**AGENDA**
**CITY OF AZTEC**
**CITY COMMISSION WORKSHOP**
**September 8, 2015**
**201 W. Chaco, City Hall**
**5:15 p.m.**

**5:15-6:00**

A. **Change Orders**

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

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

**A G E N D A**
**CITY OF AZTEC**
**CITY COMMISSION MEETING**
**September 8, 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. PROCLAMATION

A. Constitution Week September 21-23, 2015
B. Manufacturing Day September 29, 2015

## VII. CITIZEN RECOGNITION

## VIII. EMPLOYEE RECOGNITION

## IX. CONSENT AGENDA

A. Commission Workshop Meeting Minutes, August 25, 2015
B. Commission Meeting Minutes, August 25, 2015
C. Travel Requests
D. NMDFA LGD Approval of FY16 Annual Final Budget Approval
E. ICIP Resolution 2015-967 Adopting the 2017-2021 Infrastructure Capital Improvement Plan For The City Of Aztec Senior Center
F. Resolution 2015-968 Declaring the City of Aztec To Be Under State of Disaster Due to Flooding
G. Resolution 2015-969 Surplus

*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"*

## X. ITEMS FROM CONSENT AGENDA

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**XI. CITIZENS INPUT (3 Minutes Maximum)**
*(Citizens who wish to speak will sign up prior to the meeting. This is for items not otherwise listed on the agenda*

## XII. BUSINESS ITEMS

A. Final Adoption of Ordinance 2015-445 Amending Article I, Section 17.1 of Chapter 17-Personnel Policy
B. Intent to Adopt Ordinance 2015-447 Amending of Article I, Section 17.1 of Chapter 17-Personnel Policy

## XIII. LAND USE HEARING

None

## XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

## XV. DEPARTMENT REPORTS

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

## XVI. CLOSED SESSION

A. Closed Session Pursuant to Section 10-15-1H(8) Purchase of Real Property
B. Closed Session Pursuant to Section 10-15-1H(7) Pending Litigation

## XVII. BUSINESS ITEMS (2)

A. Purchase of Real Property

## XVIII. ADJOURNMENT

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CITY OF AZTEC
COMMISSION WORKSHOP MINUTES
August 25, 2015

## I. CALL TO ORDER

Mayor Burbridge called the meeting in to order at 5:20pm 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 Clerk, Karla Sayler |

### A. Presentation on New Mexico Main Streets and Frontier Communities

Charlie Deans, Urban Planning Associate with Main Street Communities presented to commission a power point on Metropolitan Redevelopment Area Plans. He mentioned that state statute empowers municipalities with additional authorities to revitalize and redevelop areas that are deteriorated, blighted or underutilized in order to stimulate economic development and community well being by establish it as a Metropolitan Redevelopment Area (MRA). Charlie reviewed the MRA Plan Economic Development Tools and Funding and Financial Tools. Charlie mentioned that being designated as a MRA also enables the Commission to apply for a $50,000 grant to pay for drafting a plan for revitalizing the district. Charlie mentioned that the plan will help the City work to revitalize an area, and it also relies on incentives for property owners, such as property tax credits or deferrals, to promote development. Charlie reviewed tax increment financing districts and other communities with MRA plans.

## II. Adjournment

Mayor Burbridge adjourned the Workshop at 5:55 pm.

DRAFT

_____
Mayor, Sally Burbridge

ATTEST:

_____
Karla Sayler, City Clerk

MINUTES PREPARED BY:

_____
Karla Sayler, City Clerk

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CITY OF AZTEC
COMMISSION MEETING MINUTES
August 25, 2015

## I. CALL TO ORDER

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

## II. INVOCATION

The Invocation was led by Mayor Pro-Tem, Sherri Sipe

## III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner McClure

## 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 APPOVAL

MOVED by Commissioner Locke, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda As Presented

## VI. CITIZEN RECOGNITION

None

## VII. EMPLOYEE RECOGNITION

None

## VIII. CONSENT AGENDA

MOVED by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to Approve

DRAFT

the Consent Agenda with the exception of Item G Bid 2016-0516 S. Church Ave Reconstruction Paving and Item H 2016-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP

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. Pulled
H. Pulled
I. American Red Cross Shelter Agreement

## IX. ITEMS FROM CONSENT AGENDA

G. Bid 2016-0516 S. Church Ave. Reconstruction Paving

Commissioner McClure questioned why the change in dollar amounts. Bill Watson City Engineer replied that a grade change in the roadway was implemented during the sidewalk installation phase to correct a drainage issue and mentioned that this base course addition and the preparation of the roadbase including necessary compaction will be included in the contracted work.

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner McClure To Approve the Award of Bid #2016-0526 S. Church Avenue Reconstruction to Oldcastle SW Group, Inc., in the amount of $106,037 (base bid only) plus GRT and authorize the City Manager to execute construction contract.

H. Resolution 2015-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP)

Mayor Burbridge moved to Table Item H to end of agenda SECONDED by Mayor Pro-Tem Sipe

All Voted Aye, Motion Passed Five to Zero

## X. CITIZENS INPUT

None

## XI. BUSINESS ITEMS

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A. Final Adoption of Ordinance 2015-444 Amending Section 16-15 Golf Course Fees

Josh mentioned that there have been no changes or comments on this since the intent to adopt.

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure to Approve Final Adoption of Ordinance 2015-444 Amending Section 16-15 Golf Course Fees

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

B. Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy

Josh mentioned that this Ordinance is to update the current safety policy in place. Commission reviewed and questioned changes on Section 1.5, Section 10-1-7-8. Commission suggested that there be no changes to these sections.

MOVED by Mayor Burbridge, SECONDED by Commissioner Locke to Approve the Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy with the exception of changes to Section 1.5 and Section 10.1.7-8

A Roll Call Was Taken-Motion Denied 3-2

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve the Intent to Adopt Ordinance 2015-446 Amending Chapter 17, Section 17-3 Safety Policy with the exception of changes to Sections 1.5 and Section 10.1.7-8

A Roll Call Was Taken-Motion Passed Four to One

## XII. LAND USE HEARINGS

None

MOVED by Mayor Burbridge to recess the meeting, SECONDED by Commissioner Rogers to review Consent Item H Resolution 2015-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP) at 6:50pm

Mayor Burbridge reconvened the meeting at 6:55 pm

Consent Item H, Resolution 2015-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP) was reviewed by Commission and there were no comments.

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MOVED By Commissioner Rogers, SECONDED by Commissioner Locke to Approve Resolution 2015-966 Adoption of 2017-2021 Infrastructure Capital Improvement Plan (ICIP)

## XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Mayor Burbridge reported that she will be attending the NMML Annual Conference September 2-4, 2015 Albuquerque. Mayor mentioned that there will be a meeting with on September 1st from 3-8pm on Animas River questions at the Farmington Civic Center.

Mayor Pro-Tem Sipe reported that she will be attending the NMML Annual conference September 2-4, 2015 in Albuquerque. Mayor Pro-Tem mentioned that the second Aztec Clean and Strong meeting was Monday night and that the there were about 20 people in attendance. Commissioner Sipe thanked all who participated in the Animas River emergency.

Commissioner Rogers mentioned that she is officially an Ambassador for the San Juan Medical Foundation Get Pinked Foundation. Commissioner Rogers mentioned that she attended Coffee with the Chief.

Commissioner Locke mentioned that she attended the Aztec Clean and Strong Meeting. Commissioner Locke mentioned that she will be attending the MOLI Certification on September 22-25 in Albuquerque.

Commissioner McClure mentioned that she attended the ECHO meeting. She also mentioned that she attended Coffee with the Chief.

Larry Thrower mentioned that he will be in and out of the office for the next two weeks but can be reached via cell phone.

## XIV. DEPARTMENT REPORTS

Cindy Iacovetto Community Center director reported on the fruit/vegetable bountiful baskets that can be ordered on line and picked up at the Senior Center. Cindy also mentioned that she will be putting on a program called Steamers and Dreamers; a futuristic past time event on Valentine's Day. This will be a annual event.

## XV. ADJOURNMENT

Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the meeting at 7:15 pm.

DRAFT

_____
Mayor, Sally Burbridge

ATTEST:

_____
Karla Sayler, City Clerk

MINUTES PREPARED BY:

_____
Karla Sayler, City Clerk

DRAFT

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 08, 2015 |
| **AGENDA ITEM:** | IX. CONSENT AGENDA (C) |
| **AGENDA TITLE:** | Travel Requests |
| **ACTION REQUESTED BY:** | Administration, Police, Commission, MVD and Visitor Center |
| **ACTION REQUESTED:** | Approval of Employee/Public Official Travel Requests |
| **SUMMARY BY:** | Cheryl Franklin |

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

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.

- The attached log is sorted by dates of travel and then by department. Three requests for travel had already occurred and the Administration, Police and Commission is requesting approval for travel on the date of this meeting; however, the remaining request are dated for future.

- If travel/training is to be reimbursed or some of the costs will be paid by another entity, those notes have been included on the log.

**FISCAL INPUT** (Finance Department)

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

**SUPPORT DOCUMENTS:** Travel Log September 08, 2015

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

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL**
**MEETING DATE: SEPTEMBER 8, 2015**

| Dates of Travel | Department | Purpose of Travel/Location | Over-night | Out of State | Costs | Explanation of Cost | FY16 Budget Available |
|---|---|---|---|---|---|---|---|
| 8/26/15 | Admin | COG Board Meeting<br>Gallup NM | N | Y | 14.40 | Meal & Gratuity Allowance | Yes |
| 8/28-30/15 | Police | CPR Instructor Training<br>Albuquerque NM | Y | Y | 86.40<br>375.00<br>60.00<br>203.38 | Meal & Gratuity Allowance<br>Registration<br>Fuel Estimate<br>Lodging | Yes |
| 8/31-9/4/15 | Commission | NMML Annual Conference | Y | Y | | NMML Reimbursed | N/A |
| 9/17-19/15 | Commission | Mayor's Summit | Y | Y | 72.00<br>60.00<br>83.00 | Meal & Gratuity Allowance<br>Fuel Estimate<br>Lodging | Yes |
| 9/20-25/15 | MVD | MVD Managers Conference<br>Albuquerque NM | Y | Y | 194.40<br>50.00<br>415.00 | Meal & Gratuity Allowance<br>Fuel Estimate<br>Lodging | Yes |
| 9/26-28/15 | Visitor Center | Grand Circle Quarterly Mtg<br>Acoma Pueblo NM | Y | Y | 96.00<br>13.00<br>54.00<br>199.36 | Meal & Gratuity Allowance<br>Registration<br>Estimated Fuel<br>Lodging | Yes |

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | IX. CONSENT AGENDA (D) |
| **AGENDA TITLE:** | **NMDFA LGD FY16 Annual Final Budget Approval** |
| **ACTION REQUESTED BY:** | Finance Department |
| **ACTION REQUESTED:** | Acknowledgement of NMDFA LGD FY16 Annual Final Budget Approval |
| **SUMMARY BY:** | Kathy Lamb |

**PROJECT DESCRIPTION / FACTS**

- The FY16 Annual Final Budget has been approved by NM DFA Local Government Division as of August 26, 2015. Budgets approved by the Division are required to be made a part of the minutes of the government body according to Section 6-6-5 NMSA 1978.

| | |
|---|---|
| **SUPPORT DOCUMENTS:** | NM DFA Local Government Division Approval Letter, August 26, 2015 |

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Acknowledge NM DFA LGD Approval of FY16 Annual Final Budget

**SUSANA MARTINEZ**
GOVERNOR

**RICK LOPEZ**
DIRECTOR

**THOMAS E. CLIFFORD, PH.D.**
CABINET SECRETARY

**BILL R. GARCIA**
Deputy Director

**STATE OF NEW MEXICO**
**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**LOCAL GOVERNMENT DIVISION**
**Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501**
**PHONE (505) 827-4950 ♦ FAX (505) 827-4948**

August 26, 2015

The Honorable Sally Burbridge
City of Aztec
201 W Chaco Street
Aztec, NM 87410-1915

Dear Mayor Burbridge:

The final budget for your local government entity ("entity") for Fiscal Year 2016, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit for Fiscal Year 2014 should have been submitted to the Office of the State Auditor as of this time. The LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with NMSA 1978, Section 6-6-2 (E) (2011), the LGD certifies your entity's final Fiscal Year 2016 budget.

Please take note that state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body according to NMSA 1978, Section 6-6-5 (1957). In addition, NMSA 1978, Section 6-6-6 (2001) provides that the approved budget is binding on local officials and governing authorities; and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts.

***Due to estimated expenditures and transfers exceeding estimated revenue, the General Fund cash balance is being depleted. Careful monitoring and aggressive revenue collections is recommended to avoid financial problems in the future.***

**Finally, as required by NMSA 1978, Section 6-6-2 (H) (2011), LGD is required to approve all transfers between line items and revised budgets for expenditures not included in the final approved budget.**

If you have questions regarding this matter, please call Ivie Vigil of my staff at 505-827-4333.

Sincerely,

Rick Lopez, Director
Local Government

xc: file

APPROVED (AS AMENDED) PURSUANT TO SECTION 6-6-2 NMSA 1978
LOCAL GOVERNMENT DIVISION

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Recapitulation

DATE 8/25/15

ROUNDED TO NEAREST DOLLAR

BY Susan Rodriguez
DEPARTMENT OF FINANCE AND ADMINISTRATION

**MUNICIPALITY:**
**CITY OF AZTEC**

**Fiscal Year 2015-2016**

| FUND TITLE | FUND NUMBER | UNAUDITED BEGINNING CASH BALANCE @JULY 1 | INVESTMENTS | BUDGETED REVENUES | BUDGETED TRANSFERS | BUDGETED EXPENDITURES | ESTIMATED ENDING CASH BALANCE | LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING | ADJUSTED ENDING CASH BALANCE |
|---|---|---|---|---|---|---|---|---|---|
| GENERAL FUND - Operating (GF) | 101 | $545,475 | $2,360,447 | 6,190,019 | (495,000) | 7,828,323 | $772,618 | 652,360 | $120,258 |
| CORRECTION | 201 | $986 | $4,181 | 84,000 | 35,000 | 119,000 | $5,167 | | $5,167 |
| ENVIRONMENTAL GRT | 202 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| EMS | 206 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| ENHANCED 911 | 207 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| FIRE PROTECTION FUND | 209 | $98,022 | $415,738 | 155,169 | 0 | 668,367 | $562 | | $562 |
| LEPF | 211 | $92 | $388 | 26,000 | 0 | 24,450 ~~26,000~~ | 0 ~~$480~~ | | 0 ~~$480~~ |
| LODGERS' TAX | 214 | $9,703 | $41,153 | 35,075 | 0 | 51,635 | $34,296 | | $34,296 |
| MUNICIPAL STREET | 216 | $68,459 | $890,356 | 6,485,912 | 400,000 | 7,807,139 | $37,588 | | $37,588 |
| RECREATION | 217 | $0 | $3,311 | 0 | 0 | 0 | $3,311 | | $3,311 |
| INTERGOVERNMENTAL GRANTS | 218 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| SENIOR CITIZEN | 219 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| DWI PROGRAM | 223 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| OTHER | 299 | $17,296 | $186,325 | 382,400 | (8,000) | 386,700 | $191,321 | | $191,321 |
| CAPITAL PROJECT FUNDS | 300 | $728,106 | $384,034 | 873,969 | 38,000 | 1,112,650 | $911,459 | | $911,459 |
| G. O. BONDS | 401 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| REVENUE BONDS | 402 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| DEBT SERVICE OTHER | 403 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| ENTERPRISE FUNDS | 500 | | | | | | | | |
| Water Fund | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Solid Waste | | $32,751 | $138,905 | 664,550 | 0 | 747,221 | $88,985 | | $88,985 |
| Waste Water | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Airport | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Ambulance | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Cemetery | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Housing | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Parking | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| JOINT UTILITY FUNDS | | $2,455,310 | $9,613,631 | 15,362,080 | 0 | 17,784,289 | $9,646,732 | | $9,646,732 |
| IRRIGATION | | $17,962 | $76,181 | 13,209 | 0 | 21,635 | $85,717 | | $85,717 |
| MUNICIPAL GOLF COURSE | | $2,880 | $12,218 | 448,000 | 30,000 | 445,650 | $47,448 | | $47,448 |
| Other Enterprise (enter fund name) | | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| INTERNAL SERVICE FUNDS | 600 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| TRUST AND AGENCY FUNDS | 700 | $0 | $0 | 0 | 0 | 0 | $0 | | $0 |
| Grand Total | | $3,977,042 | $14,126,868 | $30,720,383 | $0 | $36,998,609 | $11,825,684 204 | $652,360 | $11,173,324 11,172,844 |

Check [ x ] if this form is a revision  Revision No: 1  Revision Date: 7/30/15  LAST UPDATE: 8/17/2015 2:21 PM  Form revised: 01/07/09 (DFA/LGD)

New Mexico Department of Finance and Administration
Local Government Division
Property Valuation Estimate

**MUNICIPALITY:**
CITY OF AZTEC

**Fiscal Year:** 2015-2016

ROUNDED TO NEAREST DOLLAR

| (A) PROPERTY TAX CATEGORY | (B) 2014 TAX YEAR FINAL VALUATIONS | (C) OPERATING TAX RATE (i.e $7.65 should be entered as 0.00765) | (D) TOTAL PRODUCTION [B X C] |
|---|---|---|---|
| RESIDENTIAL | $81,423,311 | 0.004481 | 364,858 |
| NON-RESIDENTIAL | $36,852,353 | 0.006873 | 253,286 |
| OIL & GAS PRODUCTION | $1,317,733 | 0.006873 | 9,057 |
| OIL & GAS EQUIPMENT | $250,925 | 0.006873 | 1,725 |
| COPPER | $0 | 0 | 0 |
| | | Sub Total | 628,925 |
| | | Collection Rate% | 98% |
| | | **TOTAL PRODUCTION** | $616,347 |

Please utilize the space below to document any deviation in the property valuations or operating tax rates provided to your entity from the Local Government Division (LGD). Also please indicate if your entity anticipates an increase to the mill levy rate for the upcoming fiscal year. A resolution approved by the governing body must be submitted to LGD for mill levy rate increases.

Comments:

**MUNICIPALITY:**
**CITY OF AZTEC**

**GENERAL FUND OPERATING BUDGET** **Fiscal Year** **2015-2016**

| | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| **Taxes:** | | | | | | |
| Property Tax - Current Year | 552,315 | 563,737 | 582,268 | 3.29% | 605,781 | 4.04% |
| Property Tax - Delinquent | 16,659 | 55,700 | 25,000 | (55.12%) | 25,162 | 0.65% |
| Property Tax - Penalty & Interest | 0 | 0 | 0 | n/a | 0 | n/a |
| Oil and Gas - Equipment | 1,131 | 0 | 0 | n/a | 8,876 | n/a |
| Oil and Gas - Production | 9,101 | 11,812 | 9,915 | (16.06%) | 1,690 | (82.96%) |
| Franchise Fees | 564,375 | 588,965 | 565,715 | (3.95%) | 565,110 | (0.11%) |
| Gross receipts - Local Option | 2,027,334 | 2,008,099 | 1,995,799 | (0.61%) | 1,859,129 | (6.85%) |
| Gross Receipts - Infrastructure | 0 | 0 | 0 | n/a | 0 | n/a |
| Gross Receipts - Environmental | 0 | 0 | 0 | n/a | 0 | n/a |
| Gross Receipts - Hold Harmless | 0 | 0 | 0 | n/a | 0 | n/a |
| Gross Receipts - Other Dedication | 0 | 0 | 0 | n/a | 0 | n/a |
| **Intergovernmental-State Shared:** | | | | | | |
| Gross receipts | 1,983,875 | 1,958,296 | 1,957,000 | (0.07%) | 1,806,902 | (7.67%) |
| Cigarette Tax (2 cent) | 0 | 0 | 0 | n/a | 0 | n/a |
| Gas Tax (1 cent) | 0 | 0 | 0 | n/a | 0 | n/a |
| Gas Tax (2 cent) | 0 | 0 | 0 | n/a | 0 | n/a |
| Motor Vehicle | 35,111 | 38,357 | 29,375 | (23.42%) | 34,080 | 16.02% |
| Grants - Federal | 2,949 | 70,995 | 0 | (100.00%) | 750 | n/a |
| Grants - State | 128,252 | 148,544 | 100,724 | (32.19%) | 209,076 | 107.57% |
| Grants - Local | 15,050 | 13,960 | 0 | (100.00%) | 12,415 | n/a |
| Legislative Appropriations | 0 | 0 | 0 | n/a | 0 | n/a |
| Small Cities Assistance | 56,125 | 90,000 | 90,000 | 0.00% | 90,000 | 0.00% |
| **Licenses and Permits** | 24,540 | 32,911 | 28,686 | (12.84%) | 27,448 | (4.32%) |
| **Charges for Services** | 523,939 | 502,911 | 508,970 | 1.20% | 480,200 | (5.65%) |
| **Fines And Forfeits** | 413,007 | 415,467 | 372,000 | (10.46%) | 383,400 | 3.06% |
| **Interest on Investments** | 12,133 | 5,963 | 5,000 | (16.15%) | 5,000 | 0.00% |
| **Miscellaneous** | 196,522 | 190,333 | 75,750 | (60.20%) | 75,000 | (0.99%) |
| **TOTAL GENERAL FUND REVENUES** | 6,562,418 | 6,696,050 | 6,346,202 | (5.22%) | 6,190,019 | (2.46%) |
| **EXPENDITURES** | | | | | | |
| Executive - Legislative | 355,561 | 396,744 | 416,472 | 4.97% | 389,065 | (6.58%) |
| Judicial | 179,765 | 195,850 | 236,312 | 20.66% | 239,235 | 1.24% |
| Elections | 0 | 0 | 0 | n/a | 0 | n/a |
| Finance & Administration | 1,007,987 | 1,031,396 | 1,369,974 | 32.83% | 1,331,194 | (2.83%) |
| Public Safety | 1,849,868 | 1,831,733 | 2,017,835 | 10.16% | 2,079,821 | 3.07% |
| Highways & Streets | 1,422,798 | 1,097,426 | 1,475,944 | 34.49% | 1,084,317 | (26.53%) |
| Senior Citizens | 221,064 | 263,550 | 250,244 | (5.05%) | 328,435 | 31.25% |
| Sanitation | 0 | 0 | 0 | n/a | 0 | n/a |
| Health and Welfare | 626,798 | 630,869 | 645,435 | 2.31% | 592,576 | (8.19%) |
| Culture and Recreation | 1,191,231 | 1,216,397 | 1,208,275 | (0.67%) | 1,233,139 | 2.06% |
| Economic Development & Housing | 186,603 | 131,540 | 175,727 | 33.59% | 249,100 | 41.75% |
| Airport | 0 | 0 | 0 | n/a | 0 | n/a |
| Other - Miscellaneous | 373,291 | 238,504 | 283,209 | 18.74% | 301,441 | 6.44% |
| **TOTAL GENERAL FUND EXPENDITURES** | 7,414,966 | 7,034,009 | 8,079,427 | 14.86% | 7,828,323 | (3.11%) |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | (209,000) | (434,469) | (505,000) | 16.23% | (495,000) | (1.98%) |
| **TOTAL - OTHER FINANCING SOURCES** | (209,000) | (434,469) | (505,000) | 16.23% | (495,000) | (1.98%) |

**MUNICIPALITY:**
**CITY OF AZTEC**

**SPECIAL REVENUE FUNDS**

**Fiscal Year 2015-2016**

| SPECIAL REVENUE FUNDS | FUND NUMBER | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY201 INC / (DEC) % |
|---|---|---|---|---|---|---|---|
| **CORRECTIONS** | **201** | | | | | | |
| REVENUES | | | | | | | |
| Correction Fees | 201 | 99,798 | 85,887 | 85,000 | (1.03%) | 84,000 | (1.18% |
| Miscellaneous | 201 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 99,798 | 85,887 | 85,000 | (1.03%) | 84,000 | (1.18% |
| **EXPENDITURES** | 201 | 95,923 | 90,159 | 120,000 | 33.10% | 119,000 | (0.83% |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 201 | 0 | 4,469 | 35,000 | 683.17% | 35,000 | 0.00 |
| Transfers (Out) | 201 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 4,469 | 35,000 | 683.17% | 35,000 | 0.00 |
| **ENVIRONMENTAL** | **202** | | | | | | |
| REVENUES | | | | | | | |
| GRT - Environmental | 202 | 0 | 0 | 0 | n/a | 0 | n/ |
| Miscellaneous | 202 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EXPENDITURES** | 202 | 0 | 0 | 0 | n/a | 0 | n/ |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 202 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 202 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EMS** | **206** | | | | | | |
| REVENUES | | | | | | | |
| State EMS Grant | 206 | 0 | 0 | 0 | n/a | 0 | n/ |
| Miscellaneous | 206 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EXPENDITURES** | 206 | 444 | 0 | 0 | n/a | 0 | n/ |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 206 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 206 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **E911** | **207** | | | | | | |
| REVENUES | | | | | | | |
| State-E-911 Enhancement | | 0 | 0 | 0 | n/a | 0 | n/ |
| Network & Data Base Grant | | 0 | 0 | 0 | n/a | 0 | n/ |
| Miscellaneous | | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EXPENDITURES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **FIRE PROTECTION** | **209** | | | | | | |
| REVENUES | | | | | | | |
| State - Fire Marshall Allotment | 209 | 191,345 | 186,469 | 194,691 | 4.41% | 154,169 | (20.81 |
| Miscellaneous | 209 | 2,791 | 2,814 | 1,000 | (64.46%) | 1,000 | 0.00 |
| **TOTAL Revenues** | | 194,136 | 189,283 | 195,691 | 3.39% | 155,169 | (20.71 |
| **EXPENDITURES** | 209 | 132,204 | 798,549 | 151,800 | (80.99%) | 668,367 | 340.29 |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 209 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 209 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |

**MUNICIPALITY:**
**CITY OF AZTEC**

**SPECIAL REVENUE FUNDS**

**Fiscal Year 2015-2016**

| SPECIAL REVENUE FUNDS | FUND NUMBER | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY201 INC / (DEC) % |
|---|---|---|---|---|---|---|---|
| **LAW ENFORCEMENT PROTECTIO** | **211** | | | | | | |
| REVENUES | | | | | | | |
| State-Law Enforcement Protection | 211 | 26,600 | 29,000 | 29,000 | 0.00% | 26,000 | (10.34% |
| Miscellaneous | 211 | 53 | 51 | 0 | (100.00%) | 0 | n/ |
| **TOTAL Revenues** | | 26,653 | 29,051 | 29,000 | (0.18%) | 26,000 | (10.34% |
| **EXPENDITURES** | 211 | 16,972 | 34,038 | 33,788 | (0.73%) | 26,000 | (23.05% |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 211 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 211 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **LODGERS TAX** | **214** | | | | | | |
| REVENUES | | | | | | | |
| Lodgers' Tax | 214 | 12,019 | 30,050 | 18,075 | (39.85%) | 35,075 | 94.05 |
| Miscellaneous | 214 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 12,019 | 30,050 | 18,075 | (39.85%) | 35,075 | 94.05 |
| **EXPENDITURES** | 214 | 5,984 | 20,684 | 33,810 | 63.46% | 51,635 | 52.72 |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 214 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 214 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **MUNICIPAL STREET** | **216** | | | | | | |
| REVENUES | | | | | | | |
| GRT - Infrastructure (1/8 cent) | 216 | 201,250 | 198,757 | 183,276 | (7.79%) | 183,849 | 0.31 |
| GRT - Municipal | 216 | 0 | 0 | 0 | n/a | 0 | n/ |
| Gasoline Tax - (1 cent / 2 cent) | 216 | 171,631 | 176,786 | 164,000 | (7.23%) | 170,600 | 4.02 |
| Motor Vehicle - Registration (all) | 216 | 0 | 0 | 0 | n/a | 0 | n/ |
| State Grants | 216 | 0 | 0 | 129,963 | n/a | 2,629,963 | 1923.62 |
| Federal Grants | 216 | 0 | 900,000 | 3,500,000 | 288.89% | 3,500,000 | 0.00 |
| Miscellaneous | 216 | 2,262 | 2,485 | 2,000 | (19.52%) | 1,500 | (25.00% |
| **TOTAL Revenues** | | 375,143 | 1,278,028 | 3,979,239 | 211.36% | 6,485,912 | 62.99 |
| **EXPENDITURES** | 216 | 486,732 | 1,708,246 | 5,092,545 | 198.12% | 7,807,139 | 53.31 |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 216 | 200,000 | 400,000 | 375,000 | (6.25%) | 400,000 | 6.67 |
| Transfers (Out) | 216 | 0 | 0 | 0 | n/a | 0 | n |
| **TOTAL - OTHER FINANCING SOURCES** | | 200,000 | 400,000 | 375,000 | (6.25%) | 400,000 | 6.67 |
| **RECREATION** | **217** | | | | | | |
| REVENUES | | | | | | | |
| Cigarette Tax - (1 cent) | 217 | 0 | 0 | 0 | n/a | 0 | n |
| Miscellaneous | 217 | 0 | 0 | 0 | n/a | 0 | n |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | 217 | 0 | 0 | 0 | n/a | 0 | n |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 217 | 0 | 0 | 0 | n/a | 0 | n |
| Transfers (Out) | 217 | 0 | 0 | 0 | n/a | 0 | n |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n |
| **INTERGOVERNMENTAL GRANTS** | **218** | | | | | | |
| REVENUES | | | | | | | |
| State Grants | 218 | 0 | 0 | 0 | n/a | 0 | n |
| Federal Grants | 218 | 0 | 0 | 0 | n/a | 0 | n |
| Miscellaneous | 218 | 0 | 0 | 0 | n/a | 0 | n |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | 218 | 0 | 0 | 0 | n/a | 0 | n |

**MUNICIPALITY:**
**CITY OF AZTEC**

**SPECIAL REVENUE FUNDS**

**Fiscal Year 2015-2016**

| SPECIAL REVENUE FUNDS | FUND NUMBER | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY201 INC / (DEC) % |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 218 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 218 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **SENIOR CITIZENS** | **219** | | | | | | |
| REVENUES | | | | | | | |
| State Grants | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| Federal Grants | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| Miscellaneous | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EXPENDITURES** | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 219 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **DWI** | **223** | | | | | | |
| REVENUES | | | | | | | |
| State - Formula Distribution (DFA) | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| State - Local Grant (DFA) | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| State Other | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| Federal Grants | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| Miscellaneous | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL Revenues** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **EXPENDITURES** | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers In | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| Transfers (Out) | 223 | 0 | 0 | 0 | n/a | 0 | n/ |
| **TOTAL - OTHER FINANCING SOURCES** | | 0 | 0 | 0 | n/a | 0 | n/ |
| **OTHER - SPECIAL** | **299** | | | | | | |
| **TOTAL Revenues** | 299 | 8,237 | 10,547 | 873,715 | 8184.01% | 382,400 | (56.23% |
| **TOTAL Expenditures** | 299 | 3,082 | 12,581 | 898,900 | 7044.90% | 386,700 | (56.98% |
| **TOTAL - OTHER FINANCING SOURCE** | 299 | 9,000 | 30,000 | (2,003) | (106.68%) | (8,000) | 299.40 |

**MUNICIPALITY:**
**CITY OF AZTEC**

# OTHER MISC. (FUND 299) DETAIL LIST

**Fiscal Year 2015-2016**

| OTHER FUNDS - 299 | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **ECONOMIC DEVELOPMENT** | | | | | | |
| REVENUES | 308 | 218 | 300 | 37.61% | 200 | (33.33%) |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **IMPACT/DEVELOPMENT FEES** | | | | | | |
| REVENUES | 5,072 | 5,561 | 100 | (98.20%) | 100 | 0.00% |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | (32,003) | n/a | (38,000) | 18.74% |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | (32,003) | n/a | (38,000) | 18.74% |
| **AIRPORT** | | | | | | |
| REVENUES | 2,857 | 4,768 | 873,315 | 18216.17% | 382,100 | (56.25%) |
| EXPENDITURES | 3,082 | 12,581 | 898,900 | 7044.90% | 386,700 | (56.98%) |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 9,000 | 30,000 | 30,000 | 0.00% | 30,000 | 0.00% |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 9,000 | 30,000 | 30,000 | 0.00% | 30,000 | 0.00% |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |

**MUNICIPALITY:**
**CITY OF AZTEC**

## OTHER MISC. (FUND 299) DETAIL LIST

**Fiscal Year** **2015-2016**

| OTHER FUNDS - 299 | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |

**MUNICIPALITY:**
**CITY OF AZTEC**

**OTHER MISC. (FUND 299) DETAIL LIST**

**Fiscal Year 2015-2016**

| OTHER FUNDS - 299 | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **(enter fund name here)** | | | | | | |
| REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |

**MUNICIPALITY:**
**CITY OF AZTEC**

# OTHER MISC. (FUND 299) DETAIL LIST

**Fiscal Year** **2015-2016**

| OTHER FUNDS - 299 | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **FUND 299 SUMMARY** | | | | | | |
| **Revenue - TOTAL** | $8,237 | $10,547 | $873,715 | 8184.01% | $382,400 | (56.23%) |
| **Expenditures - TOTAL** | $3,082 | $12,581 | $898,900 | 7044.90% | $386,700 | (56.98%) |
| **TOTAL - OTHER FINANCING SOURCES** | $9,000 | $30,000 | ($2,003) | (106.68%) | ($8,000) | 299.40% |

**MUNICIPALITY:**
**CITY OF AZTEC**

**CAPITAL PROJECTS FUND**

**Fiscal Year 2015-2016**

| | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| GRT- Dedication | 402,413 | 397,249 | 366,337 | (7.78%) | 367,720 | 0.38% |
| GRT- Hold Harmless | 0 | 0 | 0 | n/a | 1 | n/a |
| GRT- Infrastructure | 201,250 | 198,757 | 183,276 | (7.79%) | 183,848 | 0.31% |
| Bond Proceeds | 0 | 0 | 0 | n/a | 0 | n/a |
| Local Grants | 0 | 0 | 0 | n/a | 0 | n/a |
| CDBG funding | 0 | 0 | 0 | n/a | 0 | n/a |
| State Grants | 0 | 0 | 0 | n/a | 0 | n/a |
| Federal Grants (other) | 0 | 0 | 319,900 | n/a | 319,900 | 0.00% |
| Legislative Appropriations | 0 | 0 | 0 | n/a | 0 | n/a |
| Investment Income | 3,257 | 2,801 | 1,500 | (46.45%) | 2,500 | 66.67% |
| Miscellaneous | 0 | 0 | 0 | n/a | 0 | n/a |
| **TOTAL CAPITAL PROJECTS REVENUES** | 606,920 | 598,807 | 871,013 | 45.46% | 873,969 | 0.34% |
| **EXPENDITURES** | | | | | | |
| Parks/Recreation | 437,152 | 358,289 | 682,000 | 90.35% | 549,000 | (19.50%) |
| Housing | 0 | 0 | 0 | n/a | 0 | n/a |
| Equipment & Buildings | 163,827 | 0 | 0 | n/a | 0 | n/a |
| Facilities | 0 | 0 | 0 | n/a | 0 | n/a |
| Transit | 0 | 0 | 0 | n/a | 0 | n/a |
| Utilities | 0 | 0 | 0 | n/a | 0 | n/a |
| Airports | 0 | 0 | 0 | n/a | 0 | n/a |
| Infrastructure | 0 | 0 | 0 | n/a | 200,000 | n/a |
| Debt Service Payments (P&I) - GO Bonds | 0 | 0 | 0 | n/a | 0 | n/a |
| Debt Service Payments (P&I) - Revenue Bonds | 339,179 | 338,687 | 344,146 | 1.61% | 343,650 | (0.14%) |
| Other | 19,619 | 19,369 | 20,000 | 3.26% | 20,000 | 0.00% |
| **TOTAL CAPITAL PROJECTS EXPENDITURES** | 959,777 | 716,345 | 1,046,146 | 46.04% | 1,112,650 | 6.36% |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 32,003 | n/a | 38,000 | 18.74% |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| **TOTAL - OTHER FINANCING SOURCES** | 0 | 0 | 32,003 | n/a | 38,000 | 18.74% |

**MUNICIPALITY:**
**CITY OF AZTEC**

**DEBT SERVICE FUNDS**

**Fiscal Year** **2015-2016**

| DEBT SERVICE FUNDS | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **GENERAL OBLIGATION BONDS [FUND 401]** | | | | | | |
| REVENUES: | | | | | | |
| General Obligation - (Property tax) | 0 | 0 | 0 | n/a | 0 | n/a |
| Investment Income | 0 | 0 | 0 | n/a | 0 | n/a |
| Other - Misc | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL REVENUES - FUND 401 | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES: | | | | | | |
| General Obligation - Principal | 0 | 0 | 0 | n/a | 0 | n/a |
| General Obligation - Interest | 0 | 0 | 0 | n/a | 0 | n/a |
| Other Costs (Fiscal Agent Fees/Other Fees/Misc) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL EXPENDITURES - FUND 401 | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES: | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL OTHER FINANCING SOURCES - FUND 401 | 0 | 0 | 0 | n/a | 0 | n/a |
| **REVENUE BONDS [FUND 402]** | | | | | | |
| REVENUES: | | | | | | |
| Bond Proceeds | 0 | 0 | 0 | n/a | 0 | n/a |
| Revenue Bonds - GRT | 0 | 0 | 0 | n/a | 0 | n/a |
| Investment Income | 0 | 0 | 0 | n/a | 0 | n/a |
| Revenue Bonds - Other | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL REVENUES - FUND 402 | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES: | | | | | | |
| Revenue Bonds - Principal | 0 | 0 | 0 | n/a | 0 | n/a |
| Revenue Bonds - Interest | 0 | 0 | 0 | n/a | 0 | n/a |
| Other Revenue Bond Payments | 0 | 0 | 0 | n/a | 0 | n/a |
| Other Costs (Fiscal Agent Fees/Other Fees/Misc) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL EXPENDITURES - FUND 402 | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES: | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL OTHER FINANCING SOURCES - FUND 402 | 0 | 0 | 0 | n/a | 0 | n/a |
| **OTHER DEBT SERVICE [FUND 403]** | | | | | | |
| Other Debt Service [NMFA, BOF, Misc] | | | | | | |
| REVENUES: | | | | | | |
| Investment Income | 0 | 0 | 0 | n/a | 0 | n/a |
| Loan Revenue | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL REVENUES - FUND 403 | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES: | | | | | | |
| NMFA Loan Payments | 0 | 0 | 0 | n/a | 0 | n/a |
| Board of Finance Loan Payments | 0 | 0 | 0 | n/a | 0 | n/a |
| Other Debt Service - Misc | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL EXPENDITURES - FUND 403 | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES: | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL OTHER FINANCING SOURCES - FUND 403 | 0 | 0 | 0 | n/a | 0 | n/a |

**MUNICIPALITY:**
**CITY OF AZTEC**

**ENTERPRISE FUNDS**

**Fiscal Year** **2015-2016**

| ENTERPRISE FUNDS (Department) | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY20 INC / (DEC) |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| **Water Fund** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | n |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | n |
| Grants - State | 0 | 0 | 0 | n/a | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL REVENUES - Water Fund | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | | | | | | |
| **Water Fund** | 0 | 0 | 0 | n/a | 0 | n |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL - OTHER FINANCING SOURCES - Water Fund | 0 | 0 | 0 | n/a | 0 | r |
| **REVENUES** | | | | | | |
| **Solid Waste** | | | | | | |
| Charges for Services | 679,247 | 683,547 | 679,300 | (0.62%) | 664,200 | (2.22 |
| Interest on Investments | 590 | 401 | 350 | (12.72%) | 350 | 0.00 |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 1,575 | 113 | 0 | (100.00%) | 0 | r |
| TOTAL REVENUES - Solid Waste Fund | 681,412 | 684,061 | 679,650 | (0.64%) | 664,550 | (2.22 |
| **EXPENDITURES** | | | | | | |
| **Solid Waste** | 691,877 | 729,950 | 745,960 | 2.19% | 747,221 | 0.17 |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL - OTHER FINANCING SOURCES - Solid Waste | 0 | 0 | 0 | n/a | 0 | r |
| **REVENUES** | | | | | | |
| **Waste Water** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | r |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | r |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL REVENUES - Waste Water Fund | 0 | 0 | 0 | n/a | 0 | r |
| **EXPENDITURES** | | | | | | |
| **Waste Water** | 0 | 0 | 0 | n/a | 0 | |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | |
| TOTAL - OTHER FINANCING SOURCES - Waste Water | 0 | 0 | 0 | n/a | 0 | |

**MUNICIPALITY:**
**CITY OF AZTEC**

**ENTERPRISE FUNDS**

**Fiscal Year** **2015-2016**

| ENTERPRISE FUNDS (Department) | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY20 INC / (DEC) |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| **Airport** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | n |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | n |
| Grants - State | 0 | 0 | 0 | n/a | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL REVENUES - Airport Fund | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | | | | | | |
| **Airport** | 0 | 0 | 0 | n/a | 0 | n |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL - OTHER FINANCING SOURCES - Airport | 0 | 0 | 0 | n/a | 0 | n |
| **REVENUES** | | | | | | |
| **Ambulance** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | n |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | n |
| Grants - State | 0 | 0 | 0 | n/a | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL REVENUES - Ambulance Fund | 0 | 0 | 0 | n/a | 0 | r |
| **EXPENDITURES** | | | | | | |
| **Ambulance** | 0 | 0 | 0 | n/a | 0 | r |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL - OTHER FINANCING SOURCES - Ambulance | 0 | 0 | 0 | n/a | 0 | r |
| **REVENUES** | | | | | | |
| **Cemetery** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | r |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | r |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL REVENUES - Cemetery Fund | 0 | 0 | 0 | n/a | 0 | r |
| **EXPENDITURES** | | | | | | |
| **Cemetery** | 0 | 0 | 0 | n/a | 0 | r |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL - OTHER FINANCING SOURCES - Cemetery Fund | 0 | 0 | 0 | n/a | 0 | r |

**MUNICIPALITY:**
**CITY OF AZTEC**

**ENTERPRISE FUNDS**

**Fiscal Year** **2015-2016**

| ENTERPRISE FUNDS (Department) | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY20 INC / (DEC) |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| **Housing** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | n |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | n |
| Grants - State | 0 | 0 | 0 | n/a | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL REVENUES - Housing Fund | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | | | | | | |
| **Housing** | 0 | 0 | 0 | n/a | 0 | n |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL - OTHER FINANCING SOURCES - Housing | 0 | 0 | 0 | n/a | 0 | n |
| **REVENUES** | | | | | | |
| **Parking Facilities** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | n |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | n |
| Grants - State | 0 | 0 | 0 | n/a | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL REVENUES - Parking Facilities | 0 | 0 | 0 | n/a | 0 | n |
| **EXPENDITURES** | | | | | | |
| **Parking Facilities** | 0 | 0 | 0 | n/a | 0 | n |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n |
| TOTAL - OTHER FINANCING SOURCES - Parking | 0 | 0 | 0 | n/a | 0 | n |
| **REVENUES** | | | | | | |
| **JOINT UTILITY FUNDS** | | | | | | |
| Charges for Services | 9,517,917 | 9,854,540 | 9,534,500 | (3.25%) | 9,682,350 | 1.55 |
| Interest on Investments | 32,669 | 21,362 | 18,100 | (15.27%) | 17,600 | (2.76 |
| Gross Receipts - dedicated | 100,623 | 99,433 | 91,654 | (7.82%) | 91,930 | 0.30 |
| Grants - Federal | 0 | 60,784 | 350,000 | 475.81% | 350,000 | 0.00 |
| Grants - State | 0 | 10,131 | 0 | (100.00%) | 0 | n |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | n |
| Other | 116,998 | 178,913 | 3,769,764 | 2007.04% | 5,220,200 | 38.48 |
| TOTAL REVENUES - Other Enterprise | 9,768,207 | 10,225,163 | 13,764,018 | 34.61% | 15,362,080 | 11.61 |
| **EXPENDITURES** | | | | | | |
| **Other Enterprise Fund** | 11,919,634 | 11,453,606 | 18,914,042 | 65.14% | 17,784,289 | (5.97 |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 1,230,198 | 839,992 | 1,453,139 | 72.99% | 1,312,139 | (9.70 |
| Transfers (Out) | (1,230,198) | (839,992) | (1,453,139) | 72.99% | (1,312,139) | (9.70 |
| TOTAL OTHER FINANCING SOURCES - Other Enterprise | 0 | 0 | 0 | n/a | 0 | |

**MUNICIPALITY:**
**CITY OF AZTEC**

**ENTERPRISE FUNDS**

**Fiscal Year** **2015-201**

| ENTERPRISE FUNDS (Department) | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2 INC / (DEC |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| **IRRIGATION** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | r |
| Interest on Investments | 322 | 241 | 200 | (17.01%) | 50 | (75.00 |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 13,159 | 13,159 | 13,159 | 0.00% | 13,159 | 0.00 |
| TOTAL REVENUES - Other Enterprise | 13,481 | 13,400 | 13,359 | (0.31%) | 13,209 | (1.12 |
| **EXPENDITURES** | | | | | | |
| **Other Enterprise Fund** | 12,199 | 7,759 | 75,351 | 871.14% | 21,635 | (71.29 |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL OTHER FINANCING SOURCES - Other Enterprise | 0 | 0 | 0 | n/a | 0 | r |
| **REVENUES** | | | | | | |
| **MUNICIPAL GOLF COURSE** | | | | | | |
| Charges for Services | 0 | 0 | 143,000 | n/a | 448,000 | 213.29 |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | r |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL REVENUES - Other Enterprise | 0 | 0 | 143,000 | n/a | 448,000 | 213.29 |
| **EXPENDITURES** | | | | | | |
| **Other Enterprise Fund** | 0 | 0 | 208,000 | n/a | 445,650 | 114.25 |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 65,000 | n/a | 30,000 | (53.85 |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL OTHER FINANCING SOURCES - Other Enterprise | 0 | 0 | 65,000 | n/a | 30,000 | (53.85 |
| **REVENUES** | | | | | | |
| **Other Enterprise (enter fund name)** | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | r |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | r |
| Gross Receipts - dedicated | 0 | 0 | 0 | n/a | 0 | r |
| Grants - Federal | 0 | 0 | 0 | n/a | 0 | r |
| Grants - State | 0 | 0 | 0 | n/a | 0 | r |
| Legislative Appropriation | 0 | 0 | 0 | n/a | 0 | r |
| Other | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL REVENUES - Other Enterprise | 0 | 0 | 0 | n/a | 0 | r |
| **EXPENDITURES** | | | | | | |
| **Other Enterprise Fund** | 0 | 0 | 0 | n/a | 0 | r |
| **OTHER FINANCING SOURCES** | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | r |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | r |
| TOTAL OTHER FINANCING SOURCES - Other Enterprise | 0 | 0 | 0 | n/a | 0 | r |

**MUNICIPALITY:**
**CITY OF AZTEC**

**INTERNAL SERVICE / TRUST & AGENCY FUNDS** **Fiscal Year** **2015-2016**

| | 6/30/2013 FISCAL YEAR ACTUAL | 6/30/2014 FISCAL YEAR ACTUAL | FY 2015 FINAL BUDGET 6/30/2015 | VARIANCE FY2014 - FY2015 INC / (DEC) % | FY 2016 BUDGET REQUEST | VARIANCE FY2015 - FY2016 INC / (DEC) % |
|---|---|---|---|---|---|---|
| **INTERNAL SERVICE FUNDS [600]** | | | | | | |
| REVENUES | | | | | | |
| Charges for Services | 0 | 0 | 0 | n/a | 0 | n/a |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n/a |
| Miscellaneous revenues | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | | | | | | |
| Operating Expenditures | 0 | 0 | 0 | n/a | 0 | n/a |
| Miscellaneous | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |
| **TRUST AND AGENCY FUNDS [700]** | | | | | | |
| REVENUES | | | | | | |
| Investments | 0 | 0 | 0 | n/a | 0 | n/a |
| Interest on Investments | 0 | 0 | 0 | n/a | 0 | n/a |
| Tax Revenues | 0 | 0 | 0 | n/a | 0 | n/a |
| Miscellaneous revenues | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL REVENUES | 0 | 0 | 0 | n/a | 0 | n/a |
| EXPENDITURES | | | | | | |
| General Governmnent/Benefits | 0 | 0 | 0 | n/a | 0 | n/a |
| Capital Outlay | 0 | 0 | 0 | n/a | 0 | n/a |
| Debt Service | 0 | 0 | 0 | n/a | 0 | n/a |
| Miscellaneous | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL EXPENDITURES | 0 | 0 | 0 | n/a | 0 | n/a |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers In | 0 | 0 | 0 | n/a | 0 | n/a |
| Transfers (Out) | 0 | 0 | 0 | n/a | 0 | n/a |
| TOTAL - OTHER FINANCING SOURCES | 0 | 0 | 0 | n/a | 0 | n/a |

**ENTITY:**
**CITY OF AZTEC** **Fiscal Year: 2015-2016**

## ADDITIONAL INFORMATION

1 Enter the number of full time employees.
Enter the number of part time employees.
"Total" is a formula.
Verify the number of total employees is correct.

| FTE's | | |
|---|---|---|
| Full Time | Part Time | Total |
| 91 | 16 | 107 |

| | | |
|---|---|---|
| 2 | Budgeted Salary Increase %** | 4 |
| 3 | County Manager's Salary | 0 |
| 4 | County Attorney 's Salary | 0 |
| 5 | Total Salaries and Benefits | 6,773,696 |
| 6 | Budgeted Audit Cost | 36,000 |

**If Applicable:**

| | | |
|---|---|---|
| 7 | Sole Communiity Provider Payments | |
| 8 | Medicaid 1/16th | |

**Please note that one-time temporary salary increases, otherwise known as bonuses, are not allowed anc
See the "July 2, 2008 Memo Performance Bonuses, Retroactive Pay Increases and Bonuses In Lieu of Pa
for more salary information located on the LGD website at http://www.nmdfa.state.nm.us/Budget_Memos_

**ENTITY:**
CITY OF AZTEC

**Fiscal Year:** 2015-2016

## PROPERTY TAX BUDGET SUPPORTING SCHEDULE

ROUNDED TO NEAREST DOLLAR
(Insert information into cells with blue fonts. Black font cells are formula driven.)

| (A) PROPERTY TAX CATEGORY | (B) YEAR - 2014 FINAL VALUATIONS | (C) OPERATING TAX RATE | (D) TOTAL PRODUCTION [B X C] | (E) COLLECTION RATE % | (F) INDIVIDUAL TOTAL PRODUCTIONS |
|---|---|---|---|---|---|
| RESIDENTIAL - Operational | $81,423,311 | 0.004481 | 364,858 | 98.00% | $357,561 |
| NON-RES. - Operational | $36,852,353 | 0.006873 | 253,286 | 98.00% | $248,220 |
| OIL & GAS EQUIPMENT | $250,925 | 0.006873 | 1,725 | 98.00% | $1,690 |
| OIL & GAS PRODUCTION | $1,317,733 | 0.006873 | 9,057 | 98.00% | $8,876 |
| COPPER | $0 | 0.000000 | 0 | 0.00% | $0 |

| GRAND TOTAL PRODUCTIONS | GRAND TOTALS |
|---|---|
| PROPERTY TAX - CURRENT YEAR (RESIDENTIAL & NON RESIDENTIAL COMBINED) | $605,781 |
| OIL & GAS EQUIPMENT | $1,690 |
| OIL & GAS PRODUCTION | $8,876 |
| COPPER | $0 |

*When entering the Operating Tax Rate please enter the rate to the sixth decimal place. (ex - 11.842 should be entered as 0.011842)*

**Instructions:**

1. The first step in using this worksheet for calculating projected property tax productions is to enter the final valuation data (column B). This information can be found at http://nmdfa.state.nm.us/Net_Taxable_Value.aspx . Use the most current year available for your entity.
2. Second, enter the operating tax rate. This rate will either be the County Operational Rate or Municipal Operational Rate found on the Certificate of Property Tax. The Certificate of Property Tax can be found at http://nmdfa.state.nm.us/Certificate_of_Property_Tax.aspx . Click on the hyperlink for the county you are or are in.
3. Next enter the 3 year average collection rate. This information is located at http://nmdfa.state.nm.us/County_Treasurers_Report.aspx. Lower collection rates are allowable but if it is higher than the three year average provided, please provide justification in comment box below.
4. Finally, use the amounts calculated in the light green highlighted cells for the line item amounts listed in the General Fund Detail tab of the proposed budget.

**Please note:**

1. The grand total production in the light green highlighted cell for the Property Tax - Current Year is a combination of both Residential and Non-Residential estimated projections.
2. Grand Total Production Amounts Are Formula Driven and Will Automatically Compute Grand Totals.
3. Please indicate if your entity anticipates an increase to the mill levy rate for the upcoming fiscal year. A resolution approved by the governing body must be submitted to LGD for mill levy rate increases ideally by June 1st.
4. Most entities use the prior year data and Tax Rates from the Certificate of Property Tax Rates from the LGD website for their calculations. If you choose to use other valuation data, tax rates, or different calculations please use the property tax revenue estimate workshaeet. It is located at http://nmdfa.state.nm.us/Property_Tax_Revenue_Estimate.aspx .

Comments:

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Form

County/ Municipality: CITY OF AZTEC

FORM DS

**DEBT SCHEDULE**

(ROUNDED TO NEAREST DOLLAR)

**Fiscal Year:** 2015-16

| (A) BOND | (B) ISSUE DATE | (C) Issue Date INTEREST RATE | (D) ORIGINAL AMOUNT OF BOND ISSUE | (E) OUTSTANDING PRINCIPAL AMOUNT @ Beginning FY | (F) PRINCIPAL Payments Due this FY | (G) Date Principal Due | (H) INTEREST Payments Due this FY | (I) Date Interest Due | (J) OUTSTANDING PRINCIPAL AMOUNT @ Yr end |
|---|---|---|---|---|---|---|---|---|---|
| **GENERAL OBLIGATION BONDS** | | | | | | | | | |
| **GENERAL PURPOSE** | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| **GENERAL PURPOSE Total** | | | 0 | 0 | 0 | | 0 | | 0 |
| **WATER & SEWER** | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| **WATER & SEWER Total** | | | 0 | 0 | 0 | | 0 | | 0 |
| **GO BOND TOTAL** | | | **$0** | **$0** | **$0** | | **$0** | | **$0** |
| **REVENUE BONDS** | | | | | | | | | |
| **GRT** | | | | | | | | | |
| NMFA - LIBRARY (FUND 300) | 9/1/2004 | 3.20% | 1,679,942 | 590,898 | 119,000 | 5/1/2015 | 29,650 | 11/15 & 11/16 | 471,898 |
| NMFA 2192PP (FUND 300) | 10/1/2008 | 4.50% | 3,367,380 | 3,007,328 | 55,000 | 5/1/2015 | 140,000 | 11/15 & 11/16 | 2,952,328 |
| | | | | | | | | | 0 |
| **GRT Total** | | | 5,047,322 | 3,598,226 | 174,000 | | 169,650 | $343,650 | 3,424,226 |
| **UTILITY** | | | | | | | | | |
| NMED: Clean Water Loan | 6/30/2009 | 2.00% | 5,000,000 | 3,701,888 | 231,746 | 6/30/2015 | 74,039 | 6/30/2015 | 3,470,142 |
| | | | | | | | | | 0 |
| **UTILITY Total** | | | 5,000,000 | 3,701,888 | 231,746 | | 74,039 | | 3,470,142 |
| **OTHER (i.e. Gas, Lodger's Tax)** | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| **OTHER Total** | | | 0 | 0 | 0 | | 0 | | 0 |
| **REVENUE BOND TOTAL** | | | **10,047,322** | **7,300,114** | **405,746** | | **243,689** | | **6,894,368** |
| **OTHER LONG TERM DEBT (Loans, i.e NMFA, RUS, BOF)** | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| **OTHER LONG TERM DEBT TOTAL** | | | **0** | **0** | **0** | | **0** | | **0** |

Check [ ] if this form is a revision. Revision Date:_____ Revision No:_____ Revision Date:_____ Revised: 02-2007

paid out of fund 300 + 500

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Forms

County/ Municipality: _____

FORM S-5
DETAIL OF NON BUDGETED RESERVE REQUIREMENTS
(CENTS ROUNDED TO NEAREST DOLLAR)

Fiscal Year:

| (A) FUND NAME & PROJECT TITLE | (B) FUND NUMBER | (C) BUDGET REQUEST FY_____ | (D) Future FY_____ | (E) Future FY_____ | (F) Future FY_____ | (G) Future FY_____ | (H) Future FY_____ |
|---|---|---|---|---|---|---|---|
| | | | | | | | 0 |
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| | | | | | | | 0 |

Check [ ] if this form is a revision. Revision No:_____ Revision Date:_____

 Form revised 1-2005

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Forms
Analysis of Selected Revenue Sources

**Entity Name:** CITY OF AZTEC **Fiscal Year:** 2015-16

| A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| DFA Fund Number | C = County, M = Municipality B = Both | Local Option Taxes Descriptions | Enactment Rate | Prior Yr ACTUAL Revenue | Current Yr Budgeted Amount | Int/Final Budgeted Request | Int/Final Intercept Amount |
| 101 | B | GRT - Local Option | 1.2500% | 2116510 | 1859129 | 0 | 0 |
| 101 | M | GRT - State Shared-1.225%- Distribution | 1.2250% | 2082509 | 1806902 | 0 | 0 |
| | C | GRT - State Equalization Distribution *(not a part of GRT)* | 0.0000% | 24928 | 20758 | 0 | 0 |
| 216 & 300 | B | GRT - Infrastructure | 0.2500% | 423289 | 367697 | 0 | 0 |
| 300 | B | GRT - Capital Outlay | 0.2500% | 423280 | 367720 | 0 | 0 |
| 500 | B | GRT - Environmental Services | 0.6250% | 105813 | 91930 | 0 | 0 |
| | B | GRT - Quality of Life | 0.0000% | 0 | 0 | 0 | 0 |
| | M | GRT - Regional Spaceport | 0.0000% | 0 | 0 | 0 | 0 |
| | M | GRT - Higher Education Facilities | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Emergency Communications & | 0.0000% | 0 | 0 | 0 | 0 |
| | | Medical Services Tax | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Education | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Health Care (Medicaid/Ind) | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - County Hospital | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Local Hospital | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - County Hospital Emergency | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Correctional Facility (Jail) | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Fire (Excise Tax) | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Regional Transportation | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - Regional Spaceport | 0.0000% | 0 | 0 | 0 | 0 |
| | C | GRT - County Water & Sanitation | 0.0000% | 0 | 0 | 0 | 0 |
| | B | GRT - Other Dedication | 0.0000% | 0 | 0 | 0 | 0 |
| | B | GRT - Other Dedication | 0.0000% | 0 | 0 | 0 | 0 |
| | | **TOTAL GROSS RECEIPTS TAX REVENUE** | **3.6000%** | **5,176,330** | **4,514,136** | **0** | **0** |
| ### | C | County Detention Distribution (HB 316-2007) | | 0 | 0 | 0 | 0 |

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Forms

County/ Municipality:
CITY OF AZTEC

FORM S - 2
**SCHEDULE OF INSURANCE**
(CENTS ROUNDED TO NEAREST DOLLAR)

Fiscal Year: 2015-16

| (A) COVERAGE | (B) INSURER | (C) AGENT | (D) COVERAGE EFFECTIVE DATES FROM | TO | (E) COVERAGE AMOUNT | (F) PREMIUM AMOUNT |
|---|---|---|---|---|---|---|
| **Health** | **VARIOUS** | **NM RISK MANAGEMENT** | **7/15** | **6/16** | | |
| Fund 101 | | | | | | 399,917 |
| Fund 500 (Joint Utility) | | | | | | 103,599 |
| Fund 550 (Solid Waste) | | | | | | 0 |
| Fund 570 (Golf Course) & Page # | | | | | | 10,287 |
| **General Liability** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/15** | **6/16** | **750000 PER OCC** | |
| Fund 101 | | | | | | 76,491 |
| Fund 299 (Airport) | | | | | | 2,500 |
| **Workers' Compensation** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/15** | **6/16** | **2,000,000** | |
| Fund 101 | | | | | | 142,219 |
| Fund 500 (Joint Utility) | | | | | | 60,323 |
| Fund 550 (Solid Waste) | | | | | | 2,255 |
| Fund 570 (Golf Course) & Page # | | | | | | 4,307 |
| **Law Enforcement Officers** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/14** | **6/15** | **1,000,000 AGG** | |
| Fund 101 | | | | | | 26,000 |
| **Civil Rights** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/14** | **6/15** | **1,000,000 PER OCC** | |
| Fund 101 | | | | | | 27,250 |
| **Emergency Medical** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/14** | **6/15** | **1,000,000 PER OCC** | |
| Fund 101 | | | | | INC IN G/LIAB | |
| **Property** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/14** | **6/15** | **$2,500 ded** | |
| Fund 101 & Page # | | | | | | 22,650 |
| Fund 209 (State Fire) & Page # | | | | | | 3,100 |
| Fund 299 (Airport) & Page # | | | | | | 200 |
| Fund 500 (Joint Utility) & Page # | | | | | | 62,470 |
| Fund 570 (Golf Course) & Page # | | | | | | 7,500 |
| **Vehicle Liability & Collision** | **NM SELF INSURERS FUND** | **NM SELF INSURERS FUND** | **7/14** | **6/15** | **60,000 units mtrst** | |
| Fund 101 & Page # | | | | | | 62,812 |
| Fund 209 (State Fire) & Page # | | | | | | 16,000 |
| Fund 299 (Airport) & Page # | | | | | | 1,500 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Fund 550 (Solid Waste) & Page # | | | | | | 600 |
| Fund 570 (Golf Course) & Page # | | | | | | 7,500 |
| **Volunteer Insurance** | | | | | | |
| Fund 101 | | WALKER AGENCY | **7/14** | **6/15** | | 345 |
| Fund 209 (State Fire) & Page # | | | | | | 12,500 |

**INSTRUCTION: Salary Schedule**

This form includes formula references to applicable rates. The rates on column D through J should be reviewed to ensure accuracy with existing laws and rules.

**Total Number of Full Time Employees:** 73.38 FTE
**Total Salaries Budgeted: $** 3,594,326
**Average Salary Increase Budgeted:** 4%

FORM S - 1
Detailed Personal Services Schedule
( Rounded to Nearest Dollar)

**County/Municipality:** CITY OF AZTEC
**Fund Number:** 101
**Fiscal Year:** 2015-16

| (A) ACCOUNT CODE | (B) POSITION DESCRIPTION 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary | (C) ANNUAL SALARY Bi-Weekly X 26 or Monthly x 12 | (D) FICA (C x .062) | (E) MEDICARE (C x .0145) | (F) RETIREMENT | (G) HEALTH INSURANCE EMPLOYER % EMPLOYEE % | (H) WORKERS' COMP ASSESSMENT | (I) RETIREE HEALTH CARE (C X .0166) | (J) OTHER | (K) TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1) Executive - Legislative<br>2) 3.78 FTE<br>3) | 287,678 | 23,724 | 0 | 22,975 | 26,340 | 54 | 4,801 | 10,258 | 375,830 |
| | 1) Judicial<br>2) 3.4 FTE<br>3) | 123,255 | 9,333 | 0 | 7,935 | 15,112 | 30 | 1,661 | 2,329 | 159,655 |
| | 1) Finance & Administration<br>2) 16.78 FTE<br>3) | 773,490 | 59,909 | 0 | 66,372 | 91,921 | 193 | 13,900 | 27,511 | 1,033,296 |
| | 1) Public Safety<br>2) 18.4 FTE<br>3) | 1,214,149 | 93,194 | 0 | 199,447 | 152,324 | 157 | 27,392 | 75,688 | 1,762,351 |
| | 1) Highway & Streets<br>2) 4.0 FTE<br>3) | 178,933 | 15,536 | 0 | 15,827 | 20,800 | 45 | 3,313 | 24,571 | 259,025 |
| | 1) Senior Citizens<br>2) 2.5 FTE<br>3) | 99,958 | 7,692 | 0 | 7,731 | 14,922 | 27 | 1,619 | 4,205 | 136,154 |
| | 1) Health & Welfare<br>2) 7.0 FTE<br>3) | 250,297 | 21,294 | 0 | 23,243 | 6,385 | 90 | 4,867 | 28,383 | 334,559 |
| | 1) Culture & Recreation<br>2) 10.8 FTE<br>3) | 455,309 | 35,075 | 0 | 37,624 | 49,885 | 165 | 7,881 | 21,644 | 607,583 |
| | 1) Economic Development & Housing<br>2) 1.89 FTE<br>3) | 59,800 | 4,700 | 0 | 3,300 | 4,400 | 30 | 700 | 1,425 | 74,355 |
| | 1) Other<br>2) 4.83 FTE<br>3) | 151,457 | 11,678 | 0 | 14,480 | 17,828 | 45 | 3,033 | 11,167 | 209,688 |
| | Page Total | 3,594,326 | 282,135 | 0 | 398,934 | 399,917 | 836 | 69,167 | 207,181 | 4,952,496 |
| TOTAL s/equal budgeted amounts by Fund & Department | | 3,594,326 | 282,135 | 0 | 398,934 | 399,917 | 836 | 69,167 | 207,181 | 4,952,496 |

Check [ x ] if this form is a revision. Revision No 1 Revision Date 7/30/15 Page No. 1 of 5 revised: 5/2010

**INSTRUCTION:**

This form includes formula references to applicable rates. The rates on column D through J should be reviewed to ensure accuracy with existing laws and rules.

**Total Number of Full Time Employees:** 28.7 FTE
**Total Salaries Budgeted: $** 1,370,897
**Average Salary Increase Budgeted:** 4%

FORM S - 1
Detailed Personal Services Schedule
( Rounded to Nearest Dollar)

**County/Municipality:** CITY OF AZTEC
Fund Number: 500
**Fiscal Year:** 2015-16

| (A) ACCOUNT CODE | (B) POSITION DESCRIPTION 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary | (C) ANNUAL SALARY Bi-Weekly X 26 or Monthly x 12 | (D) FICA (C x .062) | (E) MEDICARE (C x .0145) | (F) RETIREMENT | (G) HEALTH INSURANCE EMPLOYER % EMPLOYEE % | (H) WORKERS' COMP ASSESSMENT | (I) RETIREE HEALTH CARE (C X .0166) | (J) OTHER | (K) TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1) Electric<br>2) 9.75 FTE<br>3) | 586,624 | 45,227 | 0 | 50,448 | 59,574 | 97 | 10,567 | 31,510 | 784,047 |
| | 1) Water Treatment<br>2) 3.67 FTE<br>3) | 159,057 | 12,228 | 0 | 14,498 | 12,826 | 33 | 3,037 | 7,895 | 209,574 |
| | 1) Water Distribution<br>2) 2.83 FTE<br>3) | 133,096 | 10,296 | 0 | 12,347 | 8,124 | 25 | 2,585 | 8,659 | 175,132 |
| | 1) Wastewater Treatment<br>2) 2.42 FTE<br>3) | 128,999 | 9,952 | 0 | 11,331 | 1,525 | 22 | 2,373 | 6,910 | 161,112 |
| | 1) Wastewater Collection<br>2) 4.83 FTE<br>3) | 199,745 | 15,440 | 0 | 18,626 | 21,550 | 43 | 3,899 | 27,462 | 286,765 |
| | 1) Solid Waste<br>2) .7 FTE<br>3) | 18,990 | 1,484 | 0 | 1,854 | 0 | 6 | 388 | 2,839 | 25,561 |
| | 1) Municipal Golf Course<br>2) 4.5 FTE<br>3) | 144,386 | 11,113 | 0 | 6,357 | 10,287 | 77 | 1,332 | 5,457 | 179,009 |
| | 1)<br>2)<br>3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1)<br>2)<br>3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1)<br>2)<br>3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Page Total | 1,370,897 | 105,740 | 0 | 115,461 | 113,886 | 303 | 24,181 | 90,732 | 1,821,200 |
| TOTAL s/equal budgeted amounts by Fund & Department | | 1,370,897 | 105,740 | 0 | 115,461 | 113,886 | 303 | 24,181 | 90,732 | 1,821,200 |

INSTRUCTION:
This form includes formula references to applicable rates. The rates on column D through J should be reviewed to ensure accuracy with existing laws and rules.

**Total Number of Full Time Employees:** _____
**Total Salaries Budgeted: $**_____
**Average Salary Increase Budgeted:** _____

FORM S - 1
Detailed Personal Services Schedule
( Rounded to Nearest Dollar)

**County/Municipality:** CITY OF AZTEC
Fund Number: _____
**Fiscal Year:** 2015-16

| (A) ACCOUNT CODE | (B) POSITION DESCRIPTION 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary | (C) ANNUAL SALARY Bi-Weekly X 26 or Monthly x 12 | (D) FICA (C x .062) | (E) MEDICARE (C x .0145) | (F) RETIREMENT | (G) HEALTH INSURANCE EMPLOYER % EMPLOYEE % | (H) WORKERS' COMP ASSESSMENT | (I) RETIREE HEALTH CARE (C X .0166) | (J) OTHER | (K) TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Page Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL s/equal budgeted amounts by Fund & Department | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Check [ ] if this form is a revision. Revision No _____ Revision Date _____ Page No 3 of 5 revised: 5/2010

INSTRUCTION:
This form includes formula references to applicable rates. The rates on column D through J should be reviewed to ensure accuracy with existing laws and rules.

**Total Number of Full Time Employees:** _____
**Total Salaries Budgeted: $**_____
**Average Salary Increase Budgeted:** _____

FORM S - 1
Detailed Personal Services Schedule
( Rounded to Nearest Dollar)

**County/Municipality:** CITY OF AZTEC
Fund Number: _____
**Fiscal Year:** 2015-16

| (A) ACCOUNT CODE | (B) POSITION DESCRIPTION 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary | (C) ANNUAL SALARY Bi-Weekly X 26 or Monthly x 12 | (D) FICA (C x .062) | (E) MEDICARE (C x .0145) | (F) RETIREMENT | (G) HEALTH INSURANCE EMPLOYER % EMPLOYEE % | (H) WORKERS' COMP ASSESSMENT | (I) RETIREE HEALTH CARE (C X .0166) | (J) OTHER | (K) TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1) 2) 3) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Page Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL s/equal budgeted amounts by Fund & Department | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

DEPARTMENT OF FINANCE AND ADMINISTRATION

LOCAL GOVERNMMENT DIVISION

QUARTERLY REPORT

Entity: CITY OF AZTEC

Fiscal Year: 2015-16

Schedule of Investments

| Type of Investment (Stock, Bond, Money Market) | LGD Fund Number | Investment Date | Maturity Date | Source (Bank or Fiscal Agent) | Book Value | Market Value |
|---|---|---|---|---|---|---|
| NM LGIP Overnight Investment | Multiple | Feb-96 | none | State of New Mexico | $8,376,868 | $8,376,868 |
| | | | | | | |
| Certificate of Deposits | Multiple | Aug-14 | Aug-15 | Wells Fargo | $500,000 | $500,000 |
| Certificates of Deposits | Multiple | Aug-14 | Aug-15 | Wells Fargo | $1,000,000 | $1,000,000 |
| Certificate of Deposit | Multiple | Aug-14 | Aug-15 | Wells Fargo | $500,000 | $500,000 |
| Certificates of Deposits | Multiple | Sep-14 | Sep-15 | Vectra Bank | $1,000,000 | $1,000,000 |
| Certificate of Deposits | Multiple | Nov-14 | Nov-15 | Citizens Bank | $750,000 | $750,000 |
| Certificate of Deposits | Multiple | Nov-14 | Nov-15 | Four Corners Community Bank | $1,000,000 | $1,000,000 |
| Certificate of Deposits | Multiple | Apr-15 | Apr-16 | Citizens Bank | $1,000,000 | $1,000,000 |
| GRAND TOTAL | | | | | $14,126,868 | $14,126,868 |

Comments:

**Department of Finance & Administration / Local Government Division**
**Law Enforcement Protection Fund Carryover Request Form**
*****(this form must accompany the final budget submission)*****

Entity Name: CITY OF AZTEC
Contact Name: KATHY LAMB
Contact Title: FINANCE DIRECTOR
Contact Phone Number: 505-334-7653
Contact E-mail Address: KLAMB@AZTECNM.GOV

*I hereby certify that the information presented on this form is true and correct to the best of my knowledge:*

Kathy Lamb — *Signature* — 7.31.15 — *Date*

**We hereby request approval from the Department of Finance & Administration / Local Government Division (DFA/LGD) to carryover the following balance from the Law Enforcement Protection Fund (LEPF) distribution:**

Current Fiscal Year: FY2014/2015
Total Distribution for Current FY: $29,000.00
Balance on June 30th:* $226.81

**If the carryover is approved, we will be expending the balance in the succeeding fiscal year for the following allowable uses:**

Succeeding Fiscal Year: FY2015/2016
*(This is the fiscal year that balance will be carried over to)*

Allowable Uses (pursuant to LEPF Rule, 2.110.3 NMAC):

AMMUNITION ORDERED JUNE 2013. CITY NOTIFIED ORDER CANCELLED JUNE 2015. NOTIFICATION NOT REC'D IN TIME TO PLACE ORDER THROUGH ANOTHER VENDOR.

***The June 30th balance should only be from the LEPF distribution and not include any other revenue sources. If the June 30th balance is greater than the total distribution amount for the current fiscal year, then the entity has a balance left over from a prior fiscal year's carryover. Balances can only be carried over for one subsequent year.** ***Therefore, the balance calculated below that is from a prior fiscal year's carryover must be reverted to the State of New Mexico:***

**Calculated Reversion Amount**

| | |
|---|---|
| Balance on June 30th: | $226.81 |
| LESS: Total Distribution for Current FY: | $29,000.00 |
| **Reversion Due to State:** | None |

**Reversion Instructions**

A check made payable to the "State of New Mexico, Department of Finance & Administration" for the Reversion Due to State amount above should be mailed to the following address:

*Brenda L. Sucharitas, Budget & Finance Analyst*
*DFA / Local Government Division*
*Bataan Memorial Building, Suite 201*
*Santa Fe, NM 87501*

*If you have questions on this form, please call (505) 827-4127.*

*Pursuant to the LEPF Rule, 2.110.3.10C, New Mexico Administrative Code, "The distributions from the fund are to be used, not accumulated. Fund balances may be carried over to a succeeding fiscal year only with prior written approval from the local government division."*

**FOR DFA/LGD USE ONLY:** Approved: ___Yes ___No Approved Carryover Amount: $ 226.81

APPROVED
LOCAL GOVERNMENT DIVISION
DATE 8/11/15
BY
DEPARTMENT OF FINANCE AND ADMINISTRATION

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | IX. CONSENT AGENDA (E) |
| **AGENDA TITLE:** | **Resolution 2015-967 Adopting the 2017-2021 Infrastructure Capital Improvement Plan (ICIP) for the City of Aztec Senior Center** |
| **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).

NM Aging and Long Term Services Department (ALTSD) administers capital funding for the senior centers throughout the state. A requirement of funding applications submitted to ALTSD is the inclusion of the project/equipment on the entitiy's ICIP. On August 24, 2015, the City was advised an ICIP was being established specific to senior centers. Further investigation identified participation in this ICIP is required even if senior center projects were included on the entity's ICIP.

The Aztec Senior Center ICIP must be adopted by resolution and for this first year, is due to the state by September 21, 2015. It is anticipated, future senior center ICIP submittals will be due on the same schedule as the City's ICIP.

## FISCAL INPUT / FINANCE DEPARTMENT

The Senior Center ICIP must be completed to meet a required element for funding applications submitted in April 2015.

| | |
|---|---|
| **SUPPORT DOCUMENTS:** | Resolution 2015-967<br>2017-2021 ICIP Summary |

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2015-967 adopted the 2017-2021 Infrastructure Capital Improvement Plan (ICIP).

## City of Aztec Senior Center
## Project Summary

| ID | Year | Rank | Project Title | Category | Funded to date | 2017 | 2018 | 2019 | 2020 | 2021 | Total Project Cost | Amount Not Yet Funded | Phases? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 31531 | 2017 | 001 | Aztec Senior Center Roof | Senior Facilities | 0 | 53,128 | 0 | 0 | 0 | 0 | 53,128 | 53,128 | No |
| 31532 | 2017 | 002 | Aztec Senior Center Drainage Improvements | Senior Facilities | 10,000 | 175,000 | 0 | 0 | 0 | 0 | 185,000 | 175,000 | No |
| 31533 | 2017 | 003 | Senior Center Meals Equipment | Senior Facilities | 0 | 7,600 | 0 | 0 | 0 | 0 | 7,600 | 7,600 | No |
| 31534 | 2017 | 004 | Aztec Senior Center Vehicles | Senior Facilities | 0 | 93,000 | 0 | 0 | 0 | 0 | 93,000 | 93,000 | Yes |
| 31535 | 2019 | 001 | Aztec Senior Center Handicap Conversion Van | Senior Facilities | 0 | 0 | 0 | 50,000 | 0 | 0 | 50,000 | 50,000 | No |
| 31537 | 2021 | 001 | Aztec Senior Center Stucco | Senior Facilities | 0 | 0 | 0 | 0 | 0 | 115,000 | 115,000 | 115,000 | No |
| 31539 | 2021 | 002 | ASC Walk in Cooler Freezer | Senior Facilities | 0 | 0 | 0 | 0 | 0 | 45,000 | 45,000 | 45,000 | No |

**Number of projects:** 7

| | Funded to date: | Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Total Project Cost: | Total Not Yet Funded: |
|---|---|---|---|---|---|---|---|---|
| **Grand Totals** | 10,000 | 328,728 | 0 | 50,000 | 0 | 160,000 | 548,728 | 538,728 |

**CITY OF AZTEC**

**Resolution No. 2015-967**

**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 for the Aztec Senior Center, 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.

**PASSED, APPROVED and ADOPTED** by the governing body at its meeting of September 8, 2015.

_____
Mayor Sally Burbridge

ATTEST:

_____
Karla Sayler CMC

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | IX. CONSENT AGENDA (F) |
| **AGENDA TITLE:** | Resolution 2015-968 Declaring the City of Aztec to be Under a State of Disaster Due to Flooding |
| **ACTION REQUESTED BY:** | Aztec Floodplain Management |
| **ACTION REQUESTED:** | Approve Resolution 2015-968 Declaring the City of Aztec to be Under a State of Disaster Due to Flooding |
| **SUMMARY BY:** | City Staff |

## PROJECT DESCRIPTION / FACTS

- On August 26, 2015 the City of Aztec experienced a severe flood event estimated to be a 100-year storm event which caused over $1 million in damage to municipal infrastructure within the city limits. This estimated damage is only an approximation as the cleanup is on-going and damaged facilities may remain hidden as of this summary.
- Additional damage was caused to residential structures as well but costs remain unknown until reported from individual residents. Although unknown at this time, estimated damages are expected to far exceed the $1 million threshold as well.
- A formal declaration request to the State of New Mexico is required for the City to qualify for future hazard mitigation or disaster relief funding.

**SUPPORT DOCUMENTS:** Resolution 2015-968

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Adoption of Resolution 2015-968 Declaring the City of Aztec to be Under a State of Disaster Due to Flooding.

**CITY OF AZTEC, NEW MEXICO**
**RESOLUTION 2015-968**

**DECLARING THE CITY OF AZTEC TO BE UNDER A STATE OF DISASTER DUE TO FLOODING; REQUESTING STATE AID TO MITIGATE THE EFFECTS OF THE DISASTER**

**WHEREAS,** the City of Aztec has suffered severe damage caused by extensive flooding on or about August 26, 2015; and

**WHEREAS,** extensive damage was caused to arroyos, City roads and drainage systems, City bridges, City facilities, to public utilities, and to many private homes and business properties; and

**WHEREAS,** this incident has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of the citizens and local economy of the City of Aztec; and

**WHEREAS,** all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation, make repairs, and protect the public safety.

**NOW, THEREFORE,** the City Commission of Aztec, New Mexico, by virtue of the authority provided by the San Juan County All Hazards Emergency Operations Plan and by the New Mexico All Hazard Emergency Management Act, NMSA 1978, Sections 12-10-01 to 12-10-10, does hereby declare the City of Aztec to be under a state of disaster for the purpose of exercising necessary emergency powers, for expending local resources, and for requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico.

**PASSED, APPROVED AND ADOPTED** this 8th day of September, 2015.

By:_____
Sally Burbridge, Mayor

**ATTEST:**

_____
Karla Sayler, City Clerk

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | IX. CONSENT AGENDA (G) |
| **AGENDA TITLE:** | Resolution 2015-969 Surplus |
| **ACTION REQUESTED BY:** | Finance Department |
| **ACTION REQUESTED:** | Approval |
| **SUMMARY BY:** | Kathy Lamb |

## PROJECT DESCRIPTION / FACTS

- IT Department has began an inventory of technology related equipment which has no useful purpose for the city, is obsolete, or is no longer functional. Computer hard drives have either been removed and destroyed or drives have been erased.
- The Finance Department is requesting to submit the items for public auction through the Public Surplus website.
- If the items are not sold they will be donated or disposed of according to Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

## FISCAL INPUT / FINANCE DEPARTMENT

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

**SUPPORT DOCUMENTS:** Resolution 2015-969
Surplus List

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2015-969 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

**CITY OF AZTEC**
**SURPLUS LIST**
**RESOLUTION 2015-969**

| Department | Item/Model | Condition | Reason for Surplus | Location |
|---|---|---|---|---|
| IT | Toshiba TV<br><br>S/N E67555<br>1994 | Poor | Obsolete | General Services Storage |
| IT | Printers (20)<br><br>Brother Intellifax 2920 U6132E6J627369<br>HP Deskjet 9800 MY5C71Z0M8<br>HP Scanjet 4070 CN48QAL3DS<br>Alto MagiCard 427127<br>HP PCS 1315 all-in-one Q5763A<br>HP DeskJet 6172 MY49A3B043<br>HP DeskJet 970se 5G99L1W141<br>HP DeskJet 6127 MY29K2C08G<br>HP 640 Fax CN09G4N130<br>HP 1510v All-In-One MY56KB41TU<br>HP LaserJet 6P USBB239316<br>HP LaserJet 4100n SN Missing<br>HP LaserJet4200n USDNL13637<br>HP LaserJet4350n CNBXB35495<br>HP LaserJet4200n SN Missing<br>HP LaserJet 4015n CNDY412728<br>Color LaserJet CM2320 MFP CNF9B54NTM<br>Color LaserJet CM2320 MFP CND99C9TOC<br>Color LaserJet 4700DN JP8LC21859<br>Canon Bubblejet K10068 | Poor | Obsolete | General Services Storage |
| IT | Dell XPS Gen 3<br><br>CVX9V51 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex SX270<br><br>99H9051<br>J9H9051<br>C9H9051<br>D9H9051<br>H9H9051<br>2BH9051<br>G9H9051<br>3BH9051 | Poor | Obsolete | General Services Storage |
| IT | Dell Precision T5400<br><br>D315MJ1 | Poor | Obsolete | General Services Storage |
| IT | Dell PowerEdge 2850<br><br>GXXCB81 | Poor | Obsolete | General Services Storage |
| IT | Monitors (16)<br>Dell 15”, 17” & 22” | Poor | Obsolete | General Services Storage |

**CITY OF AZTEC**
**SURPLUS LIST**
**RESOLUTION 2015-969**

| Department | Item/Model | Condition | Reason for Surplus | Location |
|---|---|---|---|---|
| | CN-OF532H-74445-92J-561L<br>KR-032DVX-47602-1AT-AGHZ<br>KR-032DVX-47602-1AT-AGHE<br>TW-06R644-47800-27F-N18C<br>MX-032DVX-47602-21L-BK5B<br>CN-06R644-47804-31C-N3KU<br>CN-074413-72872-596-3J5Q<br>CN-0D5421-46633-58B-3W2U<br>MX-08G152-47605-23K-AU19<br>CN-0C2JMK-74445-13M-AHVS<br>CN-0HC317-71618-59D-AZ77<br>CN-06R644-47804-39R-N8CK<br>CN-0T6116-71618-4BC-ABGT<br>CN-0Y9833-71618-7CG-AA8Z<br>CN-0Y9833-71618-782-AL9U<br>CN-0Y9833-71618-6BP-AA7J | | | |
| IT | Dell Optiplex GX620 (12)<br><br>2Y1VS81<br>3Y1VS81(Dead No Hard Drive)<br>7Q3D581(Dead No Hard Drive)<br>9Q3D581(No Power Supply)<br>HVB4091(Failed NIC Original System Discs)<br>GWB4091(No Hard Drive No CD/DVD Rom)<br>7GFG1B1(Original System Discs)<br>5GFG1B1<br>9GFG1B1<br>DGFG1B1<br>2FGYMC1<br>FQFQ1B1(DEAD)<br>13ZKN81 | Poor | Obsolete | General Services Storage |
| IT | Dell Precision GX380<br><br>5D9L2B1 | Poor | Obsolete | General Services Storage |
| IT | Dell Precision GX370<br><br>DDV8P71 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex GX320<br><br>13HVRC1 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex GX280 (2)<br><br>10LGY61<br>HMCBF61 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex GX270<br><br>2FXM541 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex GX260 (11) | Poor | Obsolete | General |

**CITY OF AZTEC**
**SURPLUS LIST**
**RESOLUTION 2015-969**

| Department | Item/Model | Condition | Reason for Surplus | Location |
|---|---|---|---|---|
| | DYRWL21(WITH STAND)<br>8LHZW11<br>4YRTL21(O.S.D)<br>30S2W11<br>GYRTL21(O.S.D W/STAND)<br>HZR2W11<br>JXRTL21<br>DYRTL21<br>1QYXJ11<br>9CSJN21<br>DCSJN21 | | | Services Storage |
| IT | Dell Optiplex GX240<br><br>5YR5Y01 | Poor | Obsolete | General Services Storage |
| IT | Dell D830<br><br>FL7K6G1 | Poor | Obsolete | General Services Storage |
| IT | Dell D810<br><br>8FK7891 | Poor | Obsolete | General Services Storage |
| IT | Dell D800 (3)<br><br>4H7RY41<br>4J7RY41<br>1FSDN41(NO BATTERY) | Poor | Obsolete | General Services Storage |
| IT | Dell D630<br><br>HTKXYD1(DEAD)<br>OSD = Original System Disc* | Poor | Obsolete | General Services Storage |
| IT | Dell D610<br><br>8544P81(DEAD)<br>4YWRP91(NO DISPLAY) | Poor | Obsolete | General Services Storage |
| IT | Computer/Monitor Combos (9)<br>Dell GX620 & Dell 17” Monitor 1760FPVT<br><br>1Q3D581 / CN-OHC317-71618-56G-ABWQ<br>HP3D581 / CN-OHC317-71618-56G-ABW6<br>2Q3D581 / CN-OHC317-71618-56G-ABW7<br>9P3D581 / CN-OHC317-71618-56G-ABWF<br>4Q3D581 / CN-OHC317-71618-56G-ABWM (DEAD)<br>5Q3D581 / CN-OR9239-48220-56N-Q24K<br>CP3D581 / CN-OHC317-71618-56G-ADZ7<br>GP3D581 / CN-OHC317-71618-56G-AE4Q (O.S.D)<br>BVB4091/ CN-OHC317-71618-56G-AA06 (DEAD) | Poor | Obsolete | General Services Storage |

**CITY OF AZTEC**
**SURPLUS LIST**
**RESOLUTION 2015-969**

| Department | Item/Model | Condition | Reason for Surplus | Location |
|---|---|---|---|---|
| IT | Compaq Armada<br><br>7840BS350053 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex 760 (2)<br><br>JMDSG1(DEAD)<br>7Z2P9K1(DEAD) | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex 755 (8)<br><br>1DKGNG1<br>2DKGNG1<br>3DKGNG1<br>HCKGNG1<br>CCKGNG1<br>44NQKH1(NO Hard Drive)<br>34NQKH1<br>HWLFNH1 | Poor | Obsolete | General Services Storage |
| IT | Computer/Monitor Combos<br>Dell Optiplex 745 & Dell 17" Monitor 1706FPVT<br><br>8RCZMC1(O.S.D)<br>CN-OHC317-71618-56G-ABWG<br><br>OSD = Original System Disc* | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex 520<br><br>C7M7491 | Poor | Obsolete | General Services Storage |
| IT | Dell Optiplex 745 (11)<br><br>1SCZMC1<br>HRCZMC1<br>9SCZMC1<br>9RCSMC1(DEAD O.S.D)<br>GRCZMC1(O.S.D)<br>8SCZMC1(O.S.D NO HARD DRIVE)<br>DRCZMC1(O.S.D)<br>4SCZMC1(O.S.D)<br>JRCZMC1(O.S.D)<br>3GVBZD1(NO HARD DRIVE)<br>GGVBZD1(DEAD)<br>OSD = Original System Disc* | Poor | Obsolete | General Services Storage |
| IT | Battery Backup Units (14)<br><br>APC Smart UPS 1400XL AS0849260350<br>APC Smart UPS 1400XL AS0849260380<br>APC Smart UPS SUA 1500RM2U AS0846231499<br>APC Back-UPS ES500 3B0644X11553 | Poor | Obsolete | General Services Storage |

**CITY OF AZTEC**
**SURPLUS LIST**
**RESOLUTION 2015-969**

| Department | Item/Model | Condition | Reason for Surplus | Location |
|---|---|---|---|---|
| | APC Back-UPS XS900 JB0722005432<br>APC Back-UPS XS1500 3JB0726012172<br>APC Back-UPS XS1500 8B0750R36732<br>APC Back-UPS XS1500 JB0542033745<br>APC Back-UPS SC1000 350535x09963<br>APC Back-UPS 500VA BB0209008221<br>APC Back-UPS 500VA NB0023122969<br><br>Triplight Smart 750XL 9434ALCSM4830000777<br>Triplight Smart Pro 9241HF0SM320800093<br>Triplight Smart Pro 9241HF0SM320800073 | | | |
| IT | ACER 5315 | Poor | Obsolete | General Services Storage |

# CITY OF AZTEC
# RESOLUTION 2015-969

**A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.**

**WHEREAS,** Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and

**WHEREAS,** the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and

**WHEREAS,** the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** of the City of Aztec, New Mexico that the personal property below described which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 8th day of September, 2015.

_____
MAYOR SALLY BURBRIDGE

ATTEST:

_____
CITY CLERK KARLA SAYLER

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | XII. BUSINESS ITEMS (A) |
| **AGENDA TITLE:** | Final Adoption of Ordinance 2015-445 Amending of Article I, Section 17.1 of Chapter 17-Personnel |
| **ACTION REQUESTED BY:** | Human Resources |
| **ACTION REQUESTED:** | Approve Final Adoption of Ordinance 2015-445 Amending of Article I, Section 17.1 of Chapter 17-Personnel |
| **SUMMARY BY:** | Karla Sayler |

**PROJECT DESCRIPTION / FACTS**

- Commission last approved changes to the Personnel Policy in 2014.
- Intent to adopt this ordinance was conducted at the August 11, 2015 Commission Meeting.
- The current Personnel Policy required clarification with Sections 2, 3, 4, 5, 6, 10, 12, and 14 (see attached list of changes for details).

**SUPPORT DOCUMENTS:**

- Ordinance 2015-445
- Changes to Personnel Policy

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Final Adoption of Ordinance 2015-445 Amending of Article I, Section 17.1 of Chapter 17-Personnel

**PROPOSED PERSONNEL POLICY CHANGES in RED**

## SECTION 2. RECRUITMENT AND SELECTION

### 2.3 Postings

When a request to fill a vacancy has been reviewed by the Personnel Administrator approved by the City Manager and/or the Finance Director, the vacancy shall be filled as outlined below.

> ***Note***: *Police personnel shall be responsible for establishing the hiring and testing process for all police officers.*

1. Internal Posting. The vacancy shall be posted internally as an opening for City of Aztec employees for consideration. The opening will be announced through the City's internal e-mail system and will remain open for three (3) days. A copy of the Job Description will be available at City Hall. City Employees will need to complete a City of Aztec Job Application and submit it to the Human Resource Department (from AR 2014-040). ~~A full job description shall be available at City Hall or in the Human Resources Department. A letter of interest describing full qualifications of the position shall be required by any current employee applying.~~

### 2.7 Internal Applicants

All existing employees, including part-time and seasonal employees who meet the minimum job requirements, qualifications, and education, shall be subject to the same tests as external applicants. An applicant's current supervisor may be contacted to verify performance, skills, and attendance. The ~~Personnel Administrator~~ Department Head may also review the personnel file.

Employees who are on disciplinary probation or suspension shall not be eligible to apply for posted jobs.

### 2.16 Internship Program (from AR 2015-43)

1. Purpose. As part of an outreach and educational program, departments may find themselves in need of developing an internship program. The internship program is to provide a student with practical experience that could assist the student in their academics and pursuit of a career in public service. The student is expected to both learn from and contribute to this employment opportunity.

2. Eligibility. The internship position will be subject to the following eligibility requirements:

   1) Student is a continuing high school or college student; and
   2) Student must have a 2.5 GPA or higher; and
   3) Demonstrate that the work study is applicable to their education (through a letter of recommendation from a dean or teacher which clearly states a beneficial aspect of the work study to the student's curriculum).
   4) Wages for interns working a curriculum-related project must be justified by the Department Head, reviewed by the Personnel Director with approval by Finance Director and the City Manager.

5) Interns being paid to work on City-generated projects or activities will be paid according to an approved student wage schedule.

3. Procedures. The internship position will be subject to the following procedure requirements:

1) All internship positions shall be posted to the web site and/or advertised in the local newspaper and/or school system;
2) Applications will be accepted by all candidates that meet the *Eligibility* qualification;
3) The intern shall be treated as a temporary, part-time or full-time employee as specified in Section 3.2.5;
4) Employment is per semester, not to exceed two (2) semesters (budget allowing).

### 2.8 Rejection of Application

An applicant may not be considered for hire for the following reasons:

1. Has deliberately falsified an application or resume. (Current employees who violate this section shall be subject to disciplinary action, up to and including termination).

2. Is unable to perform the essential function of the position, with or without reasonable accommodations.

3. Has failed to pass a pre-employment background check (includes driving record check, finger printing, and/or any other State or Federal checks).

## SECTION 3. CATEGORIES OF EMPLOYMENT

### 3.2 Categories

Scheduled work week is defined as Sunday through Saturday.

1. Full-Time Regular. A full-time employee, who is scheduled to work forty (40) hours per seven-day period, [forty-three (43) hours per seven-day period for police officers] shall be entitled to all employee benefits subject to terms, conditions and limitations of each benefit program.

2. Full-Time Temporary. A full-time temporary employee, who is scheduled to work forty (40) hours per seven-day period. Full-time temporary employees are hired for a period of less than ~~nine (9)~~ six (6) months, and shall not be eligible for employee benefits.

3. Part-Time Regular. A part-time employee, who is scheduled to work less than forty (40) hours, but twenty (20) hours or more per seven-day period in a regular budgeted position, shall be entitled to all employee benefits subject to terms, conditions, and limitations of each benefit program on a pro-rata basis.

4. Part-Time Regular -19/hrs or less. An employee, who is scheduled to work 19 hours or less per seven-day period, shall not be eligible for employee benefits other than those mandated by law.

5. Part-Time Temporary. A temporary employee, who is scheduled to work less than forty (40) hours per seven-day period. Part-time temporary employees are hired for a period less than ~~nine (9)~~ six (6) months, and shall not be eligible for employee benefits other than those mandated by law.

6. Seasonal. A full-time or part-time employee, hired to work during a particular season, whose employment ends with the season, shall not be eligible for employee benefits other than those mandated by law.

7. Acting Employee. An employee assigned to temporarily assume the duties of a vacant position. An employee normally assumes the acting duties in addition to performance of his/her usual duties. However, an employee may be assigned by the City Manager to perform duties in a position not related to his/her regular duties.

8. Youth Employee. A student hired to work temporarily shall not be eligible for employee benefits, other than those mandated by law.

9. Elected/Appointed Officials. Salary and benefits determined by current State law and/or City Code.

## SECTION 4. COMPENSATION AND BENEFITS

### 4.10 Eligibility for Overtime Pay

FLSA non-exempt employees shall become eligible to be compensated monetarily at one and one-half (1½) times for all actual hours worked in excess of forty (40) hours during a regularly scheduled seven-day work week (43 hours per 7-day period for police officers). Listed are examples of when an employee shall be compensated for overtime and when an employee shall not be compensated:

1. Occasional periods when no work is performed due to vacation leave or sick leave, the leave shall not be calculated as time worked during that pay period.

2. Those employees who work less than forty (40) hours per week shall be compensated at straight time.

3. Overtime pay for FLSA exempt employees is not required for those employees who work more than forty (40) hours per 7-day period.

4. Employees called for an emergency or during a holiday week shall be compensated for all hours physically worked at straight time up to forty (40) hours within a forty (40) hour pay week and one and one-half (1-½) times monetarily for additional hours worked greater than forty (40) hours in a pay week.

5. Non-exempt employees required to work a recognized holiday shall be paid ~~double~~ straight time.

6. Police Officers working shift schedules shall be given additional vacation time as outlined in the Administrative regulation.

7. Part-time seasonal and temporary personnel working less than forty (40) hours per week shall receive straight time unless hours worked in a 7-day period exceed forty (40) hours; then they shall be compensated at one and one-half (1½ ) times for actual hours worked.

### 4.14 Holiday Pay Procedure

~~On those dates designated by the City Manager, all regular employees shall be eligible for holiday pay equal to their regularly scheduled work day with the following provisions:~~

The following days are recognized by the City on the calendar date that it occurs:

- New Years Day (January 1)
- Easter Sunday
- Memorial Day (Last Monday of May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving (Last Thursday of November)
- Christmas (December 25)

City offices will be closed on these recognized days and employees will use available accrued leave for that day. Employees without available leave will not be compensated for those days and will record the day as Leave Without Pay. Employees required to work those days will be paid straight time.

1. If an employee is using vacation for a designated holiday and is called in to work, the compensation is the full number of vacation hours for the recognized holiday plus the hours worked.

4. ~~If a paid holiday occurs while an employee is away on annual leave, the employee's supervisor shall account for that day as a holiday on the employee's time sheet.~~

5. ~~If a holiday occurs on a day when an employee is scheduled to work and is not at work due to illness, that day shall not be deducted from the employee's sick leave accrual, but shall be charged as a holiday. A physician's return to work may be required by the Supervisor.~~

6. ~~If an employee is sick the day before or the day after a paid holiday, a physician's return to work may be required by the Supervisor.~~

7. ~~Holiday hours physically worked by non-exempt employees (except police officers) shall be paid at double time.~~

8. ~~On-call employees called to service on a holiday shall be paid at double straight time.~~

9. ~~Non-exempt employees whose normal scheduled day off falls on a paid holiday shall not be compensated for the holiday.~~

10. ~~At the discretion of the City Manager approval of time off (maximum 4 hours ½ day) may be given to employees on the day prior to Thanksgiving and Christmas, and other holidays as announced by the City Manager. Such approval is not meant to create a right in regards to early out time off being granted during holidays; it is provided for direction and clarification for who shall receive time off and how time shall be recorded.~~

~~Reporting to Work on Holidays.~~

1. ~~All public safety positions must report to work as scheduled.~~

2. ~~Any employee as deemed necessary by the City Manager and/or Department Head must work if there is an essential need.~~

~~Recording Time Procedures.~~

1. ~~All full-time, part-time employees regularly scheduled to work on a Holiday shall record the hours on their time card as Leave with Pay hours worked.~~

2. ~~All full-time, part-time employees who have scheduled vacation shall record the hours on their time card as Vacation.~~

3. ~~All full-time, part-time employees who may be sick on a Holiday which they were scheduled to work shall record the hours on their time card as a Sick Day.~~

4. ~~Any part-time employee who is scheduled to work from noon on in which employees have been released early by the City Manager, shall record the hours on their time card as Leave with Pay.~~

5. ~~Any other time recording situations that have not been addressed in this regulation shall be discussed with and approved by City Manager prior to recording.~~

## SECTION 5. LEAVE AND HOLIDAYS

### 5.5 Annual (Vacation) Leave Maximum Accrual Allowance

No more than 360 hours of Annual Leave shall be accumulated for any city employee, with the exception of certified police officers, who may be allowed to accumulate 440 hours.

When an employee terminates for any reason, the employee shall be paid for all accrued annual leave only if employee has completed his/her initial six (6) month probationary period.

### 5.6 Annual (Vacation) Leave Payout

The purpose of vacation payout is to reduce the long term liability to the City and taxpayers associated with employee accrued leaves. It is the policy of the City to recognize employee service through the availability of vacation based on years of continuous employment to regular employees who are eligible for city benefits (as defined in City of Aztec Personnel Policy, Section 3.2 Categories of Employment). Vacation payout is available to all regular employees under the following provisions:

Vacation payout is subject to budgetary constraints as determined by the City Manager and Finance Director and may not be funded on an annual basis.

Employees who have a minimum of ~~80~~ 100 hours vacation available as of October 15th of the current year, may at their option, sell back vacation hours to the City as follows:

| Vacations Hours Available | Vacation Hours Buy Out |
|---|---|
| 80 hours | 10 hours |
| 150 hours | 20 hours |
| 200 hours | 30 hours |
| 250 hours | forty (40) hours |

Written notification of intent to sell vacation hours must be provided to the Finance Department between the dates of October 25th and November 10th. If insufficient vacation hours are available to the employee at the time of payout, the hours requested for payout may be reduced or eliminated. The employee needs to consider future vacation plans prior to a vacation payout request to avoid insufficient time available for a planned vacation.

Vacation payout will be processed with the pay date immediately preceding Thanksgiving (fourth Thursday in November) and is subject to deductions required by law.

### 5.7 Personal Day

One regularly scheduled day is provided as an additional benefit. A request for the personal day must be approved in advance. The personal day shall not carry over to the next calendar year.

All full-time and part-time regular employees shall be eligible for the personal day ~~after six (6) months of employment~~ immediately upon employment. When an employee terminates for any reason, the employee shall be paid for the accrued personal day~~ if employee has completed his/her initial six (6) months of employment~~.

### 5.9 Sick Leave

5. Patterns of use; i.e., after pay day, using the same day of the week repeatedly, the day before or after recognized holidays, the day before or after annual leave, or the day before or after weekends.

11. In extenuating circumstance, an employee may use his/her accrued sick leave to care for members of his/her ~~immediate~~ family inside or outside the hospital**,** and/or during surgery when recommended by the Supervisor and approved by City Manager. ~~Immediate~~ family members are defined as follows: spouse, son, daughter, mother, father, brother, sister, grandparent, grandchild, step-parent, step-child, step-sibling, foster/adoptive child, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or domestic partner.

~~12. For domestic partners, a Domestic Partnership Affidavit form must be completed which demonstrates residency has been for twelve (12) or more months.~~

### 5.11 Sick Leave Payout

Employees who have accumulated Sick Leave in excess of 480 hours, as of April 30th of the current year (no exceptions) may at their option sell back hours to the City with the following provision:

1. Written notification of intent to sell Sick Leave must be given to the Finance Department between the dates May 1 through May 15. Payout shall be processed with the first pay date in June. Maximum Sick Leave that may be sold back to the City in any given calendar year shall be ~~eighty (80)~~ forty (40) hours.

2. Due to budgetary constraints the selling of Sick Leave can cease at any time as deemed necessary by the City Manager and the Finance Director.

### 5.14 Donation and Sick Leave Special Request

1. Donation. City employees will be allowed to donate vacation, professional, personal leave or comp time to another employee's sick leave at any time. This donation is for the benefit of those employees with minimal or no sick leave time accrued and are in need of time off for sick leave. There is a 20 hour minimum and no maximum on hours that can be donated. The time can be used for sick leave only and can be donated to any City Employee whether Full Time or Part Time. (from AR 2013-037)

2. Sick Leave Request.

   1) City employees will be allowed to donate vacation / professional leave / personal day ~~/ comp time~~ to another employee's sick leave. The person requesting the special Sick Leave does not have to be a member of the Sick Leave Bank, however all other avenues of sick leave have to be exhausted before making the special request.

   2) All City employees will have access to this provision (including non benefit and part-time employees).

   3) The donation of time will be straight hour for hour; there will be no conversion of hourly pay scale to hourly pay scale.

   4) Human Resources will generate an email that states "A City employee is in need of (insert number) number of hours. Please respond if you would like to donate vacation hours to this employee."

   5) Once the number of hours requested by the individual, Human Resources will then generate an email stating "The number of hours requested has been fulfilled for this employee. Thank you for your donation. No additional hours are needed at this time."

### 5.19 Leave Without Pay Status

This classification, hereinafter referred to as LWOP, may be awarded voluntarily or involuntarily for a variety of reasons.

1. Involuntary LWOP - Employees are usually assigned to this status for disciplinary reasons as a result of employee misconduct. In those cases LWOP status assumes the form of

suspension from duty without pay for a specific period of time. In every case involuntary LWOP status is initiated by the Supervisor and approved by the City Manager.

2. Voluntary LWOP - LWOP may be approved only when all other leave has been exhausted. This type of leave may be requested by employees for a variety of reasons not covered under the Family and Medical Leave Act. Approval of LWOP is discretionary on a case-by-case basis. Each request shall be considered in terms of work load, staffing levels, business necessity, availability of personnel, timeliness, and other job-related factors.

3. Reinstatement from Involuntary LWOP Status - Reinstatement will be made only if a vacant position exists for which the employee who was on LWOP, qualifies. The City Manager shall make the final determination concerning reinstatement based on suitability, budgetary constraints, staffing levels, and other related factors.

4. Continuation of Certain Benefits during LWOP Status - The following shall apply when an employee is on LWOP for one full pay period or longer. The Supervisor is charged with the responsibility of making sure that employees receive information on what happens to their benefits during that period. The employee may continue as a member of the Employee Health Care Plan in accordance with the provisions of the applicable insurance contract by paying both his/her share and the City's share. If the LWOP status is due to medical disability, as defined by the Family Medical Leave, the employee may continue to be covered under the City's group insurance by paying his/her portion of the benefit. All other contributions such as accrual of Sick and Annual Leave, ~~Holiday Pay,~~ contributions to PERA and all other kinds of paid leave are forfeited during the period of LWOP.

### 5.21 Holidays

~~Regular full-time, regular part-time and probationary employees shall be paid for the time that they are regularly scheduled to work for up to ten (10) scheduled holidays as determined by the City Manager. The City Manager shall post the holidays for the calendar year no later than January 1 each year.~~

1. In lieu of holiday pay, regular full time and part time employees will accrue additional vacation time instead of holiday pay. Employees will be required to use available leave on recognized holidays or time will be Leave Without Pay. Hours are available for use after six months of employment. The amount of vacation time accrued will be based on years of service as defined in 5.4

   0-4 years:
   Bi-weekly rate 3.8464% x 80 hrs = 3.08 (3.08 + 3.8462 = 6.9262 bi-weekly hours accrued)

   5-14 years:
   Bi-weekly rate 5.7693% x 80 hrs = 4.62 (4.62 + 3.8462 = 8.4662 bi-weekly hours accrued)

   15+ years:
   Bi-weekly rate 7.6928% x 80 hrs = 6.154 (6.154 + 3.8462 = 10.00 bi-weekly hours accrued)

   Maximum accrual of total vacation hours are defined in 5.5

~~2. Police Officers working shift schedules shall be given additional vacation time instead of holiday pay. The amount of vacation time accrued will be based on years of service as~~

~~outlined in the personnel handbook plus an additional 3.8462 hours bi-weekly. This equates to the following when an officer works a regularly scheduled pay period (80 hours):~~

~~0-4 years:~~
~~Bi-weekly rate 3.8464% x 80 hrs = 3.08 (3.08 + 3.8462 = 6.9262 bi-weekly hours accrued)~~

~~5-14 years:~~
~~Bi-weekly rate 5.7693% x 80 hrs = 4.62 (4.62 + 3.8462 = 8.4662 bi-weekly hours accrued)~~

~~15+ years:~~
~~Bi-weekly rate 7.6928% x 80 hrs = 6.154 (6.154 + 3.8462 = 10.00 bi-weekly hours accrued)~~

### 5.23 Leave Requests

Each eligible employee must submit a request in advance of the time he/she elects to be absent from regular duties. Exceptions may be made in cases of illness, accident, or emergency. These exceptions require the employee to complete the leave request within the pay period or upon return to work.

Requests for leave do not guarantee that the request will be approved. Supervisors shall consider each request on a case-by-case basis. Approval shall be considered in terms of workload, staffing levels, and availability of personnel, timeliness, and other job-related factors. Leave requests shall be approved by Supervisor.

Exempt employees that plan to take leave less than half of their regularly scheduled work day do not need to submit a formal leave request unless they do not work a total of the 40 hours required to work in the work week. However, the exempt employee shall formally request leave through email, phone, text message or in person and complete the appropriate documentation on their time card upon return. (from AR 2013-36)

### 5.24 Inclement Weather Leave

It is the policy of the City of Aztec to remain open and conduct normal city business in all kinds of weather, unless the City Manager and/or Chief of Police determine conditions are so severe that travel is prohibited.

In the event of inclement weather that decreases the safety of our streets and roads, the City will operate under a delayed schedule:

1. If the City school system delays classes for 2 hours – City offices will open at 10:00 am. ~~operate on a 3 hour delay.~~
2. If City school system closes for the day – City offices will ~~operate on a 3 hour delay~~ open at 10:00 am. The decision to close city offices will be determined by City Manager and/or Police Chief. This decision is based entirely upon the concern for the overall safety of employees.
3. Any employee may come to work before City offices are open to the public, however employees are asked to use their best judgment in determining the safest route.

4. Department Heads may allow employees to report to work at different times due to weather conditions at and near his/her home, however department heads are responsible for the daily functions of the department.
5. All essential staff must report to work taking extra precautions when driving. Essential staff include; Police, Public Works, Electric and any other department that is deemed essential by the City Manager.

The City Manager will make the official call by 6:00 am (for 10 hr days) and 7:00 am (for 8 hr days). The City Manager will text all department heads.

Department heads are responsible for establishing notification procedures within their respective departments and advising employees of city delays or closings.

### 5.26 City Manager Discretionary Early Leave

At the discretion of the City Manager, additional hours may be provided to employees to attend city events, Employee Association functions, and/or paid holiday observance. These hours are at the discretion of the City Manager and is not time employees should plan on receiving. If the hours are provided by the City Manager, employees scheduled to work those hours would record the hours not worked as Leave With Pay. Employees not working the day of discretionary leave (regular day off, vacation, sick, etc.) do not benefit from the discretionary leave.

## SECTION 6. DISCIPLINARY ACTION AND TERMINATIONS

### 6.2 Grounds for Disciplinary Actions

Addition of the following to the list:

28. Violation of the City of Aztec Procurement Policy, established procurement procedures, and/or Chapter 13 Public Purchases and Property NMSA 1978

## SECTION 10. DEFINITIONS

**Children and/or Pets at Work**
The City discourages employees from bringing their children and/or pets to work during their regularly scheduled work hours. However, certain circumstances may arise that would necessitate the need for special arrangements. In that case, the employee shall obtain approval from the Department Head or Supervisor.

**Pay Day**
The normal payday shall be every other Thursday when City is on a 4/10 schedule, otherwise payday shall be every other Friday (26 pay periods per year). If payday falls on a bank holiday,

payday shall be the previous business day. Applicable federal, state and local income taxes, as well as Federal Social Security taxes are withheld from each paycheck. The City reserves the right to obey all laws that pertain to paychecks including garnishments. Checks may be released early, but only in cases of emergency, and only after approval by the Supervisor. Report a lost check to Supervisor immediately.

## SECTION 12. CITY VEHICLE POLICY

### 12.1 City Vehicle Use

Addition of the following:

13. Minimum age to drive a City vehicle is 18 years old and must have a valid driver's license with no restrictions and an acceptable motor vehicle record.

## SECTION 14. DRUG AND ALCOHOL POLICY

### 14.3 Definitions

Confidentiality

The results of any drug or alcohol test shall be strictly confidential and shall not be disclosed without the prior written approval of the employee tested unless otherwise required by law. However, nothing in this paragraph will prohibit the lab, the MRO, or testing facility from releasing information relevant to an employee's test results to the authorized City of Aztec personnel. Additionally, only those persons authorized and those directly involved in the decision making process related to the tested employee will obtain any drug or alcohol testing information retained by The City of Aztec. There may be some instances where overriding public health or safety concerns may require the release of information otherwise considered confidential.

**City of Aztec**
**ORDINANCE 2015-445**

**Amendment of Article I, Section 17.1 of Chapter 17 - Personnel**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF AZTEC:**

**SECTION ONE**

**Sec. 17-1. Personnel Policy.**

The document entitled "City of Aztec Personnel Policy, Revised September, 2015" is adopted by reference.

**SECTION TWO**

**Effective Date.**

This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

**PASSED, APPROVED AND ADOPTED** This ____Day of _____, 2015.

_____
Sally Burbridge, Mayor

ATTEST:

_____
Karla Sayler, City Clerk

APPROVED AS TO FORM:

_____
Larry T. Thrower, City Attorney

_____
Advertised Date

_____
Effective Date

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | XII. BUSINESS ITEMS (B) |
| **AGENDA TITLE:** | Intent to Adopt Ordinance 2015-447 Amending of Article I, Section 17.1 of Chapter 17-Personnel |
| **ACTION REQUESTED BY:** | Human Resources |
| **ACTION REQUESTED:** | Approve Intent to Adopt Ordinance 2015-447 Amending of Article I, Section 17.1 of Chapter 17-Personnel |
| **SUMMARY BY:** | Karla Sayler |

**PROJECT DESCRIPTION / FACTS**

- Ordinance 2015-445 was the first revision to the Personnel Policy submitted to the Commission in 2015.
- Ordinance 2015-446 was an ordinance amending the Safety Policy whereby changes submitted to Commission for Sections 1.1 and 10.1.7 and 10.1.8 were not approved. As such this led to a conflict with Section 14 Drug and Alcohol Policy of the Personnel Policy.
- Before commission are changes to Sections 6 and Section 14 of the Personnel Policy so that both the Personnel Policy and Safety Policy are not in conflict.

**SUPPORT DOCUMENTS:**

- Ordinance 2015-447
- Changes to Personnel Policy – Section 6 and 14.

**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Final Adoption of Ordinance 2015-445 Amending of Article I, Section 17.1 of Chapter 17-Personnel

## SECTION 6. DISCIPLINARY ACTION AND TERMINATIONS

### 6.1 Purpose

The City expects employees to perform their assigned duties at or above satisfactory levels; to follow accepted standards of workplace behavior; and to comply strictly with all laws, rules and regulations.

### 6.2 Grounds for Disciplinary Actions

Listed below are some, but not all, of employee actions which are reasons for disciplinary action or automatic termination. *This list is not exclusive. Incidents requiring discipline shall be handled on a case-by-case basis.*

1. Probationary Employees. At any time during the probationary period, or any extensions thereof, an employee whose performance does not meet the required standards of the position shall be terminated if the Supervisor does not believe that an extension of the probationary period would be of benefit. In such cases, the employee does not have the right to the grievance procedure since the probationary period is the final step in the selection process of regular employees.

2. Obtaining employment on the basis of false or misleading information.

3. Insubordination.

4. Continued unsatisfactory performance of duties.

5. Failure to work overtime when directed to do so by a supervisor.

6. Working hours not authorized by Supervisor.

7. Unwillingness of an employee to work satisfactorily with others; specifically due to any type of discrimination because of race, color, religion, sex, national origin, age, disability, sexual orientation and gender identity, ancestry, physical or mental handicap, serious health condition, spousal affiliation, or any other legally protected status.

8. Violation of safety rules and policy which endangers oneself, other employees, or the public.

9. Willful, negligent or careless operation or maintenance of city equipment.

10. Use of foul or inappropriate language that is offensive to other employees, or the public.

11. Violation of the Drug and Alcohol Free Workplace Policy grounds for immediate termination.

12. Any employee convicted of a second or subsequent DWI Offense, in accordance with NM Self Insurers Fund Policy, shall be excluded from coverage.

13. Any employee exceeding 6 points in a twelve (12) month period on their driving record, in accordance with NM Self Insurers Fund Policy, shall be excluded from coverage.

14. Loss of driver's license.

15. Unauthorized absence(s).

16. Continual tardiness.

17. Conflict of interest which results in private gain to the employee or detriment to City.

18. Coercion, intimidation, assault (including sexual assault), or threat of reprisal to any other employee.

19. Harassment of any kind on or off work premises, at any time (during work or after work hours), through means of text messaging, emails, cyberbullying, phone calls, personal confrontation, gossip, city or privately owned computers or similar devices.

20. Any employee activity which is found to substantially affect or lead to diminishing of the integrity, efficiency, or discipline of city service.

21. Theft or willful destruction of city property or co-workers property.

22. Acceptance of bribes.

23. Employees charged with criminal activities. (Employees may be placed on Administrative Leave with Pay or Leave without Pay pending final determination, or may be assigned other duties pending a final outcome of the matter. Each situation under investigation shall be administered on a case-by-case basis. The City Attorney shall review each case and advise the Supervisor, the Personnel Administrator, and the City Manager.

24. Fraud, embezzlement, or vandalism from the City.

25. Abuse of legitimate grievance processes resulting in repeated unsubstantiated claims.

26. Conviction of a felony the following shall apply:

    Any employee who is indicted for a felony or who is bound over to District Court may, unless incarcerated, be retained on duty in present position pending final disposition of the matter by a court of law. *Exception:* If the crime for which the employee has been indicted or bound over is due to an alleged impropriety against the government or is of heinous or repugnant nature, the City reserves the right to suspend employment (without pay) until the matter is resolved. No employee charged with theft, fraud, embezzlement or vandalism against the City will be allowed to work until final disposition has been made. If the employee is vindicated the section below shall apply.

    If incarcerated the employee may be placed on Leave without Pay. If the crime of which the employee is accused involves a tort or injury to a fellow employee, then the employee who is alleged to be the victim may request leave. Leave with pay for the victim shall be approved by the City Manager.

27. Any employee accused of using his/her position with the City for personal gain or to intimidate, coerce, implicate, or influence another citizen, or to obtain special favor or consideration, shall be placed on Leave without Pay pending thorough investigation of the allegation. Legal authority shall immediately be consulted for investigation and recommended action in such matters.

## SECTION 14. DRUG AND ALCOHOL POLICY

### 14.1 Purpose

The safety of the employee is a serious concern of the City of Aztec. Drug and alcohol use may pose a serious threat to the employees' safety. While at work, each City of Aztec employee has a responsibility to the public to deliver services in a safe, efficient, and conscientious manner. In order to perform a job in the safest manner possible, City of Aztec employees must be able to work in a drug-free environment and themselves be free from the effects of alcohol and other job impairing substances while on the job. Accordingly, while on the job or in the City of Aztec vehicle, the use, sale, distribution, possession, or being under the influence of an intoxicating liquor, controlled substance, drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, or the other employees, is strictly prohibited and will result in ~~disciplinary action up to and including~~ termination.

The use of illegal drugs or alcohol on the job, or being under the influence of these substances, casts serious doubt on the employee's ability to perform his job functions and undermines the public confidence in the integrity of that employee and of the City of Aztec.

### 14.2 Policy

It shall be the policy of the City of Aztec to make reasonable efforts to maintain a drug and alcohol free work place. The City of Aztec shall have periodic training on the policy and on drug and alcohol abuse. This policy shall be given to each employee.

### 14.3 Definitions

<u>Abuse of City of Aztec property</u>
Is exemplified by, but not limited to, the following:

1. Negligent or willful damage or destruction of City of Aztec equipment or property;
2. Waste of materials or negligent loss of tools or materials;
3. Improper maintenance of equipment;
4. Damage caused by the use of tools or equipment for purposes other than that for which the tool or equipment was intended.

<u>Accident</u>
Any on the job injury which requires medical attention beyond first aid for the employee(s) and/or any other person involved, and/or cause the employee to lose time from work. It is also considered an accident when City of Aztec property has been damaged during the work shift. The damage property value shall be more than $1,500 as determined by department head. Also see definition of vehicle accident/crash.

Alcohol
The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcoholic beverage
Alcohol, or any beverage, containing more than one-half of one percent by volume, which is capable of use for beverage purposes, either alone or when diluted.

Alcohol concentration (or content)
The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT) or converted from a urine or blood sample.

Authorized Personnel
Authorized personnel are the Personnel Administrator , City of Aztec Manager, and the specific Department Director. Also, on a case by case need to know, the supervisor shall also be considered authorized personnel. Personnel who are authorized to have access to alcohol or drug test results or medical information pertaining to this policy will maintain complete confidentiality regarding this information.

Collection Facility
A hospital, clinic, or laboratory, or other valid facilities, approved by the City of Aztec to be used to collect body fluid or breathe samples to be analyzed for specific controlled substances or alcohol. The facility will have all the required Human Resource, materials, equipment, and supervision to provide for the collection, security, temporary storage, and transportation of the samples to the testing facility, or to conduct alcohol testing.

Confidentiality
The results of any drug or alcohol test shall be strictly confidential and shall not be disclosed without the prior written approval of the employee tested unless otherwise required by law. However, nothing in this paragraph will prohibit the lab, the MRO, or testing facility from releasing information relevant to an employee's test results to the authorized City of Aztec personnel. Additionally, only those persons authorized and those directly involved in the decision making process related to the tested employee will obtain any drug or alcohol testing information retained by the City of Aztec. There may be some instances where overriding public health or safety concerns may require the release of information otherwise considered confidential.

Constitutional Rights of Employees
The City of Aztec respects the constitutional rights of its employees. All actions taken by City of Aztec officials shall be consistent with the Constitution and laws of the United States and the State of New Mexico.

Controlled substances
Any drug, substance or immediate precursor listed in Schedules I-V or Penalty Groups 1-4 of the Controlled Substance Act of 1988 as it may be revised from time to time.

Department Head
The person in charge of a department or designee.

Departmental policy

A Department's policy will prevail over this policy only where it is more restrictive than this policy and is not in direct conflict to this policy.

Disciplinary action
When this term is used it means ~~discipline up to and including~~ termination.

Drug or Illegal drug
Any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances such as marijuana and hashish, cocaine, heroin, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Manager
The City of Aztec Manager or designee.

Medical Review Officer (MRO)
A licensed physician (doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his medical history and any other relevant biomedical information.

Motor vehicle
As defined by State Statue 66-1-4.11; “Every vehicle that is self-propelled.”

Personnel Administrator
The Personnel Administrator or designee.

Physician
A physician licensed by the State Board of Medical Examiners.

Proper medical authorization
A prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the name of the substance, quantity/amount to be taken, the period of authorization, and whether the prescribed medication may impair the employee's job performance. This requirement also applies to refills of prescription drugs. The use of “medical marijuana” by any employee is not allowed under this policy. Marijuana is a prohibited drug in Schedule I of the Controlled Substances Act and it remains a violation of City policy for any employee to use marijuana.

Reasonable cause (or reasonable suspicion)
That the actions, appearance, and/or conduct of an employee who is on duty are indicative of the use of a controlled substance or alcohol. Reasonable suspicion shall include, but not be limited to, the following:

1. Abuse of City of Aztec property;

2. Employee behavior problems such as fighting, declining work performance, argumentative, uncooperative, or other disruptive behavior;

3. Receipt of written or oral statements by others concerning use of drugs or alcohol by employees or being under the influence;

4. Possession of any drug or alcoholic beverage, or any drug or alcoholic beverage container, or any drug paraphernalia, during working hours, in a City of Aztec vehicle or on City of Aztec property;

5. Indications of being under the influence or intoxication which include but not limited to the following:
   - Abnormally dilated or constricted pupils glassy eyes
   - Aggressiveness
   - Glazed stare or redness of eyes
   - Change of Speech (e.g. faster or slower)
   - Increased appetite for sweets
   - Change of personality (e.g. paranoia)
   - Inattentiveness
   - Constant fatigue or hyperactivity
   - Job impairment (inability to perform)
   - Constant sniffing
   - Difficulty walking
   - Mood swings
   - Disorientation needle marks
   - Drowsiness
   - Odor of alcohol
   - Dulled mental process
   - Excessive unexplained absences
   - Redness under nose
   - Excitement or Confusion
   - Sudden weight loss
   - Euphoria
   - Unsteady gait or balance
   - Flushed face
   - Other erratic behavior
   - Forgetfulness

<u>Refusal to submit to alcohol or drug test</u>
That an employee:

1. Refuses to sign a consent to testing form;

2. Fails to provide adequate breath or urine for testing without a valid medical explanation after he has received notice of the requirement for testing;

3. Engages in conduct that clearly obstructs the testing process.

Any refusal listed above will be treated the same as a positive illegal, controlled substance with a positive test result or a breath alcohol.

Substance abuse
Is exemplified by, but not limited to, the following:

1. Ingestion, inhalation, or injection of a controlled substance without proper written medical authorization;

2. Ingestion of an alcoholic beverage during working hours.

3. Ingestion of an alcoholic beverage in a City of Aztec vehicle, or while operating City of Aztec equipment, or while on call or stand by duty;

4. Ingestion inhalation, or injection of a controlled substance without proper medical authorization, or ingestion of an alcoholic beverage during non-working hours, which causes an employee to be unable to work in a safe and effective manner during working hours;

5. Use of prescription or over-the-counter medication in a manner which it was not intended.

Testing facility
A certified laboratory or facility, approved by the City of Aztec to analyze body fluid or breathe samples for specific controlled substances or alcohol. A copy of the City of Aztec Drug and Alcohol Policy shall be provided to the testing facility. The testing facility shall comply with the procedures outlined in this policy when conducting tests. The testing facility shall contact the City of Aztec Personnel Administrator.

Under the influence
Is defined as abnormal behavior during working hours or while on call or on standby duty, which results from indulging to any degree in any alcoholic beverage, controlled substance, or drug which may limit an employee's ability to safely and efficiently perform his duties or poses a threat to the safety of the employee or others.

Vehicle accident or crash
After a vehicle accident or crash in which an employee is involved during working hours and/or after a accident or crash in which the employee was at fault (as determined by law enforcement officer, safety coordinator, or supervisor) when driving a City of Aztec vehicle at any time.

Working hours (on duty)
From the time the employee arrives at the job site until the time he leaves including all lunch or other types of breaks.

### 14.4 Department Heads and Supervisors

1. Training. Department Heads and Supervisory employees will be provided with specialized training on alcohol misuse and drug abuse.

2. Supervisor's Responsibilities. When an observation or knowledge of an employee being under the influence of drugs or alcohol or who poses a hazard to the safety and

welfare of the employee or others, the supervisor will immediately notify the Department Head or designee in a confidential manner.

3. Department Head. If the Department Head makes a determination that reasonable suspicion exists to conduct a drug or alcohol test, the Department Head or designee will contact the HR Personnel Administrator to schedule a drug screen and if warranted a breath alcohol screen.

4. The Department Head or designee will transport the employee to the collection facility.

5. This information shall also be maintained in complete confidentiality as stated in this policy. Breach of confidentiality relating to test results or any other related matters will subject the employee to disciplinary action.

**14.5 Employees**

1. Notification to Supervisor of Authorized Drug Use. Each employee shall report the use of medically authorized drugs which can impair job performance to the immediate supervisor. It is the employee's responsibility to determine from the physician whether or not the drug would impair job performance depending upon the nature of the employee's job. Failure to report the use of such drugs or failure to provide proper evidence of medical authorization will result in disciplinary action. Any information received from an employee under this provision will be kept confidential except to the extent it may be shared with individuals who are in a need to know position.

   The City of Aztec reserves the right to have a physician of its own choice determine if the medication produces hazardous effects at the prescribed dosage and may restrict the employee's work activity.

2. Additional Employee Responsibilities. Each employee who observes or has knowledge of another employee in an impaired condition to perform the job duties or who poses a hazard to the safety and welfare of the employee or others shall promptly report this fact to the immediate supervisor. The employee making the observations must file a written report to the suspected employee's supervisor by the end of the shift of observing or learning of the condition. Any employee concealing the use of or condition of being under the influence of drugs, controlled substances, or alcohol by other employees on the job, or failing to make such a report will be subject to disciplinary action.

   Any employee who makes a reasonable cause observation or who may be a witness at an accident scene shall also maintain complete confidentiality. Breach of confidentiality in the matter will subject the employee to disciplinary action.

3. Call Back to Duty. Employees called back to work at a time when they are off duty and not on stand-by duty, and they have been consuming intoxicants, those employees shall report this usage to the person calling them for special duty. Employees will not be required to report for call back duty until such a time that they are in compliance with this drug and alcohol policy (or their own departmental policy if it is stricter than this policy).

4. Employee Cooperation. All employees are expected to cooperate in the testing process. Any conduct that clearly obstructs the testing process such as tampering with the specimen or the testing procedure will result in termination.

5. Required Drug and/or Alcohol Testing. Testing shall be conducted:

   (1) After an offer of employment.
   (2) After an accident (see definitions).
   (3) After a vehicle accident (see definitions).
   (4) When a reasonable suspicion exists (see definitions).

6. Testing Methods. The methods by which substance abuse or alcohol use will be tested may include, but are not limited to, the following:

   (1) Urinalysis
   (2) Breath analysis
   (3) Blood screening
   (4) Hair analysis

7. The supervisor of an employee who is seriously injured and cannot provide a breath or urine specimen at the time of the accident will notify the HR Personnel Administrator to notify the hospital and request that the hospital perform the tests necessary to determine the presence of controlled substances or alcohol in the employee's body at the time of the accident.

### 14.6 Procedures for Administering Tests

When an employee or applicant is required to submit to a drug and/or alcohol test, the employee or applicant shall complete a consent form prior to testing. The form authorizes the exam/test and the release of medical information regarding the medical condition and any test results. When the employee or applicant reports to the collection facility, he/she will be required to show positive picture identification. Consequently, employees are required to carry a valid driver's license with them while at work.

1. After an Offer of Employment. Refusal to submit to the drug/alcohol test will be regarded the same as a positive drug test result or breath alcohol greater than .02 and the job offer will be withdrawn.

2. After an Accident Requiring Medical Attention, Vehicle Accident, or Reasonable Suspicion. An employee shall be required to submit to a drug and/or alcohol test within two (2) hours. Refusal or failure to submit to the drug/alcohol test will be regarded the same as a positive drug test result or breath alcohol greater than .02 and the employee shall be subject to disciplinary action. If this is a subsequent positive, the employee shall be terminated.

   When an employee is required to submit to a drug and/or alcohol test, due to an accident requiring medical attention, vehicle accident, or reasonable suspicion, the employee will be driven to the collection site by the Department Head or designee.

3. Medical Examination. If the employee is unable to provide adequate breath or urine to conduct testing, the City of Aztec may require the individual to undergo a medical

evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. The cost of the medical exam shall be paid by the City of Aztec and the employee will remain on administrative pay while awaiting the results of the medical exam.

4. Waiting for the Test Result. The applicant will not be permitted to begin work with the City of Aztec until the results of the test are received by the Personnel Administrator.

   An employee, who has been sent for a test due to suspicious reasonable cause, shall remain off duty with administrative pay until the results of the controlled substances test are received by the Personnel Administrator. However, when an employee has been sent for a test due to post accident, the Department Head shall determine whether the employee is to remain off duty in a leave of absence status or shall be permitted to continue work as long as the employee does not operate any motorized, gas powered equipment, or any vehicle.

5. Breathe Alcohol Testing. Alcohol testing may be obtained through the blood or urine analysis and the certified lab shall convert the analysis into a breath alcohol reading. However, the City of Aztec may choose to have the employee's breath alcohol content analyzed using an Evidential Breath Testing device (EBT) operated by a Breath Alcohol Technician (BAT). The test shall be conducted in a private setting.

### 14.7 Post Test Procedures and Exam Results

If requested, a copy of the results of the test shall be supplied to the employee tested and the original results shall be maintained in a locked cabinet in the Personnel Administrator 's office for a period of at least two years, after which time they may be destroyed. However, the Personnel Administrator may maintain the results and any reports on individuals who have violated this policy for the purpose of recording the number of violations.

1. Negative Results. If the test results are negative, no disciplinary hearing will be held.

2. Positive Results. A Medical Review Officer (MRO): shall review and interpret positive results obtained from the lab. The MRO will examine the possible alternate medical explanations for any positive test results and give the individual testing positive an opportunity to discuss the test results prior to making a final decision. The MRO will then contact the Personnel Administrator with the information. The MRO may verify a positive test result to the Personnel Administrator without having communicated with the employee if the employee expressly declines to discuss the results of the test, or if the employee has not contacted the MRO within 24 hours after notification.

3. Positive Drug Test Result. The employee will be immediately placed on unpaid administrative leave and will not be allowed to perform any work on behalf of the City of Aztec.

4. Second Sample. An employee whose urine sample has tested positive has the option, within 72 hours of being notified by the MRO, of having the other portion of the split sample tested by the same lab or another certified lab. The employee will remain on administrative leave while awaiting the results of the re-test.

1) If the second portion produces a negative result, or for any reason, the second portion is not available, the test is considered negative, no sanctions will be imposed and no disciplinary hearing will be held.

2) If the second portion confirms a positive result, the employee will be provided with a notice of a meeting with Personnel Administrator and Department Head.

5. ~~First Time Offense. If this is the employee's first time for a positive result for drugs or alcohol testing .02 or greater the employee may voluntarily agree to be evaluated by a substance abuse professional (SAP) who will determine what assistance if any, the employee needs in resolving the problem. If the employee chooses to follow through with the course of action the SAP chooses, then the employee will not be terminated for drug abuse at this time.~~

   ~~1) If the employee tests positive for illegal drugs they will not be allowed to return to work until they provide a negative test result. The employee will be on unpaid administrative leave but can use any other leave time (e.g., sick leave, vacation) available. The employee will also be responsible for 100% of the cost for testing and fees. The City will specify the testing facility.~~

   ~~2) Once the employee has returned to work, the employee shall be required to submit to unannounced drug and alcohol testing at least six times while on duty during the 12 months agreement for improvement process. The employee's Department Head and/or the Personnel Administrator will determine when the unannounced tests will be conducted.~~

   ~~3) If the employee chooses not to be evaluated by the professional or the employee does not follow through with the course of action directed by the SAP, then this action by the employee shall be treated as though this were a subsequent positive result.~~

   ~~4) This does not apply to an employee on their initial probation period. An employee on initial probationary period will be terminated.~~

6. ~~Subsequent Positive Results. For drugs or alcohol testing at .02 or greater will result in termination of the employee's employment with the City of Aztec, regardless of any break in service.~~

### 14.8 Operation of Vehicles and Equipment

Any time the alcohol test produces a positive test equal to or greater than 0.02, the Department Head or designee shall ensure that the employee does not drive himself home in either his personal vehicle or in an assigned City of Aztec vehicle.

Under no instances shall an employee operate a motor vehicle or motorized equipment while he is suspected of or is intoxicated, under the influence of drugs, or under the influence of medication which may affect the employee's ability to operate such equipment.

### 14.9 Searches and Inspections at the Workplace

An employee as well as City of Aztec property and equipment may be searched when there is reasonable suspicion to believe that the employee is in violation of this policy.

The City of Aztec may conduct general inspection and searches for drugs or alcohol on City of Aztec premises or in City of Aztec vehicles or equipment wherever located. Searches and inspections may be initiated without prior notification and conducted at times and locations deemed appropriate by the City of Aztec.

An employee may have the right to refuse a search, however, an employee's consent to a search is required as a condition of employment and the employee's refusal will result in disciplinary action up to and including termination, even for a first refusal. Employee has the right of a third party of their choice present during the search.

Controlled substances, drugs believed to be illegal; drug paraphernalia found on City of Aztec property will be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation. Substances which may be identified as an illegal drug by a layman's examination will be turned over to law enforcement authorities as well.

### 14.10 Employee Convictions

Any employee cited or arrested of a violation of a criminal drug or alcohol statute must notify the City of Aztec of such conviction within five (5) days of the conviction occurring. Convictions are subject to disciplinary action up to and including termination even for the first offense.

### 14.11 Special Provisions

Police Detectives and Officers who are required to be in possession of firearms, alcohol, or drugs in the course and scope of their employment, will be exempt from the provisions of this policy pertaining to possession of. Police employees are instructed to refer to the guidelines established by the Department's internal operating procedures.

### 14.12 Reservation of Rights

The City of Aztec reserves the rights to interpret, change, rescind, or depart from this policy in whole or in part without notice. Nothing contained in this policy shall be construed as creating or constituting a contract with any employee, whether expressed or implied.

### ~~14.13 Disciplinary Leave~~

~~An employee who receives disciplinary leave specific to this policy shall get three (3) scheduled work days without pay.~~

**City of Aztec**
**ORDINANCE 2015-447**

**Amendment of Article I, Section 17.1 of Chapter 17 - Personnel**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF AZTEC:**

**SECTION ONE**

**Sec. 17-1. Personnel Policy.**

The document entitled "City of Aztec Personnel Policy, Revised October, 2015" is adopted by reference.

**SECTION TWO**

**Effective Date.**

This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

**PASSED, APPROVED AND ADOPTED** This ____Day of _____, 2015.

_____
Sally Burbridge, Mayor

ATTEST:

_____
Karla Sayler, City Clerk

APPROVED AS TO FORM:

_____
Larry T. Thrower, City Attorney

_____
Advertised Date

_____
Effective Date

# Staff Summary Report

| | |
|---|---|
| **MEETING DATE:** | September 8, 2015 |
| **AGENDA ITEM:** | XVII. Business Item (2) |
| **AGENDA TITLE:** | Purchase of Real Property |
| **ACTION REQUESTED BY:** | William M. Homka, Director |
| **ACTION REQUESTED:** | Review/Approve Purchase or Lease Options |
| **SUMMARY BY:** | William M. Homka, Director |

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

The City of Aztec has been studying a property for use as a Business Incubator, otherwise named 'The HUB'. The property is over 3,000 square feet and has been sitting vacant and for sale for over one year. Staff and a committee of public and private sector professionals have been analyzing properties in Aztec's downtown for nearly 10 months.

A project budget, description, as well as budget explanation has been emailed to the City Commission in advance of the meeting for review. A workshop considering this project was also held in July. The project will involve the City securing the building and making renovations to the interior for use as a modern, state of the art communication HUB. It will be available for daily use by locals and visitors who need a place to conduct work while in Aztec; and will also lease office space to individuals/corporations who desire a satellite space. For example, one business, waiting to be a tenant, works in Farmington and Durango but also conducts a significant amount of work in Aztec. He desires a place to meet in Aztec with his clients.

Along with this project is the prospect of installing fiber optic cable in downtown. The proposed installation will be by a private provider at no cost to the city yet will offer service to commercial enterprises downtown. The HUB will also have a connection that will serve its users, tenants, and members. It will also be a key feature in establishing a state of the art visual conference space that will also be available for lease. A business is currently waiting to sign as a member to use this service.

Securing use of this property, which also has a large outdoor space, will provide needed maintenance for the exterior. Exterior improvements will include some landscaping and pebble walkway to provide for weekend Mercados. The budget is based on leasing space from Friday thru Sunday every weekend for 38 weeks to 15 businesses. There is room for more.

The Chamber of Commerce will also re-locate to this space to take advantage of the business resources as well as having better visibility to businesses, members and potential members. It is currently sharing space at the Aztec Visitor's Center.

A retail space is proposed that will provide an entrepreneur the opportunity to open a small business that will front the street. We hope it will be something like a small coffee shop that would serve the downtown, the neighborhood, and be compatible with the HUB usership.

The proposed action is to approve a two-year lease purchase contract. The city will have to have a property appraisal completed to determine the value of the structure. Discussions with the realtor suggest that improvements to the interior and exterior will meet the value of the lease payments for the two year period.

Some supporting documents have been emailed in advance of this session. The remaining documents will be provided during the closed session.

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**SUPPORT DOCUMENTS:** Documents To Be Handed Out During Closed Session

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**DEPARTMENT'S RECOMMENDED MOTION:** Move To Approve The Agreement For The Two (2) Year Lease-Purchase Of Real Property.

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