

A G E N D A
City of Aztec
CITY COMMISSION MEETING
July 12, 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 Special Meeting Minutes, June 20, 2016
- B. Commission Workshop Meeting Minutes, June 21, 2016
- C. Commission Meeting Minutes June 28, 2016
- D. Travel Requests
- E. Resolution 2016-1005 Define Scope and Financial Support of NMDOT Local Government Road Fund Cooperative Funding for 2016/2017, Project No. SP-5-17(187)
- F. Resolution 2016-1006 Write Off of Uncollected Utility Accounts
- G. Northwest New Mexico Seniors Inc. (NNMSI) Agreement
- H. Finance Department Record Destruction
- I. Resolution 2016-1007 Surplus
- J. Memorandum of Understanding(MOU) between City of Aztec-Public Library and City of Bloomfield-Public Library Renewal Agreement

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

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

IX. ITEMS FROM CONSENT AGENDA

X. CITIZENS INPUT (3 Minutes Maximum)

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

XI. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XII. DEPARTMENT REPORTS

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

XIII. 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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1 CITY OF AZTEC
2 **SPECIAL** COMMISSION MEETING MINUTES
3 June 20, 2016
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Meeting to order at 7:03 am at the Aztec City
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
8

9 **II. INVOCATION**

10 The Invocation was lead by Mayor Pro-Tem Sherri Sipe
11
12

13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by Commissioner Sheri Roger
15
16

17 **IV. ROLL CALL**

18
19 Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe;
20 Commissioner Sheri Rogers; Commissioner Katee
21 McClure; Commissioner Austin Randall
22

23 Members Absent: None
24

25 Others Present: City Manager Joshua Ray; City Clerk Karla Saylor;
26 Project Manager Ed Kotyk (see attendance sheet)
27

28 **V. AGENDA APPROVAL**

29
30 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Randall to
31 Approve the Agenda as presented
32

33 **VI. BUSINESS ITEMS**

34
35 A. Purchase Power Contract Amendment #1

36 Josh mentioned that all of the items on today's agenda go along with the
37 purchase power agreement between the City of Aztec and Guzman Energy. This is
38 amendment #1 which will allow Guzman to recover the costs of ancillary services.
39 These services were previously going to be acquired by Aztec directly from WAPA.
40 Josh mentioned that it is more efficient for Guzman to procure these services on Aztec's
41 behalf and then to recover those costs from Aztec as part of the monthly billing process.
42 The ancillary services are provided to schedule, insure, and to make sure the delivery of
43 service occurs for the City of Aztec.

1 Edwin Reyes Jr. of Enchantment Energy Consulting mentioned that the
2 amendment was on section 3 to add 3.8(f) that Guzman shall be responsible for
3 obtaining operating reserve spinning and operating reserve supplement services
4 pursuant to a confirmation agreement between Western RMR in accordance with the
5 Western States Power Pool Agreement to which both Western RMR and Guzman are
6 parties, the costs of which shall be borne by Aztec as set forth in section 6.2. Section 6
7 of the agreement which adjustments for Aztec Imbalance Charges; Spinning Reserve
8 Service and Supplemental Reserve Service. Guzman shall be responsible with section
9 3.8 for Aztecs imbalance charges and Aztec shall provide the latest invoice for ancillary
10 services from WAPA under the NITS agreement including energy imbalance charges to
11 Guzman. Guzman shall reimburse Aztec an amount equal to the amount charged for
12 such Energy minus the cost incurred by Guzman for operating reserve spinning and
13 supplement services under the confirmation agreement. Ken George Electric Director
14 mentioned that there will be no additional costs to the City.

15 MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to
16 Approve Purchase Power Contract Amendment #1 Between Guzman Energy LLC and
17 the City of Aztec

18 All Voted Aye; Motion Passed Five to Zero

19 B. Purchase Power Contract Amendment #2

20 Josh mentioned that Guzman Energy originally had a financial backer for the
21 solar project and the next three items on the agenda relate back to the solar field. He
22 mentioned that the transaction that Guzman had with the backer was too complicated
23 for them so Guzman had to go back out and borrow money to do the solar field and in
24 doing that it changed the mechanisms on what was agreed on in the first agreement. So
25 in order to provide adequate protection certain provisions must be included with the
26 agreement to allow for the lender to step into the ownership position in the event of a
27 project default. The consent and assignment agreement and the solar PPS are attached
28 as vehicles to allow for the transfer of the project to the lender or successor and provide
29 for continuation of service from the solar facility. If Guzman defaults our contract will be
30 the same through the lender and all would remain the same.

31 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to
32 Approve Purchase Power Contract Amendment #2 Between Guzman Energy LLC and
33 the City of Aztec

34 All Voted Aye; Motion Passed Five to Zero

1 C. Consent to Collateral Assignment

2 Josh mentioned that this item is a continuation of Item B and allows the solar
3 field project to be part of the collateral for the loan. This item is the backing for which the
4 loan is created.

5 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Randall to
6 Approve the Consent to Collateral Assignment

7 All Voted Aye; Motion Passed Five to Zero

8 D. Solar Power Purchase Agreement

9 Josh mentioned that this item is a Solar PPA with the lender in the effect that the
10 lender becomes the owner of the solar field we will need this agreement in place with us
11 and the lender so that the lender can therefore sell power back to the City of Aztec.
12 Josh mentioned that this item will not be an active agreement until the other
13 mechanisms are engaged so until a default happens then this item would be an active
14 document for the City and the lender.

15 MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe
16 to Approve the Solar Power Purchase Agreement.

17 All Voted Aye; Motion Passed Five to Zero

18 E. Farmington Electric Utility System/City of Aztec Electric Transmission
19 Agreement

20 Josh mentioned that this steps into the actual transmission between the point of
21 delivery and the City of Aztec so what Guzman will do is they will get power to one point
22 then it will transmit from that point through Farmington's Electric Utility System's
23 transmission lines to our point where we will receive that power. We have had this
24 agreement throughout the PNM contract. Josh mentioned that the extension before you
25 is a continuation of the current schedule we are using with the City of Farmington that
26 we have used for the last 10 years with the PNM agreement.

27
28 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to
29 approve a 90 Day Transmission Agreement between Farmington Electric Utility System
30 and the City of Aztec

31
32 All Voted Aye; Motion passed Five to Zero

33
34

1 **VII. ADJOURMENT**

2

3

4

5 Moved by Mayor Burbridge, SECONDED by Mayor Pro Tem Sipe to adjourn the
6 meeting at 7:42 a.m.

7

8

9

Mayor, Sally Burbridge

10 ATTEST:

11

12

13 _____
Karla Sayler, City Clerk

14

15 MINUTES PREPARED BY:

16

17

18 _____
Karla Sayler, City Clerk

DRAFT

1 CITY OF AZTEC
2 **SPECIAL** WORKSHOP MEETING MINUTES
3 June 21, 2016
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Meeting to order at 5:30 pm at the Aztec City
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
8

9 MEMBERS PRESENT: Mayor, Sally Burbridge; Mayor Pro-Tem Sipe;
10 Commissioner, Austin Randall; Commissioner,
11 Katee McClure; Commissioner Sheri Rogers
12

13 MEMBERS ABSENT: None
14

15 OTHERS PRESENT: City Clerk, Karla Sayler
16

17 **A. Review of City Manager Evaluation Form**
18

19 Mayor Burbridge opened the commission workshop for discussion on City
20 Manager Evaluation Form. There was discussion on process and review on scoring of
21 the evaluation. There was discussion on the following sections and pages:
22

- 23 • Page 5/Section C-Special Projects (Plan of Work)
- 24 • Page 3/Section 1-Managing Human Resources
- 25 • Page 1/Process-Number 5
- 26 • Review of Personnel Committee
- 27 • Page 1/Scoring
- 28 • Page 7/Overall Rating
29

30 There was a change on page 1, #2 was moved to #6 and #7 wording was changed
31 toA composite evaluation form and the city manager's self evaluation are distributed
32 to the Commission **during** executive session evaluation meeting. (Document available in
33 the City Clerk's Office)
34

35 **II. ADJOURNMENT**
36

37 Moved by Mayor Burbridge to adjourn the meeting at 6:07 p.m.
38
39

40 _____
41 Mayor, Sally Burbridge

42 ATTEST:
43

44 _____
45 Karla Sayler, City Clerk
46

1 MINUTES PREPARED BY:

2

3

4 _____
Karla Sayler, City Clerk

DRAFT

1 CITY OF AZTEC
2 COMMISSION MEETING MINUTES
3 June 28, 2016
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Meeting to order at 6:00 pm at the Aztec City
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
8

9 **II. INVOCATION**

10
11 The Invocation was lead by Judge Carlton Gray
12

13 **III. PLEDGE OF ALLEGIANCE**

14
15 The Pledge of Allegiance was led by Electric Director Ken George
16

17 **IV. ROLL CALL**

18
19 Members Present: Mayor Sally Burbridge; Commissioner Katee McClure;
20 Commissioner Austin Randall
21

22 Members Absent: Mayor Pro-Tem Sherri Sipe; Commissioner Sheri
23 Rogers
24

25 Others Present: City Manager Joshua Ray; City Attorney Larry
26 Thrower; City Clerk Karla Sayler; Project Manager Ed
27 Kotyk (see attendance sheet)
28

29 **V. AGENDA APPROVAL**

30
31 MOVED by Commissioner Randall, SECONDED by Commissioner McClure to
32 Approve the Agenda With the Exception of Item D from the Consent Agenda
33

34 **VI. CITIZEN RECOGNITION**

35
36 None
37

38 **VII. EMPLOYEE RECOGNITION**

39
40 Josh recognized Sherlynn Morgan for receiving her Certified Municipal Clerk
41 Certification.
42

43 MOVED by Commissioner Randall, SECONDED by Commissioner McClure to
44 Approve the Consent Agenda with the Exception of Item A Commission Meeting
45 Minutes June 14, 2016, and Item B Travel
46

1 **VIII. CONSENT AGENDA**

- 2 A. PULLED
3 B. PULLED
4 C. Four Corners Young American Football League Agreement
5 D. PULLED FROM AGENDA
6 E. Special Budget Resolution 2016-1003 Law Enforcement Protection Fund
7 F. Resolution 2016-1004 Authorizing Signatures for Municipal Court Cash Bond
8 Checking Account
9 G. Bid 2016-573 Water/Wastewater Treatment Annual Chemical Supply

10
11 **IX. ITEMS FROM CONSENT AGENDA**

- 12
13 A. Commission Meeting Minutes June 14, 2016

14
15 Mayor Burbridge announced changes to minutes as follows:

- 16
17
 - 18 • Numbering
 - 19 • Page 3/Wording on Votes on Liquor License Hearing (Take out All Voted Aye and Commissioner Randall Voted Nay) and on the sixth sentence change word from “food to foot”
 - 20 • Page 7/Commissioner McClure Report
 - 21 • Page 6/ Land Use Hearing Item B corrected first sentence

22
23
24 MOVED by Commissioner Randall, SECONDED by Commissioner McClure to
25 Approve the City Commission Meeting Minutes June 14, 2016 as Amended

26
27 All Voted Aye; Motion Passed Three-Zero

- 28
29 B. Travel Requests

30
31 Commissioner McClure mentioned that we are in a budget crunch and asked
32 if the training for the Court Clerks was for training and if they all had to attend. Judge
33 Carlton Gray stated that it is a conference training that is attended every year by the
34 clerk’s and that Theresa Archuleta is an instructor for the sessions.

35
36 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to
37 Approve Travel Requests

38
39 All Voted Aye; Motion Passed Three-Zero

40
41 **X. CITIZENS INPUT**

42
43 NONE

44
45

1 **XI. BUSINESS ITEMS**

2
3 A. Final Adoption of Ordinance 2016-452 Amend Chapter 1, General
4 Provisions, Section 1-8. General Penalty for Violations; Injunctive Relief Authorized

5 Josh mentioned that this is the Final Adoption for Ordinance 2016-452 which will
6 allow individuals to complete community service if they cannot afford to pay the fines.
7 There have been no comments to date.

8 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to
9 Approve Final Adoption of Ordinance 2016-452 Amend Chapter 1, General Provisions,
10 Section 1-8. General Penalty for Violations; Injunctive Relief Authorized

11 A Roll Call Was Taken; All Voted Aye; Motion Passed Three to Zero

12 B. BP America Production Company Federal Gas Com L #001 Well
13 Abandonment Application

14 Josh mentioned that this is to abandon a well site requested by BP America
15 located on BLM lands south of Tiger Park. Josh mentioned that we received an email
16 today concerning a nest that is located at the well site. Representative with BP America
17 mentioned that they would wait until July 25th to do the work.

18 MOVED by Commissioner Randall, SECONDED by Commissioner Randall to
19 Approve BP America Production Company Federal Gas Com L #001 Well
20 Abandonment Application Contingent Upon The Fledging Offspray Abandons The Nest

21 All Voted Aye; Motion Passed Three to Zero

22 C. Aztec Municipal Schools Solar Agreement

23 Josh mentioned Aztec Municipal Schools would like to begin a series of solar
24 project to eliminate some of their operational costs and put those dollars back in the
25 classroom. In doing so they want to complete their first solar field which would be no
26 greater than 139 KW hours solar panels worth that they would build on top of the bus
27 barn facility located adjacent to the administration building. The City's rate study will
28 determine the appropriate rates and fees for new solar projects with the City. The
29 school district will be billed monthly a fee of \$150.00 to connect to the City Utility. The
30 City will pay or credit the School District at a rate of \$0.05/KWH for a power received
31 from the School District back to the City's power distribution system monthly. The
32 agreement is a long term agreement and will be reviewed after 7 years that it is place
33 without clauses.

1 MOVED by Commissioner Randall, SECONDED by Commissioner McClure to
2 Approve the City of Aztec Agreement for Interconnection and Parallel Operation of
3 Customer Generation System and Net Energy Metering

4 All Voted Aye; Motion Passed Three to Zero

5 D. Power Transmission Agreement Between Farmington Electric Utility System
6 and The City of Aztec

7 Electric Director Ken George mentioned that this is the same agreement that was
8 approved on June 20, 2016. Ken mentioned that there is a penalty if the City goes over
9 8 megawatts in the current contract and that it is in the best interest of the city to
10 contract for 9 megawatts of capacity through FUES for the term of this contract.

11 MOVED by Commissioner Randall, SECONDED by Commissioner
12 McClure to Approve a 90 Day Transmission Agreement Between Farmington Electric
13 Utility System and The City of Aztec

14 All Voted Aye; Motion Passed Three to Zero

15 E. Customer Generation "CG" Agreement Between James and Barbara Good
16 712 N Light Plant Road

17 Ken mentioned that this is similar to the agreement with the Aztec Municipal
18 Schools and motioned that this is one of the first agreements that the city will be buying
19 power back. Ken mentioned that the City will install the meter and the City will read it
20 every month. If the reading goes negative at the end of the month we will have to buy
21 power back from the customer. He mentioned that the contract term is 7 years to
22 coincide with the City's current purchase power contract with ability to extend for three,
23 seven year terms giving the agreement the same term in life as the expected life of the
24 project of 28 years. Mr. Good and Richard Chacon with Independent Energy reviewed
25 the plans for the solar project at the property with commission.

26
27 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to
28 approve "Interconnection and Parallel Operation of Customer Generation" agreement
29 between the City of Aztec and James and Barbara Good

30
31 All Voted Aye; Motion passed Three to Zero

32
33 **XII. LAND USE HEARINGS**

34 None

35

1 **XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

2
3 Josh mentioned that it's great to see the solar projects in our community. Josh
4 thanked Ken for all his work on the putting the contracts together for the solar projects.
5 Ken mentioned that about 38% of our power will be renewable and this will be a big
6 benefit to the city and our customers. Josh mentioned that new business Beer Belly's is
7 now open at the former Los Barela's location. Josh mentioned that the Employee picnic
8 will be Thursday at Riverside Park at 12:00 noon.

9
10 Mayor Burbridge mentioned that there will be a ribbon cutting for new business at
11 Westside Plaza for Sweet Moments Boutique on Friday at 9:00 am. She mentioned that
12 she attended the NMML Policy Committee Meetings and there are 2 resolutions that are
13 being presented one for Municipal Courts the other change is Safer New Mexico.

14
15 Commissioner Randall thank Ken for the work put forth in the solar projects.

16
17 Commissioner McClure reported that she attended the ECHO board meeting.
18 She mentioned that she attended the 4th Friday event downtown Aztec on Friday, June
19 24th.

20
21 **XIV. DEPARTMENT REPORTS**

22
23 Ken mentioned that he went down to the Solar Field today and they turned it on
24 and it was generating energy.

25
26 Kate thanked community members, staff, and Commissioner McClure for
27 stepping up this summer for volunteering at multiple Library events.

28
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30 **XV. ADJOURMENT**

31
32 Moved by Mayor Burbridge, SECONDED by Commissioner Randall to adjourn
33 the meeting at 7:30 p.m.

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Mayor, Sally Burbridge

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Karla Sayler, City Clerk

DRAFT

Staff Summary Report

MEETING DATE: July 12, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (D)
AGENDA TITLE: Travel Requests

ACTION REQUESTED BY: Public Works
ACTION REQUESTED: Approval of Employee/Public Official Travel Requests
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS (Leading Department)

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

FISCAL INPUT (Finance Department)

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

SUPPORT DOCUMENTS: Travel Log July 12, 2016

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

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL
MEETING DATE: JULY 12, 2016**

Dates of Travel	Department	Purpose of Travel/Location	Over-night	Out of State	Est Costs	Explanation of Cost	FY17 Budget Available
7/11-7/12/16	Public Works	NMDOT Santa Fe, NM Arterial Ph2 Right of Way Wilson & Co, Albuquerque NM Arterial Ph2 Design AECOM, Albuquerque NM Drainage Studies	Yes	No	60.00 46.00 162.00	Meals Fuel Lodging	Yes

Staff Summary Report

MEETING DATE:	July 12, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (E)
AGENDA TITLE:	Resolution 2016-1005 Define Scope and Financial Support of New Mexico Department of Transportation Local Government Road Fund Cooperative Funding for 2016/2017, Project No. SP-5-17(187)

ACTION REQUESTED BY:	Kathy Lamb
ACTION REQUESTED:	Approval of Resolution 2016-1005
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

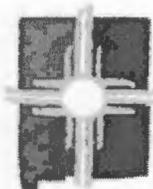
- Commission approved the submittal of funding application to NM DOT Local Government Road Fund on March 8, 2016 (Consent Item E). The application identified Western Drive for reconstruction due to the recent gas line relocation and the schedule sewer interceptor line construction beginning this summer. The total estimate for the project was \$452,929 including GRT.
- The City received notice of funding award from NM DOT in June 2016 in the amount of \$150,615 plus a required city match of \$50,205.
- To secure the funding, the City must approve a support resolution and submit to NM DOT to begin the process of generating an agreement. Once the agreement is fully executed, NM DOT will encumber the funds. NM DOT must be able to encumber funds by October 31, 2016.

FISCAL INPUT / FINANCE DEPARTMENT

- The FY17 Preliminary Annual Budget includes the Western Drive project. The FY17 Final Annual Budget, to be presented to commission during the July 26, 2016 regular meeting, will include the NM DOT Local Government Funding.

SUPPORT DOCUMENTS:	Resolution 2016-1005 NMDOT Notice of Funding, June 2016
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DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2016-1005 Defining Project Scope and Financial Support of New Mexico Department of Transportation Local Government Road Fund Cooperative Funding for 2016/2017, Project No. SP-5-17(187)



New Mexico DEPARTMENT OF
TRANSPORTATION

6/20/2016

City of Aztec
201 West Chaco
Aztec, New Mexico 87410
ATTN: Kathy Lamb

Re: FUNDING 2016/2017 LGRF PROGRAM

Dear Ms. Lamb,

At this point, I would like to inform you that the New Mexico Department of Transportation Commission has approved your project for 16/17. The funding amount is as follows:

<u>Project No.</u>	<u>Control No.</u>	<u>Entity Share (25%)</u>	<u>State Share (75%)</u>	<u>Project Total</u>
SP-5-17(187)	L500226	\$50,205.00	\$150,615.00	\$200,820.00

The following will be the scope of work:

**RECONSTRUCTION, DRAINAGE IMPROVEMENTS, AND PAVEMENT
REHABILITATION/IMPROVEMENTS OF VARIOUS LOCAL STREETS**

If the above funding amount requires that your project be adjusted from what was originally proposed (i.e. **Changing lengths or adding or deleting roads with NO change in scope for "type of work to be done"**), please submit the new adjusted project with the roads that are to be done and/or their new lengths. In this submittal you will need to submit a new Estimated Cost Summary detailing the above and all their corresponding costs, map of the new location and the new total for the Project.

Please submit the **resolution** for your project including the project scope, project limits, project location and the project amounts as indicated above. Upon receipt of your resolution I will generate four agreements for execution.

If changing the scope - **as to type of work to be done** - is absolutely necessary, then you will need to submit to the District Engineer a request for this scope change in writing explaining the reason for the change and a new resolution indicating the new scope of work. This will require approval at the next State Transportation Commission meeting.

To ensure funding of this project the agreements must be fully executed by October 31, 2016. Therefore we will need the above as soon as possible.

I hope you find this information helpful. If you have any questions, please contact me at (505) 995-7787. Please submit the applicable information as soon as possible so that I can send you four copies of the agreement for execution.

Sincerely,

Susan Godina
Local Government Road Fund Coordinator
NM DOT
District 5

Susana Martinez
Governor

Tom Church
Cabinet Secretary

Commissioners

Ronald Schmeits
Chairman
District 4

Dr. Kenneth White
Secretary
District 1

David Sepich
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Butch Mathews
Commissioner
District 5

Jackson Gibson
Commissioner
District 6

CITY OF AZTEC
Resolution 2016-1005

A Resolution Defining Project Scope and Financial Support For Approved Funding Assistance Through The New Mexico Department of Transportation's Cooperative Funding Program, Project No.SP-5-17(187)

WHEREAS, the State of New Mexico Legislature has allocated funds to Local Government for the purpose of construction and improvement of public highways and roads; and

WHEREAS, the City of Aztec has been approved for this assistance on its public roads for the 2016/2017 Program identified as Project No. SP-5-17(187); and

WHEREAS, the project scope for the 2016/2017 CO-OP Program is **RECONSTRUCTION AND PAVEMENT REHABILITATION/RECONSTRUCTION OF VARIOUS LOCAL STREETS** in Aztec, San Juan County, New Mexico; and

WHEREAS, funding assistance will be utilized for the reconstruction of Western Drive (from the 610 Western Drive to the intersection with Swire Avenue), preliminary estimated project cost of \$452,929; and

WHEREAS, the Local Government Road Fund program has approved funding for this project in the amount of \$150,615.00 and requires a minimum twenty-five percent (25%) match or \$50,205.00; and

WHEREAS, the City of Aztec has the financial resources for its share of the twenty-five percent (25%) match and remaining \$252,109

NOW, THEREFORE, be it resolved, as follows:

1. Staff is instructed to pursue an Agreement with the New Mexico Department of Transportation to fund the reconstruction and rehabilitation/reconstruction to various City roads.
2. The City Manager is authorized to execute the above Agreement.
3. The City agrees to contribute the twenty-five (25%) match as provided in the FY17 Budget.

ADOPTED and APPROVED this 12th day of July 2016.

Mayor Sally Burbridge

ATTEST:

City Clerk Karla Sayler

Staff Summary Report

MEETING DATE: July 12, 2016

AGENDA ITEM: VIII. CONSENT AGENDA (F)

AGENDA TITLE: Resolution 2016-1006 Write Off of Uncollected Utility Accounts

ACTION REQUESTED BY: Finance Department

ACTION REQUESTED: Approval of Resolution 2016-1006

SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- State Statute 3-37-7, NMSA provides for the removal of uncollectable utility accounts from the Utility Accounts Receivable listing of the City. The governing body must approve this action. The attached list includes accounts more than four years old and considered uncollectable due primarily to age, but may also include death of the debtor or bankruptcy.
- The total write off amount is \$18,754.71 and includes 83 accounts final billed through June 28, 2012. Nine accounts totaling \$2,759.02 will be written off due to death of customer or bankruptcy. All remaining Utility Account Receivables will be less than four years old.
- As a comparison, the write-off amounts for the prior 4 years are below:

Fiscal Year	Write Off Time Period	Amount	Write Off Time Period	Amount	Total Write Off
FY2013	Dec 31, 2008	101,113.07			101,113.07
FY2014	June 30, 2009	26,860.07	June 15, 2010	53,311.88	80,171.95
FY2015	Dec 31, 2010	19,745.62	June 15, 2011	26,547.89	46,296.51
FY2016	Dec 31, 2011	22,088.63	June 30, 2012	21,513.73	43,602.36

FISCAL INPUT / FINANCE DEPARTMENT

- The utility accounts will be written off against the allowance which is calculated based on annual utility accounts receivable using a % based on the averages of aged (current, 30, 60, and 90 day) receivables since January 1990. The utility allowance for uncollectible accounts as of June 27, 2016 is \$233,086. This write off, totaling \$22,088.63, represents 9.2%
- As of June 27, 2016, total utility accounts outstanding totaled \$1,106,996.88. Of this amount, \$177,246.24 was over 90 days past due (16.0% of total accounts). By utility, the over 90 day balances consist of:
 - Electric utility: \$ 99,445.15 56.1%
 - Water utility: \$ 24,298.09 13.7%
 - Sewer utility: \$ 36,994.37 20.9%
 - Trash \$ 16,508.63 9.3%
- Actual collection averages for utility accounts are:

- 86.88% of current billings are collected within 30 days of billing;
 - 86.89% of accounts over 30 days are collected;
 - 62.10% of accounts over 60 days are collected; and
 - 1.23% of accounts over 90 days are collected.
- For fiscal year ending June 30, 2016, annual utility revenues are estimated to be \$10.3 million and the adopted budget includes \$85,000 (less than 1% of annual billing) for the current year write off expense which will establish the allowance for actual write offs in four years.

SUPPORT DOCUMENTS:

1. Resolution 2016-1006
2. Schedule of Accounts to Write Off

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2016-1006
Uncollectable Utility Accounts.

Resolution 2016-1006
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy Deceased

Account Number	Name	Service Address	Last Billing Date	Balance Due
4754	DOMINQUEZ REMIJO	46 Road 2598 A	03/05/12	78.47
8302	MELTON PATRICIA	101 Animas ST	03/14/12	230.62
19344	ALCON LISA	114 Simonds RD	04/30/12	389.73
40461	PACHECO RENAE	1101 Mccoy AVE	02/13/12	818.53
43552	CUNNINGHAM MATT	406 Zuni ST	04/02/12	85.74
44471	DAVIS H F/VIRGINIA	415 Bunker AVE	08/25/03	(0.02)
44921	GUTIERREZ DONNY	305 N Light Plant RD TRLR	03/14/12	437.30
45720	FERRARI JOHN	205 Swire Heights DR	05/17/12	141.30
47146	DELANO MARIA	1216 W Aztec BLVD TRLR 25	05/01/12	322.41
47359	BACA NANCY	402 Dawn CIR	05/01/12	201.43
47825	MARINSEK MATT	1821 W Aztec BLVD APT 1	03/14/12	243.75
47886	REED JACK L	1234 NE Aztec BLVD SPC 27	05/09/12	350.56
47963	PRESIDENTIAL CONSTR	3170 Griego CT	01/30/12	22.89
48188	PARKER CORY	316 San Juan AVE	03/14/12	386.44
48552	BANNOWSKY DENNIS	23 Road 2596	03/26/12	59.21
48680	SALES BERNALYNE	1110 W Aztec BLVD APT 7	06/11/12	140.05
48870	BERRY JOANN	307 Mesilla DR APT B	05/30/12	242.57
48896	SAYRE LAURA	1300 Heiland CIR	05/31/12	230.93
49215	DAN GWENDOLYN	1114 W Aztec BLVD TRLR 10	04/30/12	156.89
49402	ROBINSON DOUGLAS	613 Kokopelli DR	04/16/12	380.80
49487	MALONE ROY	337 Gila RD	05/09/12	170.17
49527	MARTINEZ JESSICA	902 N Rio Grande AVE	01/11/12	92.88
49620	TOLEDO CYNTHIA	48 Road 2598 #A	02/27/12	90.30
49729	VAZQUEZ SANJUANA	1114 W Aztec BLVD TRLR 11	04/11/12	444.71
49867	ELLISS JESSICA	500 Ruins RD TRLR 18	02/13/12	284.34
49981	GOFORTH WILLIAM	400 N Light Plant RD TRLR	04/30/12	266.30
50042	CARROLL MICHELLE	320 S Park AVE APT 2	01/11/12	232.10
50050	QUINN PATRICK	100 Simonds RD	05/09/12	189.80
50100	MULNIX DWAYNE	400 N Light Plant RD TRLR	06/04/12	386.31
50166	TOWNE TRAVIS	520 Rio Pecos RD APT 3	06/28/12	5.41
50401	LANE CHARLES	510 Ruins RD TRLR 45	01/09/12	401.74
50425	GARCIA NATASHA	601 Navajo AVE APT 309	01/11/12	9.34
50467	YOCUM SHARON	1024 Rio Brazos RD	04/30/12	463.40
50538	DAVIS JESSE	1204 Parkland DR	04/30/12	549.77
50582	THOMAS ANDREW	531 Kiva AVE	02/28/12	55.32
50591	ZOLLINGER APRIL	527 Kiva AVE	04/30/12	103.62
50599	MAREZ TERESA*****	305 Mesilla DR APT 2	03/29/12	267.13

Resolution 2016-1006
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy Deceased

Account Number	Name	Service Address	Last Billing Date	Balance Due
50624	WALKER SHIRLEY	516 Kiva AVE	01/05/12	293.37
50645	GLASSON ANN	400 N Light Plant RD TRLR	04/24/12	641.44
50720	BENNETT HELEN	305 N Light Plant RD TRLR	04/16/12	374.55
50732	BENGFORT EDWARD	400 N Light Plant RD TRLR	02/22/12	541.92
50746	WILSON DUSTIN	34 Road 2598	02/01/12	12.22
50760	WILSON DANIELLE	313 Bunker AVE	04/02/12	11.46
50762	RASCON MISTY	307 Mesilla DR APT D	02/06/12	15.61
50838	KIRK CHRISTY	702 Dillon ST	05/03/12	51.77
50874	HENSON AMELIA	500 Ruins RD TRLR 19	05/23/12	134.14
50899	BROWN VICTORIA	108 S Main AVE	04/02/12	227.28
50938	ALLEMAN SHASTA	601 Navajo AVE APT 507	02/29/12	79.29
50961	HARRINGTON KARYNAE	510 Ruins RD TRLR 48	06/19/12	519.53
50975	VENABLE STEPHANIE	303 Swire AVE	02/27/12	106.43
50995	CLINE CASEY	301 S Light Plant RD	02/02/12	106.65
51025	POWERS JESSICA	101 N Oliver DR # A	04/11/12	294.39
51045	MILLER JASON E	816 Pioneer AVE	01/03/12	534.80
51056	MARTINEZ MARLENE	509 Dillon ST	06/11/12	102.53
51072	RANKIN DEBBIE	504 S Park AVE APT 1	04/30/12	90.87
51076	RUSSELL CHRISTINA	805 Baird CIR	03/27/12	175.47
51092	SHARP DAYSON	214 W Zia ST	03/14/12	58.78
51133	MEADOWS JOHN	1216 W Aztec BLVD TRLR 22	02/08/12	368.34
51155	GEE AMOS	309 Mesilla DR APT D	03/13/12	195.20
51167	REESE JUSTIN	309 Rio Pecos RD	03/19/12	279.80
51176	MESTAS HOLLY	904 Mountain View DR	02/08/12	83.93
51184	ESPINOZA JUSTIN	400 N Light Plant RD TRLR	02/27/12	258.21
51194	WILEY MICHAEL	508 Orchard AVE # B	02/07/12	267.71
51216	JONES TARA	1250 S Main AVE	06/04/12	7.67
51217	FRANKLIN CAROL	309 Robinson AVE	04/10/12	166.63
51219	HACKETT ANNIE	512 Kiva AVE	03/19/12	12.66
51222	EVANS CODY	1216 W Aztec BLVD TRLR 44	05/09/12	276.60
51226	CYNTHIA VALENZUELA	318 S Park AVE APT 4	02/27/12	92.28
51232	LEVATO CHRISTINE	607 Lovers LN	05/09/12	115.06
51236	MUNOZ DE MENDOZA OLGA E	305 N Lightplant RD TRLR	01/11/12	374.76
51240	BICKHAM KATHY	412 Sandia CT	05/07/12	113.95
51248	PEREZ ALICIA	553 E Zia ST	01/24/12	533.86
51275	BERRY RACHEL	1216 W Aztec BLVD TRLR 42	01/04/12	198.13
51295	BEGAY EARLTON	719 Ford ST	02/08/12	280.55

Resolution 2016-1006
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy Deceased

Account Number	Name	Service Address	Last Billing Date	Balance Due
51297	HOWELL JAZZMIN K	208 Robinson AVE	04/11/12	260.14
51301	FRAIZIER JENNIFER S	830 Sabena ST	05/01/12	125.37
51303	BURGESS BRANDI	305 Mesilla DR APT 4	03/13/12	21.16
51306	JOE JENNIFER	721 Sabena ST	04/11/12	233.32
51339	JENNINGS MIKE	206 S Church AVE	03/21/12	424.16
51349	REDFEATHER SPARTACUS	116 N Church AVE APT 6	05/09/12	119.37
51361	WENGERT SHELBY	816 Pioneer AVE	05/07/12	228.24
51377	MARTINEZ SARAH	205 S Church AVE	06/19/12	264.41
51405	WISENBALER JUSHTIVA	524 Rio Pecos RD APT 3	05/09/12	148.46
40290 DC	GRISAMER SHIRLEY	601 Navajo AVE APT 102	10/01/15	35.32
45993 DC	GONZALES NORA	116 N Church AVE APT 4	02/10/16	169.34
47970 DC	BASNETT W L CLIFFORD	507 White AVE (WA/SW)	01/19/16	213.88
48159 BR	MANN RONALD	815 Mossman AVE	04/09/14	704.58
48494 DC	BASNETT W L CLIFFORD	507 White AVE 1/2	01/19/16	315.18
48975 BR	THOMPSON LINDSEY	3344 J F Scott DR	04/08/15	293.80
50337 DC	PRICE CARL	504 Orchard AVE # B	02/10/16	2.11
53046 DC	BASNETT W L CLIFFORD	507 White AVE	01/19/16	286.18
53134 DC	POWERS JENNIFER	823 Baird CIR	01/12/16	738.63

\$ 21,513.73

# OF ACCOUNTS TO WRITE OFF	83
# OF ACCOUNTS DISCHARGED DUE TO BANKRUPTCY	2
# OF ACCOUNTS DUE TO DECEASED CUSTOMER	7
AVG BALANCE DUE PER ACCOUNT (AFTER DEPOSITS APPLIED) \$	233.84
JUNE 2017: JULY 2012 - JUNE 2013 \$	33,592.31
JUNE 2018: JULY 2013 - JUNE 2014 \$	45,093.11
JUNE 2019: JULY 2014 - JUNE 2015 \$	48,033.12
JUNE 2020: JULY 2015 - JUNE 2016 \$	52,927.75

RESOLUTION 2016-1006

UNCOLLECTIBLE UTILITY ACCOUNTS

WHEREAS, The City of Aztec Finance Department has set up utility accounts and provided service to the referenced customers on the attached schedule; and

WHEREAS, efforts have been made to collect the utility accounts and locate the debtors; and

WHEREAS, the utility accounts have been uncollectible for a period of time of more than four years or the debtor is deceased or has filed bankruptcy; and

WHEREAS, it is the objective of the City of Aztec Finance Department to maintain accurate financial records of the City, including an accurate balance of the City's Accounts Receivable.

NOW, THEREFORE, BE IT RESOLVED that the uncollectible utility accounts be shown on the attached schedule be removed from the list of accounts receivable for the City of Aztec and that the Aztec City Commission adopt this resolution as a formal approval to remove the referenced list of uncollectible accounts from the City's list of accounts receivable.

ADOPTED AND APPROVED THIS 12th day of July 2016.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER

Staff Summary Report

MEETING DATE: July 12, 2016

AGENDA ITEM: VIII. CONSENT AGENDA (G)

AGENDA TITLE: Northwest New Mexico Seniors Inc. (NNMSI) Agreement

ACTION REQUESTED BY: Cindy Iacovetto

ACTION REQUESTED: Approval of Northwest New Mexico Seniors Inc. (NNMSI) Agreement

SUMMARY BY: Cindy Iacovetto

PROJECT DESCRIPTION / FACTS

The current agreement is a 4 year agreement and was effective July, 2012 to June, 2016

SUMMARY

This agreement is a 4 year agreement between Northwest New Mexico Seniors Inc. and City of Aztec.

SUPPORT DOCUMENTS: 1) Northwest New Mexico Seniors, Inc. and City of Aztec Revised Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Agreement for Northwest New Mexico Seniors, Inc. and the City of Aztec

NORTHWEST NEW MEXICO SENIORS, INC and CITY OF AZTEC
REVISED AGREEMENT

This REVISED AGREEMENT is entered into on _____ by Northwest New Mexico Seniors, Inc. with offices in Farmington, New Mexico, hereinafter termed the AGENCY, and the CITY of AZTEC, with offices in Aztec, New Mexico, hereinafter termed the CITY, for the benefit of the Aztec Senior Center. FOR AND IN CONSIDERATION OF the covenants and agreements herein contained to be kept and performed by the parties, it is mutually understood and agreed as follows:

A) CITY AND AGENCY MUTUALLY AGREE:

- 1) That the purpose for this Agreement is to maintain a collective effort for the charitable, educational, community welfare and health and social purposes and in particular to develop and conduct programs and opportunities for older persons with activities which directly or indirectly affect and ameliorate their quality of life.
- 2) The CITY's Community Center Director shall have the complete responsibility for the operation of the building under the policies adopted by City Commission and the AGENCY.
- 3) The Center Director, paid by the CITY, will be coordinator of the day-to-day operation of the center, including the nutrition programs as provided by the AGENCY.
- 4) The hours of service at the senior center shall be from 8:00AM to 6:00 PM, Monday through Thursday and 8:00AM to 2:00 PM on Friday except legal holidays as specified in the personnel policies of the AGENCY. The Center Director shall follow the legal holidays as specified in the CITY'S personnel policy.
- 5) The Center Director, though paid by the CITY, as working under the "Older Americans Act" will be responsible to the AGENCY during Senior Center hours and will abide by the AGENCY rules and necessary State and Federal regulations.
- 6) The Center Director will have the discretion to schedule other activities in the main room during Senior Center hours, as long as it does not interfere with the primary function.
- 7) To recognize the Aztec Senior Citizens, Inc. as a viable and integral part of the activities at the senior center, whose function shall be to act as advisory body to the Center Director relative to activities, conditions and problems at the senior center.
- 8) To conform to policies adopted by the AGENCY and CITY Commission that do not conflict with State and Federal regulations.
- 9) The Center may be used by the general public other than senior citizen hours as authorized by the policy approved by City Commission and scheduled by the Center Director.

B) THE CITY AGREES:

- 1) To hire and pay salary of the Center Director, Center Cook and part-time assistant in accordance with the CITY Personnel Policy. Relief help for the Center Director, Center Cook, and assistant will be provided by the CITY as funding permits.

- 2) To provide the necessary facilities including, but not limited to dining areas, meeting rooms, kitchen, utility room, parking, recreation rooms and adequate storage to include 410 square feet for food and supplies.
- 3) To provide all necessary furniture, fixtures, equipment including office supplies, garbage and trash containers, except those specifically supplied by the AGENCY
- 4) To provide all necessary licenses and permits.
- 5) To provide building insurance, equipment, bodily injury and food borne illness insurance.
- 6) To provide a securely locked area for all food, pots, pans and utensils when not in use by the senior citizens program. To assume responsibility of repair or replacement of kitchen equipment made necessary after any community event in which the kitchen is used.
- 7) To meet all State requirements for food storage and to make sure all working areas are clean and comfortable.
- 8) To provide janitorial service, related personnel and supplies.
- 9) To permit periodic inspections of the site by representatives of the AGENCY, Federal, State or local agencies and to comply with all requirements with respect to mandatory paperwork, State and Federal and policies of said agencies, also to health, sanitation and safety by such governmental entities having jurisdiction.
- 10) To indemnify and hold harmless the AGENCY from any and all claims and liability arising from any cause whatsoever as a result of the operation of any authorized programs, except those caused by tortuous conduct of the AGENCY.
- 11) To furnish insurance for the vehicles used by the Senior Center and to allow the vehicles to be filled at CITY approved vendors; to bill the AGENCY monthly for gas, oil and maintenance. All maintenance in excess of \$50.00 requires prior approval from the AGENCY as funding permits.

C. AGENCY AGREES:

- 1) To provide raw food and kitchen supplies in the amounts necessary for the meals during all days of regular operation.
- 2) To hire and pay the salary of Center Aides, Assistant Cook, Center Drivers, Dish Washer and to provide substitute help for the above-named staff when necessary, as funding permits.
- 3) The selection process will require a pre-employment drug test to promote a safe and drug free work environment; thus ALL employees, including those of the AGENCY will submit to a drug test. All AGENCY and CITY employees may be subject to random drug screens or upon reasonable suspicion and/or cause. If the drug screen result is positive on an AGENCY employee, that employee will be asked to leave City premises and report to NNMSI Executive Director immediately. All costs associated with drug testing will be paid by the City.
- 4) To reimburse the CITY for gas, oil and maintenance for program vehicles as set out in Article B-11 of this Agreement.

- 5) To provide the technical assistance necessary for the nutrition and social programs to run successfully.
- 6) The Agency agrees to provide food borne illness insurance.

D. TERMINATION:

This agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination neither party may nullify obligations already incurred for the performance or failure to perform to the date of termination.

E. EFFECTIVE DATE:

This Agreement shall be effective from the first day of July 2016 through the thirtieth day of June, 2020 and is subject to renewal every four (4) years.

Northwest New Mexico Seniors, Inc.

BY: *[Signature]*
 DATE: May 19, 2016

ATTEST:

Sandra Joakum

City of Aztec

BY: _____

DATE: _____

ATTEST:

 City Clerk

Approved as to Form:

 Larry T. Thrower, City Attorney

Aztec Seniors, Inc.

BY: _____

DATE: _____

ATTEST:

Staff Summary Report

MEETING DATE: July 12, 2016
AGENDA ITEM: VIII. CONSENT AGENDA (H)
AGENDA TITLE: Finance Department Record Destruction

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approval of Finance Department Record Destruction
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Commission approved Resolution 2008-776 “Approving and Establishing a Records Management Program” for the City of Aztec on October 21, 2009.
- Prior to the final destruction of any city document, Commission approval must be obtained.
- If approval is obtained the documents will be shredded. The Destruction Form will be signed and held by the City Clerk.
- Destruction of the following Finance Department records **requiring** City Commission approval. Records are NOT scanned but have met record retention requirements:
 - Payroll Journals (April 2009 – June 2010) Biweekly payroll journals – 6 year retention period
 - Journal Entries (FY12) Journal vouchers for correction of errors of previously posted/recorded transactions – retention period 3 years after close of accounting period
 - Revenue Daily Receipts, Court Reports, Daily Revenue Reports (July 2008 to February 2013) – retention period 3 years after close of accounting period
- Destruction of the following Finance Department records **requiring** City Commission approval. Destruction includes paper and electronic records
 - Budget Workpapers (FY121) – 3 year retention period
- Destruction of Finance Department records (information only – does not require City Commission approval, Resolution 2010-850 Authorizing Destruction of Hard Copy Records Once Digitally Archived, November 23, 2010):

- FY2015 (July 2014 – June 2015) Accounts Payable records – records have been scanned and electronic records will be retained. Paper documents to be destroyed
- FY2015 (July 2014 – June 2015) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2014 (July 2013 – June 2014) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2013 (July 2012 – June 2013) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2010 (July 2009 – June 2010) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2009 (July 2008 – June 2009) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.

FISCAL INPUT

- Due to the volume of paper to be destroyed, the Finance Department will contact a firm specializing in document destruction. Funds were included in the FY17 Finance Department budget specific to this purpose.

SUPPORT DOCUMENTS: None

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Destruction of Finance Department Records

Staff Summary Report

MEETING DATE:	July 12, 2016
AGENDA ITEM:	VIII. CONSENT AGENDA (I)
AGENDA TITLE:	Resolution 2016-1007 Surplus

ACTION REQUESTED BY:	General Services, Library
ACTION REQUESTED:	Approval
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- General Services has identified items no longer necessary to daily operations. Approved surplus items will be listed on the Public Surplus website.
- The Library, during the normal course of operations, reviews circulation of all materials. Materials which are not circulating or are out of date are pulled from the shelves and become surplus material. These items would have been purchased with city or state library funds or donated to the library. Materials pulled include a large collection of adult and youth books, several DVDs and music CDs.
- Approved library surplus items will be disposed of in a variety of ways to best serve the library and the community. Materials which may have use to Good Sam's, local pre-schools, and/or veteran's programs will be donated. Materials which may have public interest will be packaged and available for sale at the library. Other materials may be packaged and sent to book outlets at no cost to the city. The Public Surplus website has not resulted in interest library materials, although it will continue to be utilized as well.
- If the items are not sold they will be donated or disposed of according to NM Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

FISCAL INPUT / FINANCE DEPARTMENT

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

SUPPORT DOCUMENTS:	Resolution 2016-1007 Surplus List
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DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2016-1007 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

**SURPLUS LIST
RESOLUTION 2016-1007
JULY 12, 2016**

**GENERAL SERVICES
Fall Zone Tile Surplus**

Location 1 (Never Used)

ITEM	COLOR	DIMENSIONS	QTY
SofTILE: KL Plus (never used)	Terra Cotta	4" thick 2 ft by 2ft	60 pcs (full pallet)
SofTILE: KL Plus (never used)	Terra Cotta	4" thick 2 ft by 2ft	60 pcs (one pallet)
SofTILE: KL Plus (never used)	Turf Green	4" thick 2 ft by 2ft	60 pcs (one pallet)
SofTILE: KL Plus (never used)	Turf Green	4" thick 2 ft by 2ft	60 pcs (one pallet)
SofTILE: KL Plus (never used)	Black	3" thick 2 ft by 2ft	48 pcs (1/2 pallet)
SofTILE: KL Plus (never used)	Black	3" thick 2 ft by 2ft	98 pcs (1/2 pallet)
SofTILE: KL Plus (never used)	Turf Green	1-1/2" thick 2 ft by 2ft	150 pcs (one pallet)
SofTILE: KL Plus (never used)	Terra Cotta	1-1/2" thick 2 ft by 2ft	150 pcs (one pallet)
SofTILE: KL Plus (never used)	Terra Cotta	1-1/2" thick 2 ft by 2ft	150 pcs (one pallet)
SofTILE: KL Plus (never used)	Terra Cotta	1-1/2" thick 2 ft by 2ft	86 pcs (1/2 pallet)

Location 2 (Never Used)

ITEM	COLOR	DIMENSIONS	QTY
SofTILE: KL Plus (never used)	Terra Cotta	4" thick 2 ft by 2ft	66 pcs (full pallet)
SofTILE: KL Plus (never used)	Turf Green	4" thick 2 ft by 2ft	66 pcs (one pallet)
SofTILE: KL Plus (never used)	Turf Green	4" thick 2 ft by 2ft	66 pcs (one pallet)
SofTILE: KL Plus (never used)	Mixed Black and Red	4" thick 2 ft by 2ft	48 pcs

Location 3 (Adjacent to Location 1 - Used from Florence Park)

ITEM	COLOR	DIMENSIONS	QTY
SofTILE: KL Plus (Used)	Terra Cotta	4" thick 2 ft by 2ft	22 pcs
SofTILE: KL Plus (Used)	Turf Green	4" thick 2 ft by 2ft	60 pcs
SofTILE: KL Plus (Used)	Black	4" thick 2 ft by 2ft	71 pcs
SofTILE: KL Plus (Used)	Mixed Black and Red	3" thick 2 ft by 2ft	126 pcs

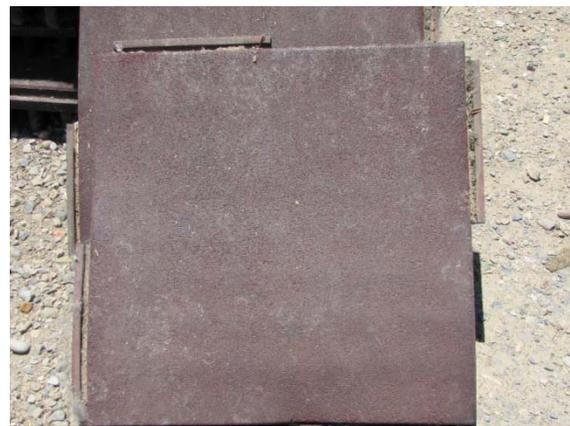
**SURPLUS LIST
RESOLUTION 2016-1007
JULY 12, 2016**

Location 4 (Adjacent to Dumpster Ramp - Used from Cap Walls Park)

ITEM	COLOR	DIMENSIONS	QTY
SofTILE: KL Plus (Used)	Terra Cotta	4" thick 2 ft by 2ft	142 pcs
SofTILE: KL Plus (Used)	Turf Green	4" thick 2 ft by 2ft	157 pcs
SofTILE: KL Plus (Used)	Black	4" thick 2 ft by 2ft	70 pcs



Black Tile



Terra Cotta



Turf Green

**SURPLUS LIST
RESOLUTION 2016-1007
JULY 12, 2016**

Library Surplus

Adult Fiction:

Silver pigs	Davis, Lindsey
Ode to a banker	Davis, Lindsey
The mountain of gold	Davies, J.D.
Thunder of time	David, James F.
Undead and unwell	Davidson, MaryJanice
Dark riders of doom	Dawson, Peter
Angel peak	Dawson, Peter
Death's excellent vacation	
Ghost brand of the wishbones	Dawson, Peter
The devil's teardrop	Deaver, Jeffery
Bloody river blues	Deaver, Jeffery
Undead and unstable	Davidson, MaryJanice
Undead and unfinished	Davidson, MaryJanice
The empty chair	Deaver, Jeffery
Eyes like leaves	de Lint, Charles
The cat dancers	Deutermann, P.T.
Darkside	Deutermann, P.T.
The vanished man	Deaver, Jeffery
The burning wire	Deaver, Jeffery
Nemesis	Davis, Lindsey
Sex, murder and a double latte	Davis, Kyra
Abyss	Denning, Troy
While my sister sleeps	Delinsky, Barbara
Hunting season	Deutermann, P.T.
The vineyard	Delinsky, Barbara
Apocalypse	Denning, Troy
The summer I dared	Delinsky, Barbara
A tale of two cities	Dickens, Charles
Undead and unemployed	Davidson, MaryJanice
Outlander	Gabalton, Diana
Scots on the rocks	Daheim, Mary
The alpine winter	Daheim, Mary
Loco Motion	Daheim, Mary
Invincible	Denning, Troy
Q-squared	David, Peter
Undead and unsure	Davidson, MaryJanice

**SURPLUS LIST
RESOLUTION 2016-1007
JULY 12, 2016**

Vi Agra falls	Daheim, Mary
Gargoyle	Davidson, Andrew
Calypso Wind	Dark, Sandra
The Dakota cipher	Dietrich, William
Show of evil	Dietrich, William
The mysterium	Doherty, P.C.
Dead of night	Danielewski, Cynthia
Realm of darkness	Danielewski, Cynthia
Aspen gold	Dailey, Janet
Roadside crosses	Deaver, Jeffery
Lost girls	Doherty, Robert
Primal fear	Diehl, William
More twisted tales	Deaver, Jeffery
Nightshade	Doherty, P.C.
Twilight whispers	Delinsky, Barbara
Berlin game	Deighton, Len
Far from the tree	DeBerry, Virginia
Vortex	Denning, Troy
The experiment	Darnton, John
Neanderthal	Darnton, John

Nonfiction:

Guinness book of world records 2006

J Nonfiction:

Machines at work	Graham, Ian
Here to there trucking	Twist, Clint
Star Wars Beware the Sith	Last, Shari

Easy Fiction:

Battle of the stallions	Henry, Marguerite
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YA Fiction:

Dragonball

SW Nonfiction:

**SURPLUS LIST
RESOLUTION 2016-1007
JULY 12, 2016**

The train stops here (replaced)

DVD: (replaced with nicer copies)

Inglourious Basterds

Crazy Stupid Love

Crash

CITY OF AZTEC RESOLUTION 2016-1007

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

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

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

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

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

PASSED, APPROVED AND SIGNED this 12th day of June, 2016.

MAYOR SALLY BURBRIDGE

ATTEST:

CITY CLERK KARLA SAYLER

Staff Summary Report

MEETING DATE:	July 12, 2016
AGENDA ITEM:	IX. CONSENT AGENDA (J)
AGENDA TITLE:	Memorandum of Understanding(MOU) between City of Aztec-Public Library and City of Bloomfield-Public Library Renewal Agreement

ACTION REQUESTED BY:	Kate Skinner, Library Director
ACTION REQUESTED:	Approve the Memorandum of Understanding(MOU) Renewal Agreement
SUMMARY BY:	Kate Skinner

PROJECT DESCRIPTION / FACTS (Leading Department)

- On 29 Feb 2016 both Aztec and Bloomfield libraries migrated from the Insignia company, to the Apollo automated library software system. The Apollo system stores data in the cloud.
- Prior to the Feb 2-16 migration, both libraries used the Insignia library system with local database hosting as opposed to cloud storage. City of Aztec hosted the database server for both libraries.
- It was necessary to restate the memorandum of understanding between the two libraries because independent relationships have been established with the library software vendor. City of Aztec is no longer the local database host.
- At the same time, Aztec and Bloomfield libraries also moved to Overdrive and New Mexico to Go library consortium for electronic delivery of books and audiobooks, dissolving the Aztec-Bloomfield library consortium for ebooks and downloadable audio which had been through contracts with various vendors: namely Azis 360, Zinio, Baker and Taylor, Recorded Books.
- The Aztec Library Advisory Board has approved the MOU on May 11, 2016.
- Finance department has seen the restated MOU.
- The MOU has been reviewed and approved by the City of Bloomfield and Bloomfield Library Advisory Board.
- In essence the new MOU is now simply a statement of cooperation based on the recognition that our community moves between the two cities. The new relationship with vendors and thus the new MOU has dissolved any financial interdependence between the two cities as far as library services go with the single exception of the Envisionware print management software.

PROCUREMENT INPUT (Purchasing)

- Proper procurement will be followed according to state statues, independently by each individual library

SUPPORT DOCUMENTS:

MOU between COA-Public Library & COB-Public Library

DEPARTMENT'S RECOMMENDED MOTION: Move and second to approve Memorandum of Understanding (MOU) between City of Aztec-Public Library and the City of Bloomfield-Public Library

AZTEC/BLOOMFIELD LIBRARY COOPERATIVE

Memorandum of Understanding

This Continuation of Agreement of five years, June 2016 through June 2021, is entered into on this 28th day of June 2016 by and between the PUBLIC LIBRARY OF THE CITY OF AZTEC, NEW MEXICO (HEREINAFTER "Aztec Library") and the PUBLIC LIBRARY OF THE CITY OF BLOOMFIELD, NEW MEXICO (hereinafter "Bloomfield Library")

RECITALS

1. Aztec Library and Bloomfield Library are both independent agencies operated under separate Library Boards and City oversight.
2. Aztec Library and Bloomfield Library desire to come together to enter into a collaborative agreement as partners to best serve the library needs of our communities.

Now therefore, in consideration of the mutual covenants and promises of the parties and benefits to the cities of Aztec and Bloomfield and the residents thereof, the parties hereby agree as follows:

1. The name of the cooperative shall be Aztec/Bloomfield Library Cooperative.
2. The Aztec/Bloomfield library cooperative shares a mutually beneficial Envisionware print management contract. The City of Aztec will be billed and will in turn bill the City of Bloomfield annually, in proportion to respective licenses.
3. Respective libraries will maintain independent relationships, principle addresses, agreements and contracts with all external vendors, including but not limited to Apollo Library Software, and New Mexico to Go library consortium through Overdrive Corp. for digital libraries.
4. Holders of a library card issued by either Aztec Library or Bloomfield Library will be able to access library materials, services and programs offered equally in both libraries.
5. Library material checked out at either Aztec Library or Bloomfield library may be returned to either Aztec Library or Bloomfield Library regardless of point of origin. Such material will be returned in a reasonably timely fashion, by library administration, to the relevant home library of such material.
6. Each library shall be responsible for maintaining its own collection and cataloguing processes.

7. Each library shall be responsible for its own security equipment, circulation, OPAC and public internet computers.

8. Each library shall maintain functioning mutual links to the other on their respective websites.

9. Each library shall give mutual aid and assistance with problems arising with equipment, databases and software, as staffing and expertise allows.

10. In the event that this agreement is no longer acceptable, either party may terminate the agreement upon (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date first written above.

AZTEC PUBLIC LIBRARY

BLOOMFIELD PUBLIC LIBRARY

Katherine Skinner	Date	Peggy Loyd	Date
Library Director		Library Director	

City of Aztec	Date	City of Bloomfield	Date
Mayor		Mayor	