclusions. No matching funds are required on the part of Aztec to accept the grant award. The grant will pay for professionals to continue working with the numerous Aztec officials, businesses, resident and volunteers to improve the conditions in downtown.

FINDINGS OF FACT

1. The City of Aztec was designated a Frontier Community in 2014;
2. Resolution 2015-964 is on the same agenda requesting the City Commission designate an area of downtown Aztec as a Metropolitan Redevelopment Area (MRA) (Figure 1);
3. The MRA designation enables Aztec to apply for a \$50,000 Planning Grant from the New Mexico Finance Authority, Local Government Planning Fund;
4. No matching funds are required on the part of Aztec to apply for the grant;
5. The grant funds will be used to improve conditions identified in the MRA that are deterrents to vibrancy and economic health of the same area;
6. The planning grant funds may also be used to pay for professional assistance in solving issues within the MRA, and;
7. The points of contact for administering the planning grant will be Daniel Gutierrez (MainStreets) and William Homka (City of Aztec)

SUPPORT DOCUMENTS:

1. Resolution 2015-965
2. Figure 1: Metropolitan Redevelopment Area Map
3. Planning Grant Application

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve 2015-965, a resolution authorizing the application for a planning grant in the amount of \$50,000 made available thru the New Mexico Finance Authority, Local Government Planning Fund

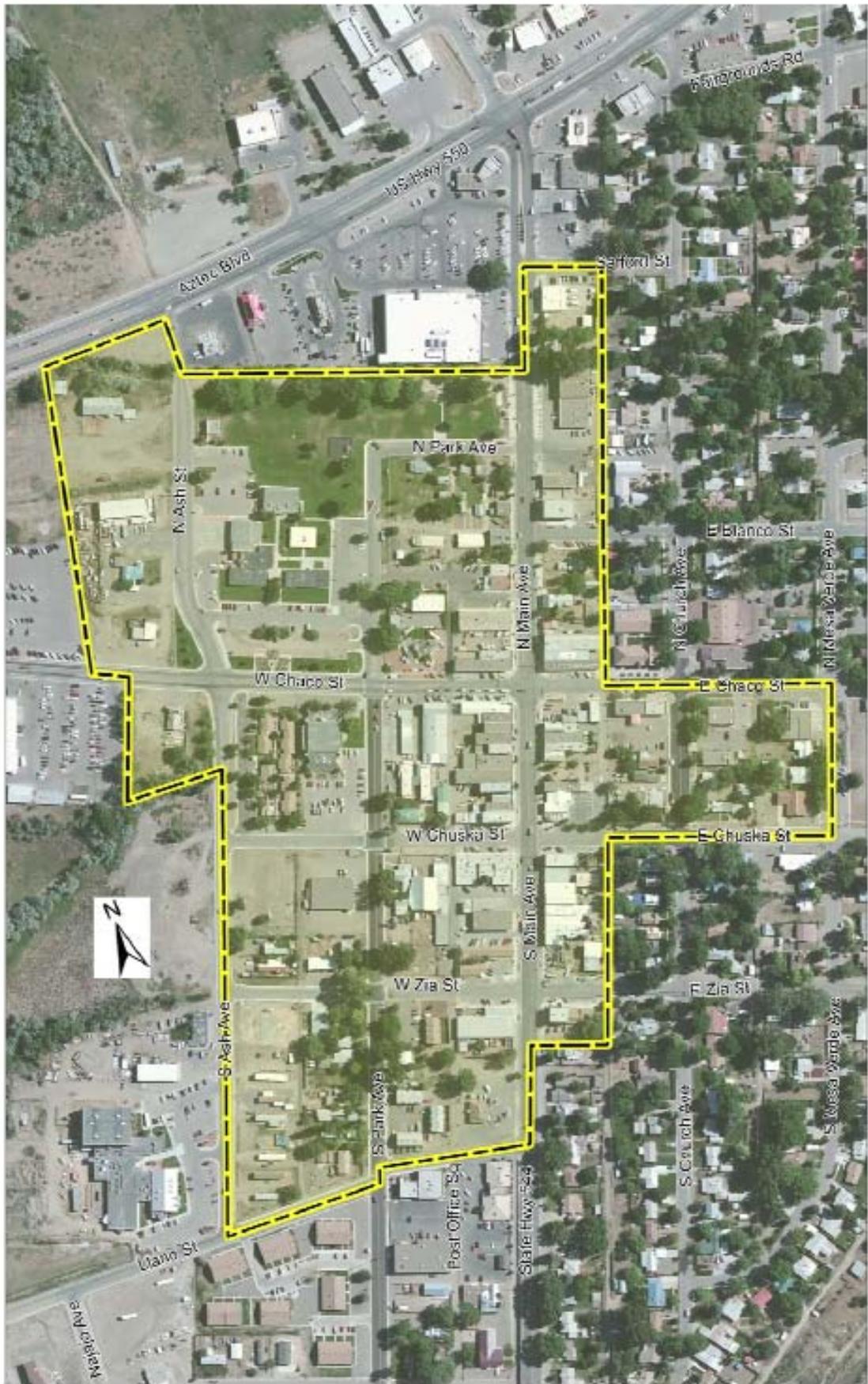


Figure 1: Downtown Aztec, Metropolitan Redevelopment Area Map



**NEW MEXICO
FINANCE AUTHORITY**

NMFA Use Only:	
App. #:	-PP
FA assigned:	
Legislative Authorization	

**LOCAL GOVERNMENT PLANNING FUND
APPLICATION**

I. GENERAL INFORMATION

A. APPLICANT /ENTITY

Application Date:

Applicant/Entity			
Address:			
County		Census Tract:	
Federal Employer Identification Number (EIN) as issued by the IRS:			
Legislative District:	Senate:		House:
Phone:		Fax:	
Individual Completing Application:			
Address:			
Phone:		Fax:	
		Email Address:	

B. CONSULTING PROFESSIONALS (Legal Counsel, Architect, Engineer, Planner etc.), if available:

Firm:			
Contact:			
Address:			
Phone:		Fax:	
		Email Address:	

C. PRIMARY CONTACT PERSON:

Name:					
Contact:					
Address:					
Phone:		Fax:		Email Address:	

D. Organizational Readiness-to-proceed (Municipalities & Counties Skip to II)

1. Are you formally organized? Yes No

2. Do you have formally adopted by-laws? Yes No

If yes, please provide a copy.

3. Are you incorporated? Yes No

If yes, please provide a copy of your Articles of Incorporation.

4. Do you have regular board meetings? Yes No

If yes, please identify when and how often.

5. Do you keep formalized records of your Board meetings? Yes No

6. Do you have written Board rules and regulations? Yes No

If yes, please provide a copy.

II. PROJECT SUMMARY

A. Project Description. Complete the following information, use additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Type of Project

- Preliminary Engineering Report (PER)
- Environmental Information Document
- MRA Plan (NM Metropolitan Redevelopment Code Act)
- Water Conservation Plan
- Comprehensive Plan

- Infrastructure Plan for project identified on the ICIP
- Economic Development Feasibility Study
- Asset Management Plan
- Water Master Plan
- Wastewater Master Plan
- Energy Audit

2. Please include a detailed description of the scope of the proposed plan to be funded. Attach additional pages as needed.

B. Sources of Funding

NMFA Planning Funds Requested _____

Non-NMFA Funds (specify source & terms) _____

III. Water & Wastewater System Rates & Information (if applicable)

A. 1. List the current residential water or wastewater;

	Wastewater Rate per 6000 Gallons	Water Rate per 6,000 Gallons	Last Adjusted
Residential			
Commercial			

2. Is the water system metered? Yes No

If yes, what percentage? _____

3. Is the wastewater system metered? Yes No

If yes, what percentage? _____

4. How many connections? _____

5. How many certified operators? _____

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

- Map of service area, including census tract information
- 3 years of most recently completed fiscal year audit reports or unaudited financials
- Current unaudited financials
- Current fiscal year budget
- NMFA Application Resolution
- By-laws (if applicable)

- Articles of incorporation (if applicable)
- Board rules and regulations (if applicable)
- Open Meetings Act Resolution
- Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- Joint Powers Agreement (if applicable)
- Administrative Order (if applicable)

Please Note: All water and wastewater planning documents must conform to Rural Utilities Services (RUS) Guidelines which is available from NMFA upon request. The scope and writer of any economic development feasibility study must be approved in advance by the Economic Development Department. A copy of any final report must be submitted to and accepted by the NMFA prior to disbursement of NMFA funds. NMFA may consult with the Departments of Environment, Economic Development or Finance & Administration in determining acceptability of any report.

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:

Title:

(highest elected official)

Jurisdiction:

Print Name:

Date:

Signature:

Date:

Finance Officer/Director:

RESOLUTION NO. _____

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION
FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE
NEW MEXICO FINANCE AUTHORITY**

WHEREAS, _____ (the "Governmental Unit") is a duly organized municipality created and formed pursuant to [name of act, and citation to act, authorizing creation of, or creating, the Governmental Unit] and is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"); and

WHEREAS, the New Mexico Finance Authority ("Finance Authority") is authorized pursuant to the Act, particularly Section 6-21-6.4 of the Act, to make grants from the local government planning fund (the "Fund") to qualified entities to evaluate and estimate the costs of implementing feasible alternatives for meeting water and wastewater public project needs or to develop water conservation plans, long-term master plans or economic development plans; and

WHEREAS, pursuant to the Act the Finance Authority has developed an application procedure whereby the Governing Body may submit an application ("Application") to the Finance Authority for planning grant financial assistance from the Fund; and

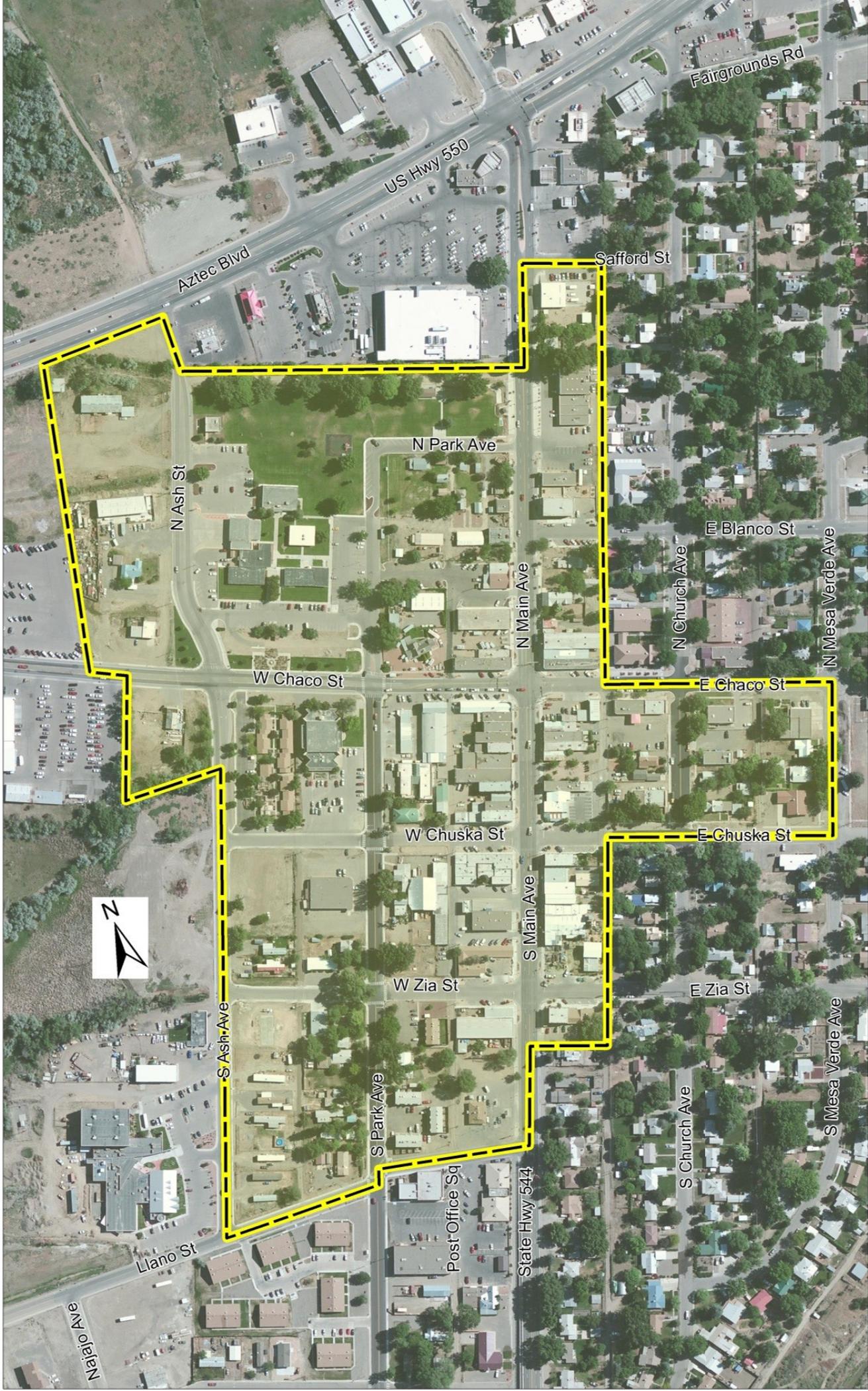
WHEREAS, the _____ of the Governmental Unit (the "Governing Body") desires to submit an Application for financial assistance from the Fund for a Planning Document, as defined in the Rules Governing the Local Government Planning Fund currently in effect and as specifically identified below, for the benefit of the Governmental Unit; and

WHEREAS, the Governing Body intends to submit the Planning Document to prepare a comprehensive Metropolitan Redevelopment Area (MRA) Downtown Master Plan ("Project") for the benefit of the Governmental Unit and its citizens; and

WHEREAS, the application prescribed by the Finance Authority to finance the Planning Document [in whole/in part] with financial assistance from the Fund has been completed, submitted to, and reviewed by the Governing Body, and this Resolution approving submission of the completed Application to the Finance Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:

Section 1. That all lawful actions previously taken by the Governing Body and the Governmental Unit and their respective officers and employees in connection with the Application and the Project are hereby ratified, approved and confirmed.



Fairgrounds Rd

US Hwy 550

Aztec Blvd

Safford St

N Park Ave

N Ash St

N Main Ave

N Church Ave

N Mesa Verde Ave

E Blanco St

W Chaco St

E Chaco St

W Chuska St

E Chuska St

W Zia St

E Zia St

S Ash Ave

S Park Ave

S Main Ave

S Church Ave

S Mesa Verde Ave

Llano St

Post Office Sq

State Hwy 544

N Main Ave



Downtown Master/MRA Plan Requirements

Required Downtown Master Plan Outline

A Frontier Community downtown Master Plan defines a community's vision for the core commercial area and identifies priority catalytic projects to revitalize that area, determined through a dynamic community participation process. Also called a Downtown Revitalization Plan, a Metropolitan Redevelopment Area Plan, or a Downtown Strategic Plan, the Master/MRA Plan examines existing conditions and assets, analysis of the core district economic market, develops a physical land use plan with livability/design guidelines, designs specific redevelopment sites and projects, and identifies sustainable implementation strategies and specific funding sources for each priority project for the downtown's future physical improvements, economic uses, and regulations. When adopted by the Village Trustees, the Master/MRA Plan becomes a living document that guides district revitalization and public and private sector investment for several years.

Scope of Planning Services to be Performed

The following tasks are identified as the Scope of Work that the planning consultant team will be requested to perform in preparing the Master/MRA Plan.

A. Existing Conditions/Asset Inventory

An inventory and mapping of existing conditions will be performed that will include, but not be limited to, existing land use, zoning, public land ownership, transportation networks and traffic volumes within the district boundary and related neighborhoods. An asset inventory will also be completed determining the significant cultural and historic features and buildings, opportunity sites for redevelopment, and major regional attractions.

Prepare an overview of the history and settlement of the community and identify key historical or cultural events or populations that can serve as contributing to a place-based identity for the downtown.

A map of opportunity sites and potential revitalization projects will be developed for the area summarizing the results of the inventory.

B. Market Analysis

Market research will be conducted that will include the following information:

- Overview of existing downtown, municipal and regional commercial and housing market conditions,
- Overview of demographics of city and regional markets including skill base, education and disposable income,
- Recent history of downtown services and retail including types of businesses, numbers in each area, turnover rates,
- Competitive related markets and nodes in same segments,
- Trends driving the current market,
- Regional influences impacting the district,
- Potential opportunities in repositioning the downtown market including underserved Markets,
- Assess where there may be gaps that could be filled by new businesses and what types of skills residents may have to contribute.
- Interviews with commercial realtors will be conducted to identify residential and business

- types that are under-supplied in the district,
- Determination of the types of housing projects (ownership vs. rental, single family vs. multifamily, size of units) will be made that best meet the market needs for the area,
- Assess the feasibility for uses such as retail, office, housing, hotel and cultural (such as museums, arts and entertainment) uses,
- Economic positioning of downtown in relation to the development of the entire community including business recruitment and retention,
- Tourism, especially heritage tourism, including the positioning of the district as an Arts and Cultural District.

C. **Vision and Master Plan**

Through the community participation process, create a vision for the district that reflects its historical context and present opportunities and assets to serve as an aspiration for the community's future. This process will result in the preparation of a Metropolitan Redevelopment Area (MRA) Plan as per New Mexico Redevelopment Code statutes.

Develop a Master Plan for the area that:

- Allocates new and future land uses and revitalization projects in the downtown based on the community input and market study that will create a sustainable downtown based on the *MainStreet 4 Point Approach*®. A sustainable downtown is more than “green buildings”; it encompasses the adaptive reuse of existing buildings, conserves energy, water and cultural resources, reduces greenhouse gas emissions, promotes economic development and vitality, and celebrates the cultures and traditions of the community.
- Integrates the preservation and conservation of existing historic buildings and cultural properties into the planning and design of district projects and identify the potential for dedicating new nominations of historic buildings, cultural properties, state and/or national historic registered districts. Contact and coordinate with NM Historic Preservation Division (HPD) staff for information related to historic buildings and districts.
- Evaluates transportation/transit, traffic, and pedestrian issues related to the proposed improvements in the area creating a walkable pedestrian-friendly environment through pedestrian enhancements and traffic calming measures. Contact and coordinate with NM Department of Transportation (NMDOT) District Engineer Office and the NMDOT Planning/CSS Division staff for existing information and proposed projects in the town.
- Determines vacant, underutilized and/or available land and buildings within the plan area that could be redeveloped and recommends adaptive reuses of existing buildings or new development on vacant land.
- Review the City Zoning Code and recommend changes to the Code that will provide incentives and foster implementation of the plan.

Identifies priority catalytic projects that will stimulate revitalization efforts and attract private sector reinvestment into the downtown. Projects should include increasing the town's job creation, economic redevelopment, livability, walkability, placemaking, and serve to support and enhance its authentic and unique sense of place.

Develop Downtown Livability/Design guidelines that consider the following character-defining elements:

- Gateways and Entries
- Plazas, Parks and Public Spaces
- Streets, Historic Roads and Scenic Byways, Pathways and Connections
- Public Art

- Street Furniture, Pedestrian Amenities
- Building Setback/Massing/Scale
- Building Height
- State and/or National Historic registry status
- Parking and Driveways
- Porches, Portales and Awnings
- Signage
- Materials/Color
- Architectural Features
- Lighting
- Security

D. Implementation Strategies/Priorities

A prioritized and phased Implementation Plan will be developed consisting of revitalization projects and strategies that the Stakeholders and the Village can follow for the successful implementation of the Plan and the long term sustainability of the area. Priority catalytic projects will range from small projects that can be implemented through partnerships with the Village and the community's stakeholders using local volunteers and staff, to larger projects that may require Capital Outlay, Legislative and/or Federal funding. Project priorities will be determined through a community-based prioritization process. Projects will have specific funding sources identified to do each project.

E. Funding Sources

The consultant will identify funding sources applicable to the district and community to implement the plan including but not limited to a BID, CDBG, TIF, TIDD, LEDA, Lodgers Tax, and other state and federal sources of funding. The narrative will be based on an evaluation of the municipality's financial capacity and the best financial tool(s) to accomplish priority projects within the Master/MRA Plan. The contractor shall make assessment of the downtown and determination and findings required for the Village to adopt a Metropolitan Redevelopment Area MRA with the Master Plan. *(The Tax Increment Development (TID) financing tool associated with the MRA, may be adopted separately from the MRA if the municipality determines it is not needed at the current time for district revitalization).*

F. Community Participation Process

The consultant will prepare the Plan through an intensive community process that will include at a minimum the following steps:

- Organize and conduct regular meetings with a Stakeholder Group regarding the Master Plan.
- Conduct and facilitate a two-day public design workshop that utilizes a dynamic planning process, e.g., a *charrette*, to solicit and record the communities input on their ideas of revitalization projects and programs to include in the outcome of the Plan. Use this opportunity to solicit volunteers who may want to be involved on a task force to implement the Plan's projects.
- Prepare a draft Master Plan/MRA Plan, and present that Plan to the Stakeholder Group and participants from the public workshop. Provide an opportunity for review and provide comment of the draft Plan to New Mexico MainStreet, NM Historic Preservation Division and NMDOT staff prior to any official action.
- Present the Final Plan to the Stakeholder Group, participants from the public workshop, and Village officials.

- Revise the final Plan as required by NM MainStreet, other state and local agencies, and the Village after their review of the final Plan. The final Master Plan/MRA Plan will be adopted by the Village Council as per the State's Redevelopment Code statute.
- Deliver 25 final color hardcopy Plans to the community, and all digital text and mapping files in MS Word and ESRI ArcView formats. And 2 copies of the Plan in the same formats to New Mexico MainStreet.

7/1/15

Staff Summary Report

MEETING DATE: August 25, 2015
AGENDA ITEM: VIII. CONSENT AGENDA (F)
AGENDA TITLE: **Bid 2016-0516 Aztec Municipal Airport AVGas System**

ACTION REQUESTED BY: Public Works, Finance
ACTION REQUESTED: Rejection of Bid
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The City requested bids for an aviation fueling system to be furnished and installed complete and operational. The system is to have a double-walled storage tank with a credit card reader system attached. The fueling system will be installed at the Aztec City Airport in compliance with regulations of all applicable local, state and federal authorities.

PROCUREMENT / PURCHASING

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times, July 1, 2015. A pre-bid conference was held on July 13, 2015. Two Addendums were issued on the project. The bid was publically opened on Tuesday, August 18, 2015.
- Two bids were received, both were determined to be non-responsive due to lack of registration with NM Workforce Solutions.
- Both respondents have been advised and the project will be re-bid.

FISCAL INPUT / FINANCE DEPARTMENT

- None at this time

SUPPORT DOCUMENTS: None

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Rejection of Bid #2016-0516 Aztec Municipal Airport AVGas System.

Staff Summary Report

MEETING DATE:	August 25, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (G)
AGENDA TITLE:	<u>Bid 2016-0526 S Church Ave Reconstruction (Paving)</u>
ACTION REQUESTED BY:	Public Works, Finance
ACTION REQUESTED:	Award of Bid
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The 300 Block of S Church, between Zia and Mesa Verde, was identified on the Street Plan for reconstruction in 2017. However, a condition assessment by William Watson, City Engineer/Public Works Director determined reconstruction should be moved to 2014/2015.
- The first phase of the reconstruction was Sidewalk and Curb/Gutter Improvements, awarded to Carreon Construction in October 2014. This project has recently been completed.
- The second phase is the reconstruction of the street. The general scope of the project is to pave Church Ave in Aztec, NM between East Zia Street and South Mesa Verde Ave with SP-IV hot mix asphalt (HMA). A grade change in the roadway was implemented during the sidewalk installation phase to correct a drainage issue. Existing asphalt is approximately 6 inches thick and will require base course to supplement the existing roadbase. This base course addition and the preparation of the roadbase including necessary compaction will be included in the contracted work.
- An alternate was included in the project which is for removal and disposal of the existing pavement (as opposed to City Public Works Department crew performing the removal).

PROCUREMENT / PURCHASING

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times, August 2, 2015. A mandatory prebid was conducted on August 10, 2015 and attended by one contractor. The bid was publically opened on August 18, 2015 with the one bid received.
- Bid was received from Oldcastle SW Group, Inc.
 - The base bid is in the amount of \$106,037. Engineer estimate (internally prepared) for the project was \$88,961. City Engineer/Public Works Director recommends award of the base bid to Oldcastle SW Group Inc.
 - The alternate bid is in the amount of \$18,936 which significantly exceeds the engineer estimate on the project. The City Engineer/Public Works Director is

evaluating the cost benefit to citizens for contracting the work versus city crews performing the work. A recommendation will be determined prior to the Commission Meeting of August 25, 2015.

- A Notice of Award will be issued following Commission award of the bid which will allow Oldcastle SW Group, 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 14 calendar days for substantial completion (project finished and usable) and 21 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, Municipal Road Fund, includes \$115,000 for the award of the base bid.

SUPPORT DOCUMENTS: Bid 2016-0526 Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Award of Bid #2016-0526 S Church Avenue Reconstruction to Oldcastle SW Group, Inc., in the amount of \$106,037.00 (base bid only) plus GRT and authorize the City Manager to execute construction contract.



Bid Tabulation
Bid 2016-0526
300 Block S Church Street Reconstruction
Opened August 18, 2015 1:30 PM
Award Recommendation: Oldcastle SW Group, Inc.
Commission Meeting: Tuesday, August 25, 2015

				OLDCASTLE SW GROUP	
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Type 1 Base Course	CY	368	\$ 85.00	\$ 31,280.00
2	Road Base Preparation	SY	2630	\$ 3.20	\$ 8,416.00
3	3" Hot Mix Asphalt, SP-IV	SY	2670	\$ 22.30	\$ 59,541.00
4	Traffic Control	LS	1	\$ 6,800.00	\$ 6,800.00
				TOTAL BID	\$ 106,037.00
				Total Bid Comparison Including 5% NM State Preference:	\$ 100,735.15
				Total Bid Comparison Including 10% Resident Veteran Preference	\$ -

Staff Summary Report

MEETING DATE:	August 25, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (H) DRAFT
AGENDA TITLE:	<u>Resolution 2015-966 Adopting the 2017-2021 Infrastructure Capital Improvement Plan (ICIP)</u>

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	APPROVAL
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

A local infrastructure capital improvement plan is a plan that establishes planning priorities for anticipated capital projects. The need for this kind of planning has reached critical proportions in New Mexico, where local governments are faced with pressing demands for multiple capital improvements and limited funding to support them. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan, fund, and develop infrastructure at a pace that sustains their activities.

The Department of Finance and Administration (DFA), through its authority in NMSA 1978, Sections 6-6-2J, 6-6-4, 9-6-5.1, 11-6-2, 11-6-3, 11-6-4.1, 11-6-5, and 11-6-5.1, strongly encourages each jurisdiction to prepare a Five-Year Infrastructure Capital Improvement Plan (ICIP).

The ICIP database was changed this year, requiring all projects to be re-entered. New data entry has concentrated on projects for 2017 and future years funding requests which specifically require the project be identified

Each entity may submit its plan to the state through the web-based reporting system. Pertinent parts of all the plans of participating entities are published each year. The published ICIP is made available for entity use and is distributed to the legislature, governor and funding agencies.

The ICIP must be annually adopted by resolution. The state has accelerated the deadline for ICIP submittal to September 4, 2015.

The 2017-2021 ICIP will be posted on the City's website www.aztecmn.gov under the Plans and Project section (Common Links) and also published in the Aztec Talon City Chatter.

FISCAL INPUT / FINANCE DEPARTMENT

The ICIP is another tool that should be utilized in the planning and budget process. This document should then guide the city in the development of project priorities for funding opportunities, performance plan development, and annual budget development.

SUPPORT DOCUMENTS: Resolution 2015-966
2017-2021 ICIP Summary (**will be provided prior to meeting**)

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2015-966 adopted the 2017-2021 Infrastructure Capital Improvement Plan (ICIP).

CITY OF AZTEC

Resolution No. 2015-966

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN
(ICIP)**

WHEREAS, the City of Aztec recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, the Aztec City Commission resolves as follows:

1. The City has adopted the attached 2017-2021 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. 2014-944.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of August 25, 2015.

Mayor Sally Burbridge

ATTEST:

Karla Sayler CMC

Staff Summary Report

MEETING DATE:	August 25, 2015
AGENDA ITEM:	VIII. CONSENT AGENDA (I)
AGENDA TITLE:	American Red Cross Shelter Agreement

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	Approval of American Red Cross Shelter Agreement
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

The American Red Cross and the City executed a Disaster Shelter Agreement in October 2013.

The 2015 agreement reaffirms the City's agreement to provide the Aztec Senior Center to the American Red Cross as a regional disaster shelter.

American Red Cross would provide as much notice as possible to alert the City of the need for the shelter, but in the event of a disaster, the notice could be very short. With the exception of the Sheriff's Department ordering the use of the facility as a disaster shelter, the City would have the option of declining to participate as a shelter if there was a conflict in usage. If the disaster shelter and city usage could be confined to different areas of the building, it may be possible that two uses could occur simultaneously.

Use of the shelter may be coordinated through San Juan County Emergency Management and/or Sherriff's Department.

The American Red Cross will reimburse for costs incurred by the city which would not have been incurred in the normal operation of the facility and could include security, custodial and food services and utility costs. The City would be required to document those costs and request reimbursement with 60 days of the closing of the disaster shelter.

SUPPORT DOCUMENTS:	American Red Cross Shelter Agreement
---------------------------	--------------------------------------

DEPARTMENT'S RECOMMENDED MOTION:	Move to Approve American Red Cross Shelter Agreement
---	--

Send back 3/1/97

American Red Cross Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

Parties and Facility

Owner:

Legal name: Aztec Senior/Community Center
Chapter: City of Aztec
24-Hour Point of Contact:
Name and title: Sally Burbridge, Mayor
Work phone: _____ Cell phone/pager: _____
Address for Legal Notices:
201 West Chaco
Aztec, NM 87410

Red Cross:

Legal name: The American National Red Cross
Chapter: Northwest New Mexico
24-Hour Point of Contact:
Name and title: Amanda Romano, Disaster Program Manager - Lead
Work phone: 505-325-9605 Cell phone/pager: _____
Address for Legal Notices:
2100 Cortland Drive
Farmington, NM 87401

Shelter Facilities:

Aztec Senior/Community Center

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the *Facility/Shelter Opening/Closing Form*, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the *Shelter/Facility Opening/Closing Form* to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement: The Red Cross will reimburse the Owner for the following:
- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
 - b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
 - c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party

Owner	City of Aztec	THE AMERICAN NATIONAL RED CROSS (legal name)
By (signature)		By (signature)
Name (printed)		Name (printed)
Title		Title:
Date		Date

Staff Summary Report

MEETING DATE: August 25, 2015
AGENDA ITEM: XI. Business Item (A)
AGENDA TITLE: Final Adoption of 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 Final Adoption of 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

PASSED, APPROVED, SIGNED AND ADOPTED this ____ day of _____ 2015.

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

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

APPROVE AS TO FORM:

Larry Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

Staff Summary Report

MEETING DATE: August 25, 2015
AGENDA ITEM: XI. BUSINESS ITEM (B)
AGENDA TITLE: Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy.

ACTION REQUESTED BY: Safety Coordinator Troy Morris
ACTION REQUESTED: Approve Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy.
SUMMARY BY: Troy Morris

PROJECT DESCRIPTION / FACTS

The Safety Policy has been under annual review by the safety committee. Since its last adoption in 2014, discrepancies and clarifications have been noted and as a result a revised Safety Policy is being submitted for approval.

The policy has been posted to the City's internal Intranet for employee access and review.

Changes have been completed and are shown in RED in the following Safety Policy revisions. Sections not changed have been omitted due to length of overall Safety Policy.

SUPPORT DOCUMENTS:

- Ordinance 2015-446
- Safety Policy Revisions

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy.

City of Aztec
ORDINANCE 2015-446

An Ordinance to Amend Chapter 17, Personnel.

WHEREAS, the City of Aztec has a responsibility to create a safe working environment for its employees; and

WHEREAS, the City has created a Safety Program and a written Safety Policy to provide policies and procedures to guide the creation of the safe working environment;

NOW THEREFORE BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico that Chapter 17 Personnel be amended as follows with the addition of Section 17-3:

Sec. 17-3. Safety Policy.

The document entitled "City of Aztec Safety Policy, Revised August 2015" is adopted by reference. The Safety Policy and all associated forms can be amended through the City Manager.

PASSED, APPROVED, SIGNED AND ADOPTED this ____ day of _____ 2015.

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

Mayor Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

APPROVE AS TO FORM:

Larry Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

SECTION 1. SAFETY PLAN

1.1 Objective

The development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount. Our goal ~~will be a 100% reduction.~~ is to create a safe work environment.

1.5 Review and Updates

The Safety Policy will be reviewed on a regular basis. When changes ~~to sections~~ within this policy are necessary, ~~changes will be implemented, and a revised Safety Policy will be approved by the City Manager. a new amended policy shall be adopted by the City Commission via an ordinance. Changes or additions to Appendices and forms can be done through an Administrative Regulation procedure.~~

SECTION 2. SAFETY RESPONSIBILITIES AND DUTIES

2.3 Department Heads

1. Responsibilities

Safety begins with the Department Heads' commitment and participation. They set the Department goals, establish accountability, and become involved. A poor safety record is a reflection of department management. Department heads are required to abide by and enforce the safety policy and programs.

2. Duties

- (1) Communicate safety commitment and safety policy and programs.
- (2) Attend safety trainings.
- (3) Assure compliance with all government regulations and the City of Aztec safety programs.
- (4) Review accident reports.
- (5) Help develop and enforce the departmental safety programs.
- (6) Make needed budget appropriations.
- (7) Set a good example and support recommendations from Personnel Administrator and/or Safety Coordinator.
- (8) Provide resources and time to support the safety program.
- (9) ~~Ensure that contractors or vendors providing services adhere to the City of Aztec safety policies.~~

2.6 Safety Committee

1. Safety Committee may meet quarterly (or as determined) to discuss workplace safety and health issues.
2. Conduct safety inspections in their respective departments.

3. Safety Committee may be responsible for assisting the Safety Coordinator(s) in reviewing and updating workplace safety rules and evacuation plans.
4. Safety Committee is responsible for promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety and health program.
5. ~~The Safety Committee membership will be made up of the Safety Coordinator, one (1) representative each from the Electric Department, Public Works Department, General Services Department and three (3) representatives from other City Departments to be selected on a rotating basis by the Safety Coordinator. New members will be selected on an as-needed basis.~~

SECTION 3. ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

3.1 Responsibility for Disciplinary Action

Disciplinary action will be the direct responsibility of **Management Department Heads**. All employees will be held equally accountable for compliance with safety policies and regulations.

1. If an accident occurs and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.
2. The purpose of holding employees accountable is to help employees conform to the City of Aztec Safety Policy and work safely.

SECTION 4. GENERAL SAFETY RULES

4.1 In General

1. Follow the safe job procedures established by this Safety Policy and Departmental Safety Guidelines.
2. Wear the protective equipment required for your job. It is your responsibility to see that your protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately and replaced.
3. Written job hazard assessments should be utilized as outlined in Section 26, Job Hazard Analysis.
4. Report unsafe acts or unsafe conditions to your supervisor without delay.

5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
6. Keep all mechanical safeguards in position during operation. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. Horseplay, such as scuffling, playing practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical Equipment is not to be tampered with in any way.
10. Compressed air should never be used for cleaning clothes, cooling or practical jokes.
11. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.
12. Only **maintenance qualified** personnel, ~~authorized by the City of Aztec~~, are permitted to repair machinery and equipment.
13. Good housekeeping should be maintained at all times throughout all work areas.
14. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.
15. Areas on, around, in front and over electrical controls or panels and fire extinguishers are to be kept clear at all times. This includes emergency exits.
16. Employees who violate these safety rules will be subject to disciplinary action as described in the City of Aztec's Personnel Policy, Section 6 - Disciplinary Action and Terminations.

4.3 House Keeping

The City of Aztec employees will at all times keep all debris clear from work areas, passageways, and stairs and in and around buildings or other structures. The following will be performed to ensure a safe work environment:

1. **Written** quarterly building safety inspections (**turned in January, April, July, October**).
2. Segregation of hazardous and non-hazardous waste, along with documentation as needed and/or required.
3. Stored supplies, equipment, etc., are to be orderly stacked out of walkways and from in front of doors.
4. Oil, grease, and other such liquid spills shall be cleaned up at the time of spill and are not to be left unattended.

5. Monthly inspections of fire extinguishers. Inspections should be documented on fire extinguishers tags.

4.5 Safety Training and Communication

1. As a minimum, employees will receive the number of training hours as required by New Mexico Self Insurer’s Fund. The training shall be relevant to their job positions. The City of Aztec will have Safety Counseling conduct one safety training every month.
2. All employees must sign in when attending the safety trainings. Documentation of the topic(s) discussed, the name of the trainer, the location of the training, the sign in sheet of employees participating is kept on record. Documentation is to be forwarded to the Personnel Administrator Department.
3. Refresher training will be conducted when required, and/or when any new job assignment is assigned or when conditions change.
4. Outside training, that is relevant to the employee’s position, may count toward employees obtaining the number of training hours as required by New Mexico Self Insurer’s Fund. In order to obtain credit, the training class will need prior approval by Department Head and Safety Coordinator. Proof of the training will be required through submittal of a copy of the sign in sheet, name of the trainer, topic(s), location and how long (time) the class was must be turned into the Personnel Administrator Department.
5. Hands-on fire extinguisher training.

SECTION 5. ACCIDENT REPORTING AND INVESTIGATION PLAN

5.3 Program Administration

~~The personnel and contact information for the administration of accident investigations are as follows:~~

<u>Function</u>	<u>Department</u>
Safety and Health Program Administrator Coordinator	Safety Coordinator
Principal Accident Investigator	Safety Coordinator
Human Resources Manager	Human Resources

1. ~~Safety and Health Program Administrator. Coordinator.~~ The ~~Administrator~~ Coordinator will:
 - (1) Develop and revise, when necessary, the Accident Investigation Plan.
 - (2) Provide relevant training to ensure that accident investigators and other personnel involved in accident investigations properly carry out investigations.

- (3) Monitor corrective actions implemented as a result of accident investigations.
 - (4) Make recommendations when needed concerning the effectiveness of corrective actions.
2. Principal Accident Investigator (Department Head or Designee). The Principal Accident Investigator will direct investigations of all accidents and injuries sustained by employees, contractor employees while they are working at a City of Aztec work site, and visitors to City of Aztec work sites, according to the procedures outlined in this Plan. He or she will develop and implement corrective actions to prevent the causes of accidents and injuries identified through accident investigations.
 3. Supervisor(s). Supervisors must:
 - (1) Ensure that injured or ill employees receive immediate medical attention.
 - (2) Immediately notify the Department Head and Safety Coordinator of the accident, injury, or near-miss, including any damage to equipment or other property.
 - (3) Complete the appropriate form for the accident or near miss, including damage to City property form if applicable.
 - (4) Advise the employee of his or her accident reporting requirements and provide the employee with necessary forms then send the completed form to Safety Coordinator within twenty-four (24) hours.
 4. ~~Human Resources Manager. Personnel Administrator (or Designee)~~. The ~~Human Resources Manager Personnel Administrator~~ will provide the authorization for medical treatment of employees prior to their employment. Such staff will contact the employee(s) and describe benefits, ~~and develop a plan for returning the employee(s) to work.~~
 5. Employees. All employees of the City of Aztec ~~including employees of contractors working at City of Aztec work sites~~, must report work-related injuries and illnesses to their supervisor(s) and complete the employee section of the *Accident Investigation Form* (Appendix C).

5.5 Definitions

Near Miss

~~Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.~~

Near-Miss Incident

~~An unplanned, undesired event that adversely affects completion of a task and~~ An incident that does not result in an injury that requires medical treatment nor causes property damage.

5.6 Accident Investigation and Reporting Procedures for Injury or Damages

Accident Investigation Procedures

The Principal Accident Investigator will follow the procedures outlined below to conduct accident investigations:

1. Launch an accident investigation after a work-related injury or illness that requires medical treatment or property damage occurs at any City of Aztec work site. Near-miss incidents will also be investigated.
2. Assign supervisors to carry out specific tasks. Such tasks may include:
 - Inspect the accident site.
 - Interview witnesses and injured person(s).
 - Compile and review data.
 - Develop recommendations for corrective action(s).
 - Compile the written investigation report.
3. Present a preliminary briefing to the investigating team, may including:
 - A description of the accident, with damage estimates.
 - Normal operating procedures.
 - Maps (local and general).
 - The location of the accident site.
 - List of witnesses.
 - Events that preceded the accident.
4. **When needed**, visit the accident site to:
 - Secure the site to protect evidence and prevent further injuries.
 - Inspect the area, including walking and working surfaces, equipment, entrances and exits, air quality systems, and all other conditions, processes, or items that could possibly have contributed to the accident or injury.
 - Record by voice recorder (~~if feasible~~) **and or** in writing the details of the accident site, including lighting conditions, other environmental factors, and any unsafe conditions, tools, equipment, or operations.
 - Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
 - Prepare drawings and/or **and** photographs, label each item carefully, and keep accurate records. Interview each injured person and witnesses. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a **tape voice** recorder if desired **and if approved**. See Appendix C for a copy of the *Accident Witness Statement Form* and instructions for conducting interviews.
 - After all information from the accident site and interviews have been collected, determine and record in writing:
 - What was not normal before the accident;
 - Where the abnormality occurred;
 - When the abnormality was first noted; and
 - How it occurred.
5. Analyze the data collected from the determination/analysis of accident causes. Repeat any of the prior steps, if necessary. Determine:
 - Why the accident occurred;
 - A likely sequence of events and probable causes (direct, indirect, and basic); and
 - Alternative sequences.
6. Develop recommendations for corrective action, if needed.

7. Conduct a post-investigation briefing.
8. Prepare a summary report including the recommended actions to prevent a recurrence, and distribute the report according to applicable instructions. See Appendix C for a copy of the *Accident Investigation Form* and instructions.

5.7 Motor Vehicle Crash Investigation

Employees must notify their supervisor of any work-related **accident crash** with on-road motorized vehicles. The process for investigating **accident a crash** involving motorized vehicles will be conducted by the appropriate government authorities and the vehicle insurance provider. As stated in Section 12 of the City of Aztec Personnel Policy, any employee who has an automobile **accident crash** caused by the employee must submit to a drug screen within two (2) hours of **accident the crash**. In the event the employee is injured and medical attention is required, the drug screen shall be administered at the hospital or urgent care.

City Owned Vehicle

All City of Aztec owned on-road motorized vehicles are for operator liability and operator liability for personal injury and property damage. Any accident involving a City of Aztec vehicle must be reported to the police. If the police do not come to the scene of the **accident crash**, the person operating the vehicle, if possible, must go to the police to file a **accident crash** report.

Personally Owned Vehicle

An employee of City of Aztec who is involved in **an accident a crash** while operating a personal motorized vehicle and performing a work-related task must immediately report the accident to police, and notify his or her supervisor of the **accident crash**. The employee must file **an accident a crash** report with the police and make a copy of the report available to their Department Head and the Safety Coordinator.

Accident Investigation Reports

All investigations of **accident crashes** and injuries will be reported on the prescribed *Accident Investigation Report Form* (Appendix C). ~~All near-miss incidents and injuries that do not require medical treatment will be reported promptly to their Supervisor and a Near-Miss Incident Form shall be completed (Appendix C).~~ **Accident Crash** investigators will submit all completed **accident crash** investigation reports to the Safety Coordinator for review.

5.9 Training

The ~~Administrator~~ **Safety Coordinator** will ensure that investigators and others engaged in accident investigations are trained in the techniques of workplace accident investigation, and that they receive all manuals, guides, and other information related to accident investigation.

The training program will include the following topics:

- Initiating the accident investigation
- Inspection and documentation of the accident scene
- Interviews
- Accident analysis
- Root cause determination
- Development of recommendations for corrective action
- Writing the Accident Investigation Report

SECTION 6. BLOOD BORNE PATHOGENS / EXPOSURE CONTROL PLAN

6.2 Policy

~~The policy of the City of Aztec is that employees shall adhere to universal precautions. Universal precautions are an approach to infection control. According to this concept, all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other blood borne pathogens.~~

~~The City of Aztec is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:~~

- ~~• Determination of employee exposure~~
- ~~• Implementation of various methods of exposure control, including:~~
- ~~• Universal precautions~~
- ~~• Engineering and work practice controls~~
- ~~• Personal protective equipment~~
- ~~• Housekeeping~~
- ~~• Hepatitis B vaccination~~
- ~~• Rabies vaccination~~
- ~~• Post-exposure evaluation and follow-up~~
- ~~• Communication of hazards to employees and training~~
- ~~• Recordkeeping~~
- ~~• Procedures for evaluating circumstances surrounding an exposure incident~~

~~The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.~~

6.3 Plan Administration

Safety Coordinator

- ~~• Is responsible for the implementation of the ECP.~~
- ~~• Will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.~~
- ~~• Will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.~~

Department Head (or Designee)

- ~~• Is responsible for the implementation of the ECP.~~

- Will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g. sharps containers), labels, and red bags as required by the standard.
- Will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- Will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

Employee

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

6.4 Definitions

Exposure Control Officer

~~Individual~~ The Department Head or designee is responsible for receiving reports of blood borne pathogen exposures and ensuring proper follow-up and compliance.

6.5 Methods of Compliance

6. Laundry

- (1) Handle contaminated laundry as little as possible, with minimal agitation;
- (2) Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use *bags marked with biohazard symbol* for this purpose.
- (3) Wear the following PPE when handling and/or sorting contaminated laundry:
 - Protective Eye Wear
 - Gloves

7. Labels

- (1) Each department will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify their immediate supervisor or Safety Coordinator if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

8. Employee Training

All employees who have occupational exposure to bloodborne pathogens will receive training conducted by City approved training contractors.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard;
- An explanation of our ECP and how to obtain a copy;
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of engineering controls, work practices, and PPE;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility;
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available on the City's Intranet – Kiva.

9. Record Keeping

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with OSHA Standard 29 CFR 1910.1020.

- (1) Training Records. Training records are completed for each employee upon completion of training. These documents will be kept for at least three (3) years within the personnel files of the employee located at the Personnel Administrator's office. The training records include:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Personnel Administrator.

(2) **Medical Records.** Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The Personnel Administrator is responsible for maintenance of the required medical records. These confidential records are kept at their office for at least the duration of employment plus 30 years in accordance with OSHA Standard 29 CFR 1910.1020. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Personnel Administrator. These records shall include:

- Name of employee;
- A copy of the employee's hepatitis A/B vaccine status including the dates of all the hepatitis A/B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- A copy of all results of examinations, medical testing, treatments and follow-up procedures.
- A copy of the information provided to the healthcare professional.
- Confidentiality. The employer shall ensure that the employee medical records required are:
 - Kept confidential; and
 - Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law and OSHA Standard 29 CFR 1910.1020.

(3) **OSHA Records.** An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Safety Coordinator.

(4) **Sharps Injury Log.** In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. All incidences must include at least:

- The date of the injury;
- The type and brand of the device involved
- The department or work area where the incident occurred; and
- An explanation of how the incident occurred.

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar

year that they cover. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

OSHA's Bloodborne Pathogens Standard 29 CFR 1910.1030, in paragraph (h)(5), requires an employer to establish and maintain a Sharps Injury Log for recording all percutaneous injuries in facility occurring from *contaminated* sharps. The purpose of the Log is to aid in the evaluation of devices being used in healthcare and other facilities and to identify problem devices or procedures requiring additional attention or review. This log must be kept in addition to the injury and illness log required by 29 CFR 1904. The Sharps Injury Log should include all sharps injuries occurring in a calendar year. The log must be retained for five years following the end of the year to which it relates. The Log must be kept in a manner that preserves the confidentiality of the affected employee.

6.6 Vaccinations

1. Hepatitis B vaccination shall be made available to all employees with occupational exposure at no cost to the employee according to the requirements and procedures specified in OSHA Standard 29 CFR 1910.1030(f) in Appendix A of this plan. Any employee refusing vaccination must sign a release found in Appendix B, which will be kept in his/her medical record. If the employee later changes his/her mind and still has occupational exposure, the vaccination will be provided at no cost to the employee. The Hepatitis B Declination Form is in Appendix B. Vaccination will also be made available to the employee, if exposure incident occurs and the medical provider determines it is necessary, using current U. S. Public Health Service guidelines.

The vaccination process includes three (3) vaccination shots and a final follow up for titer test. It is the employee's responsibility to complete the vaccination process. Failure to complete the vaccination process could result in disciplinary action per Personnel Policy (Section 6). Initial cost is covered by the city.

2. Rabies vaccination shall be made available to all animal shelter employees with occupational exposure at no cost to the employee according to the requirements and procedures specified in OSHA Standard 29 CFR 1910.1030(f) in Appendix A of this plan. Any employee refusing rabies vaccination must sign a release found in Appendix B, which will be kept in his/her medical record. If the employee later changes his/her mind, the rabies vaccination will be provided at no cost to the employee. The Rabies Declination Form is in Appendix B. Vaccination will also be made available to the employee, if exposure incident occurs and the medical provider determines it is necessary, using current U. S. Public Health Service guidelines.

The vaccination process includes three (3) vaccination shots. It is the employee's responsibility to complete the vaccination process. Failure to complete the vaccination process could result in disciplinary action per Personnel Policy (Section 6). Initial cost is covered by the city.

6.8 Administration of Post Exposure Evaluation and Follow-Up

The Safety Coordinator and Personnel Administrator ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Safety Coordinator and Personnel Administrator ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;
- Route(s) of exposure;
- Circumstances of exposure;
- If possible, results of the source individual's blood test;
- Relevant employee medical records, including vaccination status.

The Personnel Administrator provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

6.9 Procedures for Evaluating the Circumstances of an Exposure Incident

The Safety Coordinator will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time;
- Work practices followed;
- A description of the device being used (including type and brand);
- Protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*);
- Location of the incident (*O.R., E.R., patient room, etc.*);
- Procedure being performed when the incident occurred;
- Employee's training.

The Department Head or immediate supervisor will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log.

If it is determined that revisions need to be made, the Department Head and Safety Coordinator will ensure that appropriate changes are made to this ECP.

SECTION 10. FLEET SAFETY

10.1 Driver Responsibility and Fleet Safety Basics

1. Anyone who operates a licensed vehicle owned or controlled by the City of Aztec must maintain a current driver's license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited unless approved by the immediate supervisor. Use of City of Aztec vehicles by non-employees or unqualified employees is prohibited, unless permission has been given, by the City Manager.
3. All drivers are required to inspect their vehicle on a monthly basis ~~in the first week of the month~~. A vehicle check list will be provided to all drivers. All drivers are expected to do a daily walk around and report any deficiencies or issues. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. You are required to report all citations to your supervisor in writing. Violations are cause for disciplinary action, including suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for ~~disciplinary action immediate termination~~ whether reporting to work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to city property, property of others, personal injury of employee or to others, must be reported to the supervisor immediately. Failure to report any accident involving a company vehicle is grounds for ~~termination~~ **disciplinary action**.
9. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for the city.
10. Any employee that is in charge of a vehicle is also responsible for all tools and equipment assigned to that vehicle.
10. All vehicles will be equipped with an appropriate fire extinguisher and a first aid kit.
11. All drivers will abide by city and state laws while operating city vehicles.
12. Employees who violate these safety rules may be subject to disciplinary action.

SECTION 11. FALL PROTECTION PROGRAM

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental policies as they will be more detailed and restrictive.

11.1 Introduction

The City of Aztec's fall protection program promotes employee safety during maintenance and equipment installation work. This program focuses on fall hazards, appropriate fall protection equipment, equipment limitations, proper use and wear of the equipment, and the dynamic forces that could apply to such equipment and personnel in the event of a fall.

Fall protection equipment will be supplied and must meet or exceed all requirements of ANSI Z359.1 and [OSHA Standards 29 CFR 1926](#) (Subpart M). All items of fall protection equipment must be properly labeled, stating compliance with this standard, date of manufacture and date of purchase.

A total fall arrest system must be used every time the employee is ~~six (6) feet~~ **four (4) feet** or more above a lower working surface. All employees must be tied off at all times when climbing; there are no exceptions to this requirement. If any fall protective equipment is subjected to a fall or damaged, it must be immediately replaced with new equipment and the old equipment will be returned in a timely manner for destruction. Any employee who violates any portion of this policy will be subject to disciplinary action that will likely result in termination of employment.

SECTION 12. HAZARD COMMUNICATION PROGRAM

12.4 List of Hazardous Chemicals

Our "chemical inventory" is a list of product identifiers of hazardous chemicals known to be present at our workplace. Anyone who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the chemical inventory can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Sometimes hazardous chemicals can be identified using purchase orders. Identification of other chemicals may require an actual survey of the workplace. The Department Head or designee updates the hazardous chemical inventory as necessary.

The inventory is attached to this written Hazard Communication Program. However, the **Program Right to Know** Coordinator also keeps a copy of the chemical inventory list located in the Safety Coordinators Office ~~at City Hall~~ where it is accessible during work hours. The chemical inventory serves as a list of every hazardous chemical for which an SDS must be maintained.

12.6 Safety Data Sheets (SDS)

1. Obtaining SDS's.

The Department Head or designee is the responsible person to obtain all SDS's from suppliers and contractors. This will be done by comparing the department's chemical inventory list to the SDS's on hand. Once obtained they shall be cataloged as per below procedures and checked annually as to their being the most current up to date SDS. Should any chemicals be found at the facility without an SDS, the designated person will contact the supplier or manufacturer immediately. The missing SDS's will be faxed or be provided as quickly as possible. The designated person shall be responsible to meet with all outside contractors before, work begins to exchange SDS's and chemical list and then on a regular basis to stay current as to all chemicals located or being used at the facility.

2. Maintenance of SDS's.

The Department Head or designee is designated as the responsible person to maintain all SDS's received. SDS's shall be maintained in each department and reviewed annually to ensure the most current SDS's are on hand.

The master copy of all SDS's shall be maintained in each Department. The SDS's in these notebooks shall be kept in alphabetical order and cross-referenced to the departments in which they are stored and used.

Each Department shall be provided with an SDS's notebook containing the chemical inventory list, and all SDS's of chemicals stored and used in the area. These notebooks shall keep the SDS's in alphabetical order by product name and crossed reference with the chemical name for ease of use by all employees and outside contractor employees. The SDS notebook will be readily available to all employees.

These Department SDS's notebooks shall be up-dated whenever there is an addition or deletion of any chemical in the Department.

SDS's shall be in English and when necessary and at least annually provided in other languages to meet the needs of current employees. They shall be filed in alphabetical order matching the name shown on the container label. Names other than listed on the label shall not be used.

Safety data sheets shall contain the following 16 OSHA required elements:

- Identification
- Hazard (s) identification
- Composition/Ingredients
- First Aid Measures
- Fire-fighting methods
- Accidental Release Measures
- Handling and Storage
- Exposure Control/Personal Protection
- Physical and Chemical properties
- Stability and Reactivity
- Toxicology Information
- Ecological Information
- Disposal Considerations
- Transport Information
- Regulatory Information

- Other Information
1. Coordination of SDS's with Outside Contractors. The Department Head ~~or designee~~ is the responsible person to coordinate the exchange of SDSs with outside contractors. This information shall then be cataloged and up-dated to all applicable SDS notebooks. The exchange of information required to protect both outside contractor employees as well as the City of Aztec employees is as follows: copies of SDSs exchanged, quantity of each chemical at the site, and the location of each chemical at the site.

12.7 Responsibility Profiles

There are three (3) major categories of responsibility that are essential to the effective implementation of this program. They are:

1. The "Right-to-Know" Coordinator
2. Safety Coordinator
3. All City of Aztec Employees

The following sections define the roles played by each of these groups in carrying out the program.

1. The "Right-To-Know" Coordinator

The Department Head ~~or designee~~ is the "Right-To-Know" coordinator. They will be responsible for overall management and support of the City of Aztec's hazard communication program. Activities which are delegated to the Right-to-Know coordinator include, but are not limited to:

- Overall responsibility for implementing the hazard communication program for the entire department.
- Develop and administer any additional policies and procedures needed to support the effective implementation of this program.
- Revise and up-date this program as necessary. At least annually.
- Collect and maintain a suitable reference file on the federal hazard communication regulations and chemical safety information.
- Act as liaison during OSHA inspections.
- Maintain master inventory list(s) of hazardous chemicals, SDS file and the written communication program.
- Maintain work area inventory list(s) of hazardous chemicals.
- Conduct yearly audits to maintain an up-to-date hazardous chemical inventory.
- Delegate responsibility to appropriate personnel for support of the hazard communication program. Such activities will include:
 - Designation of an alternate "right-to-know" coordinator.
 - Designation of hazard communication trailers.
 - Designation of personnel to develop SDS's for hazardous materials produced (or are by-products) at this facility.
 - Designation of personnel responsible for conducting periodic audits to update hazardous chemical inventory and to assure general compliance with the program.

Department Heads or designee person will be responsible for the on-site management of the hazard communication program. Activities which they will be held responsible for include:

- See that all employees in their work area have received training in the hazard communication program before beginning work in their area
- See that all employees in their work area properly use personal protective equipment.
- Maintain a supply of personal protective equipment (i.e. gloves, face shields, respirators, etc.), as necessary.
- Maintain an inventory list of hazardous substances in their work area in conduction with this program. This list will be update by doing an annual inventory.
- Informing all affected employees of any and all new chemicals brought into the work area.
- Insure all containers, including transfer containers, are appropriately labeled.
- Consult with right-to-know coordinator regarding any questions concerning the hazard communication program and any new hazardous chemicals in the work area.

2. Safety Coordinator.

The Safety Coordinator will be responsible for the education and training of all personnel who are exposed to or handle hazardous substances. Activities falling under the direction of the trainer include:

- Maintaining an up-to-date list of all personnel employed or contracted with the City of Aztec.
- Developing suitable training programs utilizing the methods identified in this program. Scheduling periodic training seminars for affected employees.
- Maintaining appropriate training documentation such as sign in sheets, manuals, **quizzes**, etc.
- Periodically reviewing the training programs with the right-to-know coordinators and designee to include appropriate new information.

Safety Counseling Inc. has been selected to be the City of Aztec, hazard communication trainer. With the exception of all New Employees will be trained initially by the Department Head or designee.

3. City of Aztec Employees.

As with all of the cities activities, the employees have the most important role in the hazard communication program, for the ultimate execution of the program rest in their hands. In this role employees must:

- Know which chemicals in their work area are hazardous, and the hazards of those chemicals.
- Attend and attentively gather information from the hazard communication training sessions conducted by the hazard communication trainer.
- Become familiar with the information on the SDS's for the hazardous chemicals in their Department.

- Observe all the handling precautions noted on the SDS's and as discussed in the training sessions.
- Inform Department Head or designee:
- Before performing a non-routine task in which hazardous chemicals are involved.
- When encountering hazardous materials in the work areas which are either not labeled properly, not identified in the inventory listing, or do not have an SDS's in the right-to-know compliance manual.

12.9 Hazard Communication Education and Training

Pursuant to the hazard communication program, an employee education and training program has been instituted at our facility regarding the handling and related dangers of exposure to chemicals in the work place. All personnel who are exposed to chemical hazards in their job assignments will be trained at the time of their initial assignment, and whenever circumstances in the workplace change involving the addition of a new hazard, or new hazardous chemical. All new employees will be trained by the Department Head or designee as part of our "new employee orientation program" so that they are adequately prepared to deal with the chemicals they will be using and are exposed to in their new jobs. Additionally, this education and training program will be given to all of our employees at least annually, by the hazard communication-training instructor, to keep their knowledge in these areas current. Should an employee transfer to a new job position there will be additional training provided to prepare that employee for the potential chemical exposures related to the new position.

The topics covered in the education program include, but not limited to, all of the following subjects:

- The [OSHA Standard 29 CFR 1910.1200](#) hazard communications standards.
- All employee rights under the standard.
- All employee responsibilities under the standard.
- The location and contents of our hazard communication program and "right-to-know compliance manual".
- The work area hazardous substance list.
- The work area Safety Data Sheet notebook.
- Physical and health hazards associated with the types of hazardous chemicals identified on the list.
- Methods and observations, which can be used by employees to detect the presence of hazardous chemicals in the work area.
- Engineering controls that have been instituted to reduce the potential exposure of hazardous substances to the employees.
- Recommended work practices for the employees to follow to protect themselves from exposure.
- Appropriate personal protective equipment to be used to protect the employees from potential exposures.
- Location and availability of personal protective equipment.
- Proper use, care, and maintenance of personal protective equipment that employees are expected to utilize.
- To read and interpret information contained on the material safety data sheets.
- How to read and interpret container-labeling information.
- Emergency procedures and first aid procedures required during an incident involving a hazardous substance.

- A review of the terminology used in the hazard communication program, including that which is found on Mess's and labeling.
- A review of any and all hazardous substances brought on the property by contractor and sub-contractor's.
- A review of the hazards of non-routine tasks.

Our education and training presentations make use of several training techniques including, but not limited to, those listed below:

- Classroom type atmosphere with personal instruction. A competent instructor for the topic being presented provides this.
- Videotape programs are used as a training aid not as a training program and consist of no more than one third of the training provided for this program.
- Employee handouts/training manuals will be used to supplement this training program and employees are expected to take notes.
- Supervisors are expected to implement review sessions with employees periodically to assess the retention of the material presented.

These activities are being conducted/overseen by our hazard communication trainer.

Training, scheduling, and documentation to facilitate the training of all our employees, as well as document the training process, we have developed several tools for use in these areas. A tracking system has been developed that will perform the following tasks:

- List all employees date of initial training, last review, and last update training session.
- ~~List work area that each employee has been trained to work in.~~
- Listing of the next review date and up-date training for each employee.

SECTION 14. EQUIPMENT LOCKOUT / TAGOUT PROGRAM

14.3 Responsibilities

1. Supervisor.

- (1) Maintains awareness of all aspects of the City of Aztec lockout/tagout policy.
- (2) Ensures that all employees under their supervision understand the requirements for compliance with this policy and are made aware of the lockout/tagout procedure and are issued appropriate locks/tags.
- (3) Conducts a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this policy are being followed.
- (4) Certifies that the periodic inspections have been performed.

2. Employee.

- 1) Maintains awareness of all aspects of the lockout/tagout policy and complies with all procedures.

3. Safety Coordinator/Department Head.

- 1) Provides necessary employee training for lockout/tagout procedures.
- 2) Conducts periodic inspections of work sites to ensure compliance with lockout/tagout procedures.
- 3) Provides guidance regarding the applicability of the lockout/tagout policy.
- 4) Approves/disapproves exceptions of the lockout/tagout policy.

14.4 General

1. Simple Lockout/Tagout.

- 1) Implementation of lockout/tagout shall be performed only by authorized employees.
- 2) Before any employee performs any maintenance or repair of a machine or equipment where unexpected start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative.
- 3) If an energy isolating device is capable of being locked out, then this policy requires that a lockout and tagout be utilized. If an energy isolating device is not capable of being locked out, then a tagout shall be utilized.
- 4) Whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.
- 5) Procedures during repairs on above devices shall include at least two persons. One person shall be at the disconnect area, while the other person performs repair and/or testing.

3. Periodic Inspections.

- 1) The periodic inspections shall be performed by a City of Aztec Supervisor. The inspections shall be designed to correct any deviations or inadequacies observed.
- 2) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
- 3) The inspector shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection.
- 4) Copies of the inspection report shall be **filed by the department. ~~sent to the Safety Coordinator.~~**

4. Training and Communication.

- 1) The City of Aztec will provide joint training to ensure that the purpose and function of the energy control program is understood by employees and that the knowledge

and skills required for the safe application, usage, and removal of energy controls are required by employees. The training will include the following:

- Train each authorized employee in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and methods and means necessary for energy isolation and control.
 - Instruct each affected employee in the purpose and use of the energy control procedure.
 - Instruct all other employees whose work operations are or may be in an area where energy control procedures may be utilized, about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- 2) The City of Aztec will train employees in the limitations of tags when tags are used in lieu of lockout devices.
 - 3) Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
 - 4) Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.
 - 5) The City of Aztec will ~~certify~~ ensure that employee training has been accomplished and is being kept up to date. The ~~certification~~ document shall contain each employee's name and dates of training.

SECTION 16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

16.2 Training

All personnel required to use protective equipment must be trained and be able to demonstrate understanding of the training and the ability to use the equipment before being exposed to the hazards that requiring the protective equipment.

1. Training must cover at the following:
 - (1) When is PPE necessary?
 - (2) What type of PPE is necessary?
 - (3) How to properly use, adjust, wear and take off the PPE.
 - (4) The limitations of the PPE.
 - (5) How to inspect the PPE.
 - (6) The proper care, maintenance, useful life, and disposal of the PPE.
2. Personnel will be retrained when there is reason to believe that the employee has failed to retain an understanding of the training or the ability to properly use the PPE.

- (1) Retraining will be done when there are changes in the workplace, the hazards present in the workplace, or the type of PPE that renders previous training obsolete.
- (2) The City of Aztec will verify that all exposed employees have been trained with written documentation that contains the name of the person trained, the date of that training, what was covered, and the instructor.
- (3) A copy of the training documentation will be ~~kept forwarded to the safety coordinator.~~

SECTION 17. PROPER LIFTING TECHNIQUES

17.4 Types of Lifts

1. Squat Lift
2. Power Lift
3. Team Lift
4. Tripod Lift
5. Diagonal Lift

[Add images](#)

SECTION 19. PORTABLE ELECTRIC SPACE HEATER

19.3 Policy

Portable electric space heaters shall only be permitted in office areas for temporary use and only after the following conditions are met:

1. Approval. Before use, any portable electric space heater shall be inspected for the following:
 - Portable electric space heaters shall bear a UL listing label.
 - Portable space heater shall be inspected by Safety Personnel to insure that the amperage draw will not overload the electrical circuit intended to power the heater.
 - Portable electric space heaters shall not have worn or damaged electrical cords, and the plugs shall be in good condition.
 - Portable electric space heaters shall have a low center of gravity and shall contain a mechanism whereby the heater shuts off automatically if tipped over.
2. Use.
 - (1) Portable electric space heaters shall be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.
 - (2) Portable electric space heaters shall be turned off when not in use.
 - (3) Portable electric space heaters shall be inspected monthly.

- (4) Portable electric space heaters shall be placed a minimum of three (3) feet from any combustible material (e.g. curtains, paper, cloth, etc) and in a well ventilated area.
- (5) Any portable electric space heater found to be in poor operating condition, damaged, or used improperly, shall immediately be turned off, unplugged, and removed from service.

3. Prohibition.

- (1) The use of any portable heater that is fueled by kerosene or that produces open flame is strictly prohibited.
- ~~(2) The use of any portable heater for permanent heating is strictly prohibited.~~
- (3) Portable electric space heater shall not be placed underneath desks, in any means of egress (exit path), or any high traffic area.

SECTION 20. PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

20.2 Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces in City of Aztec, the Safety Coordinator ~~or designee~~ has conducted a hazard evaluation of our workplace. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the *Confined Space Entry Permit Form (Appendix B)*. This written hazard evaluation is kept in the ~~Safety Coordinator's Office in the City Hall Complex~~ appropriate department.

20.4 Safe Permit Space Entry Procedures

The assigned Department Supervisor is the Entry Supervisor responsible for authorizing entry and issuing entry permits for work in our permit spaces (Appendix B). The file of permits and related documents are kept ~~by the department. in Safety Coordinators Office in the City Hall Complex~~. The procedures we follow for preparing, issuing, and canceling entry permits includes the following elements:

1. Before entry is authorized, the Entry Supervisor shall document the completion of measures required by preparing an entry permit.
2. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
3. The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means; so that the entrants can confirm that pre-entry preparations have been completed.
4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
5. The entry supervisor shall terminate entry and cancel the entry permit when:

- (1) The entry operations covered by the entry permit have been completed; or
 - (2) A condition that is not allowed under the entry permit arises in or near the permit space.
6. The ~~Safety Coordinator Department~~ shall retain each canceled entry permit for at least 1 year. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

20.6 Certification

The City of Aztec verifies that the space is safe for entry and that the pre-entry measures required by OSHA Standard 29 CFR 1910.146(c)(5)(ii) have been taken, through a written certification that contains the date, location of the space, and signature of the person providing the certification. ~~At our company,~~ the Department Supervisor is responsible for verifying these procedures. The certification is made before entry and is available to each employee entering the space.

20.11 Training Program

Every employee at City of Aztec who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. ~~Safety Coordinator or~~ Safety Counseling conducts our permit-required confined space training. All training related materials, documents, and signed certificates are kept ~~by the department. in the Safety Coordinator Office in the City Hall Complex.~~