

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
April 26, 2016
201 W. Chaco, City Hall
5:15 p.m.

5:15-6:00

A. 2015 Annual Water Report-Phil Soice

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
April 26, 2016
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. AGENDA APPROVAL

VI. CITIZEN RECOGNITION

VII. EMPLOYEE RECOGNITION

VIII. CONSENT AGENDA

- A. Commission Workshop Meeting Minutes, April 12, 2016
- B. Commission Meeting Minutes, April 12, 2016
- C. Travel Requests
- D. Resolution 2016-997 Parks and Recreation Enhancement Plan 2016
- E. Russell Planning and Engineering, Change Order #4
- F. RFP #2014-233 FY16 Annual Audit Contract

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"

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IX. ITEMS FROM CONSENT AGENDA

X. CITIZENS INPUT (3 Minutes Maximum)

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

XI. BUSINESS ITEMS

XII. LAND USE HEARINGS

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XIV. DEPARTMENT REPORTS

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

XV. ADJOURNMENT

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

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CITY OF AZTEC
COMMISSION WORKSHOP MINUTES
April 12, 2016

I. CALL TO ORDER

Mayor Burbridge called the meeting in to order at 5:30pm 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, Austin Randall; Commissioner, Katee McClure

MEMBERS ABSENT:

OTHERS PRESENT: City Manager, Joshua Ray; City Attorney, Larry Thrower; Utilities Director, Delain George; General Services Director, Steve Mueller; Administrative Assistant, Sherlynn Morgan; Project Manager, Ed Kotyk

A. Commercial Use on Public Property

Josh Ray explained that this is an issue that the City has been dealing with since the splash pad has been open. Mobile vendors want to know where they are allowed to locate within the City of Aztec. Staff decided to address this on a staff level and bring before Commission. Farmington allows mobile units on public and private land. We are looking at changes that would allow mobile units to operate on public property. We need to make a decision about what we want to see within the City.

- Food and Retail Vendors
- First Come, first serve basis
- 10-12 spaces throughout the City
- \$50 Business License Fee for the year for mobile vendors
- Hours of operation – dawn to dusk
- Spaces will be located in City Complex, Florence Park, Riverside Park, and Tiger Park
- Must be 100 feet away from a similar establishment
- Must have landowners written permission for private property

Intent to adopt ordinances appear on the Commission Agenda for April 12, 2016 to allow public input. If able to move forward, final approval of ordinance will take place before Memorial Day.

II. Adjournment

Mayor Burbridge adjourned the Workshop at 5:58 pm.

Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Sherlynn Morgan, Administrative Assistant

DRAFT

CITY OF AZTEC
COMMISSION MEETING MINUTES
April 12, 2016

I. CALL TO ORDER

Mayor Burbridge called the Meeting to order at 6:01pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

II. INVOCATION

The Invocation was led by Commissioner Austin Randall

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Electric Director, Ken George

IV. ROLL CALL

Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe; Commissioner Sheri Rogers; Commissioner Austin Randall; Commissioner Katee McClure

Members Absent: None

Others Present: City Attorney Larry Thrower; City Manager Josh Ray; Administrative Assistant Sherlynn Morgan; Project Manager Ed Kotyk (see attendance sheet)

V. AGENDA APPROVAL

MOVED by Commissioner McClure, SECONDED by Mayor Pro-Tem Sipe to Approve the Agenda as Presented

VI. CITIZEN RECOGNITION

Bob Carmen, Code Compliance Officer recognized Yard of the Month Winner as Jessica Anderson on Sutton Street and Business of the Quarter Winner as High Tech Rental Tools

VII. EMPLOYEE RECOGNITION

None

VIII. CONSENT AGENDA

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure to Approve the Consent Agenda as presented.

- A. Commission Workshop Meeting Minutes, March 22, 2016
- B. Commission Meeting Minutes, March 22, 2016
- C. Travel
- D. Northwest New Mexico Council of Governments Membership Agreement and Board of Directors Appointment
- E. Resolution 2016-995 Surplus
- F. Animal Care & Control Document Destruction
- G. Aztec Baseball Association Agreement
- H. Four Corners Fast Pitch Association Agreement
- I. Resolution #2016-996 Amending Golf Course Fees

IX. ITEMS FROM CONSENT AGENDA

None

X. CITIZENS INPUT

None

XI. BUSINESS ITEM

- A. Intent to Adopt Ordinance 2016-450 Amending Chapter 22 Section 22-513 Commercial Use of Public Property

MOVED by Commissioner McClure, SECONDED by Commissioner Randall to Approve the Intent to Adopt Ordinance 2016-450 Amending Section 22-513 Commercial Use of Public Properties

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

- B. Intent to Adopt Ordinance 2016-451 Amending Chapter 11, Article IX Food Catering, Food Vending and Mobile Vending Units

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve the Intent to Adopt Ordinance 2016-451 Amending Chapter 11, Article IX Food Catering, Food Vending and Mobile Vending Units

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

XII. LAND USE HEARINGS

Mayor Burbridge opened the Land Use Hearing for 2016-025 Variance at 1815 W. Aztec Blvd. to allow feather flags along property line. Mayor Burbridge stated that this hearing would be conducted under Procedures mandated by the New Mexico Court of Appeals in Battershell versus the City of Albuquerque, which were intended to protect the due process rights of our parties. Mayor Burbridge subsequently identified the parties and City Staff. Mayor Burbridge then asked Commission if they would accept the parties and they did. She reviewed the procedures and then asked if any members of the Commission had a conflict of interest, bias, or engaged in ex parte communication, there were none. Mayor Burbridge then swore in the parties and reviewed the Order of Presentation.

A. 2016-025 Variance to allow feather flags along property line at 1815 W. Aztec Blvd.

Bil Homka, Community Development Director reviewed the staff summary with Commission. Bil Homka has recommended to the Commission that they not approve this variance because it does not meet all 9 of the conditions required for approval.

Mayor Burbridge asked Bil Homka to explain number (1) That the variance will not allow a use other than a use permitted for the district. Bil said that this applies to all variances and not just signs and he said that this applies to the whole code.

The Applicant, Debbie Clay explained that they are not a typical business with a typical store front. This location is run down and was vacant for 2 years but it served the rustic needs they were looking for. They are not allowed to take the fence down but they have fixed it. The business is hard to see and the flags would help to mark the entrance. Debbie said that the business is doing well but having to take the flags down really hurt them. Debbie said they love Aztec and want to be a part of Aztec.

Mayor Burbridge asked Debbie where exactly the flags would go. Debbie explained that it would be on the fence line to highlight the entrance. Mayor Burbridge asked about how far from the roadway the business entrance was? It is about 8 feet. Debbie explained that they would be attached to the fence. Commissioner McClure asked if they had an address on the fence and Debbie said that they did not.

Bil Homka stated that if we are granting a variance we need to make sure how many signs we are granting the variance for.

Interested Person, Andie Noyes stated that they received a letter from the City letting them know about the meeting. She lives behind Abode Furnishings and wanted to attend, she spoke to the rest of the neighbors and collected signatures from everyone in the neighborhood and they are all in favor of Abode Furnishings having signs.

Interested Person, Vangie Neil pointed out that the building has been vacant for 2 years and as part of the City the business is a revenue generator. Vangie said that as part of the Chamber it is their job to help businesses grow and wants businesses to be able to succeed.

Commissioner Rogers asked if they could put a time limit on a variance? Larry Thrower said that they could limit it to the current applicant but they could not set a specific time limit.

Commissioner Randal asked about if the number of signs also needs to be included in the motion and Larry Thrower said yes that it would also need to be in the motion.

Mayor Burbridge closed testimony. Mayor Pro-Tem voiced a concern that the feather signs stay in good condition and not let them get run down. She also mentioned concerns about setting precedence.

Commissioner McClure mentioned that she also had the same concern and worries about the flood gates opening.

The Mayor asked if when the code is redone should a section concerning new businesses be included.

The Mayor reopened testimony and Bil Homka stated that they would need to be very specific reasons why they approved the variance. Make the motion sight specific so that it only applies to this specific location.

The Mayor reclosed testimony.

Mayor Pro-Tem Sipe stated that she can see the feather signs more on the highway and not on Main Street, does not want to see these in historical downtown. She also wants to make sure that a limit is set and make sure that they are kept in good condition.

Commissioner Randall agrees with Commissioner McClure and does not mind the signs but does think that the number should be limited.

MOVED by Commissioner Rogers, SECONDED by Commissioner McClure to Approve 2016-025 an application for a variance to the city sign code, section 20-4-4 at 1815 W. Aztec Blvd. for the first 5 findings of fact deleting the sixth finding of fact and adding findings of fact that the business has been vacant for two years, lack of visibility from the roadway and it is an area not known to be a retail area and traffic flow exceeds normal retail areas and to include 4 flags to be kept in good repair at all times.

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

XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

Josh Ray mentioned the Chamber Banquet on April 30th the tent behind Microtel and the City has two tables at this event. Student recognition at the High School on Monday, April 25th at 11:30 for the issuance of the Marine Corp. scholarship awarded to Adrian Sanders. This is a full ride scholarship.

Mayor Pro-Tem Sipe mentioned that she will attend NWNM seniors tomorrow and she will miss the EDAB meeting next week.

Commissioner Rogers mentioned that she went to the golf course on Sunday to see the new changes and was glad to hear that it will be utilized for other events like graduations and she said it was encouraging to see such excitement.

Commissioner Randall mentioned that he will be out of town starting tomorrow through next Wednesday. He plans on attending the next Water Commission meeting

and the next COG meeting. He has heard from a lot of people who are excited to get the Arterial route completed and are glad to see the progress.

XIV. DEPARTMENT REPORTS

Bil Homka reported that he would like to introduce the ordinance for the North Main Corridor on the May 10th agenda and he will get it out early so Commission has time to review.

Kate Skinner mentioned that it is National Library week and invited everyone to come in and see how the library is transforming the community. She wanted to celebrate her staff for the work they do every day.

Cindy Iacovetto mentioned that on Tuesday nights they have free square dancing at the center and Zumba will be starting on Thursdays.

XV. ADJOURNMENT

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

Sally Burbridge, Mayor

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Sherlynn Morgan, Administrative Assistant

Staff Summary Report

MEETING DATE:	April 26, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (C)
AGENDA TITLE:	Travel Requests

ACTION REQUESTED BY:	Water/Wastewater, Project Mgmt., Police and Electric
ACTION REQUESTED:	Approval of Employee/Public Official Travel Requests
SUMMARY BY:	Cheryl Franklin

PROJECT DESCRIPTION / FACTS (Leading Department)

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

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS:	Travel Log April 26, 2016
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DEPARTMENT'S RECOMMENDED MOTION:	Approve Employee/Public Official Travel Requests
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EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: APRIL 26, 2016

Dates of Travel	Department	Employee	Purpose of Travel/Location	Over-night	Out of State	Costs	Explanation of Cost	FY16 Budget Available
04/26-28/16	Water/WW	Andrew Galloway	2016 Vector Control Conference Albuquerque, NM.	Yes	No	96.00 77.95 60.00 230.90	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
04/26-28/16	Water/WW	Anthony Garcia	2016 Vector Control Conference Albuquerque, NM.	Yes	No	96.00 77.95 230.90	Meal & Gratuity Allowance Registration Lodging (Riding w/Andrew)	Yes
04/27/16	Proj. Mgmt.	Laurie Martinez	MS4 Statewide Summit Albuquerque, NM.	No	No	36.00 55.00	Meal & Gratuity Allowance Estimated Cost for Fuel	Yes
04/27-29/16	Police	Troy Morris	Safety Training Las Cruces, NM.	Yes	No	86.40 125.00 225.00	Meal & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
05/01-06/16	Electric	Forrest Heston	Mesa Hotline School Grand Junction, CO.	Yes	Yes	270.00 125.00 75.00 862.79	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
05/01-06/16	Electric	David Sparks	Mesa Hotline School Grand Junction, CO.	Yes	Yes	270.00 125.00 75.00 862.79	Meal & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes

Staff Summary Report

MEETING DATE: April 26, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (D)
AGENDA TITLE: Resolution 2016-997 Parks and Recreation Enhancement Plan 2016

ACTION REQUESTED BY: Parks and Recreation Director
ACTION REQUESTED: Approval of Resolution 2016-997 Parks and Recreation Enhancement Plan 2016
SUMMARY BY: Steve Mueller

PROJECT DESCRIPTION / FACTS

- The PREP field work was completed in December 2015.
- The PREP was provided to Commission in March 2012 as a workshop for purposes of discussion and input.
- The PREP is now being brought before Commission for formal adoption.

PROCUREMENT / PURCHASING (if applicable)

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

The PREP will be used as a guide for annual budgeting of park improvements and to aid in the development of the YCC annual plans and budget.

SUPPORT DOCUMENTS: Parks and Recreation Enhancement Plan 2016

DEPARTMENT'S RECOMMENDED MOTION: Approval of Resolution 2016-997 Parks and Recreation Enhancement Plan 2016

**CITY OF AZTEC
RESOLUTION 2016-997**

A Resolution Adopting the City's Parks and Recreation Enhancement Plan (PREP) 2016

WHEREAS, the Aztec City Commission and Parks and Recreation Department wishes to put into place an effective means of managing the city's parks and recreation system; and

WHEREAS, an inventory and assessment has been conducted on the city's parks for purposes of evaluating conditions, safety, and aesthetic value of facilities and amenities of the parks; and

WHEREAS, to plan for future improvements to park and recreational facilities in a fiscally responsible manner the city needs to be aware of the fiscal cost; and

WHEREAS, a plan called the Parks and Recreation Enhancement Plan has been developed to address these concerns;

NOW THEREFORE, the Aztec City Commission resolves as follows: Adopt the Parks and Recreation Enhancement Plan (PREP) 2012 as a way to guide the future maintenance and enhancements of the City's Park and Recreation system.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of April 26, 2016.

City of Aztec

Sally Burbridge, Mayor

ATTEST:

City Clerk, Karla H. Saylor



**City of Aztec
Parks and Recreation Enhancement Plan
2016**

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- Appendix B. Park Uses and Amenities Policy
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- Appendix E. Land Stewardship Policy

SECTION 1. PURPOSE AND SCOPE

The purpose of the Parks and Recreation Enhancement Plan (PREP) is to serve as a guiding and planning document that will assist the City in its efforts to ensure that current and future Aztec residents and visitors have the opportunity to participate in an acceptable range of park and recreation activities in a safe, convenient, and aesthetically pleasing environment. The PREP has three major components:

1. Assessment. Consists of the inventory and assessment of the condition of city parks and facilities (Section 2), greenways/trails and green streets (Section 3), and gateways (Section 4). Assessment forms are included in Appendix A.
2. Policy Development. Identification of specific policies pertaining to park uses and amenities, land acquisition, open space/natural areas and land stewardship (Section 5). Copies of these policies are included in Appendices B through E.
3. Plan Development. Identifies levels of maintenance (Section 6) and specific maintenance and enhancements proposed for each of the parks (Section 7).

SECTION 2. PARKS AND FACILITIES ASSESSMENT

The City of Aztec has 16 park and special use areas for an approximate total of 153.5 acres (Figure 2.1). These parks and/or special use areas range in size from 0.2 acres to 41.8 acres.

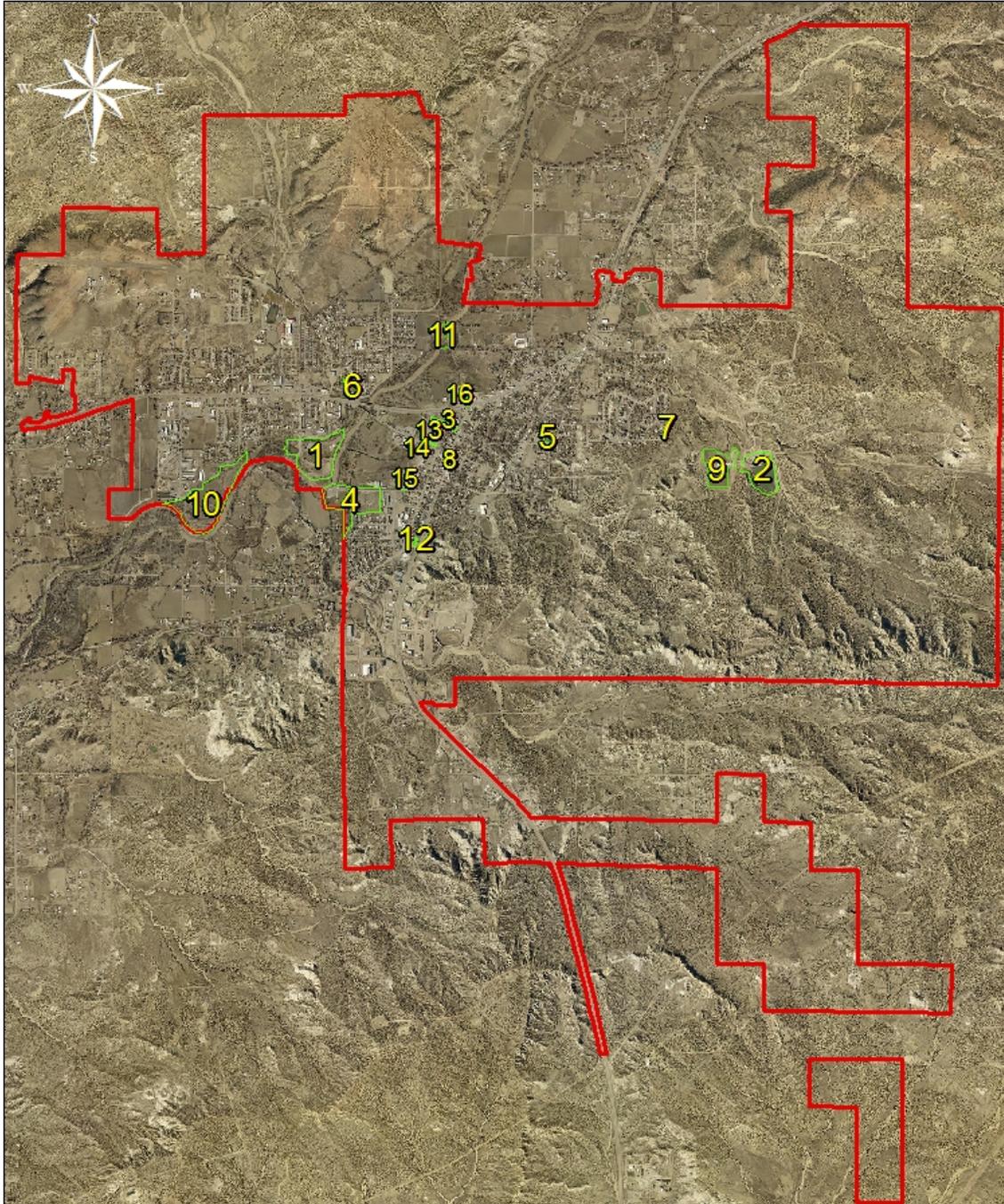


Figure 2.1. Location of City Parks and Special Use Areas.

Table 2.1. City Parks and Special Use Areas.

#	Park Name	Classification ¹	Size (Acres)
1	Riverside Park	Community Park	30.6
2	Tiger Park	Community Park	18.9
3	Minium Park (includes Aztec Museum grounds)	Community Park	3.9 (0.7)
4	Hartman Park	Sports Complex	27.8
5	Cap Walls Park	Neighborhood Park	1.7
6	Florence Park	Neighborhood Park	2.7
7	Kokopelli Park	Neighborhood Park	0.6
8	Main Avenue Courtyard	Special Use Area	0.2
9	Tiger Sports Complex	School Sports Complex	16.1
10	Swire-Townsend Refuge	Conservancy	41.8
11	Rio Animas Park	Conservancy	3.9
12	South Main Gateway	Special Use Area	0.4
13	Memorial Rose Garden	Mini-Park	0.4
14	Municipal Complex	Special Use Area	3.1
15	Family Center Complex	Special Use Area	0.4
16	Aztec-Main Intersection	Special Use Area	0.4

Correlates to Figure 2.1.

¹Classification based on following section of NRPA Classifications.

NRPA Park Classifications

The National Recreation and Park Association (NRPA) developed a classification system to serve as a guide for community parks and recreation planning. The system defines and describes several categories of parks, recreation areas, and open spaces that in combination make up a unified municipal park network (Park, Recreation, Open Space and Greenway Guidelines, NRPA, 1996). The NRPA supports and encourages local modifications of their standards and definitions. The following definitions are based on the NRPA guidelines.

Table 2.2. NRPA Park Classifications.

Classification	Description	Size	Service Area
Mini-Parks	A mini-park is used to address limited, isolated, or unique recreational needs. Many school and church playgrounds often serve as de facto mini-parks.	2,500 sq ft to 1.0 ac	< ¼ mile
Neighborhood Parks	This category serves as the recreational and social focus of a neighborhood, permitting both active and passive uses for a variety of age	1 to 2 ac / 1,000 (1 to 15 ac)	¼ to ½ mile

<i>Classification</i>	<i>Description</i>	<i>Size</i>	<i>Service Area</i>
	groups.		
Community Parks	Community parks focus on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces. In serving multiple neighborhoods, they provide many of the same types of facilities as neighborhood parks.	5 to 8 ac / 1,000 (16 to 99 ac)	½ to 2 miles
Metropolitan Park	Parks which serve multiple communities. Includes natural areas or developed areas for a variety of outdoor recreation activities such as ball fields, playgrounds, boating, fishing, swimming, camping, picnicking, and trail systems.	100 to 499 ac	Entire City
Regional Parks	Regional parks serve entire cities or regions. Activities available in regional parks may include picnicking, boating, fishing, swimming, camping, trail use, golfing, etc.	> 500 acres	Regional (within 1 hr driving distance)
Sports Complexes	Athletic or sports complexes typically consolidate heavily programmed athletic facilities for activities such as softball, baseball, and soccer into a few strategically located sites throughout the community. The location of these facilities is important due to the traffic, lighting, and noise that are often associated with them.	Variable	Regional
Special Use Area	Provide for recreational, cultural, and/or educational activity focused on a single purpose use and easily accessed from anywhere in the community.	Variable	Municipality
Conservancy (Formerly identified as Natural Resource Areas in PREP 2012)	Provide for the preservation and utilization of significant natural resources and/or land formations for trails and other passive recreational uses and educational benefits.	Variable	Municipality
Linear Park / Linkages (Formerly identified as Greenways/Trails in PREP 2012)	Built connections or natural corridors that link parks together and provide alternative pedestrian ways.	Variable	Municipality

Aztec Park Classification Adaptations

In the case of Aztec, a small self-contained community, the NRPA guidelines has been modified to reduce the number of classifications. For the Aztec PREP, the following modifications to NRPA guidelines have been made:

- The “Metropolitan Park” and “Regional Park” categories have been eliminated because Aztec is unlikely to become a large urban area and therefore these park classifications cannot be met.

As such, the following table summarizes the Aztec PREP classifications within the City of Aztec Parks System.

Table 2.3. Aztec PREP Classifications.

<i>Classification</i>	<i>Summary</i>
Mini-Parks	<p>Aztec has one mini-park:</p> <ul style="list-style-type: none"> • Memorial Rose Garden <p>Though this park does not provide recreational amenities, the fact that it provides pedestrian use and requires maintenance of green space puts it within this classification.</p>
Neighborhood Parks	<p>Aztec has three neighborhood parks:</p> <ul style="list-style-type: none"> • Cap Walls Park • Florence Park • Kokopelli Park <p>Though Florence Park has tennis courts, its location and access allows it to function more as a neighborhood park.</p>
Community Parks	<p>Aztec has three community parks:</p> <ul style="list-style-type: none"> • Minium Park • Riverside Park • Tiger Park <p>Though Riverside Park has several sport facilities, its overall function and dominate use is for community activities and events as well as general public use.</p>
Sports Complexes	<p>Aztec owns one sports complex and assists in the maintenance of one sports complex:</p> <ul style="list-style-type: none"> • Hartman Park (City Owned and Operated) • Tiger Sports Complex (School Owned / Joint Maintenance) <p>The City’s participation involves mowing the fields, maintenance of the irrigation system, and maintenance of landscaping islands and medians. Building structures are maintained by the school district.</p>
Special Use Areas	<p>Aztec has five special use areas:</p> <ul style="list-style-type: none"> • Aztec-Main Intersection • Family Center Complex • Main Ave Courtyard • Municipal Complex • South Main Gateway <p>Though each area could qualify as a “mini-park” due to their use and location, these areas have been classified as a special use area. A sixth</p>

<i>Classification</i>	<i>Summary</i>
	special use area, Armijo Plaza (aka North Main Corridor Project), is in development and will be constructed in phases over the next few years (2016-2018).
Conservancy (Natural Resource Areas)	<p>Aztec has three natural resource areas.</p> <ul style="list-style-type: none"> • BLM Recreation Land Minimal development has occurred on the BLM Recreation Land which includes a motor-cross and go-kart track. Both tracks are privately managed and maintained and the City provides no maintenance. The City only manages Tiger Park which is located within the BLM Recreation Land. In addition, numerous hiking and mountain bike trails exist in the BLM Recreation Land, however the City is not involved in the development or maintenance of the mountain bike trails. • Rio Animas Park Is a recent development and consists of City property connects to the north pedestrian bridge. Currently no features have been incorporated in this area, but plans are underway to provide minimal amenities while keeping the area natural. • Townsend Wildlife Nature Refuge No development has occurred on the Townsend Wildlife Nature Refuge and this area. A portion of the area is being considered for the location of a solar field.
Linear Park / Linkages (Greenways/Trails)	Aztec has over 15.6 miles of existing pedestrian trails and some 11.4 miles of trails proposed. Pedestrian trails vary from concrete sidewalks to earthen or chipped bark surfaces. Known as the Animas River Trails System (ARTS), the trails plan was developed by the Aztec Trails and Open Space (ATOS) a non-profit organization. The City adopted the trails plan in 2010. For purposes of this document, information has been updated on the trail system.

NRPA Condition Ratings

The overall condition of the park is a subjective analysis of the landscape and physical components (facilities and amenities). The condition of each amenity was rated on a scale of 1 to 5 and the conditions are defined in Table 2.4.

Table 2.4. NRPA Condition Ratings.

<i>Score</i>	<i>Value</i>	<i>Description</i>
1	Poor	The amenity is in such a state that safety is an issue and/or the aesthetic appearance of the amenity is an embarrassment. Normally this score was assigned to amenities that should be removed or replaced as soon as possible.
2	Poor-Fair	The amenity may not need to be replaced, but significant work is required to improve safety or aesthetic appearance.
3	Fair	The amenity is still functional, safety is not an issue, but life use is short and/or aesthetic appearance may be low.

Score	Value	Description
4	Fair-Good	The amenity is functional and safety is not an issue, signs of normal wear and use are visible but aesthetically the amenity is acceptable.
5	Good	The amenity is new or near new in use and appearance.

Conditions were evaluated in the following areas:

1. Developed Area Vegetation: Turf, trees, shrubs, and planting beds in areas of the park requiring frequent mowing or other high levels of maintenance.
2. Undeveloped Area Vegetation: Trees, shrubs, and herbaceous plant materials in "natural" areas of the park where vegetation does not receive frequent maintenance.
3. Sports Field: This category includes the following types of highly developed, outdoor facilities for "team or individual sports" and accompanying facilities on City owned property that enhance both spectator and active use according to accepted rules of play:
 - 1) Baseball fields
 - 2) Football fields
 - 3) Softball fields
 - 4) Soccer fields
 - 5) BMX track
 - 6) Rodeo arena
 - 7) Skateboard park
 - 8) Horseshoe pits
 - 9) Volleyball courts
4. Sports Court: An uncovered, paved facility for a single intended use (e.g. a tennis or basketball court).
5. Play Equipment: An unenclosed area which should have separate areas for preschool age children and school age children. Play equipment and ground surface should conform to American Society for Testing and Materials (ASTM) and Americans with Disabilities Act (ADA) requirements.
6. Walk or Trail: Includes, but is not limited to walking, jogging, bicycling, and/or interpretive trails built to be safe and requiring minimum maintenance. Construction materials may be concrete, asphalt, crushed rock, wood chips, earthen or other modern materials being utilized for trail construction.
7. Picnic Facilities: Picnic tables and grills.
8. Structures: Architectural facilities. Examples include bridges, pavilions, and buildings.
9. Drinking Water: Availability of drinking fountains and water spigots at convenient locations in the park.
10. Restrooms: A durable and efficiently designed structure that meets ADA standards and can function as a singular, unisex unit, or multiple units within one building.

11. **Parking:** A paved area usually found at the neighborhood park level (at a minimum) and complies with the City's appropriate zoning laws and policy issues dealing with design and storm water requirements.
12. **Lighting:** Can be an important security/safety element within all classifications. Lighting should be adequately spaced and sized and not conflict with adjacent residents. Lights should be made of quality, durable materials.
13. **Signage:** Park identification sign posted near public entrances; informational signs posted near specific park facilities/amenities.
14. **Miscellaneous Amenities:** Park elements that provide additional support components to increase the usability, attractiveness, and functionality of the park. Includes features such as signs, benches, kiosks, bike racks, public telephones, trash cans, fitness stations, etc.

Inventory and Assessment

The park and recreation facilities inventory and assessment was conducted using the above guidelines and ratings to better understand the existing Aztec Park and Recreation System and to assist in developing guidelines for the maintenance of parks and facilities. The assessment was conducted in December of 2015. A condition report for each park and their facilities was completed (Appendix A) and includes the following information:

- Park Name
- Classification
- Total Acres
- Condition Ratings
- Park Aerial Image

Major Amenities Condition Summary

For purposes of the assessment, major amenities are defined as the core items which make up the park area. These items tend to be permanent and often structural in nature and can include sports fields, restrooms, concession stands, pavilions, bleachers, landscaped areas, grassy areas, etc. Not all parks have such facilities and therefore may not be listed in the following table. Overall rating for each park is calculated by dividing the total actual score by the total possible score.

Table 2.5. Major Amenities Condition Assessment.

Park Name	Major Amenity	Qty	Score		
			Actual	Possible	Rating
Aztec-Main Intersection	Landscaping (Grassy Area)	3	14	15	93%
	Landscaping (Planter)	3	14	15	93%
	Landscaping (Shrub Area)	7	28	35	80%
	Overall	13	56	65	86%
Cap Walls Park	Landscaping (Grassy Area)	3	13	15	87%

Park Name	Major Amenity	Qty	Score		
			Actual	Possible	Rating
	Landscaping (Planter)	8	37	40	93%
	Parking Lot	1	3	5	60%
	Playground	1	3	5	60%
	Pavilion	1	3	5	60%
	Restroom	1	4	5	80%
	Walking Path	1	3	5	60%
	Dumpster	1	4	5	80%
	Overall	15	64	85	75%
Family Center Complex	Landscaping (Grassy Area)	5	20	25	80%
	Landscaping (Median/Islands)	6	21	30	70%
	Overall	11	41	55	75%
Florence Park	Landscaping (Grassy Area)	1	4	5	80%
	Parking Lot	3	9	15	60%
	Playground	1	4	5	80%
	Pavilion	1	5	5	100%
	Restroom	1	4	5	80%
	Tennis Court	1	5	5	100%
	Fencing around Park	1	5	5	100%
	Overall	10	41	50	82%
Hartman Park	Parking Lots	4	12	20	60%
	Parking Medians	12	58	60	97%
	Intervening Areas	1	4	5	80%
	Ball Field #1	9*	35	45	78%
	Ball Field #2	9*	34	45	76%
	Ball Field #3	6*	17	30	57%
	Ball Field #4	7*	27	35	77%
	Ball Field #5	10*	35	50	70%
	Ball Field #6	8*	32	40	80%
	Ball Field #7	7*	27	35	77%
	Pitchers Box	1	3	5	60%
	Skateboard Park	3*	7	15	47%
	Soccer Fields	5*	23	25	92%
	YAFL Field	6*	26	30	87%
	Playground #41	3*	13	15	87%
	Concession Stand #20	2*	7	10	70%
Concession Stand #21	2*	8	10	80%	

Park Name	Major Amenity	Qty	Score		
			Actual	Possible	Rating
	Pavilion	1	4	5	80%
	Pump House	1	3	5	60%
	Electric Works	1	5	5	100%
	Soccer Memorial	1	4	5	80%
	Overall	99	384	495	78%
Kokopelli Park	Landscaping (Grassy Area)	1	5	5	100%
	Playground	3*	12	15	80%
	Retention Pond	1	1	5	20%
	Overall	5	18	25	72%
Main Ave Courtyard	Brick Pavers	1	3	5	60%
	Fountain	1	3	5	60%
	Landscaping (Planter)	7	32	35	91%
	Stage	1	5	5	100%
	Parking Lot	1	3	5	60%
	Overall	11	46	55	84%
Memorial Rose Garden	Landscaping (Grassy Area)	2	9	10	90%
	Landscaping (Median)	3	11	15	73%
	Landscaping (Planter)	5	25	25	100%
	Memorial Rose Garden	1	3	5	60%
	RV Dump Station	1	4	5	80%
	Pavilion	1	5	5	100%
	Parking Lot	1	2	5	40%
	Overall	15	63	75	84%
Minium Park	Landscaping (Grassy Area, also includes Museum grounds)	5	21	25	84%
	Memorial	2	7	10	70%
	Foot Bridge	1	3	5	60%
	Playground	4*	19	20	95%
	Pavilion	3	13	15	87%
	Restroom	1	4	5	80%
	Splash Park	1	3	5	60%
	Stairway/Ramp	1	4	5	80%
	Ditch Access Road	1	3	5	60%
	Overall	22	89	110	81%
Municipal Complex	Landscaping (Grassy Area)	7	34	35	97%

Park Name	Major Amenity	Qty	Score		
			Actual	Possible	Rating
	Landscaping (Non-Grassy Area)	12	51	65	78%
	Flag Pole Monument	1	5	5	100%
	Parking Lot	4	16	20	80%
	Overall	24	106	120	88%
Rio Animas Park	Natural Landscape	1	3	5	60%
	Parking Lot	1	3	5	60%
	Trail and slopes	1	4	5	80%
	Overall	3	10	15	67%
Riverside Park	Concession Stand	1	2	5	40%
	Fishing Pond	1	2	5	20%
	Fencing	10	26	50	52%
	Landscaping (Grassy Area)	1	5	4	80%
	Playground	1	4	5	80%
	Parking & Road	2	4	10	40%
	Pavilion	4	15	20	75%
	BMX Track	1	1	5	20%
	Restroom	1	4	5	80%
	Sport Field - Basketball Court	2	8	10	80%
	Sport Field - Horseshoe Pits	4	16	20	80%
	Sport Field - Softball	1	2	5	40%
	Sport Field - Rodeo Arena	1	3	5	60%
	Sport Field - Volleyball Court	2	8	10	80%
	Stage (at Bridge)	1	4	5	80%
	Walking Path	2	8	10	80%
Overall	35	112	175	64%	
South Main Gateway	Landscaping (Gravel Area)	1	4	5	80%
	Landscaping (Cobble Area)	1	4	5	80%
	Landscaping (Sign Area)	1	4	5	80%
	Parking Lot	1	5	5	100%
	Welcome Gateway Sign	1	5	5	100%
	Overall	5	22	25	88%
Tiger Park	Landscaping (Grassy Area)	3	13	15	87%
	Landscaping (Median)	1	5	5	100%
	Landscaping (Non-grassy Area)	1	4	5	80%
	Fencing	2	9	10	90%
	Fish Deck	1	5	5	100%
	Parking Lot	1	4	5	80%

Park Name	Major Amenity	Qty	Score		
			Actual	Possible	Rating
	Pavilion	4	20	20	100%
	Restroom	1	4	5	80%
	Walking Track	1	2	5	40%
	Overall	15	66	75	88%
Tiger Sports Complex	Landscaping (Parking Lot)	11	44	55	80%
	Landscaping (Complex)	16	60	80	75%
	Pavilion #13	1	4	5	80%
	Restroom/Lockers #9	1	5	5	100%
	Softball Field #1	9*	43	45	95%
	Soccer Field #2	1	4	5	80%
	Ticket Booth/Entrance #12	1	5	5	100%
	Overall	40	165	200	83%

* Total number of items as part of the overall field assessment (e.g., field, dugouts, bleachers, scoreboards, etc)

Minor Amenities Condition Summary

Minor amenities can be considered as those items which “accessorize” the park. Such accessories included BBQ grills, benches, picnic tables, trash cans, etc. The following table provides a summary of the scoring of the minor amenities found within each park. Overall rating for each park is calculated by dividing the total actual score by the total possible score.

Table 2.6. Minor Amenities Condition Assessment.

Park Name	Minor Amenity	Qty	Score		
			Actual	Possible	Rating
Aztec-Main Intersection	Bench	2	6	10	60%
	Trash Can	1	5	5	100%
	Overall	3	11	15	73%
Cap Walls Park	BBQ Grill	3	9	15	60%
	Picnic Table	8	12	40	30%
	Play Set	4	14	20	70%
	Trash Can	4	12	20	55%
	Overall	19	47	95	49%
Family Center Complex	Bench	5	18	25	72%
	Bike Rack	2	10	10	100%
	Kiosk	1	5	5	100%
	Trash Can	2	9	10	90%
	Overall	10	42	50	84%
Florence Park	Picnic Table	4	20	20	100%

Park Name	Minor Amenity	Qty	Score		
			Actual	Possible	Rating
	Play Set	1	5	5	100%
	Trash Can	3	13	15	87%
	Overall	8	38	40	95%
Hartman Park	Bench	2	7	10	70%
	Dog Tidy Bag Dispensers	3	15	15	100%
	Picnic Table	5	21	25	84%
	Trash Can	42	126	210	60%
	Overall	52	169	260	65%
Kokopelli Park	Trash Can	1	5	5	100%
	Overall	1	5	5	100%
Main Ave Courtyard	Bench	3	15	15	100%
	Overall	3	15	15	100%
Memorial Rose Garden	Picnic Table	1	5	5	100%
	Trash Can	1	5	5	100%
	Overall	2	10	10	100%
Minium Park	Bike Rack	1	5	5	100%
	Picnic Table	12	53	60	88%
	Trash Can	13	50	65	47%
	Overall	26	108	130	83%
Municipal Complex	Bench	7	29	35	83%
	Bike Rack	4	20	20	100%
	Info Kiosks	4	16	20	80%
	Payment Drop Box	1	5	5	100%
	Picnic Table	1	5	5	100%
	Trash Can	7	35	35	100%
Rio Animas Park	Overall	24	110	120	92%
	Fencing	2	10	10	100%
Riverside Park	Overall	2	10	10	100%
	Dog Tidy Bag Dispenser	2	10	10	100%
	Fitness Stations	4	20	20	100%
	Picnic Table	13	51	65	78%
	Trash Can	31	93	155	60%
South Main Gateway	Overall	50	174	250	70%
	Picnic Table	1	4	5	80%
Tiger Park	Overall	1	4	5	80%
	BBQ Grill	4	20	20	100%
	Dog Tidy Bag Dispenser	3	12	15	80%

Park Name	Minor Amenity	Qty	Score		
			Actual	Possible	Rating
	Picnic Table	10	50	50	100%
	Trash Can	16	78	80	98%
	Overall	33	160	165	97%
Tiger Sports Complex	Bench	12	60	60	100%
	Bike Rack	1	5	5	100%
	Bleacher	6	30	30	100%
	Flag Pole	1	5	5	100%
	Trash Can	14	58	70	83%
	Overall	34	158	170	93%

Park Condition Summary

Of the 15 parks or special use areas in the Aztec park system that were rated, 10 were rated in "good" condition (above 80%), five were rated in "fair" condition (60-79%), and none were rated in "poor" condition (below 60%). The Townsend Wildlife Nature Refuge was not assessed since it has not been developed with any structures or amenities.

The following table shows each location, its classification, and condition assessments for minor and major amenities and the overall score for the park. In addition, assessment scores from the 2011 evaluation were included for comparison.

Table 2.7. Park Condition Assessment.

Name	Condition in 2011			Condition in 2015			Overall Score Change
	Minor Amenities	Major Amenities	Overall	Minor Amenities	Major Amenities	Overall	
Aztec-Main Intersection	73%	95%	84%	73%	86%	79.5%	-4.5%
Cap Walls Park	61%	88%	74.5%	49%	75%	62%	-12.5%
Family Center Complex	Not Evaluated	Not Evaluated	Not Evaluated	84%	75%	79.5%	N/a
Florence Park	80%	73%	76.5%	95%	82%	88.5%	12%
Hartman Park	66%	78%	72%	65%	78%	71.5%	-0.5%
Kokopelli Park	Not Present	Not Present	Not Present	100%	72%	86%	N/a
Main Ave Courtyard	100%	98%	99%	100%	84%	92%	-7.0%
Memorial Rose Garden	20%	63%	41.5%	100%	84%	92%	50.5%
Minium Park	66%	75%	70.5%	83%	81%	82%	11.5%
Municipal Complex	89%	82%	85.5%	92%	88%	90%	4.5%

Name	Condition in 2011			Condition in 2015			Overall Score Change
	Minor Amenities	Major Amenities	Overall	Minor Amenities	Major Amenities	Overall	
Rio Animas Park	Not Present	Not Present	Not Present	100%	67%	83.5%	N/a
Riverside Park	67%	47%	57%	70%	64%	67%	10%
South Main Gateway	Not Present	Not Present	Not Present	80%	88%	84%	N/a
Tiger Park	100%	100%	100%	97%	88%	92.5%	-7.5%
Tiger Sports Complex	Not Evaluated	Not Evaluated	Not Evaluated	93%	83%	88%	N/a
Townsend Wildlife Nature Refuge	Not Evaluated	Not Evaluated	Not Evaluated	Not Evaluated	Not Evaluated	Not Evaluated	Not Evaluated

Key:

Drop	Good
Increase	Fair
	Poor

NRPA Recreation Facilities Recommendations

NRPA recreation facilities standards/guidelines are based on population. The following table provides recommendations of facilities based on population size and the current facility inventory in Aztec.

Table 2.8. NRPA Recreation Facilities Recommendation.

Facility	NRPA Recommended Units Per Population	Aztec Inventory		
		Current Need ^A	Existing	Surplus (Shortage)
Archery Range	1 per 50,000	0	0	0
Badminton	1 per 5,000	1	0	(1)
Baseball/Softball	1 per 3,000	2	4	2
	Lighted 1 per 30,000	0	4	4
Basketball	1 per 5,000	1	3	2
Community Center	1 per 50,000	0	1	1
Field Hockey	1 per 20,000	0	0	0
Football	1 per 20,000	0	1 ^B	1
Golf: 9-hole standard	1 per 25,000	0	2	2
	18-hole standard	0	0	0
Golf-driving Range	1 per 50,000	0	0	0
Handball	1 per 20,000	0	0	0
Ice Hockey	Indoor – 1 per 100,000	0	0	0

Facility	NRPA Recommended Units Per Population	Aztec Inventory		
		Current Need ^A	Existing	Surplus (Shortage)
	Outdoor – depends on climate			
Multiple Recreation Court (basketball, volleyball)	1 per 10,000	0	0	0
Picnic Pavilion	1 per 2,000	4	14	10
Playground	1 per 1,000	7	6	(1)
Running Track (¼ Mile)	1 per 20,000	0	1 ^C	1
Skate Park	1 per 100,00	0	1	1
Skeet and Trap Field	1 per 50,000	0	0	0
Soccer	1 per 10,000	0	5	5
Swimming Pools	1 per 20,000	0	0	0
Tennis	1 court per 2,000	3	2	(1)
Volleyball	1 per 5,000	1	2	1

^A Based on a 7,000 population.

^B Youth sized field.

^C The ½ mile track around the lake is functioning as a walking/jogging track.

NRPA Level of Service Area Recommendations

The NRPA establishes a standard for the park classification based on the area a park should service. The following table identifies each park, its classification, acres and recommended service area as established by the NRPA.

Table 2.9. NRPA Level of Service Recommendations.

Park Name	Park Classification	Acres	Service Area
Aztec-Main Intersection	Special Use Area	0.4	N/a
Cap Walls Park	Neighborhood Park	1.7	½ mile
Family Center Complex	Special Use Area	0.4	N/a
Florence Park	Neighborhood Park	2.7	½ mile
Hartman Park	Sports Complex	27.8	N/a
Kokopelli Park	Neighborhood Park	0.6	½ mile
Main Ave Courtyard	Special Use Area	0.1	N/a
Municipal Complex	Special Use Area	3.1	N/a
Memorial Rose Garden	Mini-Park	0.4	<¼ mile
Minium Park	Community Park	3.9	½ to 2 miles

Rio Animas Park	Natural Resource Area	3.6	N/a
Riverside Park	Community Park	30.6	½ to 2 miles
South Main Gateway	Special Use Area		N/a
Tiger Park	Community Park	18.9	½ - 2 miles
Tiger Sports Complex	Sports Complex	16.1	N/a
Townsend Wildlife Nature Refuge	Natural Resource Area	41.8	N/a

Figure 2.2 shows the extent of the service area for neighborhood and community parks. As shown, all of the urban residential areas within the city are serviced by at least one community park with several urban residential areas being serviced by multiple parks based upon the service area standard established by NRPA. Only rural residential areas located far east, south, and west along city limits do not fall within the recommended NRPA service areas.



Figure 2.2. Extent of Service Areas for Neighborhood (0.5 miles in orange) and Community Parks (2 miles in blue).

SECTION 3. GREENWAYS, TRAILS, AND GREEN STREETS

This section provides information regarding the greenways, trails and green streets within the City of Aztec. Greenways are corridors of land that provide connectivity of people to places. These corridors can be either natural, such as rivers and arroyos, or manmade, such as abandoned railroad beds, utility corridors, and irrigation ditches.

Green streets are streets designed to integrate a system of storm water management within its right-of-way and be a visible component of a system of landscaping and trees that is incorporated into the aesthetics of the community. Such streets are beneficial for public safety through traffic calming, increased pedestrian use and accessibility, and providing additional health benefits such as relief of stress through walking, better air quality, reduction in heat exposure, etc. To date, the City of Aztec has yet to implement such a street design.

Greenways and Trails

The majority of the trails information is pulled from the Animas River Trails System (ARTS) plan which was developed by the Aztec Trails and Open Spaces (ATOS) organization and adopted by the Aztec City Commission in 2010.

The goals of the ARTS plan is to:

- Provide safe and pleasant routes throughout the city;
- Create a connection between the Animas River to the Historic Downtown District;
- Maintain a friendly, small town atmosphere by encouraging pedestrian use;
- Provide alternatives to motorized transportation options for daily use;
- To highlight and promote sites and locations of historical, cultural and natural significance; and
- Reconnect the community with the river.

The ATOS organization has been working with the City in the evaluation and recommendation of trail construction and amenities as future proposed trails are developed. Currently developed and in the process of phased construction is the North Main Corridor (Figure 3.1) which will join downtown Aztec with the Aztec Ruins National Monument. The initial concept was developed by Lisa Roach in 2010 as part of a cooperative effort between ATOS and the National Parks Service



Figure 3.1. North Main Corridor Conceptual.

Rivers, Trails & Conservation Assistance program. In 2014, the City hired an engineer firm, Russell Planning and Engineering, which went through several public hearings and after a year of conceptual development, the final product design was developed (see Figure 3.1). During that time the construction of the north pedestrian bridge was completed in 2014 and both the Aztec Ruins National Monument and the City completed their trail segments up to the pedestrian bridge.

Figure 3.2 provides a map showing the various resources and delineates the existing trails (highlighted in yellow) and proposed trails (highlighted in pink).

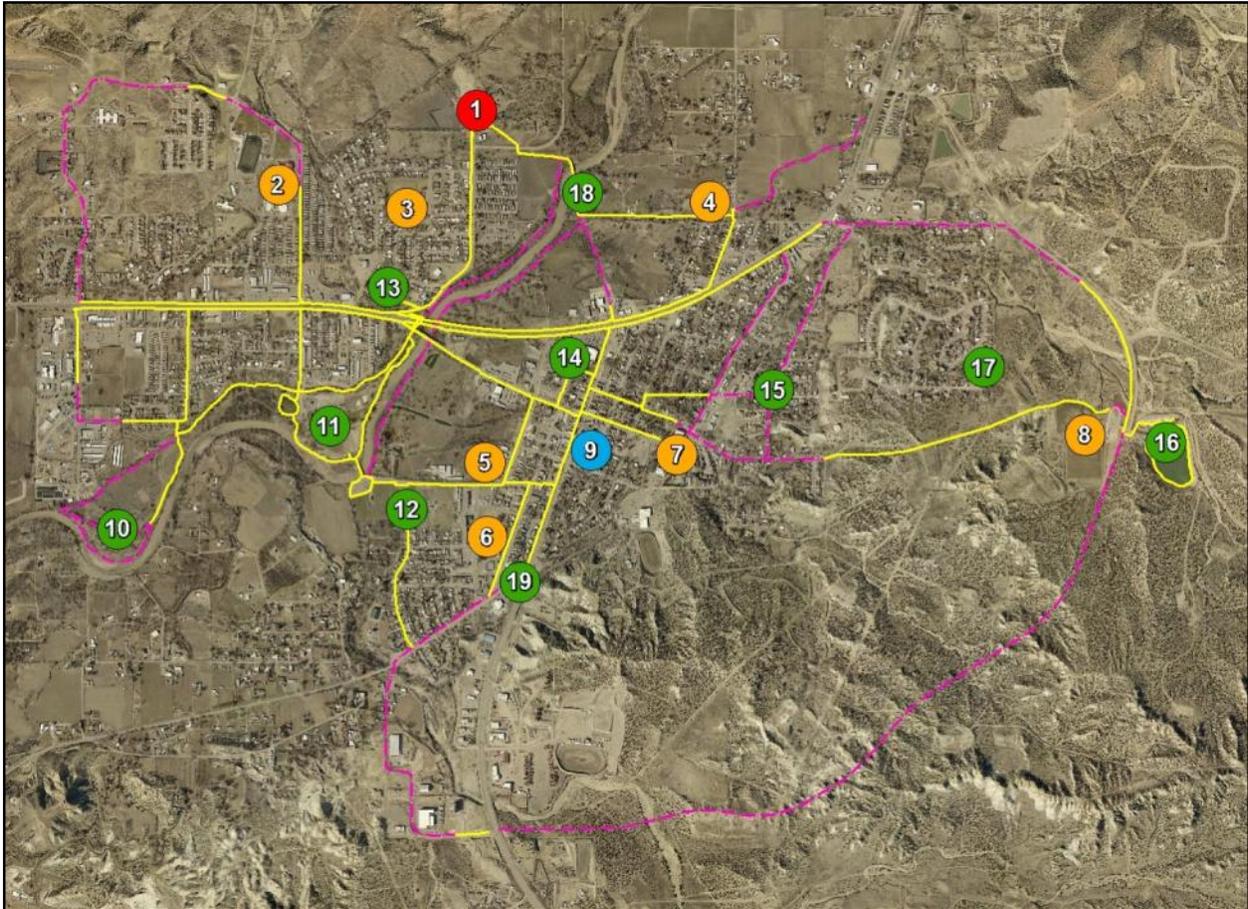


Figure 3.2. Connecting the Resources (originally taken from the ARTS Plan 2010, updated to reflect changes up to 2015).

KEY

- | | |
|---|-------------------------------------|
| 1. Aztec Ruins National Monument | 10. Townsend Wildlife Nature Refuge |
| 2. Koogler Middle School | 11. Riverside Park |
| 3. Lydia Rippey Elementary | 12. Hartman Park |
| 4. McCoy Elementary | 13. Florence Park |
| 5. Family Center (Aztec Public Library, Aztec Boys & Girls Club, Vista Nueva High School) | 14. Minium Park (Aztec Museum) |
| 6. Park Avenue Elementary | 15. Cap Walls Park |
| 7. Aztec High School | 16. Tiger Park & Lake |
| 8. Tiger Sports Complex (School District) | 17. Kokopelli Park |
| 9. Historic Downtown (Main Ave Courtyard) | 18. Rio Animas Park |
| | 19. South Main Gateway |

An index of trails proposed and developed is provided in Table 3.1 with the addition of *Construction Type* for those trails in existence.

Table 3.1. Trails Summary.

<i>Trail Segment</i>	<i>Built (ft)</i>	<i>Construction Type</i>	<i>Proposed (ft)</i>	<i>Total (ft)</i>
Animas River (NE) Trail			2,661	2,661
Animas River (NW) Trail			3,459	3,459
Animas River (SE) Trail			2,216	2,216
Apache Ave	1,882	Sidewalks		1,882
Arriba Ave			1301	1,301
Arterial Route	2,570	Asphalt	12,227	14,796
Ash Ave (S)	1,346	Sidewalks		1,346
Aztec Blvd (NE)	5,046	Sidewalks		5,046
Aztec Blvd (W)	16,234	Sidewalks		16,234
Aztec Ruins Trail	461	Polypavement		461
Blanco St	832	Sidewalks	2,713	8,040
	4,495	Earthen		
Bridge Park Trail			412	412
Cap Walls Park	605	Asphalt		605
Chaco St (E)	1,252	Sidewalks		1,252
Chaco St (W)	2,469	Sidewalks		2,469
Chamiza Ave			2,695	2,695
CR 3400			2,003	2,003
Eledge Ditch Trail	4,285	Chipped Wood/Earthen		4,285
Estes Arroyo Crossing	420	Earthen		420
Florence Park	430	Earthen		430
Light Plant Rd (N)	1,731	Sidewalks	1,651	3,382
Light Plant Rd (S)	1,123	Sidewalks		1,249
	126	Gravel		
Llano St	3,718	Sidewalks		3,718
Lovers Ln	1,213	Sidewalks	913	2,125
Lower Animas Ditch Trail			2,657	2,657
Main Ave (N)	220	Sidewalks		220
Main Ave (S)	4,264	Sidewalks		4,264
Martinez Trail	724	Polypavement		724
Martinez Lane	2,326	Earthen		2,326

<i>Trail Segment</i>	<i>Built (ft)</i>	<i>Construction Type</i>	<i>Proposed (ft)</i>	<i>Total (ft)</i>
McWilliams Rd	609	Sidewalks	2,430	3,039
McCoy Ave	1,076	Sidewalks		1,076
McCoy Bridge	64	Bridge		64
Money Saving Bridge	726			726
Navajo Dam Rd			1,362	1,362
North Main Trail			1,449	1,449
Oliver Dr (N)			2,882	2,882
Oliver Dr (S)	1,220	Sidewalks	545	1,765
Park Ave (N)	990	Sidewalks		990
Park Ave (S)	1,806	Sidewalks		1,806
Pepsi Way	498	Sidewalks	1,454	1,953
Reservoir 3 Loop	2,568	Crusher Fines		2,568
Rio Grande Ave (N)			3,159	3,159
Rio Grande Ave (S)			2,092	2,092
Riverside Fish Pond	1,092	Sidewalks		1,092
Riverside Park	3,451	Sidewalks		3,451
Riverside-Hartman Bridge	624	Bridge		624
Ruins Rd	3,327	Sidewalks		3,327
Ruins Trail	425	Bridge		
	1,642	Polypavement		1,642
Sabena St			2,763	2,763
Swire Ave	1,833	Sidewalks		1,833
Tiger Park	1,033	Sidewalks		1,033
Townsend Refuge	1,619	Earthen	5,423	7,041
Western Dr	816	Sidewalks	676	1,492
<i>Grand Total</i>	<i>82,627</i> <i>(15.6 mi)</i>		<i>60,264</i> <i>(11.4 mi)</i>	<i>142,334</i> <i>(27.0 mi)</i>

SECTION 4. GATEWAYS, MEDIANS, AND STREET CORRIDORS

Gateways

Though not designed for extensive pedestrian use or recreation, the development of gateways requires maintenance by the Aztec Parks and Recreation Department. As such, these areas are classified as Special Use Areas.

Three gateway areas were recommended within the Economic Development Strategy Plan submitted and adopted by the City in 2010:

- Northern Gateway / US 550
- Southern Gateway / US 550
- Western Gateway / NM 516

The City has developed two of the three gateways recommended in the plan:

1. Southern Gateway (aka South Main Gateway)
2. Western Gateway (aka Aztec Ruins Gateway)

Southern / South Main Gateway

This gateway included the addition of new sidewalks to extend pedestrian access from historic downtown Aztec to the post office. The corner has a masonry wall constructed under approved NMDOT barrier walls specifications with stone masonry veneers to assimilate the Aztec Ruins National Monument pueblo structures. The slopes were cobbled and a parking lot was developed for local businesses and the public. A picnic table beneath a large cottonwood tree was installed to allow business employees or visitors to have a rest area. The work on this gateway was completed in 2013. Because of the presence of a parking lot and picnic area, this facility was assessed as a Special Use Area and has been evaluated under Section 2.



Figure 4.1. South Main Avenue Gateway with Welcome Monument Sign.

Western / Aztec Ruins Gateway

This gateway involved the construction of several monument signs located at the intersection of Ruins Road and NM 516 (W Aztec Blvd). The monument signs included:

- Two monument signs on each side of the entrance to Ruins Road which leads to the Aztec Ruins National Monument;
- One monument sign at the entrance of the “Money Saving Bridge” which leads to Historic Downtown; and
- Two monument signs at the entrance of the NM 516 bridge for designating the Animas River.

The walls were constructed under approved NMDOT barrier walls specifications with stone masonry veneers to assimilate the Aztec Ruins National Monument pueblo structures. Medians and surrounding areas were xeriscaped with cobble to minimize maintenance efforts and imitate the Animas River corridor.



Figure 4.2. Aztec Ruins Gateway with Wall #1.



Figure 4.3. Aztec Ruins Gateway with Walls #2, #3, and #4.

Medians

The city medians are not designed for extensive pedestrian use but still require the Aztec Parks and Recreation Department to devote time, energy, and expenses in the maintenance of medians along Main Avenue (US 550) and Aztec Boulevard (NM 516 and US 550). Focus of improvements were on zeroscaping with only certain medians having irrigation and plant landscaping. Zeroscaping shall be in the form of colored concrete, brick pavers, colored gravel, or cobbles.

Street Corridors

In an effort to beautify city streets, the city has undergone several efforts that involved improvements along street corridors through the use of planting trees, installation of planter boxes, installation of historic street lights and brick pavers. Three major locations include the Ruins Road (2003), Main Avenue through historic downtown (2007), and Aztec-Main Intersection (2012).

Ruins Road

Landscaping and sidewalks along the west side of Ruins Road was completed in 2003 through Municipal Road Funds. The purpose of the project is to provide an aesthetic pedestrian walkway to the Aztec Ruins National Park. Though no turf exists along this route, some level of maintenance is required for maintenance of trees, graveled landscape and keeping the surfaces clean.

Main Avenue

Improvements to Main Avenue through the historic downtown was completed in 2007 through 2008 funding. Aside from utility infrastructure and road reconstruction, improvements included planting of new trees, construction of raised planter boxes, extensive brick paver work, and historic street lamp installation. Though no turf exists along the Main Avenue corridor, there is extensive maintenance required which includes maintenance of planter boxes, inspection of trees, seasonal hanging of flower baskets and Christmas decorations on street lamps along the entire historic corridor and side streets. Table 4.1. provides a list of amenities and structures along Main Avenue.

Table 4.1. Main Avenue Amenities.

<i>Amenity / Structure</i>	<i>Qty</i>
Benches	25
Bike Racks	2
Planter Boxes	23
Street Lamps with Hanging Baskets	37
Street Lamps with Banners	47
Trash Cans	27
Trees	42

Aztec-Main Intersection

Beautification of the area around the Aztec Blvd and Main Ave (U.S. Hwy 516 and 550) intersection commonly known as the Aztec-Main Intersection began in 2009 after the completion of the Main Ave reconstruction and revitalization. The final phase of the project was completed in the summer of 2012.

The project has included the construction of new sidewalks, raised planter boxes, brick inlay work, installation of benches, the development of a green turf and tree areas, planting of various drought resistant plants, added street lighting, and some road median work. Because of pedestrian amenities, this area was assessed under Section 2 as a Special Use Area.

It is from this intersection that the trail system will be extended to the north to connect downtown Aztec with the Aztec Ruins National Monument. Commonly known as the North Main Corridor, the conceptual work for this trail system was provided earlier in Section 3. Construction was begun in 2015 and will continue in phases over the next 3 to 4 years.

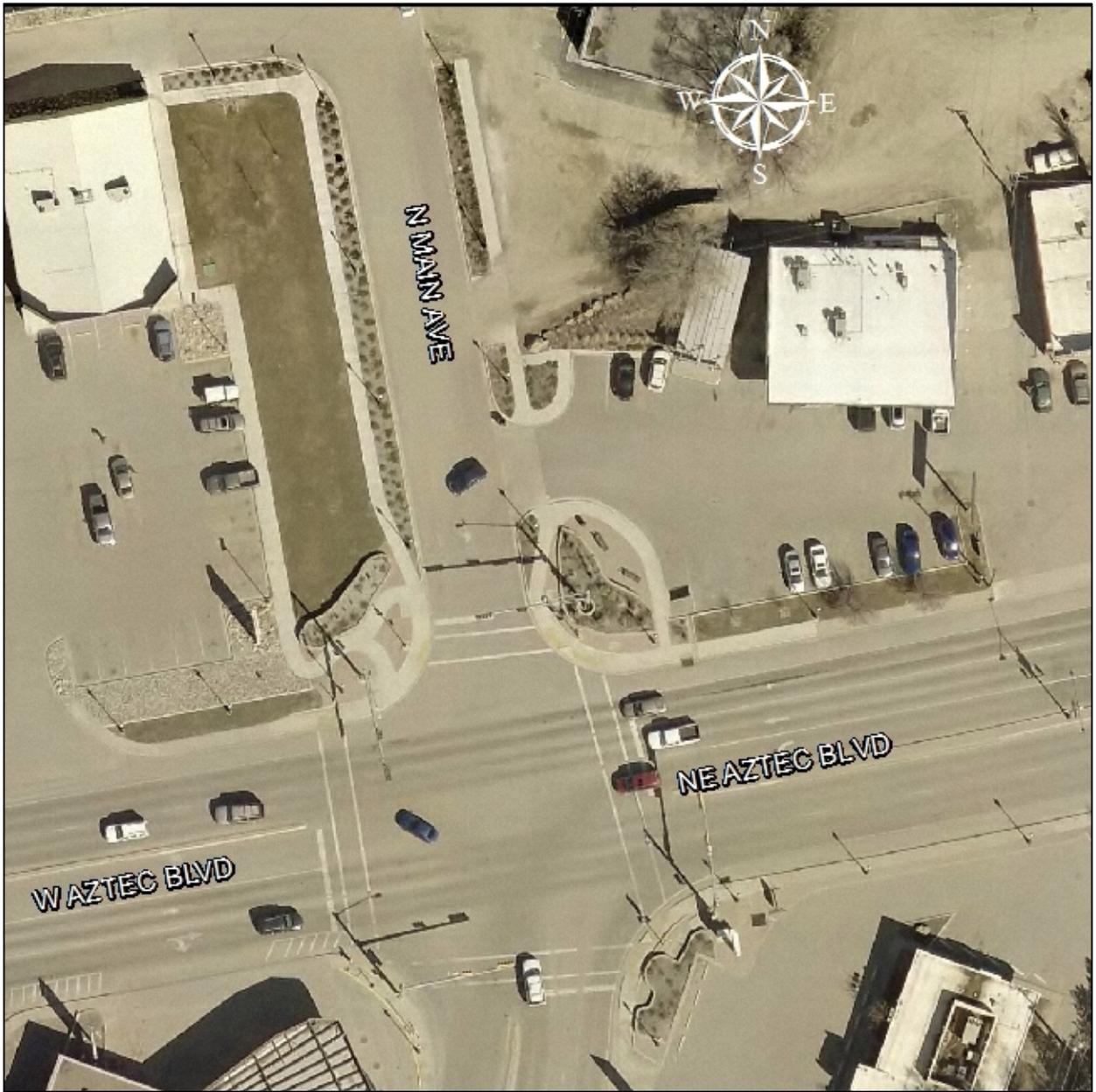


Figure 4.4. Aztec – Main Intersection.

SECTION 5. POLICY DEVELOPMENT

Information gathered during the inventory phase, insight gained during needs assessment review, and research on various park systems across the nation, were used to develop the following policy recommendations. Four park policies have been developed:

- Park Uses and Amenities Policy (Appendix B)
- Park Acquisition Policy (Appendix C)
- Open Spaces and Natural Areas Policy (Appendix D)
- Land Stewardship Policy (Appendix E)

Used in conjunction with the PREP, the policies could help Aztec improve and maintain its park and recreation system well into the future. These policies are currently a recommendation and should be further reviewed and modified appropriately to fit the City's needs and help improve the PREP.

SECTION 6. MAINTENANCE GUIDELINES

Establishing a Maintenance Level

Establishing a maintenance level can be a difficult task when one takes into consideration the wide variety of park categories and facilities in Aztec. The approach taken to maintenance is often as individual as each park itself. In fact, the intensity of maintenance may vary within one park.

The maintenance levels developed by the American Park and Recreation Society (APRS) and National Recreation and Park Association (NRPA) listed below can be thought of as the way of maintenance and range from the most intensive approaches to the least intensive programs. As such the following classification system does not seek to make a perfect match but rather to offer a standardized set of options to be used and modified to fit the City's needs.

- Level 1 State of the art maintenance applied to a high quality diverse landscape. Usually associated with high traffic urban areas such as public squares, malls, governmental grounds, or high visitation parks.
- Level 2 High level maintenance associated with well-developed park areas with reasonably high visitation.
- Level 3 Moderate level maintenance associated with locations with moderate to low levels of development that because of budget restrictions cannot afford a higher intensity of maintenance.
- Level 4 Moderate low level maintenance usually associated with low level of development, low visitation, undeveloped areas, or remote parks.
- Level 5 High visitation natural areas, usually associated with large urban or regional parks. Size and user frequency may dictate resident maintenance staff. Road, pathway or trail systems relatively well developed; other facilities at strategic locations such as entries, trail heads, building complexes, and parking lots.
- Level 6 Minimum maintenance level associated with low visitation natural areas or large urban parks that are undeveloped.

Level 1 Maintenance.

Turf Care	Grass height maintained. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required, not less than twice a year. Reseeding or sodding, as needed. Weed control should be practiced so that no more than one percent of the surface has weeds present.
Fertilizer	Adequate fertilization applied to plant species according to their optimum requirements. Trees, shrubs and flowers should be fertilized according to their individual requirements for optimum growth.
Irrigation	Sprinkler irrigated. Electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall

	circumstances and adequate staffing. Frequency of use follows rainfall, temperature, seasonal length and demands of plant material.
Litter Control	Minimum of once per day, seven days a week. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.
Pruning	Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor as are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as pruning after flowering.
Disease & Insect Control	Control program may use any of three philosophies: <ol style="list-style-type: none"> 1. Preventative: a scheduled chemical or cultural program designed to prevent significant damage. 2. Corrective: application of chemical or mechanical controls designed to eliminate observed problems. 3. Integrated: withholding any controls until such time as pests demonstrate damage to plant material or become a demonstrated irritant. At this maintenance level the controlling object is to not have the public notice any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.
Snow Removal	Snow removal starts the same day as accumulations of 1/2 inch are present. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Applications of snow melting compound and/or sand are appropriate to reduce the danger of injury due to falls.
Lighting	Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done as soon as can be schedule by the City's Electric Department.
Surfaces	Sweeping, cleaning and washing of surfaces needs to be done so that at no time does any accumulation of sand, dirt and leaves distract from the looks or safety of the area. Repainting or re-staining of structures should occur when weather or wear deteriorate the appearance of the covering. Wood surfaces requiring oiling should be done a minimum of twice a year. Stains to surfaces should be taken off within five working days. Graffiti should be removed or covered over the next working day after application.
Repairs	Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period that is least disruptive.
Inspection	Inspection of this area should be done daily by a staff member.

Floral Plantings	Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.
Restrooms	Not always a part of the design but where required will normally receive no less than once per day servicing.
Special Features	Features such as fountains, drinking fountains, sculptures, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this level should be of the highest possible order.

Level 2 Maintenance.

Turf Care	Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be utilized at this level.
Fertilizer	Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils and rainfall. Distribution should ensure an even supply of nutrients for the entire year. Trees, shrubs and flowers should receive fertilizer levels to ensure optimum growth.
Irrigation	Some type of irrigation system available. Frequency of use follows rainfall, temperature, seasonal length and demands of plant material.
Litter Control	Minimum of once per day, five days a week. Off-site movement of trash dependent on size of containers and use by the public. High use may dictate once per day cleaning or more. Containers are serviced.
Pruning	Usually done at least once per season unless species planted dictate more frequent attention. Sculptured hedges or high growth species may dictate a more frequent requirement than most trees and shrubs in natural growth style plantings.
Diseases & Insect Control	Usually done when disease or insects are inflicting noticeable damage, reducing vigor of plant materials or could be considered a bother to the public. Some preventative measures may be utilized such as systematic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

Snow Removal	Snow removed by noon the day following snowfall. Gravel or snow melt may be utilized to reduce ice accumulation.
Lighting	Replacement or repair of fixtures when observed or reported as not working.
Surfaces	Should be cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated.
Repairs	Should be done whenever safety, function or bad appearance is in question.
Inspection	Inspection by a staff member at least once a day when regular staff is scheduled.
Floral Planting	Some sort of floral plantings present. Normally no more complex than two rotations of bloom per year. Care cycle usually at least once per week except watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.
Restrooms	When present should be maintained at least once per day as long as they are open to public use. Servicing period should ensure and adequate supply of paper and that the rest rooms are reasonably clean and free from bad odors.
Special Features	Should be maintained for safety, function and high quality.

Level 3 Maintenance.

Turf Care	Cut once every 10 working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or re-sodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas is weed infested or general turf quality low in 15 percent or more of the surface area.
Fertilizer	Applied only when turf vigor seems to be low. Low level application done on a once per year basis.
Irrigation	Dependent on climate. When irrigation is automatic a demand schedule is programmed. Where manual servicing is required two to three times per week operation would be the norm.
Litter Control	Minimum service of two to three times per week. High use may dictate higher levels during warm season.
Pruning	When required for health or reasonable appearance. With most tree and shrub species this would not be more frequent than once every two or three years.
Disease & Insect	Done only on epidemic or serious complaint basis. Control measures may

Control.	be put into effect when the health or survival of the plant material is threatened or where the public's comfort is concerned.
Snow Removal	Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
Lighting	Replacement or repair of fixtures when report filed or when noticed by employees.
Surfaces	Cleaned on complaint basis. Repaired or replaced as budget allows.
Repairs	Should be done whenever safety or function is in question.
Inspections	Once per week.
Floral Planting	Only perennials or flowering trees or shrubs.
Restrooms	Where present, serviced a minimum of five times per week. Seldom more than once each day.
Special Features	Minimum allowable maintenance for features present with function and safety in mind.

Level 4 Maintenance.

Turf Care	Low frequency mowing. Low growing grasses may not be mowed. High grasses may receive periodic mowing to aid public use or reduce fire danger. Weed control limited to legal requirements of noxious weeds.
Fertilizer	Not fertilized.
Irrigation	No irrigation.
Litter Control	Once per week or less. Complaint may increase level above one servicing.
Pruning	No regular trimming. Safety or damage from weather may dictate actual work schedule.
Disease & Insect Control	None except where epidemic or epidemic condition threatens resource or public.
Snow Removal	None except where major access ways or active parking areas dictates the need for removal.
Lighting	Replacement on complaint or employee discovery.
Surfaces	Replaced or repaired when safety is a concern and when budget is available.

Repairs	Should be done when safety or function is in question.
Inspections	Once per month.
Floral Plantings	None. May have wildflowers, perennials, flowering trees or shrubs in place.
Restrooms	Where present, five times per week.
Special Features	Minimum maintenance to allow safe use.

Level 5 Maintenance.

Turf Care	Normally not mowed but grassed parking lots, approaches to buildings or road shoulders, may be cut to reduce fire danger. Weed control on noxious weeds.
Fertilizer	None.
Irrigation	None.
Litter Control	Based on visitation, may be more than once per day if crowds dictate that level.
Pruning	Only done for safety.
Disease & Insect Control.	Done only to ensure safety or when problem seriously discourages public use.
Snow Removal	One day service on roads and parking areas.
Lighting	Replaced on complaint or when noticed by employees.
Surfaces	Cleaned on complaint. Repaired or replaced when budget will permit.
Repairs	Done when safety or function impaired. Should have same year service on poor appearance.
Inspection	Once per day when staff is available.
Floral Planting	None introduced except at special locations such as interpretive buildings, headquarters, etc. Once per week service on these designs. Flowering trees and shrubs, wildflowers present but demand no regular maintenance.
Rest Rooms	Frequency geared to visitor level. Once a day is the common routine but for some locations and reasons frequency may increased.
Special Features	Repaired whenever safety or function are a concern. Appearance corrected in the budget year.

Level 6 Maintenance.

Turf Areas	Not mowed. Weed control only if legal requirements demand it.
Fertilizer	Not fertilized.
Irrigation	No irrigation.
Litter Control	On demand or complaint basis.
Pruning	No pruning unless safety is involved.
Disease & Insect Control	No control except in epidemic or safety situations.
Snow Removal	Snow removal only on strategic roads and parking lots. Accomplished within two days after snow stops.
Lighting	Replacement on complaint basis.
Surfaces	Serviced when safety is consideration.
Repairs	Should be done when safety or function is in question.
Inspection	Once per month.
Floral Plantings	None.
Rest Rooms	Service based on need.
Special Features	Service based on lowest acceptable frequency for feature. Safety and function interpretation are a concern when either seems significant.

SECTION 7. SPECIFIC MAINTENANCE AND ENHANCEMENTS

Based on the overall condition of the parks assessments, the following parks are prioritized accordingly to greatest need. However, ultimate prioritization of park and recreation enhancement lies in the funding and direction of the City Commission through the budgetary process. In addition, due to the potential costs, implementation may be done through phases and may take several years before completed.

Table 7.1 Park Ranking and Prioritizing.

Need Priority	Name	Condition		
		Minor Amenities	Major Amenities	Overall
1	Cap Walls Park	49%	75%	62%
2	Riverside Park	70%	64%	67%
3	Hartman Park	65%	78%	71.5%
4	Aztec-Main Intersection	73%	86%	79.5%
5	Family Center	84%	75%	79.5%
6	Minium Park / Aztec Museum	83%	81%	82%
7	Rio Animas Park	100%	67%	83.5%
8	South Main Gateway	80%	88%	84%
9	Kokopelli Park	100%	72%	86%
10	Tiger Sports Complex	93%	83%	88%
11	Florence Park	95%	82%	88.5%
12	Municipal Complex	92%	88%	90%
13	Memorial Rose Garden	100%	84%	92%
14	Main Ave Courtyard	100%	84%	92%
15	Tiger Park	97%	88%	92.5%
Level of Service (average of overall %)				83%

The following sections detail specific maintenance and enhancement plans for each of the parks and special use areas. Man hours are estimated and are related to the level of maintenance performed which may be weekly, monthly or seasonal.

Following the maintenance plans of the parks, are the maintenance plans for other areas such as medians and trails which though not assessed, still require the attention and maintenance by the Parks and Recreation department.

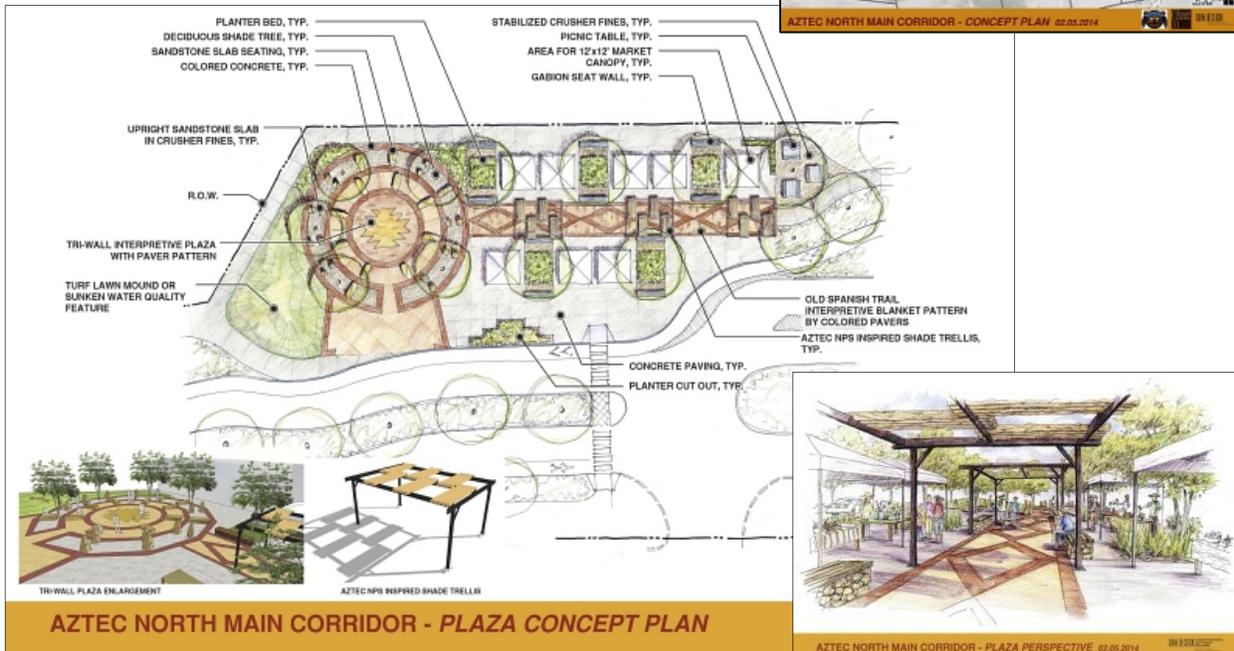
Armijo Plaza

Though not assessed or included in previous sections, Armijo Plaza is what has been designated as the future plaza area located in the North Main Corridor project as described in Section 3. Currently there is no way of estimating the man hours for maintenance.

At the time of this assessment, Phase 0 of the project was completed which involved bringing the right-of-way of the north main corridor to construction grade. Phase 1 is in final design which will involve the installation of a transit stop, developing as much of the plaza area as possible and constructing the road way access west of the plaza area.

The plaza area will consist of stamped concrete and/or colored pavers in some geometric design in an interpretative blanket pattern symbolic to the blanket trading that occurred along the Old Spanish Trail. Several ramadas will be along the central pedestrian walkway as well as seating benches and landscaped islands.

Additional phases will include the construction of sidewalks and remaining street up to the roundabout. At the terminus of the roundabout will be a remote parking area and access to the trail head which leads to the pedestrian bridge across the Animas River and onto the Aztec Ruins national Monument. At the trail head will be a sandstone monument wall with traditional T-shaped entry way which is representative of several doorways located at the ruins.



Aztec-Main Intersection

Aztec-Main Intersection has been classified as a Special Use Area and assessed like the other parks. It was considered in fair condition (from 84% in 2011 to 79.5% in 2015). Due to its location, this area receives the highest visibility from the public and therefore requires regular maintenance.

The project included the construction of new sidewalks, raised planter boxes, brick inlay work, installation of benches, the development of a green turf and tree areas, planting of various drought resistant plants, installation of Old Boston - Whatley 401 XT style street lamps, and some road median work. It is from this intersection that the trail system will be extended to the north to connect historic downtown Aztec with the Aztec Ruins National Monument.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	3	5	-	-	150
Fertilizer	3	-	-	2	2
Irrigation	2	-	-	10	10
Litter Control	4	-	1	-	12
Pruning	5	-	-	10	10
Disease/Insect Control/Herbicide	4	-	-	3	3
Snow Removal	4	-	-	-	0
Lighting	5	-	-	-	0
Surfaces	2	-	-	10	10
Repairs	3	-	-	10	10
Inspection	3	-	1	-	12
Floral Plantings	3	-	-	15	15
Rest Rooms	N/a	-	-	-	0
Special Features	5	-	-	-	0
TOTAL	-	-	-	-	234

¹Total is calculated based on 7.5 months of mowing (30 weeks).

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Grassy Area:</i> Couple of trees have stone borders overgrown with turf. The borders are not necessary and can be removed.	Low	\$0
<i>Planter Boxes:</i> Additional mulch is needed as irrigation lines are exposed.	Low	\$0
<i>Shrub Areas:</i> Windblown trash, needs cleaning, some irrigation lines exposed, needs new or additional mulch.	Moderate	\$0
TOTAL		\$0

Cap Walls Park

Classified as a neighborhood park, Cap Walls Park is considered to be in relatively poor condition (from 74.5% in 2011 to 62.9% in 2015). The park is scheduled in the summer of 2016 for major improvements as part of a Youth Conservation Corp (YCC) project.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	6	-	-	180
Fertilizer	3	-	-	2	2
Irrigation	3	-	-	10	10
Litter Control	4	1	-	-	36
Pruning	5	-	-	5	5
Disease/Insect Control/Herbicide	4	-	-	3	3
Snow Removal	3	-	-	-	0
Lighting	5	-	-	-	0
Surfaces	2	-	-	30	30
Repairs	3	-	-	30	30
Inspection	3	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	2	1	-	-	36
Special Features (Playground)	2	-	2	-	24
TOTAL	-	-	-	-	368

¹Total is calculated based on 7.5 months of mowing (30 weeks).

²Total is calculated based on 9 months or 36 weeks. Restrooms are closed December, January, and February.

Specific Needs	Task Priority	Est. Cost
Grassy Area: Several bare spots need repairing.	Moderate	0
Irrigation Vault: Walls need repairing. Under consideration for complete rebuild to mitigate confined space issues and simplify irrigation system.	Moderate	\$10,000
Trees: Several trees (not in planters) could use pruning.	Low	0
Tree Planters: Scheduled for removal in the 2016 by YCC.	High	\$100
West Side of Park Area: Scheduled for improvement in 2016 by YCC.	High	\$15,000
Playground Area: Not ADA accessible requires small ramp from walk way and replacement of fall zone. Scheduled for work in	High	\$5,000

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
2016 by YCC.		
<i>Playground Equipment:</i> Some minor paint chipping, seat cracking on swings, and minor dents. Scheduled for work in 2016 by YCC.	High	\$500
<i>Walkway:</i> Some cracking and pot holing, mostly on east side. Recommend re-surfacing (chip seal). Edging is recommended.	High	\$5,000
<i>Picnic Tables:</i> Several tables have epoxy finish damaged, faded, and stained. Rust occurring on Tables #8 and #9. Some scheduled for removal in 2016 by YCC.	High	\$10,000
<i>BBQ Grills:</i> Scheduled for removal in 2016 by YCC. New BBQ Grills to be installed at pavilion.	High	\$2,500
<i>Pavilion #1:</i> Some old wood rot damage, posts rusted and have tape stuck on, nails in beams, wood stained. Recommend painting posts and staining wood. Concrete pad is good. Scheduled for work in 2016 by YCC.	High	\$2,000
<i>Parking Lot:</i> Asphalt is cranking and sink holes forming. Recommend resurfacing. Lacks parking striping, only have concrete parking stops marking parking spaces. Time and money permitted, scheduled for work in 2016 by YCC.	Moderate	\$10,000
<i>Trash Dumpster:</i> Pad and visual barrier installed in 2013. Bollards could use new paint.	Low	\$100
<i>Trash Cans:</i> Need cleaning, two of the older styles need replacement, scheduled for work in 2016 by YCC.	Moderate	\$500
<i>Signage:</i> Park lacks rules and other informational signage. Entrance sign scheduled to be removed and rebuilt in 2016 by YCC.	Moderate	\$3,000
<i>Playground Shade Structure:</i> Installation of shade awning over the main playground set.	Low	\$50,000
TOTAL		\$113,700

Family Center Complex

Classified as a special use area, the Family Center Complex is considered to be in relatively fair condition (79%). Majority of the features are landscape in nature and do not permit pedestrian use or interaction. However, since there are turf areas, landscaping, and some amenities for pedestrian use, the Family Center Complex does require maintenance by the Parks & Recreation Department.

It is proposed that YCC will be scheduled to do some projects at the Family Center in 2020.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	5	-	-	150
Fertilizer	3	-	-	3	3
Irrigation	3	-	-	5	5
Litter Control	4	0.25	-	-	13
Pruning	4	-	-	10	10
Disease/Insect Control/Herbicide	3	-	-	3	3
Snow Removal	1	-	-	15	15
Lighting	5	-	1	-	12
Surfaces	2	-	-	10	10
Repairs	2	-	-	10	10
Inspection	4	-	-	10	10
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features	N/a	-	-	-	0
TOTAL	-	-	-	-	241

¹Total is calculated based on 7.5 months of mowing (30 weeks).

Specific Needs	Task Priority	Est. Cost
<i>Landscape Area #1:</i> This area needs extensive weeding and additional gravel. In addition, light pole base is present with electric service, but no lamp is present.	High	\$10,000
<i>Landscape Area #5:</i> This area needs extensive weeding and additional gravel. In addition, the entrance sign is in disrepair, several sand stone slabs are broken and need cementing. Stucco could use new finish as well. Two flag poles installed but not in use, need to remove both. One flag pole not useable due to tree.	Moderate	\$5,000

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Landscape Area #6:</i> This area used by Library staff. Paver area has many weeds that need to be removed. Fencing could use new paint.	Moderate	\$500
<i>Landscape Area #8:</i> Has weeds and weed barrier fabric is exposed. Area needs to be completely cleaned out, new weed barrier and gravel.	Moderate	\$5,000
<i>Landscape Areas #9 and #10:</i> has weeds.	Moderate	\$0
<i>Landscape Area #11:</i> Lots of weeds and needs gravel.	Moderate	\$2,000
<i>Benches #8 and #9:</i> Extensive wear and chipped paint. Need new paint.	Moderate	\$100
<i>TOTAL</i>		\$22,600

Florence Park

Classified as a neighborhood park, Florence Park underwent major improvements in 2015 as part of a YCC project. Its assessment was good (from 76.5% in 2011 to 88.5% in 2015). The park's assessment would have been much higher had impacts from an August 2015 flooding not occurred.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	6	-	-	180
Fertilizer	3	-	-	3	3
Irrigation	3	-	-	5	5
Litter Control	4	0.5	-	-	26
Pruning	4	-	-	10	10
Disease/Insect Control/Herbicide	3	-	-	3	3
Snow Removal	6	-	-	-	0
Lighting	5	-	1	-	12
Surfaces	2	-	-	10	10
Repairs	2	-	-	10	10
Inspection	4	-	-	10	10
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	2	1	-	-	36
Special Features (Tennis Courts/Playground)	2	0.5	-	-	22
TOTAL	-	-	-	-	327

¹Total is calculated based on 7.5 months of mowing (30 weeks).

²Total is calculated based on 9 months or 36 weeks. Restrooms are closed December, January, and February.

Specific Needs	Task Priority	Est. Cost
<i>Irrigation Vault:</i> Cover needs painting.	Low	\$500
<i>Trees:</i> Several cottonwood trees could use trimming.	Moderate	\$1,000
<i>Tree Stumps:</i> Several tree stumps are located in the turf area and east parking lot which need to be removed.	Moderate	\$1,000
<i>Basketball Court:</i> Hoops lack netting.	Low	\$100
<i>North Side of Park:</i> Dirt access road which should be bladed, compacted, and graveled, drainage issue is a problem (see Drainage below).	High	\$5,000

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Parking Lot (south of tennis courts):</i> Area is dirt and not ADA. Option 1: Gravel (\$3,000) Option 2: Paving (\$19,000)	Moderate	\$3,000 (\$19,000)
<i>Parking Lot (east of pavilion):</i> Area east of pavilion is dirt and spaces are not marked nor ADA compliant. Option 1: Gravel (\$5,000) Option 2: Paving (\$42,000)	High	\$5,000 (\$42,000)
<i>Trash Dumpster:</i> Visual barrier and pad installed in 2013. Bollards could use painting.	Low	\$100
<i>Signage:</i> New signs were made, but need to be installed. Entrance sign needed.	High	\$1,500
<i>ADA Accessibility:</i> Playground and parking lot still need sidewalks to make facility ADA compliant. Contractor has been obtained to do the work, waiting on weather.	Moderate	\$2,000
<i>BBQ Grill:</i> Grill is available and location identified, waiting on weather.	Low	\$0
<i>Drainage:</i> There is a drainage channel at the north end of the park which drains a subdivision. This drainage floods the park and caused damage to the playground fall zone by floating out majority of the engineered mulch.	High	\$10,000
TOTAL		\$29,200
TOTAL (with paving of parking lot option)		\$90,200

Hartman Park

Classified as a Sports Complex, Hartman Park is one of the most extensively used parks for baseball, soccer, skateboarding and YAFL. Hartman Park was assessed to be in fair condition (from 72% in 2011 to 71.3% in 2015). The assessment of Hartman Sports Complex decreased by 0.7% as a result of vandalism to Baseball Field #5 and erosion of the YAFL field and intervening areas between the baseball fields as a result of the flooding events of September 2013 and August 2015.

In 2011 and 2012 Hartman Park underwent some significant upgrades which included a new concession stand for the YAFL and soccer fields. The concession stand includes a snack service area, storage rooms, and restrooms. The City also replaced 10 bleachers which included the construction of concrete bleacher pads to secure the bleachers and make for better cleaning and maintenance.

In 2014, more improvements were made through a YCC project. These improvements included new post and cable fencing, painting ball field dugouts, graveling and cobbling intervening areas between fields, construction of a new entrance sign, redoing of median and landscaping in parking lot and around the pedestrian bridge.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	20	-	-	600
Fertilizer	2	-	-	20	20
Irrigation	1	-	-	40	40
Litter Control	1	3	-	-	156
Pruning	2	-	-	5	5
Disease/Insect Control/Herbicide	2	-	-	45	45
Snow Removal	1	-	-	-	0
Lighting	2	-	-	20	20
Surfaces	2	1	-	-	50
Repairs	2	-	10	-	120
Inspection	3	1	-	-	52
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	1	4	-	-	144
Special Features (playground, skate park, bleachers)	2	-	5	-	60
TOTAL	-	-	-	-	1,312

¹Total is calculated based on 7.5 months of mowing (30 weeks).

²Total is calculated based on 9 months or 36 weeks. Restrooms are closed December, January, and February.

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Baseball Field #1:</i> Pitcher box needs new chain link. Scoreboard posts could use paint.	Moderate	\$1,000
<i>Baseball Field #1:</i> Field lighting needs to be replaced. Priority 4 among the fields needing lighting improvements.	High	\$250,000
<i>Baseball Field #2:</i> Paint fence posts, replace chain-link fencing (sides, outfield). Dugouts need chain link replaced. Scoreboard posts could use paint.	Moderate	\$1,000
<i>Baseball Field #2:</i> Field lighting needs to be replaced. Priority 1 among the fields needing lighting improvements.	High	\$300,000
<i>Baseball Field #3:</i> Paint fence posts, replace chain-link fencing; Dugouts needs new roof.	Moderate	\$4,000
<i>Baseball Field #4:</i> Paint fence posts, replace chain-link fencing. Dugout needs new roof; other dugout needs to be rebuilt to match main dugout. Needs retaining wall and field material added to level field.	Moderate	\$10,000
<i>Baseball Field #5:</i> Paint fence posts, replace chain-link fencing. Both dugouts need to be rebuilt. Scoreboard posts could use paint.	Moderate	\$20,000
<i>Baseball Field #6:</i> Paint fence posts, replace chain-link fencing (sides, outfield). Scoreboard posts could use paint. Call box needs to be rebuilt.	Moderate	\$25,000
<i>Baseball Field #6:</i> Field lighting needs to be replaced. Priority 2 among the fields needing lighting improvements.	High	\$250,000
<i>Baseball Field #7:</i> Paint fence posts, redo back stop, replace chain link in pitcher's box. Scoreboard posts could use paint.	Moderate	\$20,000
<i>Baseball Field #7:</i> Field lighting needs to be replaced. Priority 3 among the fields needing lighting improvements.	High	\$250,000
<i>Intermediate Areas:</i> Areas between fields needs additional crusher fines; improved drainage system to reduce sheet washing of crusher fines.	Moderate	\$10,000
<i>Skateboard Park:</i> Numerous cracks need sealing, fence sections missing that need to be repaired or installation of a more durable fence system.	High	\$10,000
<i>Skateboard Park:</i> North expansion of the skateboard area, approx. 5,000 square feet of concrete.	Moderate	\$35,000
<i>Soccer Fields:</i> Thin spots in grassy area.	Low	0
<i>Soccer Memorial:</i> Soccer ball and frame could use new paint.	Low	\$500
<i>Playground Area:</i> Donated by Mosaic Academy. Needs border around play ground, brought to ADA compliance, mulched fall zone. Also need an agreement or donation documentation for legal/liability. Signage for appropriate age use.	Moderate	\$5,000

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Pump House</i> : Needs landscaping/weeding; possible paint job.	Low	\$500
<i>Irrigation Vault</i> : Landscaping and painting needed. Valve closest to the road needs to be replaced.	Moderate	\$2,500
<i>Parking Lot (south of baseball fields)</i> : Needs graveling and delineation of parking spaces. Approx 48,000 sf.	Low	\$12,000
<i>Parking Lot (north of baseball fields)</i> : Currently consists of asphalt millings laid down in 2011. Needs paving and parking striping. Approx 95,000 sf.	Moderate	\$344,000
<i>Restroom</i> : Demolition and replacement of Restroom facility at baseball fields.	Moderate	\$200,000
<i>Small Shelters</i> : Installation of four (4) small shelters in the western half of the park region.	Moderate	\$80,000
<i>Signage</i> : Rules and other informational signage lacking.	Moderate	\$2,500
TOTAL		\$1,489,000
TOTAL (with paving of parking lot as an option)		\$1,833,000

Kokopelli Park

Kokopelli Park was constructed in 2014 and is located within the Kokopelli Subdivision. The park was built with green turf area, playground, central sidewalk and detention pond. The entire park perimeter was fenced with post and cable (east, north, and west sides) and a privacy fence on the south side which abuts a residence. Kokopelli Park was assessed to be in good condition with an assessment score of 90%. The score would have been higher had the detention pond not been damaged by the August 2015 flood event.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	3	-	-	90
Fertilizer	3	-	-	2	2
Irrigation	2	-	-	10	10
Litter Control	4	-	0.5	-	6
Pruning	5	-	-	5	5
Disease/Insect Control/Herbicide	4	-	-	3	3
Snow Removal	5	-	-	-	0
Lighting	5	-	-	-	0
Surfaces	2	-	1	-	12
Repairs	3	-	1	-	12
Inspection	3	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features (Playground)	2	-	1	-	12
TOTAL	-	-	-	-	164

¹Total is calculated based on 7.5 months of mowing (30 weeks).

Specific Needs	Task Priority	Est. Cost
<i>Detention Pond:</i> Need cleaning out and repairing of cobble outlet.	High	\$2,000
<i>Playground Fall Zone:</i> Due to flood event, some mulch was lost in the fall zone area. Additional mulch is needed.	Moderate	\$1,000
<i>Small Pavilion (with picnic table and grill).</i>	Low	\$20,000
TOTAL		\$23,000

Main Avenue Courtyard

Classified as a Special Use Area, the Main Avenue Courtyard is located in the downtown historic district of Aztec. The courtyard consists of brick pavers, several planters and a water fountain with bench seating scattered about the courtyard. Main Avenue Courtyard was assessed to be in good condition (from 99% in 2011 to 93.5% in 2015). Two major improvements occurred in 2015 which included the installation of a banner sign over the front entrance of the courtyard and an informational kiosk in the central planter.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas	N/a	-	-	-	0
Fertilizer	4	-	-	2	2
Irrigation	1	-	0.5	-	6
Litter Control	4	-	1	-	12
Pruning	3	-	-	5	5
Disease/Insect Control/Herbicide	3	-	-	3	3
Snow Removal	1	-	-	-	0
Lighting	3	-	1	-	12
Surfaces	2	-	1	-	12
Repairs	2	-	3	-	36
Inspection	1	-	1	-	12
Floral Plantings	3	-	-	6	6
Rest Rooms	N/a	-	-	-	0
Special Features (Fountain)	1	1	-	-	30
TOTAL	-	-	-	-	136

Specific Needs	Task Priority	Est. Cost
<i>Planters:</i> Additional/new bark needed; where bushes and trees are present, trimming is needed in Planter #4. Planter #9 with a kiosk needs gravel.	Low	\$100
<i>Brick Pavers:</i> Entire surface is brick pavers, one major area measuring about 6 ft in diameter is a sink hole and requires substrata work. Currently it does not pose a safety issue.	Low	0
<i>Parking Lot:</i> Surface is gravel and not conducive to ADA accessibility. ADA parking needs to be established with signage and a sidewalk.	High	\$2,500
<i>Banner Sign:</i> Work still needs to be done on concealing the base of the banner pole located at the north end.	High	\$500

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Fountain:</i> Interior base is broken. Fountain really needs to be replaced.	Low	\$25,000
<i>TOTAL</i>		\$28,100

Memorial Rose Garden

Classified as a Mini-Park, the Memorial Rose Garden was assessed to be in good condition (from 41.5% in 2011 to 92% in 2015). Built in 1970 by the Desert Planters Garden Club of Aztec, it was dedicated to the City in 1972. Over its lifetime, the garden has been maintained by the garden club on a volunteer basis. In 1985, the Blue Star Memorial By-Way Markers were added which honors the nation's armed forces, past, present, and future.

The City has participated by maintaining the green belt surrounding the garden on the east and west sides through mowing, edging and planting of trees. In 2006, YCC built a retaining wall at the east end of the greenbelt. In recent years, the actual rose garden had fallen into a state of neglect due to a decline in the club membership.

In 2011, the City with some assistance from volunteers participated in its refurbishment and now the rose garden is in good condition. In 2012, YCC completed additional improvements which included:

- New curbing of median
- New brick and concrete work along the length of the median
- New street lighting
- New trees
- New irrigation system
- New utility drop-off median
- New pavilion with picnic table and concrete pad
- Pad and screening of dumpster

There has been discussion in the Parks Department and former care-takers of the rose garden to developing a plan to rework or rebuild parts of the rose garden to reduce maintenance. It is proposed that YCC will be scheduled to do some projects at the Rose garden in 2018.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	2	-	-	60
Fertilizer	3	-	-	2	2
Irrigation	1	-	0.5	-	26
Litter Control	2	-	0.25	-	4
Pruning	3	-	-	80	80
Disease/Insect Control/Herbicide	3	-	-	3	3
Snow Removal	5	-	-	-	0
Lighting	N/a	-	-	-	0
Surfaces	3	-	-	10	10
Repairs	4	-	-	10	10
Inspection	4	-	0.5	-	6

Floral Plantings	4	-	-	10	10
Rest Rooms	N/a	-	-	-	0
Special Features (memorial, pavilion)	5	-	1	-	12
TOTAL	-	-	-	-	223

[†]Total is calculated based on 7.5 months of mowing (30 weeks).

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Parking Area:</i> Surface is gravel/dirt. Non-delineated and non-ADA compliant. Recommend paving and striping to delineate access road and parking spaces.	Moderate	\$60,000
<i>RV Dump Station:</i> Minor landscaping needed between station and rose garden.	High	\$5,000
<i>Trees:</i> Due to August 2015 storm, two trees were severely damaged and need to be replaced.	Moderate	\$1,000
TOTAL		\$66,000

Minium Park (Including Aztec Museum and Pioneer Village)

Classified as a community park, Minium Park was assessed to be in good condition (from 70.5% in 2011 to 82% in 2015). In 2012, major improvements were made to the park which included:

- Splash Park
- Restroom
- Playground
- Lighting

It is proposed that YCC will be scheduled to do some projects at Minium Park in 2019.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	2	10	-	-	300
Fertilizer	3	-	-	4	4
Irrigation	1	1	-	-	30
Litter Control	1	-	-	50	50
Pruning	4	-	-	10	10
Disease/Insect Control/Herbicide	2	-	-	4	4
Snow Removal	5	-	-	11	11
Lighting	6	-	-	1	1
Surfaces	2	-	1	-	12
Repairs	4	-	-	11	11
Inspection	1	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	1	2	-	-	72
Special Features (Playground, Splash Park)	1	5	-	-	150
TOTAL	-	-	-	-	667

¹Total is calculated based on 7.5 months of mowing (30 weeks).

²Total is calculated based on 9 months or 36 weeks. Restrooms are closed December, January, and February.

Specific Needs	Task Priority	Est. Cost
Arroyo/Ditch Area: Some vegetation cutting along arroyo bank is needed.	Low	0
Ditch Access Road: Road could use new gravel, slope area towards park needs better landscaping, several worn areas and mowing is difficult along slope.	Moderate	\$5,000

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Stairway-Ramp:</i> Stone walls in good shape, needs weeding and more crusher fines. Stair steps probably could be removed as people avoid the steps and have developed a path around.	Low	\$1,000
<i>Foot Bridge:</i> Wood planking in good condition, but could use oiling. Metal hand rails need to be replaced as current ones are bent and weak.	Moderate	\$500
<i>Pavilions:</i> Wood understructure still good, removal of nails/tape/string needed; posts could use cleaning of tape and string and fresh paint job. Pavilion number signs are damaged, need to be removed and relocated at top of roof peak to prevent future damage.	Low	\$100
<i>Restroom:</i> Men's side is missing sign and mirror.	Low	\$600
<i>Tagen Memorial:</i> Memorial plaque is missing; planter box needs weeding.	Moderate	\$300
<i>Trash Cans:</i> Six trash cans scatter about park, most are in poor condition and need replacing.	Moderate	\$2,000
<i>Shade Structures:</i> At least 2 shade structures at the entrance of the splash pad. Concrete pad, no tables or benches, only shade structure.	High	\$25,000
<i>Playground Seating:</i> Two benches on each of the three sides mounted to concrete pads.	High	\$12,000
TOTAL		\$46,500

Municipal Complex

Classified as a Special Use Area, the Municipal Complex was accessed to be in good condition (from 85.5% in 2011 to 88.5% in 2015). The Municipal Complex consists of grassy areas in between the walkways and municipal complex buildings. Numerous trees and bushes are located throughout the complex and maintenance can be high level due to the necessary edging along the sidewalks, tree trimming, and maintenance of flower pots.

- 2012: YCC installed a picnic table, trash can, and brick pavers at the median in front of the visitor center.
- 2013: The central flag pole had a deck installed with lighting and a monument sign was installed at the northwest end of the complex.
- 2014: Informational kiosks were installed at each entrance point. The informational kiosks have a complex map and city map posted. Several of the kiosks also have brochure boxes which have assorted information for citizens and visitors.
- 2015: The planter in front of municipal courts and planters in front of city hall were cleaned and re-laid with gravel and mulch (respectively).

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	5	-	-	150
Fertilizer	3	-	-	1	1
Irrigation	1	-	1	-	12
Litter Control	4	-	1	-	12
Pruning	2	-	-	10	10
Disease/Insect Control/Herbicide	1	-	-	2	2
Snow Removal	1	-	-	25	25
Lighting	2	-	-	5	5
Surfaces	2	-	-	5	5
Repairs	2	-	-	10	10
Inspection	1	-	0.5	-	6
Floral Plantings	2	-	-	5	5
Rest Rooms	N/a	-	-	-	0
Special Features (clear parking)	3	-	-	10	10
TOTAL	-	-	-	-	253

¹Total is calculated based on 7.5 months of mowing (30 weeks).

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Grassy Area (finance):</i> Grassy area has depressions due to past trenching.	Low	0
<i>Kiosks:</i> Kiosk #1 has rust forming at base and bolts; Kiosk #2 lid to brochure rack missing screws and is warping; Kiosk #4 is leaning, needs to be shimmed.	Low	\$50
<i>Planter (between police and utilities):</i> Concrete shows signs of aging, could use painting or stucco.	Low	\$2,000
<i>Landscape Island (finance):</i> Fake rocks need to be removed, pipe infrastructure needs to be flush.	Low	\$1,000
<i>Parking Lots:</i> Parking stripes need painting.	Moderate	\$1,000
TOTAL		\$4,050

Rio Animas Park

Rio Animas Park is a recently constructed park resulting from the construction of the north pedestrian bridge and trail. The park resides on city property and is fenced on the east side which abuts private property. The Animas River bounds the north and west sides while the Hampton Arroyo bounds the south side. Existing structures at the park include:

1. Trail
2. Cobble slopes of trail
3. Parking Lot

Other amenities proposed in the future include:

4. Input Ramp (Animas River access)
5. Gate
6. Picnic Table
7. Picnic Table
8. Picnic Table
9. Pavilion/Ramada

It is proposed that YCC will be scheduled to do some projects at Rio Animas Park in 2018.



General Maintenance	Level	Man Hours			Total
		Weekly	Monthly	Annually	
Turf Areas	N/a	-	-	-	0
Fertilizer	N/a	-	-	-	0
Irrigation	N/a	-	-	-	0
Litter Control	4	-	1	-	6
Pruning (removal of invasive species)	N/a	-	-	40	40
Disease/Insect Control/Herbicide	N/a	-	-	-	0
Snow Removal (bridge)	6	-	-	-	10
Lighting	5	-	-	2	2
Surfaces	2	-	1	-	12
Repairs	3	-	1	-	12
Inspection	3	-	0.5	-	6

<i>General Maintenance</i>	<i>Level</i>	<i>Man Hours</i>			
		<i>Weekly</i>	<i>Monthly</i>	<i>Annually</i>	<i>Total</i>
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features (Trail)	3	-	1	-	12
TOTAL	-	-	-	-	100

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Parking Lot: Needs additional gravel.</i>	Moderate	\$2,000
<i>Input/Output Boat/Raft Ramp: Construction of an input/output ramp to access Animas River.</i>	High	\$5,000
<i>Gate: To prevent traffic from driving through the park and on the trail.</i>	High	\$1,500
<i>Picnic Tables</i>	Moderate	\$7,500
<i>Pavilion/Ramada: Concept to have a large gathering area with benches and grill.</i>	Low/Optional	\$30,000
TOTAL		\$46,000

Riverside Park

Classified as a Community Park, Riverside Park received the next lowest assessment among all the parks (from 57% in 2011 to 67% in 2015). The increase in scoring is the result of extensive improvements:

- 2011: YCC completed the stage at the pedestrian bridge.
- 2012: Restroom facility was built at the west side of the park and made ADA accessible. Old Pavilion #1 was removed and new one built near the restroom.
- 2013: YCC project helped replace nearly half of the post and cable fencing, constructed two basketball courts, two volleyball courts, four horseshoe pits, and laid additional sod on $\frac{1}{4}$ of the reclaimed park area.

The conceptual plans developed in 2011 to remove the existing softball field and rodeo arena have yet to come to fruition. As such, vehicular driving through the park is still an issue and some areas cannot be rehabilitated until vehicular traffic is removed. It is proposed that YCC will be scheduled to do some projects at Riverside Park in 2017.



General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	15	-	-	450
Fertilizer	2	-	-	10	10
Irrigation	1	1.5	-	-	45
Litter Control	2	2	-	-	100
Pruning	2	-	-	40	40
Disease/Insect Control/Herbicide	1	-	-	45	45
Snow Removal	6	-	-	-	0
Lighting	4	-	1	-	12
Surfaces	2	-	4	-	48
Repairs	2	-	2	-	24
Inspection	1	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	2	2	-	-	72
Special Features (playground, sports courts)	2	2	-	-	100
TOTAL	-	-	-	-	958

¹Total is calculated based on 7.5 months of mowing (30 weeks).

²Total is calculated based on 9 months or 36 weeks. Restrooms are closed December, January, and February.

Specific Needs	Task Priority	Est. Cost
<i>Fish Pond:</i> Needs dredging.	Low	\$10,000
<i>Fish Pond:</i> Replace fence rails across from fishing pond head gate.	Low	\$500
<i>Fish Pond:</i> Need rails or more railroad ties at fishing pond piers #1 and #2. Without could cause hazard for wheelchair.	High	\$1,000
<i>Fish Pond:</i> Post and cable fencing needs to be replaced between road and fishing pond all the way to Pavilion #3. Damaged in numerous areas.	High	\$5,000
<i>Land Purchase:</i> Purchase land south of Fishing Pond as some of the park features extend onto private property.	High	\$35,500
<i>BMX Track:</i> Original track was abandoned as it was not maintained by BMX organization. A smaller more simplified pump track has been built and is being used. Weeding and some maintenance required.	Low	\$1,000
<i>Softball Field:</i> if the softball field is kept it needs outfield fencing removed and back stop repaired. Otherwise the City should consider removing the field and reclaiming it with turf.	High	\$17,500

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Rodeo Arena:</i> Paint rails, needs weeding in corral area, and old bleachers removed and replaced with portable bleachers. Otherwise the City should consider removing the field and reclaiming it with turf.	Low	\$25,500
<i>Basketball Court:</i> Needs portable bleachers.	Moderate	\$25,000
<i>Playground:</i> Needs to be ADA compliant. Fall zone needs to be turned and racked.	High	\$2,000
<i>Ditch Trail:</i> Could use additional bark/chipped wood on surface.	Low	0
<i>Small Pavilion:</i> Needs concrete pad.	High	\$2,000
<i>Concession Stand:</i> Wood porch needs oiling or painted, roof needs replacing.	Moderate	\$5,000
<i>Parking Lot:</i> All parking areas need compaction and new gravel. ADA accessibility needed/required.	High	\$30,000
<i>Entrance Sign:</i> Need new entrance sign.	High	\$8,000
<i>Rules Sign:</i> Several rules signs, all inconsistent, need several master rules panels throughout park in key areas.	High	\$10,000
<i>Fencing (Post & Cable):</i> Remaining old style of post and cabling (1,850 ft) needs to be replaced if the current park configuration remains. Otherwise the old post and cable needs to be removed if rodeo arena and softball field are reclaimed.	High	\$18,000
<i>Fencing (Post & Rail):</i> Fence rails are rusting because no primer was used in the initial paint job. Need to prime and paint. If the area is reclaimed, then the post and rail fencing can be removed and boulders placed in strategic locations to prevent automotive access to the stage area.	Moderate	\$200
<i>Well Site:</i> Visual screening of well site (~ 550 ft)	Low	\$13,000
<i>Dumpsters:</i> Need cleaning and bollards need new paint.	Low	\$200
<i>Restroom:</i> Vandalism has occurred. Repairs are needed.	Moderate	\$2,500
<i>Riverbank Stabilization:</i> Approx. 1,500 linear feet will require bank stabilization. Cost estimate based on the use of gabions.	Moderate	\$100,000
<i>River Edge:</i> Invasive species need to be removed; some vegetation clearing to open up view of the river corridor.	Moderate	\$10,000
<i>Sidewalks:</i> Edge of sidewalks exposed so additional fill is needed to prevent trip hazard.	High	\$0
<i>Input/Output Boat/Raft Ramp</i>	High	\$5,000
TOTAL		\$326,900

South Main Gateway

South Main Gateway is a special use area that was completed in 2014. It was accessed to be in good condition (84%). The area provides additional parking for local businesses and special events. A picnic table is also present for local business use or people visiting downtown.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas	N/a	-	-	-	0
Fertilizer	N/a	-	-	-	0
Irrigation	N/a	-	-	-	0
Litter Control	4	-	-	-	0
Pruning	N/a	-	-	5	5
Disease/Insect Control/Herbicide	N/a	-	-	-	0
Snow Removal	N/a	-	-	-	0
Lighting	5	-	-	1	1
Surfaces	2	-	-	10	10
Repairs	3	-	-	-	0
Inspection	3	-	0.25	-	3
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features (Picnic Area)	3	-	-	1	1
TOTAL	-	-	-	-	20

Specific Needs	Task Priority	Est. Cost
Landscape Area #2: Needs racking.	High	\$0
Landscape Area #3: Needs racking and perhaps additional crusher fines due to erosion.	High	\$1,000
Landscape Area #4: Needs cleaning of tree debris.	Low	\$0
Parking Lot: Needs sweeping due to tree debris.	Low	\$0
TOTAL		\$1,000

Tiger Park

Classified as a Community Park, Tiger Park was assessed in good condition (92.5%). It has dropped 7.5% from 2011 due to normal use and wear and impacts resulting from the 2013 flood which extensively impacted the slopes and trail system around the lake.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	5	-	-	150
Fertilizer	2	-	-	5	5
Irrigation	1	-	-	10	10
Litter Control	2	-	2	-	24
Pruning	5	-	-	-	0
Disease/Insect Control/Herbicide	1	-	-	5	5
Snow Removal	5	-	-	-	0
Lighting	5	-	-	1	1
Surfaces	1	-	2	-	24
Repairs	3	-	-	10	10
Inspection	3	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms ²	1	1	-	-	52
Special Features (Walking Track)	3	-	-	40	40
TOTAL	-	-	-	-	333

¹Total is calculated based on 7.5 months of mowing (30 weeks).

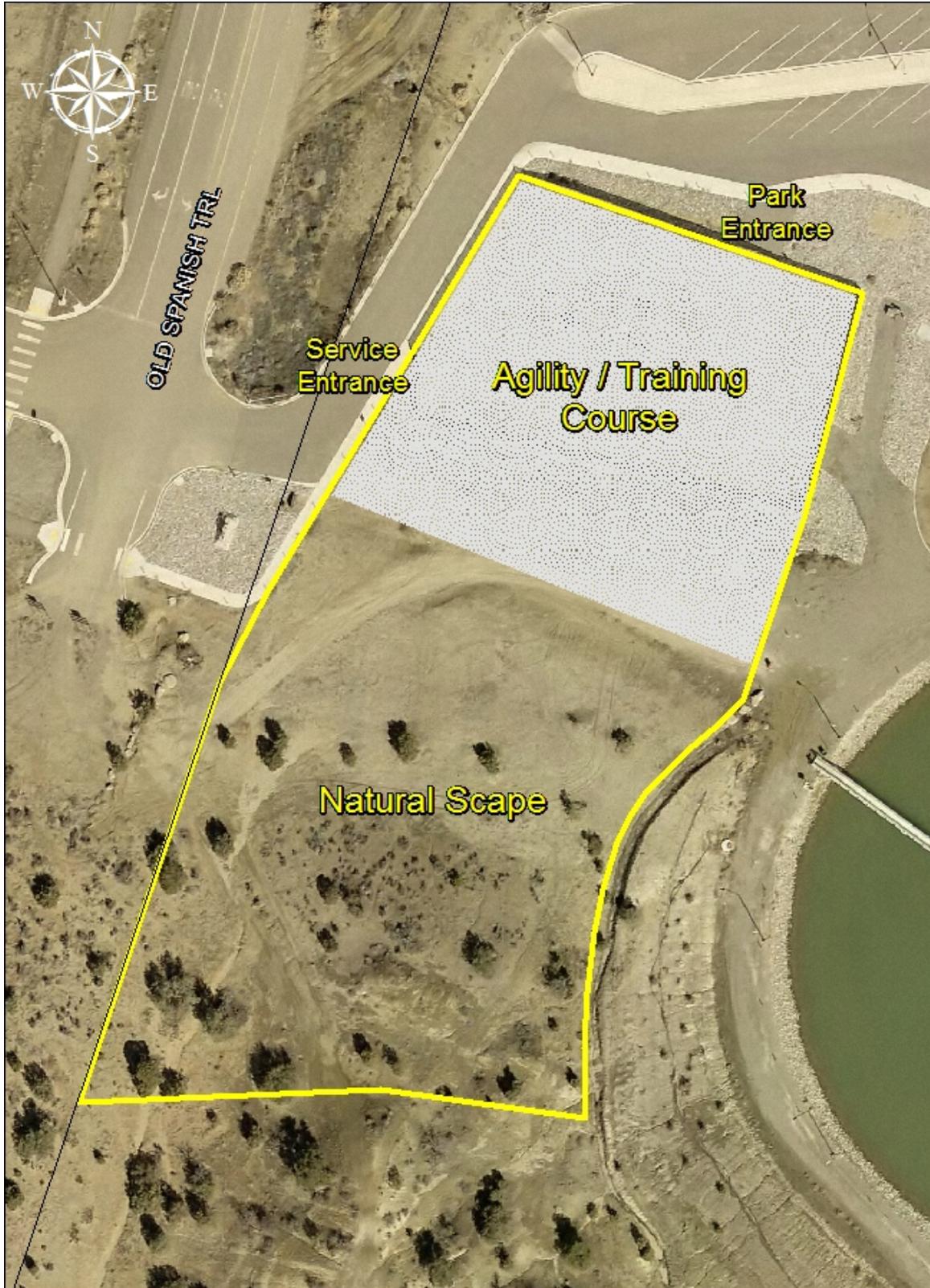
²Total is calculated based on 12 months or 52 weeks because the restroom is a vault system and remains open year around.

Specific Needs	Task Priority	Est. Cost
Entrance Landscape #11: Need gravel around electric vault.	Moderate	\$500
Lake Slope:	High	\$1,000
<ul style="list-style-type: none"> Numerous dead trees along slope which need removal. All t-posts and cattle mesh can be removed from around trees. Exposed irrigation lines need to be removed; this irrigation system is non-functional and those trees which survived have adapted without. Massive tumble weeds have grown where slope repair 		

occurred from 2013 flood damage; need removal and sprayed.

Walking/Jogging Track #10:	High	\$21,000
<ul style="list-style-type: none"> • Gate needs painting, starting to rust. • Need bar ditch and new crusher fines (\$13,000) • Many areas impacted by sheet wash from 2013 flood. • Some areas between reservoir and track need additional cobble, worst area is in the very southern part. (\$8,000) 		
<i>Restroom #8:</i> Men's door is bent and will not close.	High	\$750
<i>Parking Lot:</i> Cracks are developing, need crack sealing.	High	\$10,000
<i>Kiosk Panels:</i> Need cleaning.	Moderate	\$0
<i>Dog Park #13:</i> See attached conceptual. <ul style="list-style-type: none"> • Fencing (\$16,000) • Agility and Accessories (\$14,500) 	Low	\$30,500
<i>Fitness Stations:</i> Located on east and outside of dog park.	Low	\$10,000
TOTAL		\$43,250
TOTAL (With Option of Dog Park and Fitness Stations)		\$73,750

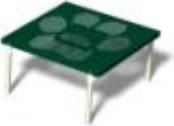
Conceptual of Dog Park



Pro Course – 9 Station



Use Zone is 70 ft x 70 ft
Bundled

	Jump Over	\$775
	Training Table	\$650
	Tunnel Thru	\$940
	Large Hoop Jump	\$575
	Stepping Paw	\$940
	A-Frame Hills Climb	\$2,190
	Teeter Totter	\$875



Weave Posts

\$750



Bridge Walk

\$2,490

TOTAL \$10,185

Or purchase as a **PACKAGE SET for \$9,690**

Individual Amenities	Unit Cost	Qty	Total
	\$795	4	\$3,180
	\$259	1	\$259
	\$794	1	\$794
TOTAL			\$4,233

Tiger Sports Complex

The Aztec Schools Tiger Sports Complex was not included within the Aztec Parks Network assessment since it is owned by the Aztec Municipal School District. However, the school district and the city do have an agreement whereby the city will assist in the maintenance of turf and landscape areas. Maintenance of all other amenities such as buildings or structures at the complex is the sole responsibility of the school district.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	10	-	-	300
Fertilizer	3	-	-	10	10
Irrigation	1	-	-	20	20
Litter Control	4	0.5	-	-	15
Pruning	4	-	-	20	20
Disease/Insect Control/Herbicide	3	-	-	10	10
Snow Removal	N/a	-	-	-	0
Lighting	N/a	-	-	-	0
Surfaces	N/a	-	1	-	12
Repairs	N/a	-	-	10	10
Inspection	4	-	0.5	-	6
Floral Plantings	3	-	-	25	25
Rest Rooms	N/a	-	-	-	0
Special Features	N/a	-	-	-	0
TOTAL	-	-	-	-	428

¹Total is calculated based on 7.5 months of mowing (30 weeks).

Specific Needs	Task Priority	Est. Cost
<i>Parking Lot Medians:</i> Need to be cleaned of weeds and additional gravel added (some bare spots).	Low	\$4,000
<i>Parking Lot Lighting:</i> Four pedestals with conduit exist for overhead parking lot lighting. Need lamp posts and lighting installed.	Moderate	\$40,000
<i>Tree Planters:</i> Several tree planters within the complex need minor weeding and some need additional gravel as bare spots exist.	Low	\$1,000
<i>Parking Lot:</i> Cracking occurring need crack sealing.	High	\$10,000
TOTAL		\$55,000

Townsend Wildlife Nature Refuge

Currently classified as a Natural Resource Area, the Townsend Wildlife Nature Refuge is approximately 42 acres of undeveloped property located along the Animas River. The property was purchased by the City in 2005 and has been set aside as native open space. This property is frequented by many varieties of wildlife and it is intended to remain a natural sanctuary for native plants and animals. As of 2016, the north central portion (approximately 6 acres) which is out of the flood zone is being developed to house a small 1Kv solar field.

<i>General Maintenance</i>	<i>Level</i>	<i>Man Hours</i>			
		<i>Weekly</i>	<i>Monthly</i>	<i>Annually</i>	<i>Total</i>
Turf Areas (mow-brush hog)	3	-	-	40	40
Fertilizer	N/a	-	-	-	0
Irrigation	N/a	-	-	-	0
Litter Control	N/a	-	-	-	0
Pruning	N/a	-	-	-	0
Disease/Insect Control/Herbicide	3	-	-	10	10
Snow Removal	N/a	-	-	-	0
Lighting	N/a	-	-	-	0
Surfaces	N/a	-	-	-	0
Repairs	N/a	-	-	-	0
Inspection	N/a	-	-	-	0
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features (playground)	N/a	-	-	-	0
TOTAL	-	-	-	-	50

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Elimination of Invasive Species</i>	High	Unknown
<i>Fire Danger Management: Brush hog low vegetation</i>	Moderate	0

Medians

In 2012, the city completed a *Medians Inventory and Improvement Plan* that inventoried all medians within the city limits and developed conceptual designs for each median requiring improvement. Currently there are but ½ a dozen medians which require the attention of the Parks and Recreation Department and maintenance hours required for those medians are in the following table.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas ¹	1	5	-	-	150
Fertilizer	2	-	-	10	10
Irrigation	2	-	-	40	40
Litter Control	5	0.5	-	-	26
Pruning	2	-	-	10	10
Disease/Insect Control/Herbicide	2	-	-	2	2
Snow Removal	N/a	-	-	-	0
Lighting	N/a	-	-	-	0
Surfaces	4	-	-	20	20
Repairs	4	-	-	10	10
Inspection	4	-	0.5	-	26
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features	N/a	-	-	-	0
TOTAL	-	-	-	-	294

¹Total is calculated based on 7.5 months of mowing (30 weeks).

As budget allows, medians will be improved and some will require additional annual maintenance by the Parks and Recreation Department. The following table lists those medians already developed and requiring maintenance.

Median	Description	Maintenance Required
1	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
2	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
3	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
4	Native vegetation & weeds.	Mowing 2x a year (summer/fall)

Median	Description	Maintenance Required
5	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
6	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
7	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
8	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
9	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
10	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
11	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
12	Cleaned in 2015. Only dirt present, no additional improvements to date. Old stamped concrete still present at west 1/3.	Weed cleaning 2x year.
13	Cleaned in 2015. Only dirt present, no additional improvements to date. Old stamped concrete still present at east 1/2.	Weed cleaning 2x year.
14	Gravel landscape with additional trees in 2014. Old stamped concrete still present at west end (turning lane).	Weed maintenance. Gravel raking.
15	Gravel landscape in 2014.	Weed maintenance. Gravel raking.
16	Dirt / gravel no improvements.	
17	Dirt / gravel no improvements.	
18	Planters cleaned out, now only dirt. Old stamp concrete still present.	Tree trim 1x year. Weed cleaning 2x year.
19	State Highway rebuilt median, traditional stamped concrete installed in 2015.	
20	Old stamped concrete, no improvements to date.	
21	Old stamped concrete, no improvements to date.	
22	Old stamped concrete, no improvements to date.	
23	Tiger Median, two metal tigers installed in 2011. Alternating painted orange and black gravel which is now buried with windblown sand. Fake turf installed also partially buried with windblown material. Median in very poor maintenance.	Median needs to be completely overhauled.
24	Old stamped concrete, no improvements to date.	
25	Stamped concrete installed in dirt areas (2012). Aztec Ruins National Monument sign and sidewalk (2013).	
26	Stamped concrete installed in dirt areas (2012). Aztec Ruins National Monument sign, colored gravel, and cobble landscaping (2013).	Weed/trash maintenance. Gravel raking.
27	Animas River monument sign (2012) with cobble landscaping (2013).	Weed/trash maintenance.

Median	Description	Maintenance Required
28	Historic Downtown monument sign (2012) with cobble landscaping (2013).	Weed/trash maintenance.
29	Animas River monument sign with cobble landscaping (2104).	Weed/trash maintenance.
30	Stamped concrete border with turf interior (2013).	Mowing 1x weekly; tree pruning 1x yearly.
31	Stamped concrete border with turf interior (2013).	Mowing 1x weekly; tree pruning 1x yearly.
32	Stamped concrete (2013).	
33	Brick pavers and tree (2011).	Weeding of tree well.
34	Brick pavers (2013).	
35	Stamped concrete (2013).	
36	Stamped concrete border with mulch interior and tree (2014).	Weed/trash maintenance; tree pruning 1x yearly.
37	Stamped concrete border with mulch interior and tree (2014).	Weed/trash maintenance; tree pruning 1x yearly.
38	Stamped concrete (2014).	
39	Stamped concrete (2014) and ADA sidewalk.	
40	Stamped concrete border with mulch interior (2014).	Weed/trash maintenance.
41	Earthen, unimproved.	Weed/trash maintenance.
42	Earthen, unimproved.	Weed/trash maintenance.
43	Earthen, unimproved.	Weed/trash maintenance.
44	Earthen, unimproved.	Weed/trash maintenance.
45	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
46	Native vegetation & weeds.	Mowing 2x a year (summer/fall)
47	Earthen, unimproved.	Weed/trash maintenance.
48	Sidewalk made ADA by NMDOT (2015). Landscaping is cobble and earthen.	Weed/trash maintenance.
49	Concrete border with raised planter (2009).	Weed/trash maintenance.
50	Concrete border with raised planter (2009).	Weed/trash maintenance.

Street Corridors

Main Avenue

Improvement to Main Avenue through the historic downtown was conducted in three phases from 2005 to 2007 with final landscaping completed by 2008. Funding for the improvements was through a combination of local (general and municipal road funds) and a variety of NM-DOT (state and federal) funding. Aside from utility infrastructure and road reconstruction, improvements included planting of new trees (55), construction of raised planter boxes (23), decorative iron work, extensive brick paver work, crosswalks, installation of Old Boston - Whatley 401 XT style street lamps (76), and installation of amenities like benches (25), trash cans (27), and bike racks (2).

Yearly maintenance includes replacement of annuals in the planter boxes, inspection of trees, hanging of flower baskets and Christmas decorations along the corridor from the street lamps, and emptying trash. Of the 76 street lamps along the Main Avenue corridor (from Aztec Blvd to Llano St), 38 street lamps accommodate banners and 30 street lamps support hanging baskets with drip irrigation (8 lamps have no attachments).

In addition, with the aging irrigation infrastructure, the parks department anticipates that the man hours will increase for repairs which are not identified in the following table.

<i>General Maintenance</i>	<i>Level</i>	<i>Man Hours</i>			
		<i>Weekly</i>	<i>Monthly</i>	<i>Annually</i>	<i>Total</i>
Turf Areas	N/a	-	-	-	0
Fertilizer	2	-	-	10	10
Irrigation	1	2	-	-	60
Litter Control	4	-	1	-	12
Pruning	3	-	-	10	10
Disease/Insect Control/Herbicide	3	-	-	10	10
Snow Removal	6	-	-	4	4
Lighting	5	-	1	-	12
Surfaces	3	-	-	-	0
Repairs	2	-	1	-	12
Inspection	3	-	1	-	12
Floral Plantings	3	-	-	80	80
Rest Rooms	N/a	-	-	-	0
Special Features (Christmas Decorations)	3	-	-	80	80
TOTAL	-	-	-	-	302

<i>Specific Needs</i>	<i>Task Priority</i>	<i>Est. Cost</i>
<i>Hanging Baskets</i>	Annually	\$4,000
<i>Raised Planter Boxes</i>	Annually	\$500
TOTAL		\$4,500

Ruins Road

Landscaping and sidewalks along Ruins Road was completed in 2003 through Municipal Road Funds. The intent of the project was to provide an aesthetic pedestrian walkway to the Aztec Ruins National Park. Though no turf or pedestrian amenities exist along this route, some level of maintenance is required for maintenance of trees and keeping the surfaces clean.

<i>General Maintenance</i>	<i>Level</i>	<i>Man Hours</i>			
		<i>Weekly</i>	<i>Monthly</i>	<i>Annually</i>	<i>Total</i>
Turf Areas	N/a	-	-	-	0
Fertilizer	2	-	-	1	1
Irrigation	2	-	-	2	2
Litter Control	5	-	-	5	5
Pruning	2	-	-	3	3
Disease/Insect Control/Herbicide	2	-	-	2	2
Snow Removal	6	-	-	-	0
Lighting	N/a	-	-	-	0
Surfaces	N/a	-	1	-	12
Repairs	N/a	-	-	-	0
Inspection	4	-	-	2	2
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features	N/a	-	-	-	0
TOTAL	-	-	-	-	27

Trails

Currently, most of the trails that lie within the city are of sidewalk construction. There are some trail segments along the river and within Riverside Park that consist of dirt or chipped wood that may periodically require maintenance.

General Maintenance	Level	Man Hours			
		Weekly	Monthly	Annually	Total
Turf Areas	N/a	-	-	-	0
Fertilizer	N/a	-	-	-	0
Irrigation	N/a	-	-	-	0
Litter Control	6	-	-	5	5
Pruning	6	-	-	10	10
Disease/Insect Control/Herbicide	6	-	-	10	10
Snow Removal	5	-	-	-	15
Lighting	N/a	-	-	-	0
Surfaces	4	-	-	10	10
Repairs	4	-	-	5	5
Inspection	6	-	1	-	12
Floral Plantings	N/a	-	-	-	0
Rest Rooms	N/a	-	-	-	0
Special Features (Kiosks/signage)	6	-	-	1	1
TOTAL	-	-	-	-	68

The most immediate need is the recent trail development from the Aztec Ruins National Monument to historic downtown Aztec. The key to this trail system was the construction of the North Animas Pedestrian Bridge which was completed in 2014.

The trail construction was divided into three segments:

1. Aztec Ruins National Monument Trail

This trail segment is 1,216 ft long and constructed of crusher fine cemented with a polymer (polypavement) and was completed in 2014. All maintenance on this trail is done by the Aztec Ruins National Monument.

2. Rio Animas Park Trail

This trail segment is 582 ft long and constructed of crusher fine cemented with a polymer (polypavement) and was completed in 2014. All maintenance on this trail is done by the City.

3. North Main Corridor Trail

This trail segment is estimated to be 1,400 ft long and has yet to be constructed. It will connect Armijo Plaza with the Rio Animas Park Trail near the junction of Hampton Arroyo. It is anticipated that the trail will be of similar construction as the Rio Animas Park trail, a crusher fine mix bonded with a polymer. In addition, a monument gateway structure is proposed for the entrance to the trails. It is anticipated that this trail segment may cost up to \$50,000.

A secondary need is a trail segment that connects the Microtel development to S. Rio Grande Avenue via County Road 3400. Though the road has a county designation, that portion of the road which is within the city limits is under City maintenance and ownership. The segment is approximately 910 ft long and requires a crusher fine surface for delineation of a walking path along CR 3400. Estimated cost for materials is \$2,500.

Summary of Man Hours and Cost

		<i>Man Hours</i>		<i>Initial Cost</i>	<i>Optional Cost</i>	<i>Subtotal</i>
		<i>2011</i>	<i>2016</i>			
Aztec – Main Intersection		334	234	0	0	0
Cap Walls Park		350	368	\$113,700	0	\$113,700
Family Center Complex		0	241	\$22,600	0	\$22,600
Florence Park		246	327	\$29,200	\$61,000	\$90,200
Hartman Park		1,297	1,312	\$1,489,000	\$344,000	\$1,833,000
Kokopelli Park		350	164	\$23,000	0	\$23,000
Main Avenue Courtyard		304	136	\$28,100	0	\$28,100
Memorial Rose Garden		334	223	\$66,000	0	\$66,000
Minium Park		470	667	\$46,500	0	\$46,500
Municipal Complex		317	253	\$4,050	0	\$4,050
Rio Animas Park		0	100	\$16,000	\$30,000	\$46,000
Riverside Park		707	958	\$326,900	0	\$326,900
South Main Gateway		0	20	\$1,000	0	\$1,000
Tiger Park		385	333	\$43,250	\$30,500	\$73,750
Tiger Sports Complex		280	428	\$55,000	0	\$55,000
Townsend Wildlife Nature Refuge		80	50	0	0	0
Medians		272	294	0	0	0
Street Corridors	Main Avenue	486	302	\$4,500	0	\$4,500
	Ruins Road	19	27	0	0	0
Trails		41	68	\$50,000	\$2,500	\$52,500
TOTAL		6,272	6,505	\$2,318,800	\$468,000	\$2,786,800

Based on 2015, the Parks and Recreation Department had four (4) full-time employees and three (3) part-time/seasonal employees dedicated to maintaining the parks. Based on hours pulled from 2015 timesheets, there was 7,426 man hours worked. When factoring in hours used in required safety training (175 hours) and hours expended on special events (e.g., 5K Runs, AHS Graduation, Fiesta Days, Blues & Brews, National Night Out, SJ Truck Show, Celtic Festival) held at the parks (380 hours) this total is further reduced to 6,871 man hours worked. Not accounted in this formulation are the hours lost in the training of new employees. It is estimated that 6,505 man hours (6,272 in 2012) are required to maintain the park facilities at the current 83% Level of Service (see Table 7.1). As such, there remains only 366 man hours available for equipment repair/maintenance, building maintenance, and special projects.

Staff Summary Report

MEETING DATE:	April 26, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (E)
AGENDA TITLE:	Russell Planning & Engineering, Change Order #4

ACTION REQUESTED BY:	Public Works, Finance Department
ACTION REQUESTED:	APPROVAL For Russell Planning & Engineering, Contract Amendment, Change Order #4
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

- Original Contract: Approved by Commission during the August 26, 2013 regular meeting, RFP 2014-225 was awarded to Russell Planning & Engineering (RPE) for design services of the North Main Corridor connecting Main Avenue to the Aztec Ruins National Monument. Elements of the design include plaza area, trails, landscaping, roadway, sidewalks and utilities.
- Amendment #1: Scope of agreement expanded to include the development of a land use overlay specific to the North Main Corridor, an increase of \$7,225.
- Change Order #1: To develop engineer design for the crossing at Hampton Arroyo that was not include in the original North Main Corridor design. Russell Planning & Engineering has already done flood plain modeling for the Hampton Arroyo for purposes of the North Main Corridor and through that study has determined that a box culvert system could work and be less costly than a bridge across the arroyo.
- Change Order #2: Temporary construction easements and permanent slope easements preparation; restroom facility, south of plaza, infrastructure design; Phase 0 plan and bid document preparation; design and permitting of sewer lift station; deletion of portion of construction management services per recommendation of Public Works Director; redesign of sidewalk widths for continuity.
- Change Order #3: Scope of agreement expanded to include the work of easements from adjoining property owners along the north main corridor, an estimated increase of \$20,707.45.
- Change Order #4: Scope of agreement expanded for phase 1 construction plans to include Armijo Plaza, utility coordination, irrigation system, pre-school parking/access/grade design, ADA parking adjacent to physical therapy, and adjustment of bid schedule and quantities for phase 1 plan changes, an increase of \$12,657.00

PROCUREMENT INPUT (Purchasing)

- Qualification-Based Proposals in response to the City's Request for Proposals (RFP) 2014-225 were received on June 20, 2013. Proposals were evaluated, finalists were interviewed, and ultimately, a contract was negotiated with RPE.
 - Original Contract: \$178,813.37
 - Amendment #1: \$ 7,225.00
 - Change Order #1: \$ 9,025.00
 - Change Order #2 \$ 40,497.32
 - Change Order #3: \$ 20,707.45
 - Change Order #4: \$ 12,657.00
 - Amended Total \$268,925.14

FISCAL INPUT (Finance Department)
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- FY16 Annual Adopted Budget re-appropriated funds specific to this agreement as well as funds for first phase of construction, providing sufficient available funds for approval of this change order request.

SUPPORT DOCUMENTS: Russell Engineering Contract Change Order #4

DEPARTMENT'S RECOMMENDED MOTION: Move to APPROVE Russell Planning & Engineering, Change Order #4 in the amount of \$12,657.00



Contract Change Order #4

Project: Aztec North Main Corridor
Date of issuance: 4/21/2106

Owner: City of Aztec, NM
Effective Date: January 1, 2016

On April 7, 2016, Drew Chandler with Russell Planning and Engineering met with City of Aztec staff (Ed Kotyk, Bill Watson, Josh Ray and Kathy Lamb) to discuss additions and changes to the Aztec North Main – Phase 1 drawing package. Prior to the meeting, RPE had been concurrently performing design revisions and preparing fee estimates for the design changes outlined below.

Changes:

The original contract and subsequent Contract Amendment #1 and Contract Change Orders 1, 2, and 3 - consisting of the entirety of the contract (the Contract), between Russell Engineering, Inc. (RPE) and the Owner did not include work which RPE and/or their sub-contractors have since been directed to complete, primarily:

- Change #1: Re-incorporation of Armijo Plaza into Phase 1. This portion of the project had been removed from the project in order to reduce the cost of Phase 1 construction. The plaza construction will now be re-incorporated into the plans and specifications for Phase 1. **Cost: \$800.**
- Change #2: Inclusion of coordination with dry utility providers previously excluded in the base contract including City of Aztec Electric, Gas, and Communications mains and services. **Cost: \$1,000.**
- Change #3: Inclusion of irrigation design coordination with Grand Junction Pipe and City of Aztec Parks and Recreation to relocate irrigation vault and design the irrigation system for the North Main Corridor. RPE cost: \$400, DHM cost: \$714. **Cost: \$1,114.**
- Change #4: Reducing construction specification sources per Bill Watson. Anticipated internal cost to RPE: \$500. RPE has agreed with Bill Watson to waive additional charges to the City of Aztec. **Cost to COA: \$0.**
- Change #5: Add Pre-School area parking, access and limited grading design: RPE was contacted in January 2016 by City staff wishing to provide access to both the parking on the west side of the Just Us Kids building and the adjacent Blancett / Treciafaye Trust parcel the north. Multiple revisions beyond the existing contract amounts have already taken place (RPE \$2,030, DHM \$2,468), RPE and DHM will finalize :
 - a. Curb and gutter design separating the proposed plaza from the Just Us Kids drive lane
 - b. Grading sufficient to drain away from building and towards the north
 - c. Gravel surface parking and drive lane designAdditional RPE cost to finalize: \$2,400, DHM cost: \$525. **Cost: \$7,423.41.**
- Change #6: Design revisions to approved plans; incorporation of Phase “0” topography into design and bid schedule. RPE cost: \$800 waived by RPE. **Cost to COA: \$0.**
- Change #7: Modify proposed bathroom location to easternmost possible location in Plaza, re-grade and redesign sidewalk and ADA access as needed. RPE cost: \$450, DHM cost: \$840. RPE has agreed with COA staff to waive additional charges to the City of Aztec. **Cost: \$0.**
- Change #8: Revise Phase 1 Bid Schedule and quantities to reflect design revisions and Phase “0” improvements. RPE cost: \$800, DHM cost: \$525. **Cost: \$1,325.**
- Change #9: Contract Extension. The contract period shall be extended until November 30, 2016. **Cost to COA: \$0.**

- Change # 10: Conversion of parallel parking in front of PT building to ADA-accessible parking (3 spaces). **Cost: \$995.**

Total spent to date:

Total additional amount:

Contract Status

Original Contract	\$178,813.37
Contract Ammendment #1	\$7,225.00
Change Order #1	\$9,025.00
Change Order #2	\$40,497.32
Change Order #3	\$20,707.45
Change Order #4	\$12,657.00
Total	\$268,925.14

Procedure:

Please review, and if the amounts and items are agreeable to the City of Aztec, please include these amounts and descriptions in a format acceptable to the City on forms provided by the City. This document will then serve as part of the executed change order.

Staff Summary Report

MEETING DATE: April 26, 2016

AGENDA ITEM: VIII. CONSENT AGENDA (F)

AGENDA TITLE: RFP # 2014-233 FY16 Annual Audit Contract

ACTION REQUESTED BY: Finance Department

ACTION REQUESTED: Approval of RFP #2014-233 FY16 Annual Audit Contract Award

SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The recommendation for annual audit contract for services is required to be submitted to the Office of the State Auditor (OSA) for approval and execution by May 15, 2016.
- RFP 2014-233 for audit services was awarded to Axiom CPAs & Business Advisors, April 2014. Audit costs for FY14, FY15 and FY16 were established in the RFP.
- The State Audit rule encourages government entities to request proposals for audit services and enter into a multi-year agreement.

PROCUREMENT / PURCHASING (if applicable)

- Audit service proposals under RFP 2014-233 and five qualified proposals were received. The evaluation committee independently reviewed and scored each proposal on the criteria established in the RFP. The committee recommended Axiom CPAs & Business Advisors be retained for annual audit services for the City.
- This is the last year of the three proposals. The City may issue a new RFP next spring for a multi-year agreement or could procure the professional services annually. The method of procurement will be determined next year.

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- The FY17 Preliminary Budget includes funding in the General Fund Finance Department specific to FY16 annual audit in the amount of \$36,000.00.
- The OSA has changed the contract process which is a fully automated process effective with the FY2016 audits.
- The 2015 Audit Rule issued by the NM Office of the State Auditor (OSA) changed the due date of the audit from December 1 to December 15. The 2016 Audit Rule maintains this due date.

SUPPORT DOCUMENTS:

State of New Mexico Audit Contract
OSA Authorization to Execute Contract

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve RFP #2014-233 Annual
Audit Contract for FY2016

Timothy M. Keller
State Auditor



Sanjay Bhakta, CPA, CGFM, CFE, CGMA
Deputy State Auditor

State of New Mexico
OFFICE OF THE STATE AUDITOR

April 7, 2016

Kathy Lamb
City of Aztec
klamb@aztecnm.gov

Dear Kathy Lamb,

Pursuant to NMSA 1978, Sections 12-6-3 and -14, and NMAC 2.2.2.8, the Office of the State Auditor hereby approves the request and contract for Axiom CPAs & Business Advisors LLC (the "IPA") to conduct the Fiscal Year 2016 annual audit for City of Aztec (the "Agency"). This approval is contingent upon the following:

- The IPA and the Agency will use the form of contract generated through the Office of the State Auditor's OSA-Connect system, with no changes. Any changes to the contract must be approved in writing by the State Auditor.
- The contract price and all other terms of the contract will be identical to the information submitted through the OSA-Connect system.
- If applicable, the Agency will submit the contract for any additional required approvals from an oversight authority, including an approvals by the Public Education Department or Higher Education Department required by NMSA 1978, Section 12-6-14.
- If applicable, the Agency will submit to the Department of Finance and Administration Contracts Review Bureau the required number of signed contracts, a copy of this letter and any other required documentation.

If any of these conditions is not satisfied, this approval will be void, and the Agency will be required to commence the contracting process again with the submission of new information through the OSA-Connect system.

When the contract has been fully executed, please email a PDF copy to OSAreports@osa.state.nm.us, as required by NMAC 2.2.2.8(G)(6). If you have any questions, please contact the Office of the State Auditor at (505) 476-3800. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Bhakta", with a horizontal line underneath.

Sanjay Bhakta, CPA, CGFM, CFE, CGMA
Deputy State Auditor

2540 Camino Edward Ortiz, Suite A, Santa Fe, New Mexico 87507
Phone (505) 476-3800 * Fax (505) 827-3512
www.osanm.org * 1-866-OSA-FRAUD

STATE OF NEW MEXICO AUDIT CONTRACT

(Workforce Investment Boards, Councils of Governments, Mutual Domestic Water Consumer Associations, Local Public Bodies not eligible for the Tiered System and Special Districts with December 15 deadlines)

City of Aztec

hereinafter referred to as the "Agency," and

Axiom CPAs & Business Advisors LLC

hereinafter referred to as the "Contractor," agree:

As required by the Audit Rule, NMAC Section 2.2.2.1 et seq., Contractor agrees to, and shall, inform the Agency of any restriction placed on Contractor by the Office of the State Auditor pursuant to NMAC Section 2.2.2.8, and whether the Contractor is eligible to enter into this Contract despite the restriction.

1. **SCOPE OF WORK** (Include in Paragraph 25 any expansion of scope)

A. The Contractor shall conduct a financial and compliance audit of the following applicable statements and schedules of the Agency for Fiscal Year **2016**:

1. Basic Financial Statements consisting of the government-wide financial statements, fund financial statements, budgetary comparison statements for the general fund and major special revenue funds (GASB 34, footnote 53), and the notes to the financial statements;
2. Required supplemental information (RSI), if applicable, consisting of budgetary comparison schedules for the general fund and major special revenue fund data presented on a fund, organization, or program structure basis because the budgetary information is not available on the GAAP fund structure basis for those funds (*GASB Statement No. 41, Budgetary Comparison Schedules- Perspective Differences an amendment of GASB Statement No. 34*) must be audited and included in the auditor's opinion (AAG-SLV 15.65);
3. Supplemental Information (SI) that must be audited and included in the auditor's opinion (AAG-SLV 15.65), if applicable, consisting of:
 - a. Component unit fund financial statements and related combining statements (if there are no separately issued financial statements on the component unit per AAG-SLV 3.22);
 - b. Combining financial statements;
 - c. Individual fund budget comparison statements for remaining funds that have an adopted budget, including proprietary funds, that did not appear as basic financial statement budget comparisons for the general fund, major special revenue funds or as RSI as described above; and
 - d. Remaining supplemental information on schedules as required by NMAC Section 2.2.2.10.A(2)(f).

B. The contractor shall apply certain limited procedures to the following required supplemental information (RSI), if applicable, and report deficiencies in or the omission of required information in accordance with the requirements of AU-C 730.05 to 730.09:

1. The Management Discussion and Analysis (MD&A);

2. RSI data required by Statements 25, 27, 43, 45, 67 and 68 regarding pension plans and post-employment healthcare plans administered by defined benefit pension plans; and

3. Schedules derived from asset management systems (GASB 34, paragraphs 132 to 133).

C. The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and *Requirements for Contracting and Conducting Governmental Audits* (NMAC Section 2.2.2.1, et seq.).

2. DELIVERY AND REPRODUCTION

A. In order to meet the delivery terms of this Contract, the Contractor shall deliver the following documents to the State Auditor on or before **December 15, 2016** and in accordance with NMAC Section 2.2.2.9:

- 1. an organized, bound and paginated hard copy of the Agency's audit report for review;
- 2. a copy of the signed management representation letter provided to the IPA by the Agency as required by AU-C580; and
- 3. a copy of the completed State Auditor Report Review Guide available at www.osanm.org;

B. Reports postmarked by the Agency's due date will be considered received by the due date for purposes of NMAC Section 2.2.2.9. Unfinished or excessively deficient reports will not satisfy this requirement; such reports will be rejected and returned to the Contractor and the State Auditor may take action in accordance with NMAC Section 2.2.2.13.C. If the State Auditor does not receive copies of the management representation letter, and the completed Report Review Guide with the audit report or prior to submittal of the audit report, the State Auditor will not consider the report submitted to the State Auditor.

C. As soon as the Contractor becomes aware that circumstances exist that will make the Agency's audit report late, the Contractor shall immediately provide written notification of the situation to the State Auditor. The notification shall include an explanation regarding why the audit report will be late, when the IPA expects to submit the report and a concurring signature by the Agency. The State Auditor shall also notify the Agency's oversight agency, but confidential information shall be omitted from that notification.

D. Pursuant to NMAC Section 2.2.2.8, the Contractor shall prepare a written and dated engagement letter that identifies the specific responsibilities of the Contractor and the Agency.

E. After its review of the audit report pursuant to NMAC Section 2.2.2.13, the State Auditor shall authorize the Contractor to print and submit the final audit report. Within five business days from the date of the authorization to print and submit the final audit report, the Contractor shall provide the State Auditor with **TWO** copies of the report, an electronic version of the audit report, in PDF format and the electronic copy of the Excel version of the Summary of Findings Form, the Vendor Schedule, and the Fund Balances. After the State Auditor officially releases the audit report by issuance of a release letter, the Contractor shall deliver **1** copies of the audit report to the Agency. The Agency or IPA shall ensure that every member of the Agency's governing authority shall receive a copy of the report.

F. The Agency, upon delivery of its audit report, shall submit to the Federal Audit Clearinghouse (FAC) the completed dated collection form and the reporting package described in § 200.512 of Uniform Guidance for Federal Awards. The submission is required to be made within 30 calendar days of receipt of the auditor's report, or nine months after the end of the audit period.

3. COMPENSATION

A. The total amount payable by the Agency to the Contractor under this Contract, including New Mexico gross receipts tax and expenses, shall not exceed **\$35,801.00**.

B. Contractor agrees not to, and shall not, perform any services in furtherance of this Contract prior to approval by the State Auditor. In accordance with Section 12-6-14(A), NMSA 1978, and NMAC Section 2.2.2.8, Contractor acknowledges and agrees that it will not be entitled to payment or compensation for any services performed by Contractor pursuant to this Contract prior to approval by the State Auditor.

C. Total Compensation will consist of the following:

SERVICES	AMOUNTS
(1) Financial statement audit	\$21,500.00
(2) Federal single audit	\$4,000.00
(3) Financial statement preparation	\$4,000.00

(4) Other nonaudit services, such as depreciation schedule updates	\$3,500.00
(5) Other (i.e., component units, specifically identified)	\$400.00

Gross Receipts Tax = **\$2,401.00**

Total Compensation = **\$35,801.00**

D. The Agency shall pay the Contractor the New Mexico gross receipts tax levied on the amounts payable under this Contract and invoiced by the Contractor. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below.

E. Pursuant to Section 12-6-14, NMSA 1978 and NMAC Section 2.2.2.8, the State Auditor may authorize progress payments to the Contractor by the Agency; provided that the authorization is based upon evidence of the percentage of audit work completed as of the date of the request for partial payment. Progress payments up to 70% do not require State Auditor approval, provided that the Agency certifies receipt of services. The Agency must monitor audit progress and make progress payments only up to the percentage that the audit is completed prior to making such payment. Progress payments of 70% or more but less than or equal to 90% require State Auditor approval after being approved by the Agency. If requested by the State Auditor, the Agency shall provide a copy of the approved progress billings. The State Auditor may allow only the first 50% of progress payments to be made without State Auditor approval if the Contractor's previous audits were submitted after the due date. Final payment for services rendered by the Contractor shall not be made until a determination and written finding is made by the State Auditor in the release letter that the audit has been made in a competent manner in accordance with the provisions of this Contract and applicable rules of the State Auditor.

4. **TERM.** Unless terminated pursuant to Paragraphs 5 or 19, this Contract shall terminate one calendar year after the latest date on which it is signed.

5. **TERMINATION, BREACH AND REMEDIES**

A. This Contract may be terminated:

1. By either party without cause, upon written notice delivered to the other party and the State Auditor at least ten (10) days prior to the intended date of termination.
2. By either party, immediately upon written notice delivered to the other party and the State Auditor, if a material breach of any of the terms of this Contract occurs. Unjustified failure to deliver the report in accordance with Paragraph 2 shall constitute a material breach of this Contract.
3. By the Agency pursuant to Paragraph 19, immediately upon written notice to the Contractor and the State Auditor.
4. By the State Auditor, immediately upon written notice to the Contractor and the Agency after determining that the audit has been unduly delayed, or for any other reason.

B. By termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. If the Agency or the State Auditor terminates this Contract, the Contractor shall be entitled to compensation for work performed prior to termination in the amount of earned, but not yet paid, progress payments, if any, that the State Auditor has authorized to the extent required by Paragraph 3(E). If the Contractor terminates this Contract for any reason other than Agency's breach of this Contract, the Contractor shall repay to the Agency the full amount of any progress payments for work performed under the terms of this Contract.

C. Pursuant to NMAC Section 2.2.2.8, the State Auditor may disqualify the Contractor from eligibility to contract for audit services with the State of New Mexico if the Contractor knowingly makes false statements, false assurances or false disclosures under this Contract. The State Auditor on behalf of the Agency or the Agency may bring a civil action for damages or any other relief against a Contractor for a material breach of this Contract.

D. **THE REMEDIES HEREIN ARE NOT EXCLUSIVE, AND NOTHING IN THIS SECTION 5 WAIVES OTHER LEGAL RIGHTS AND REMEDIES OF THE PARTIES.**

6. **STATUS OF CONTRACTOR**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the Agency. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles or any other benefits afforded to employees of the Agency as a result of this Contract. The Contractor agrees not to purport to bind the State of New Mexico to any obligation not assumed under this Contract unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. **ASSIGNMENT**

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract.

8. **SUBCONTRACTING**

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the Agency and the State Auditor. An agreement between the Contractor and a subcontractor to subcontract any portion of the services under this Contract shall be completed on a form prescribed by the State Auditor. The agreement shall be an amendment to this Contract and shall specify the portion of the audit services to be performed by the subcontractor, how the responsibility for the audit will be shared between the Contractor and the subcontractor, the party responsible for signing the audit report and the method by which the subcontractor will be paid. Pursuant to NMAC Section 2.2.2.8, the Contractor may subcontract only with independent public accounting firms that are on the State Auditor's List of Approved Firms, and that are not otherwise restricted by the Office from entering into such a contract.

9. **RECORDS**

The Contractor shall maintain detailed time records that indicate the date, time, and nature of services rendered during the term of this Contract. The Contractor shall retain the records for a period of at least five (5) years after the date of final payment under this contract. The records shall be subject to inspection by the Agency and the State Auditor. The Agency and the State Auditor shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the Agency or the State Auditor on behalf of the Agency to recover excessive or illegal payments.

10. **RELEASE**

The Contractor, upon receiving final payment of the amounts due under the Contract, releases the State Auditor, the Agency, their respective officers and employees and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Contract. This paragraph does not release the Contractor from any liabilities, claims or obligations whatsoever arising from or under this Contract.

11. **CONFIDENTIALITY**

All information provided to or developed by the Contractor from any source whatsoever in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor, except in accordance with this Contract or applicable standards, without the prior written approval of the Agency and the State Auditor.

12. **PRODUCT OF SERVICES; COPYRIGHT AND REPORT USE**

Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor. The Agency and the State Auditor may post an audited financial statement on their respective websites once it is publicly released by the State Auditor.

13. **CONFLICT OF INTEREST**

The Contractor represents and warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. Each of the Contractor and the Agency certifies that it has followed the requirements of the Governmental Conduct Act, Section 10-16-1, et seq., NMSA 1978, regarding contracting with a public officer, state employee or former state employee, as required by the applicable professional standards.

14. **INDEPENDENCE**

The Contractor represents and warrants its personal, external and organizational independence from the Agency in accordance with the *Government Auditing Standards 2011 Revision*, issued by the Comptroller General of the United States, and NMAC Section 2.2.2.8. The Contractor shall immediately notify the State Auditor and the Agency in writing if any impairment to the Contractor's independence occurs or may occur during the period of this Contract.

15. **AMENDMENT**

This Contract shall not be altered, changed or amended except by prior written agreement of the parties and with the prior written approval of the State Auditor. Any amendments to this Contract shall comply with the Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978.

16. **MERGER**

This Contract supersedes all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof.

No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract. Contractor and Agency shall enter into and execute an engagement letter pursuant to NMAC Section 2.2.2.8, consistent with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS). **The engagement letter and any associated documentation included with or referenced in the engagement letter shall not be interpreted to amend this Contract. Conflicts between the engagement letter and this Contract are governed by this Contract, and shall be resolved accordingly.**

17. **APPLICABLE LAW**

The laws of the State of New Mexico shall govern this Contract. By execution of this Contract, Contractor irrevocably consents to the exclusive personal jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising from or related to this Contract.

18. **AGENCY BOOKS AND RECORDS**

The Agency is responsible for maintaining control of all books and records at all times and the Contractor shall not remove any books and records from the Agency's possession for any reason.

19. **APPROPRIATIONS**

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the legislature or the Agency's governing body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature or the Agency's governing body, this Contract shall terminate upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. This section of the Contract does not supersede the Agency's requirement to have an annual audit pursuant to Section 12-6-3(A) NMSA 1978.

20. **PENALTIES FOR VIOLATION OF LAW**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

21. **EQUAL OPPORTUNITY COMPLIANCE**

The Contractor shall abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. In accordance with all such laws, rules, regulations and orders, the Contractor assures that no person in the United States shall, on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation or gender identity be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If the Contractor is found not to be in compliance with these requirements during the life of this Contract, the Contractor shall take appropriate steps to correct these deficiencies.

22. **WORKING PAPERS**

- A. The Contractor shall retain its working papers of the Agency's audit conducted pursuant to this Contract for a period of at least five (5) years after the date shown on the opinion letter of the audit report, or longer if requested by the federal cognizant agency for audit, oversight agency for audit, pass through-entity or the State Auditor. The State Auditor shall have access to the working papers at the State Auditor's discretion. When requested by the State Auditor, the Contractor shall deliver the original or clear, legible copies of all working papers to the requesting entity.
- B. The Contractor should follow the guidance of AU-C 210 A.27 to A.31 and AU-C 510 .A3 to .A9 in communications with the predecessor auditor and to obtain information from the predecessor auditor's audit documentation.

23. **DESIGNATED ON-SITE STAFF**

The Contractor's on-site individual auditor responsible for supervision of work and completion of the audit is **Chris Garner**. The Contractor shall notify the Agency and the State Auditor in writing of any changes in staff assigned to perform the audit.

24. **INVALID TERM OR CONDITION**

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected.

25. **OTHER PROVISIONS**

SIGNATURE PAGE

This Contract is made effective as of the date of the latest signature.

AGENCY

CONTRACTOR

City of Aztec

Axiom CPAs & Business Advisors LLC

PRINTED
NAME: _____

PRINTED
NAME: _____

SIGNATURE: _____

SIGNATURE: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

State Auditor Contract No. **16 - 6008**