

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**September 27, 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. PROCLAMATION**

Manufacturing Day October 7, 2016

**VII. CITIZEN RECOGNITION**

**VIII. EMPLOYEE RECOGNITION**

**IX. CONSENT AGENDA**

- A. Commission Meeting Minutes, September 13, 2016
- B. Travel Requests
- C. NMDOT Cooperative Project Agreement-Control Number F100090, Amendment One (1)
- D. Resolution 2016-1023 Surplus
- E. Bid 2016-559 Airport Terminal Apron Construction Agreement

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

**X. ITEMS FROM CONSENT AGENDA**

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

**Note:** A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

**XI. CITIZENS INPUT (3 Minutes Maximum)**

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

**XII. BUSINESS ITEMS**

- A. Intent to Adopt Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

**XIII. LAND USE HEARINGS**

- A. Application for Zone Change from A-1 Agricultural or Rural to C-1 Limited Retail / Neighborhood Commercial District at 221 W Aztec Blvd.
- B. Application for Conditional Use Permit at 221 W Aztec Blvd.

**XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

**XV. DEPARTMENT REPORTS**

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

**XVI. ADJOURNMENT**

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CITY OF AZTEC  
COMMISSION MEETING MINUTES  
September 13, 2016

**I. CALL TO ORDER**

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

**II. INVOCATION**

The Invocation was lead 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; Commissioner Katee McClure; Commissioner Austin Randall; Mayor Pro-Tem Sherri Sipe; Commissioner Sheri Rogers

Members Absent: None

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

**V. AGENDA APPROVAL**

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

**VI. PROCLAMATION**

Mayor Burbridge read the proclamation declaring September 17-23, 2016 as Constitution Week.

**VII. PRESENTATION**

Debbie Kline presented a power point on the Kiwanis Club which included the following:

- Kiwanis Family of clubs
- Brief History Of Club
- Memberships

- 1 • Service Leadership Programs
- 2 • Preferred Charities
- 3 • Local Programs
- 4 • Recruitment

5  
6 Debbie mentioned that the club meets on Thursday mornings 7:00am at the  
7 Aztec restaurant and everyone is welcome to attend and they are looking for new  
8 members.

9  
10 **VIII. CITIZEN RECOGNITION**

11  
12 Bob Carmen presented the residential spirit award to Randy and Kara Wood.

13  
14 **IX. EMPLOYEE RECOGNITION**

15  
16 None

17  
18 **X. CONSENT AGENDA**

19  
20 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to  
21 Approve the Consent Agenda with the exception of Item F NMDFA LGD FY17 Annual  
22 Final Budget Approval and Budget Resolution 2016-1021

- 23
- 24 A. Commission Special Workshop Meeting Minutes, August 22, 2016
- 25 B. Commission Meeting Minutes, August 23, 2016
- 26 C. Commission Special Meeting Minutes, August 29, 2016
- 27 D. Commissioner Special Workshop Meeting Minutes September 6, 2016
- 28 E. Resolution 2016-1020 Surplus
- 29 F. PULLED
- 30 G. Resolution 2016-1022 Adopting the 2018-2022 Infrastructure Capital
- 31 Improvement Plan (ICIP) for the City of Aztec Senior Center
- 32 H. Approval of Submission of Aviation Grant
- 33

34  
35 **XI. ITEMS FROM CONSENT AGENDA**

36  
37 F. NMDFA LGD FY17 Annual Final Budget Approval and Budget Resolution  
38 2016-1021

39  
40 Commissioner McClure pulled item for discussion mentioning that she don't feel  
41 that she could affix her name on this item because she feels that the numbers on this  
42 year's budget are fabricated due to the financial numbers of the Golf Course and  
43 because the letter from the State of NMDFA comments that any official or governing  
44 authority approving claims or paying warrants in excess of the approved budget or

1 available funds will be liable for the excess amounts. She mentioned the warning in the  
2 letter also from DFA that due to estimated expenditures and transfers exceeding  
3 estimated revenue the entity's general fund cash balance is being depleted and that  
4 careful monitoring and aggressive revenue collections is recommended to avoid  
5 financial problems in the future. She mentioned that she knows that we can take care of  
6 some of our expenditures. Mayor Burbridge mentioned that this has been the way we  
7 approve budgets every year consistently since she has been in office by overestimating  
8 our expenditures and trying to be prudent and trying to be conservative on our revenues  
9 which results in expenditures exceeding the revenues on paper. Commissioner McClure  
10 mentioned that that is not the case in the Golf Course that it is opposite. She mentioned  
11 that maybe the word fabricated was the wrong word to use but that she still feels the golf  
12 course financial reports are misleading.

13  
14                   MOVED by Commissioner Rogers, SECONDED by Commissioner  
15 Randall to Acknowledge NM DFA LGD Approval of FY17 Annual Final Budget and  
16 Approve Budget Resolution 2016-1021

17  
18                   Motion Passed Four to One; Commissioner McClure Voted Nay

19  
20 **XII. CITIZENS INPUT**

21  
22                   None

23  
24 **XIII. BUSINESS ITEMS**

25  
26                   A. City of Aztec, Farmington Utility System Electric Power Wholesale  
27 Transmission Service Agreement

28  
29                   Ken George, Electric Director mentioned that this agreement is for the City to pay  
30 \$2.05KW for 8 MW in capacity plus transmission losses. The agreement will go into  
31 effect October 1, 2016 and end June 30, 2023. He mentioned that 8 MW per month is  
32 where the city needs to be and if we go over the City will pay (5 times) which is \$10  
33 dollars per MW. He mentioned that the Solar field will help keep us at the 8 MW  
34 monthly.

35  
36                   MOVED By Mayor Pro-Tem Sipe, SECONDED By Commissioner Randall to  
37 Approve the "Wholesale Transmission Service Agreement between Farmington Electric  
38 Utility System and the City of Aztec" giving Ken George the City of Aztec Electric  
39 Director signatory authorization

40  
41                   All Voted Aye; Motion Passed Five to Zero

42

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

2  
3 Mayor Burbridge mentioned that she the Flood Drainage Study Meeting will be at  
4 City Hall at 6:00pm on Thursday. She mentioned the events for Aztec for the weekend,  
5 Founders Day, Antique Truck Show, and the Green Chili Festival at Southerland Farms.  
6

7 Mayor Pro-Tem Sipe thanked the Police Department for their service to the  
8 community and citizens every day. She mentioned that the EDAB meeting has been  
9 cancelled for this month. She attended the NWNMS emergency executive meeting and  
10 mentioned that they will be cutting 5% of funding throughout the state which means  
11 about \$19,000 for NWNMS. She attended the NMML annual conference in Hobbs. She  
12 mentioned that she attended the Fly-in Show on Saturday and mentioned that it was  
13 well attended.  
14

15 Commissioner Rogers mentioned that she attended the San Juan Safe  
16 Communities meeting at Piedra Vista and the presentation was on "Pull Together"  
17 which was presented by CYFD Cabinet Secretary.  
18

19 Commissioner Randall mentioned that he will be gone next week until Sep. 25<sup>th</sup>.  
20

21 Commissioner McClure asked if the Drainage Study meeting was going to be live  
22 to the public, Josh replied and said he would have it recorded live.  
23

24 **XV. DEPARTMENT REPORTS**

25  
26 Chief Heal mentioned that DOT will be restriping the roads in the City beginning  
27 next week. He also would like to put 25 MPH on the Highway coming from Bloomfield  
28 into Aztec to try to prevent speeding.  
29

30 **XVI. ADJOURMENT**

31  
32 Moved by Mayor Burbridge, SECONDED by Commissioner Randall to adjourn  
33 the meeting at 7:15 p.m.  
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Mayor, Sally Burbridge

1 ATTEST:

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4 \_\_\_\_\_  
Karla Sayler, City Clerk

5

6 MINUTES PREPARED BY:

7

8

9 \_\_\_\_\_  
Karla Sayler, City Clerk

DRAFT

# Staff Summary Report

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<b>MEETING DATE:</b>	September 27, 2016
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (B)
<b>AGENDA TITLE:</b>	Travel Requests

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<b>ACTION REQUESTED BY:</b>	Visitor Center, Administration and Public Works
<b>ACTION REQUESTED:</b>	Approval of Employee/Public Official Travel Requests
<b>SUMMARY BY:</b>	Kathy Lamb

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## 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.
- Visitor Center Supervisor is requesting approval of the travel that has already occurred the first part of the month to Mesa Verde/Cortez, CO. This travel was to continue association with the GEO-Tourism Committee and the networking with local and regional entities. Attending also allowed the City to hand out brochures to extend our invite to our community.
- City Mayor is requesting approval of the travel that has already occurred of attending the ICMA 2016 Annual Conference in Kansas City, MO. This conference will provide the opportunity to attend education sessions and seminars. This is required for ICMA annual training hours.
- City Civil Engineer is requesting approval of attendance at the two ASCE week training in Henderson, NV. due to his Professional Engineer License expires 12/31/2016. Attendance of the training, he will gain the pdh hours associated for license renewal. The cost of the renewal doubles if not renewed before it expires.
  - Required pdh credits to retain various credentials:
    - Civil Engineering- 30 pdh/ 2 years
    - Electrical Engineering- 30 pdh/ 2 years
    - Certified Floodplain Manager- 24 pdh/ 2 years
    - Professional Traffic Operations Engineer- 45 pdh/3 years
- City Clerk is requesting approval of attendance at the Master Municipal Clerk Academy in Albuquerque. This training is an annual event on updates to policies and procedures that pertain to the City's Clerk's office.

**FISCAL INPUT** (Finance Department)

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

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**SUPPORT DOCUMENTS:** Travel Log September 27, 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: SEPTEMBER 27, 2016**

<b>Dates of Travel</b>	<b>Department</b>	<b>Purpose of Travel/Location</b>	<b>Over-night</b>	<b>Out of State</b>	<b>Costs</b>	<b>Explanation of Cost</b>	<b>FY17 Budget Available</b>
09/03-04/16	Visitor Center	Four Corners Region GEO-Tourism MapGuide Fair Mesa Verde/Cortez, CO.	Yes	Yes	50.00	Lodging	Yes
09/23-29/16	Admin.	ICMA 2016 102 Annual Conference Kansas City, MO.	Yes	Yes	252.00 875.00 984.48 695.00	Meals & Gratuity Allowance Registration Fuel (rate/mileage) Lodging	Yes
09/25-27/16 09/29-10/01/16	Public Works	ASCE Week Training Design and Installation Pumping System Design for Civil Engineers Henderson, NV.	Yes	Yes	378.00 2030.00 180.00 1493.75	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
10/18-21/16	Admin.	Master Municipal Clerk Academy Albuquerque, NM.	Yes	No	122.40 180.00 60.00 282.00	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes

# Staff Summary Report

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**MEETING DATE:** September 27, 2016  
**AGENDA ITEM:** IX. CONSENT AGENDA (C)  
**AGENDA TITLE:** NMDOT Cooperative Project Agreement – Control Number F100090, Amendment One (1)

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**ACTION REQUESTED BY:** Public Works Department, Finance Department  
**ACTION REQUESTED:** Approval of Agreement Amendment  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

NMDOT: New Mexico Department of Transportation  
FHWA: Federal Highway Administration

- The existing agreement for the construction work on the Aztec Arterial, Phase 1B, expires on September 30, 2016. The City began the request for amendment process in May 2016 and received the amendment documents on September 16, 2016. NNMDOT has been advised the agreement amendment will not be presented for approval until September 27, 2016 (NMDOT was advised of the commission meeting schedule on September 2, 2016 when documents still were not received).
- The agreement amendment extends the expiration date to March 2017. Construction is scheduled to be complete in October 2016 and the remaining five months should allow sufficient time for the City, NMDOT and FHWA to complete the close out of the project.

## PROCUREMENT / PURCHASING

- None

## FISCAL INPUT / FINANCE DEPARTMENT

- The amendment is necessary to meet the City's contractual requirements with the funding associated with the construction project.

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**SUPPORT DOCUMENTS:** F100090 First Amendment to Cooperative Project Agreement

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve NMDOT Cooperative Project Agreement, Control Number F100090, Amendment One (1)

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Contract Number D14621/1  
Vendor Number **000054308**  
Control Number **F10090**

**FIRST AMENDMENT TO  
COOPERATIVE PROJECT AGREEMENT**

This Amendment is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the New Mexico Department of Transportation (Department) and the City of Aztec (Public Entity), collectively referred to as the "Parties."

**RECITALS**

**Whereas**, the Department and the Public Entity entered into a Cooperative Project Agreement on September 16, 2014 attached as Exhibit "A" and made part of this Amendment; and,

**Whereas**, page 10, Section 23, of the Agreement allows both parties to make alterations and revisions to the said Agreement; and,

**Whereas**, It has become necessary to amend the Agreement to extend the termination date from September 30, 2016 to March 31, 2017; and,

**Whereas**, the Department and the Public Entity agree that the original Cooperative Agreement be amended.

In consideration of the covenants contained herein and pursuant to NMSA 1978, Section 67-3-28, and the Parties agree as follows:

1. Page 9, Section 1, First Paragraph, delete in its entirety and insert the following:
  1. This Agreement becomes effective upon signature of all parties. The effective date is the date that the last party signed the Agreement on the signature page below. This Agreement shall terminate on **March 31, 2017**. Neither Party shall have any obligation after said date except as stated in Section 7 and 16 above.
2. Page 9, Section 1, First Paragraph, delete in its entirety and insert the following:

This Agreement shall terminate on **March 31, 2017**. Neither Party shall have any obligation after said date unless otherwise provided in this agreement.

Except for the above amendment the original Cooperative Project Agreement shall remain in full force and effect unless expressly amended or modified by this First Amendment.

**In witness whereof**, the Parties have set their hands and seal the day and year set forth below.

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Secretary or Designee  
Programs & Infrastructure

**REVIEWED AND APPROVED AS TO FORM AND LEGAL SUFFICIENCY BY THE DEPARTMENT'S OFFICE OF GENERAL COUNSEL**

By: *Jonathan A. Clark* \_\_\_\_\_ Date: *9-8-16* \_\_\_\_\_  
Assistant General Counsel

**CITY OF AZTEC**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

**ATTEST**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM BY THE CITY ATTORNEY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney

# Staff Summary Report

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**MEETING DATE:** September 27, 2016  
**AGENDA ITEM:** IX. CONSENT AGENDA (D)  
**AGENDA TITLE:** Resolution 2016-1023 Surplus

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**ACTION REQUESTED BY:** Library  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- 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 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

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**SUPPORT DOCUMENTS:** Resolution 2016-1023  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2016-1023 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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**SURPLUS RESOLUTION 2016-1023**

**September 27, 2016**

**SURPLUS LIST**

Department	Item/Model	Condition	Reason for Surplus	Location
Library	 <p data-bbox="386 688 799 720">4" x 6" Card File Drawers – 7 units</p>	Fair	Not Required	Library

Audiobooks:

Out of sight, out of time

The Scorpio races

Ship breaker

In the path of falling objects

The running dream

Eighth grade bites

Ninth grade slays

Tenth grade bleeds

Eleventh grade burns

Twelfth grade kills

The gardener

Red glove

Drum girls and dangerous pie

Thirteen Reasons why

Of Poseidon

The blood flowers

Night star

Pathfinder

Jinx

Everlost

Everfound

Everwild

Seeing Redd

Carter, Ally

Stiefvater, Maggie

Bacigalupi, Paolo

Smith, Andrew

Van Draanen,

Wendelin

Brewer, Heather

Brewer, Heather

Brewer, Heather

Brewer, Heather

Brewer, Heather

Bodeen, S.A.

Black, Holly

Sonnenblick, Jordan

Asher, Jay

Banks, Anna

Amirrezvani, Anita

Noel, Alyson

Card, Orson Scott

Cabot, Meg

Shusterman, Neal

Shusterman, Neal

Shusterman, Neal

Beddor, Frank

**SURPLUS RESOLUTION 2016-1023**

**September 27, 2016**

**SURPLUS LIST**

Valiant	Black, Holly
Bruiser	Shusterman, Neal
Between shades of gray	Sepetys Ruta
Chaos	Dekker, Ted
Daniel X: Game over	Patterson, James
Daniel X: Armageddon	Patterson, James
Daniel X: Demons and druids	Patterson, James
The dangerous days of Daniel X	Patterson, James
The adoration of Jenna Fox	Pearson, Mary E
Fox forever	Pearson, Mary E
The Fox inheritance	Pearson, Mary E
Why we broke up	Handler, Daniel
Lullaby	Hocking Amanda
Sun moon stars rain	Cheripko, Jan
Struck by lightning	Colfer, Chris
Angelfall	EE, Susan
In the dark of night	Saul,John
A kiss in time	Flinn, Alex
Fever Crumb	Reeve, Philip
A web of air	Reeve, Philip
Scrivener's moon	Reeve, Philip
The honor of spies	Griffin, W.E.B
Victory and honor	Griffin, W.E.B
The real Dr. Strangelove	Goodchild, Peter
Serpent's tale	Franklin, Ariana
Even money	Francis, Felix
Silks	Francis, Felix
The leftovers	Perrotta, Tom
The invasion of the body snatchers	Finney, Jack
The well of lost plots	Fforde, Jasper
Lost in a good book	Fforde, Jasper
Shades of Grey	Fforde, Jasper
Sweeney Todd and the string of pearls	Rasovsky, Yuri
A step of faith	Evans, Richard Paul
Hell gate	Fairstein, Linda
The priest's graveyard	Dekker, Ted
General murder	Estleman, Loren D.
Back to the bedroom	Evanovich, Janet
Cell 8	Roslund
The last oracle	Rollins, James
Strong poison	Sayers, Dorothy L.

**SURPLUS RESOLUTION 2016-1023**

**September 27, 2016**

**SURPLUS LIST**

Witness in death	Robb, J.D.
Purity in death	Robb, J.D.
New York to Dallas	Robb, J.D.
Angels & Demons	Brown, Dan
Lady killer	Scottoline, Lisa
Eat the dark	Schreiber, Joe
Visions in death	Robb, J.D.
Falling angels	Chevalier, Tracy
Terminal Freeze	Child, Lincoln
The good, the bad and the undead	Harrison, Kim
Hannibal rising	Harris, Thomas
Discovery of Witches	Harkness, Deborah
The lock artist	Hamilton, Steve
Skin trade	Hamilton, Laurell K.
Baker towers	Haigh, Jennifer
Terminator 3 rise of the machines	Hagberg, David
The dark tide	Gross, Andrew
The monsters of templeton	Groff, Lauren
Innocent in death	Robb, J.D.
Fantasy in death	Robb, J.D.
Creation in death	Robb, J.D.
Victims	Kellerman, Jonathan
Evidence	Kellerman, Jonathan
The life before her eyes	Kasischke, Laura
Quicksand	Johansen, Iris
The private Patient	James, P.D.
The devil's punchbowl	Iles, Greg
Blood dreams	Hooper, Kay
Different kinds of dead	Gorman, Ed
a Darker place	Higgins, Jack
Kisser	Woods, Stuart
Hot mahogany	Woods, Stuart
An incomplete revenge	Winspear, Jacqueline
The dawn patrol	Winslow, Don
Oath of office	Palmer, Michael
The second opinion	Palmer, Michael
Killer summer	Pearson, Ridley
Book of lies	Maltzer, Brad
The postcard killers	Patterson, James
Bleeding Kansas	Paretsky, Sara
A gate at the stairs	Moore, Lorrie

**SURPLUS RESOLUTION 2016-1023**

**September 27, 2016**

**SURPLUS LIST**

The templar salvation	Khoury, Raymond
Buckinham gardens	Perry, Anne
Celebrity in death	Robb, J.D.
Death was the other woman	Richards, Linda L.
The 6 sacred stones	Reilly, Matthew
The dream giver	Wilkinson, Bruce
A wrongful death	Wilhelm, Kate
Blood makes noise	Widen, Gregory
The last lie	White, Stephen
Red rain	Stine, R.L.
Master	Sorenson, Toni
The Benetian Betrayal	Berry, Steve
The Charlemagn pursuit	Berry, Steve
Paths of glory	Archer, Jeffrey
Major Pettigrew's last stand	Simonson, Helen
Sizzling sixteen	Evanovich, Janet
Gentlemen of the road	Chabon, Michael
Silver master	Castle, Jayne
Hunted	Cast, P.C.
Interred with their bones	Carrell, Jennifer Lee
The cut	Pelecanos, George
Earth Unaware	Card, Orson Scott
Vigilante	Cannell, Stephen J.
The pallbearers	Cannell, Stephen J.
Insatiable	Cabot, Meg
The Carrie diaries	Bushnell, Candace
Time for patriots	Brown, Dale
Robopocalypse	Wilson, Daniel H.
Made of stone	Williams, Charlie
Babylon rising	LaHaye, Tim
Road dog	Leonard, Elmore
Betrayal	Lescroart, John
Treasure hunt	Lescroart, John
Robert Ludlum's the Bourne imperative	Lustbader, Eric Van
The rules of survival	Werlin, Nancy
Ya-yas in bloom	Well, Rebecca
The pale king	Wallace David Foster
Terminal	Vachss, Andrew
First daughter	Lustbader, Eric Van
The highest Tide	Lynch, Jim
Robert Ludlum's the Bourne deception	Lustbader, Eric Van

**SURPLUS RESOLUTION 2016-1023**

**September 27, 2016**

**SURPLUS LIST**

Cupid	Lester, Julius
Dead time	White, Stephen
Remember me?	Kinsella, Sophie
The gingerbread girl	King, Stephen
Deeper than the dead	Hoag, Tami
Child of Benignance	Kirk, David
Etta	Kolpan, Gerald
Shadow street	Koontz, Dean
Winter moon	Koontz, Dean
What the night knows	Koontz, Dean
The darkest evening of the year	Koontz, Dean
Northwest angle	Krueger, William
Red knife	Kent
Thunder bay	Krueger, William
Vermilion drift	Kent
the teahouse fire	Krueger, William
Camel club	Kent
Robert B Parker's wonderland	Krueger, William
First family	Kent
the regulators	Krueger, William
White plague	Kent
For one more day	Avery, Ellis
P.S. I love you	Baldacci, David
Show no fear	Atkins, Ace
Her fearful symmetry	Baldacci, David
The sky is every where	King, Stephen
The god hater	Abel, James
Sphere of influence	Albom, Mitch
Darkness Falls	Ahern, Cecelia
The senator's wife	O'Shaughnessy, Perri
Foggy mountain breakdown	Niffenegger, Audrey
Love over Scotland	Nelsom, Landy
	Myers, Bill
	Mills, Kyle
	Mills, Kyle
	Miller, Sue
	McCrum, Sharyn
	McCall Smith, Alex

# CITY OF AZTEC RESOLUTION 2016-1023

**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 27<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
MAYOR SALLY BURBRIDGE

ATTEST:

\_\_\_\_\_  
CITY CLERK KARLA SAYLER

# Staff Summary Report

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<b>MEETING DATE:</b>	September 23, 2016
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (E)
<b>AGENDA TITLE:</b>	Bid 2016-559 Airport Terminal Apron Construction Agreement

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<b>ACTION REQUESTED BY:</b>	Finance, Public Works
<b>ACTION REQUESTED:</b>	Approval
<b>SUMMARY BY:</b>	Kathy Lamb

---

## PROJECT DESCRIPTION / FACTS

FAA: Federal Aviation Administration  
NMDOT: New Mexico Department of Transportation

- The City Commission, on August 29, 2016, approved the award of Bid 2016-559 contingent upon FAA bid concurrence and funding approval.
- FAA has concurred with the bid award and funding agreements were fully executed on September 13, 2016.
- NMDOT Aviation Division funding agreement is in process.
- The Notice of Award has been accepted by Oldcastle SW Group, Inc. Required bonds, insurance certificate and signed construction agreement have been provided to the City by Oldcastle SW Group, Inc. in accordance with the Bid Specifications.
- The pre-construction meeting will be scheduled after the agreement is fully executed. Staff anticipates the meeting will be held the first week of October. If we are unable to issue a Notice to Proceed in early October, this project may be suspended until spring of 2017.

## FISCAL INPUT / FINANCE DEPARTMENT

- The FY17 Adopted Budget includes funding for this project.

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**SUPPORT DOCUMENTS:** Construction Agreement – Draft

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Bid 2016-559 Airport Terminal Apron Reconstruction Construction Agreement.

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## CONSTRUCTION AGREEMENT

Project Title: AZTEC MUNICIPAL AIRPORT TERMINAL APRON  
Project No: AIP 3-35-0056-007-2016  
Contract Control No.: 2016-559

THIS AGREEMENT DATED \_\_\_\_\_ made and entered into by and between the City of Aztec, hereinafter called the "OWNER", and **OLDCASTLE SW GROUP, INC.** hereinafter called the "CONTRACTOR".

WHEREAS, the City Commission of City of Aztec conditionally approved the bid on **August 29, 2016** pending bid concurrence and funding approval from the Federal Aviation Administration (FAA);

WHEREAS, the FAA concurred with bid and funding agreements were fully executed on **September 13, 2016**;

WHEREAS, pursuant to the Notice of Award, the Contractor has accepted the award and has submitted the required bonds; and,

WHEREAS, in consideration of the sum of **\$647,448.44** plus applicable taxes to be paid by the Owner to the Contractor at the time and in the manner hereinafter provided, the said Contractor has agreed and does hereby agree to furnish labor, tools, equipment, and material and to complete construction in every detail the following:

Aztec Municipal Airport Terminal Apron  
Project No. AIP 3-35-0056-007-2016  
Contract Control No. 2016-559

The OWNER and the "CONTRACTOR" agree as follows:

That the entire Contract Documents, including the Advertisement for Bids, Instructions to Bidders, Bid Proposal, Bid Bond, Agreement, Performance Bond, Labor, Material and Tax Payment Bond, Notice of Award, Notice to Proceed, Conditions of Contract, Special Conditions, Drawings, Specifications and all addenda thereto, as prepared by the City of Aztec, are hereby made a part of this contract.

That the payments to be made by the Owner to the Contractor shall be made in the manner provided for in the Conditions of Contract and on the basis of the prices set out in the Revised Bid Proposal, submitted August 22, 2016.

That the work shall be done to the satisfaction of the Owner and in full compliance with these Contract Documents.

That the work shall be substantially completed within the time limit set out in the Bid Proposal, **115 days** from date of the Notice to Proceed, and work will be completed and ready for final payment 10 days following substantial completion, as may be modified by change order, and shall be delivered to the Owner free of all liens, claims, and demand of any kind for materials, equipment, supplies, services, labor, taxes and damages to property or person.

The Contractor agrees liquidated damages will be paid to the Owner for each day beyond substantial completion expiration in the amount of **\$2,000.00 per calendar day** and **\$250.00 per calendar day** for completion of remaining work and readiness for final payment beyond completion expiration date.

That, in the event any of the provisions of the Agreement are violated by the Contractor or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate such Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless with ten (10) days after the serving of such notice upon the Contractor such violation shall cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety who shall have the right to take over and perform this Agreement, provided, however, that if the Surety does not commence performance thereof within thirty (30) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion of the Agreement for the account and at the expense of the Contractor, and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefore.

The Contract Documents shall be executed in six counterparts and shall be distributed as follows: Contractor – 1 certified copy, Bonding Company – 1 certified copy; FAA – 1 certified copy; NM Department of Transportation Aviation Division – 1 certified copy; City of Aztec – 1 original and 1 certified copy.

IN WITNESS whereof the parties have executed this contract.

**OLDCASTLE SW GROUP, INC.**  
**CONTRACTOR**

**City of Aztec, Owner**  
**A Municipal Corporation**

By: \_\_\_\_\_  
Duly Authorized Signature

By: \_\_\_\_\_  
Title:

By: \_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

Date: \_\_\_\_\_

ATTEST:

Signer has read the document and affirms that it true and complete and accurately represents the agreement of the parties

\_\_\_\_\_  
City Clerk Karla Sayler CMC

NOTARY PUBLIC SIGNATURE (REQUIRED)

\_\_\_\_\_

Date

State of New Mexico  
County of San Juan

CITY ATTORNEY APPROVED AS TO FORM:

(SEAL) \_\_\_\_\_  
Signature of notarial officer  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Larry T. Thrower

\_\_\_\_\_

Date

NM Taxation and Revenue Department  
Taxpayer Identification Number

\_\_\_\_\_

Federal Taxpayer Identification or  
Social Security Number

\_\_\_\_\_

City of Aztec Business License Number

\_\_\_\_\_

# Staff Summary Report

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**MEETING DATE:** September 27, 2016  
**AGENDA ITEM:** XII. Business Item (A)  
**AGENDA TITLE:** Intent to Adopt Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

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**ACTION REQUESTED BY:** Kate Skinner  
**ACTION REQUESTED:** Approve Intent to Adopt Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board  
**SUMMARY BY:** Kate Skinner, Library Director

---

## PROJECT DESCRIPTION / FACTS

To give community youth ages 15-20 a voice in the library and offer service leadership opportunity to the same, we would like to add a youth member to the Library Advisory Board. Youth will not have voting privileges their input and representation is deemed beneficial.

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**SUPPORT DOCUMENTS:** Ordinance 2016-453

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Intent to Adopt Ordinance 2016-453 Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

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## DIVISION 5. LIBRARY BOARD

### Sec. 2-421. Membership.

The Library Board shall consist of **six five (6)** members and meet the membership requirements as established in Sec. 2-354. The board shall be composed of the following:

1. One (1) member of the Aztec School Educational system;
2. One (1) member of the business industry who owns or operates a service business;
3. One (1) member who functions as a staff member or educational instructor from one of the following:
  - Mosaic Academy, or
  - Vista Nueva High School, or
  - San Juan College East campus, or
  - Aztec Boys & Girls Club
4. Two (2) members at large from the community that are residents within the Aztec School District.  
(Ord. 2010-382, eff. 2010-Jun-30)
5. **One (1) youth member ages 15 – 20, with current Aztec Public library card in good standing, who is a resident within Aztec School District or attending an educational institution in the Aztec School District. The youth member will serve for one academic year: 1<sup>st</sup> September – 31 August, with option for a second term.**

### Sec. 2-422. Reappointment Restricted.

No member of the Library Advisory Board shall, after serving two (2) full consecutive terms, be eligible to serve as a member of the Board until two (2) years have intervened. In consideration of a replacement member serving less than a full first term: A full term shall be any amount of more than ½ of a full term of four (4) years. Less than ½ of a full term of four (4) years will not be considered a full term.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-422)

### Sec. 2-423. Officers.

Appointment of Officers shall be in accordance with Sec. 2-357. Officers may not hold office on both the Advisory Board and the Friends of the Library at the same time.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-423)

### Sec. 2-424. Duties.

The Library Advisory Board shall:

1. Assist the librarian to establish policies for the administration of the Aztec Public Library.
2. May recommend to the city commission action(s) to maintain or administer the library.
3. Exercise all other powers granted by the City Commission necessary to perform its' duties under this article.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-425)

**City of Aztec**  
**ORDINANCE 2016-453**

An Ordinance to Amend Chapter 2, Article V Advisory Boards, Division 5. Library Board

**WHEREAS**, the Aztec Public Library sees the benefit of having youth representation on the Library Advisory Board; and

**WHEREAS**, that youth representation will not have voting privileges, their input and representation for youth is deemed beneficial;

**NOW THEREFORE BE IT ORDAINED** by the Governing Body of the City of Aztec, New Mexico that Chapter 2, Article V Advisory Boards, Division 5. Library Board be amended as attached.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2015.

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

\_\_\_\_\_  
Mayor Sally Burbridge

ATTEST:

\_\_\_\_\_  
Karla Sayler, City Clerk

APPROVE AS TO FORM:

\_\_\_\_\_  
Larry Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: \_\_\_\_\_

EFFECTIVE DATE OF ORDINANCE: \_\_\_\_\_

# Staff Summary Report

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<b>MEETING DATE:</b>	September 27, 2016
<b>AGENDA ITEM:</b>	XIII. LAND USE HEARING (A)
<b>AGENDA TITLE:</b>	Application for Zone Change from A-1 Agricultural or Rural to C-1 Limited Retail / Neighborhood Commercial District at 221 W Aztec Blvd.

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<b>ACTION REQUESTED BY:</b>	Muffy Currier (represented by Damian Donati of Donati Health Partners LLC)
<b>ACTION REQUESTED:</b>	Request to rezone the parcel Tax ID R0001517 from A-1 Agricultural or Rural to C-1 Limited Retail / Neighborhood Commercial District at 221 W Aztec Blvd.
<b>SUMMARY BY:</b>	Edward M Kotyk

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## PROJECT DESCRIPTION / FACTS

The current property owner Muffy Currier is in a real estate contract with Seavest Healthcare Properties LLC (being represented by Damian Donati of Donati Health Partners LLC) for the purchase of the 7.8 acres of land. Finalizing of the sale is contingent upon the zone change of the property so that the developer can build a proposed medical facility.

## FINDINGS OF FACT

1. The property is currently zoned A-1 (Agricultural or Rural), despite the fact that the property is situated along the commercial corridor of W Aztec Blvd (U.S. 516).
2. The property is surrounded by other properties which are either zoned C-1 (Limited Retail / Neighborhood Commercial) or PUD (Planned Unit Development).
3. The zone change is appropriate given its location within the commercial corridor of W. Aztec Blvd (Hwy 516) and relationship to surrounding commercial properties.

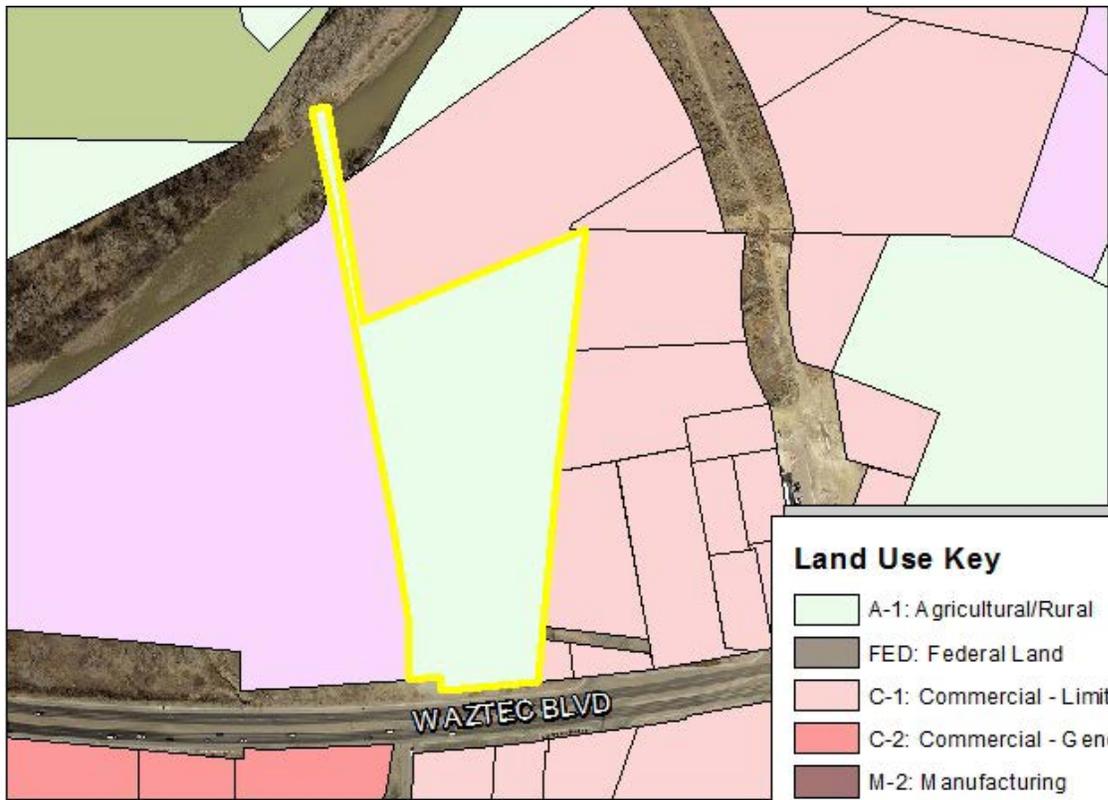
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<b>SUPPORT DOCUMENTS:</b>	1. Zoning Map 2. Zone Change Application 3. Zone Change Checklist
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**DEPARTMENT'S RECOMMENDED MOTION:** Move To Approve Application for Zone Change from A-1 Agricultural or Rural to C-1 Limited Retail / Neighborhood Commercial District at 221 W Aztec Blvd. due to the three (3) Findings of Fact.

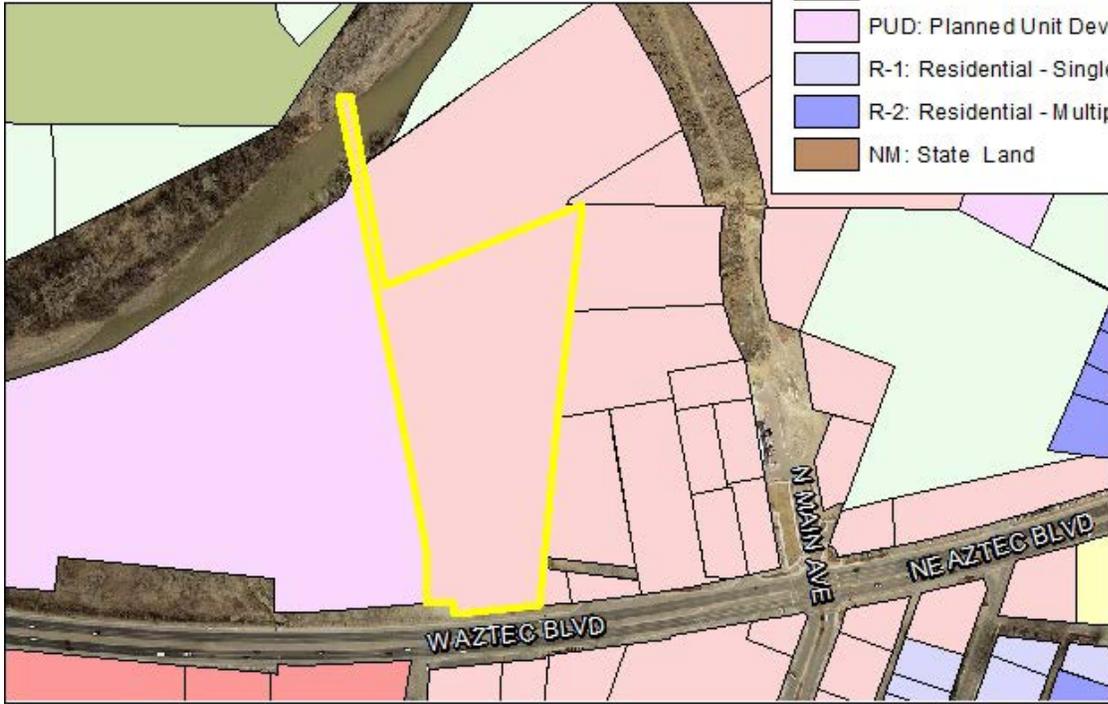
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Current Zoning Map.

**Land Use Key**

	A-1: Agricultural/Rural
	FED: Federal Land
	C-1: Commercial - Limited
	C-2: Commercial - General
	M-2: Manufacturing
	MH: Mobile Home
	O-1: Office/Institutional
	PUD: Planned Unit Development
	R-1: Residential - Single Family
	R-2: Residential - Multiple Family
	NM: State Land



Proposed Zoning Map.



# CITY OF AZTEC ZONE CHANGE APPLICATION

Permit #: 2016-098 Date Started: 8/24/2016 Date Approved: \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION

Name: Muffy Currier (represented by Damian Donati on behalf of Owner)  
Mailing Address: PO Box 551, Aztec NM 87410 (2310 Melrose Trace, Cumming GA)  
Phone: (901) 240-4776 (Damian Donati)  
Email: ddonati@DonatiHealth.com

### PROPERTY INFORMATION / DEVELOPMENT SITE

Address: 221 W. Aztec Blvd.  
Tax ID: R0001517 Parcel Size (ac): 7.835  
Current Zone District: A-1 (Agricultural or Rural District)  
Current Use: Vacant  
Proposed Zone District: C-1 (Limited Retail and Neighborhood Commercial)  
Proposed Use: Medical facility, offices, clinic, outpatient imaging procedures, and other outpatient procedures, etc.  
Flood Zone Designation: A = Subject to flooding by the 1- percent; no Base Flood Elevations established.

### REASON FOR REQUESTING A ZONE CHANGE

A-1 Agricultural Zone District does not allow for the commercial development of a medical facility/offices.  
In addition, the property is bound by other commercially zone properties and this property is currently vacant and no longer functions in an agricultural capacity.

### APPLICANT SIGNATURE

I, Damian Donati representing Muffy Currier hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature:

Date: 8-25-16

City Commission Meeting Date: September 27, 2016

ACTION:        APPROVED        DENIED

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date



## CITY OF AZTEC ZONE CHANGE CHECKLIST

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### X **Applicable Fees**

Administrative Fee	\$10
Zone Change	\$50 (first acre)
	\$5 (for each additional acre)
<b>Total:</b>	<b>\$90 (Paid)</b>

### X **Zoning Map**

Map showing the current and proposed zone districts.  
Produced by the Community Development department and attached to application.

### X **Ownership**

A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract, Assessor document, etc).  
In the project file.

### X **Legal Description**

Includes the legal description or physical address of the property.  
Current address is 221 W Aztec Blvd. Once the development is under construction a new address will be assigned.

### X **Proposed Use**

Statement describing the proposed use of the buildings, structures, premises, etc.  
Stated in the application.

### X **Property Notifications**

Letters sent to surrounding property owners within 100 ft sent out by city staff.  
Letters sent to five (5) surrounding land owners.  
As of 9/22/2016, the department received one call from a property owner in support of the development. No communication opposing the development to date.

# Staff Summary Report

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**MEETING DATE:** September 27, 2016

**AGENDA ITEM:** XIII. LAND USE HEARING (B)

**AGENDA TITLE:** Application for Conditional Use Permit at 221 W Aztec Blvd.

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**ACTION REQUESTED BY:** Muffy Currier  
(represented by Damian Donati of Donati Health Partners LLC)

**ACTION REQUESTED:** Request for a Conditional Use permit located at 221 W Aztec Blvd.

**SUMMARY BY:** Edward M Kotyk

---

## **PROJECT DESCRIPTION / FACTS**

The current property owner Muffy Currier is in a real estate contract with Seavest Healthcare Properties LLC (being represented by Damian Donati of Donati Health Partners LLC) for the purchase of the 7.8 acres of land. Finalizing of the sale is contingent upon a zone change and the approval of a conditional use to permit to allow the developer to build a proposed medical facility.

## **FINDINGS OF FACT**

1. The property was zoned A-1 (Agricultural or Rural) and a change of Zone District to C-1 (Limited Retail / Neighborhood Commercial) was before the City Commission for approval.
2. Under C-1 (Limited Retail / Neighborhood Commercial) a hospital or clinic is permissible through a conditional use.

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**SUPPORT DOCUMENTS:**

1. Conditional Use Application
2. Conditional Use Site Plan
3. Conditional Use Checklist
4. Conditional Use Evaluation

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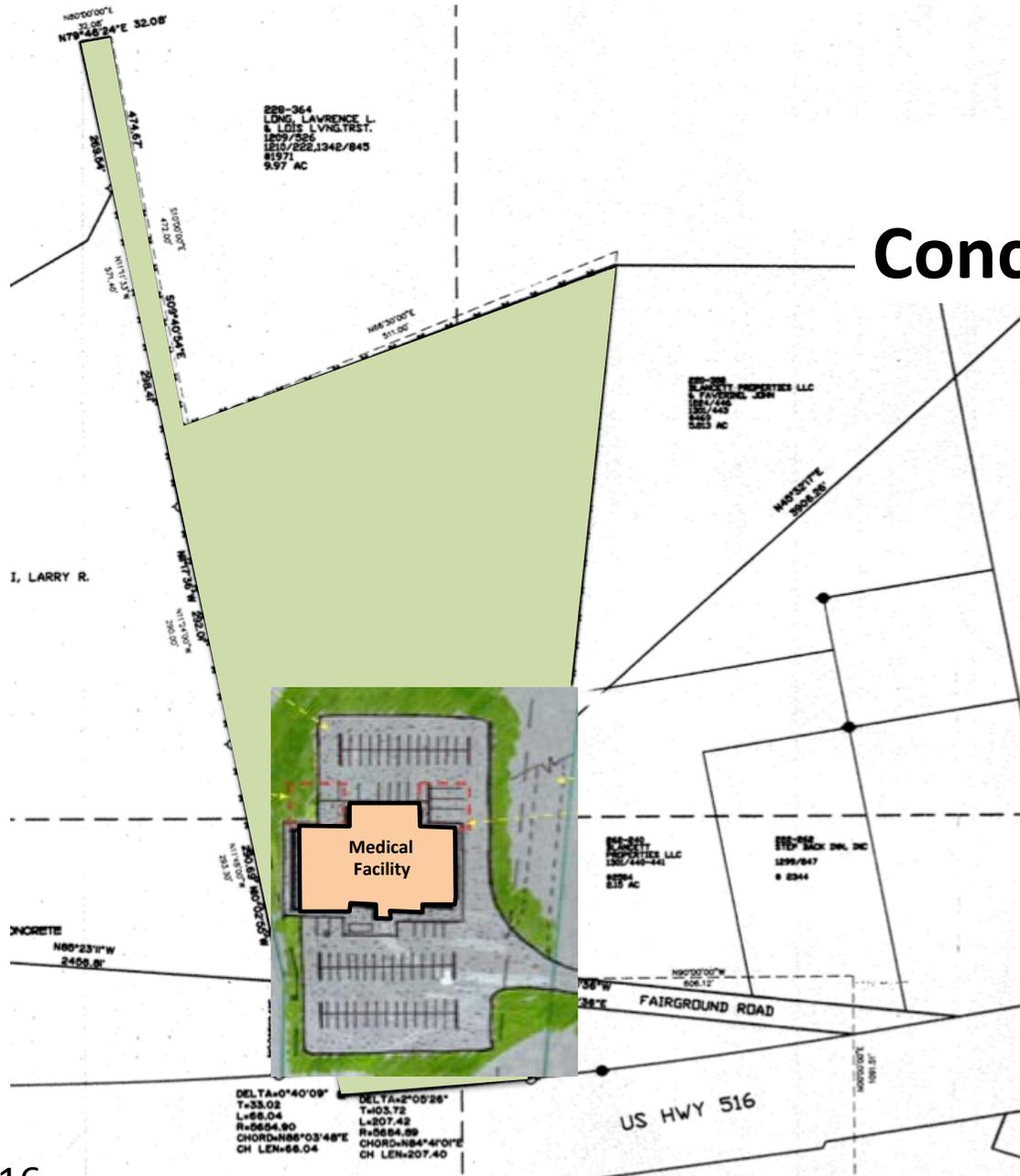
**DEPARTMENT'S RECOMMENDED MOTION:** Move To Approve Application for Conditional Use Permit at 221 W Aztec Blvd. due to the two (2) Findings of Fact.

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Relative North

# Concept Site Plan



8-25-16



# CITY OF AZTEC CONDITIONAL USE APPLICATION

Permit #: 2016-099 Date Started: 8/24/2016 Date Approved: \_\_\_\_\_

## PROPERTY OWNER CONTACT INFORMATION

Name: Muffy Currier (represented by Damian Donati on behalf of Owner)  
Mailing Address: PO Box 551, Aztec NM 87410 (2310 Melrose Trace, Cumming GA)  
Phone: (901) 240-4776 (Damian Donati)  
Email: ddonati@DonatiHealth.com

## PROPERTY INFORMATION / DEVELOPMENT SITE

Address: 221 W. Aztec Blvd. (Development will be assigned new address when built)  
Tax ID: R0001517 Parcel Size (ac): 7.835  
Zone District: Formerly A-1 being changed to C-1.  
Current Use: Vacant  
Proposed Use: Medical facility, offices, clinic, outpatient imaging procedures, and other outpatient procedures, etc.  
Flood Zone Designation: A = Subject to flooding by the 1- percent; no Base Flood Elevations established. However, base flood elevations will be established.

## REASON FOR REQUESTING A CONDITIONAL USE

Per Land Use code (Sec 26-2-66), a medical office/clinic requires applicant to apply for a Conditional Use permit.

## APPLICANT SIGNATURE

I, Damian Donati representing Muffy Currier hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature:

Date: 8-25-16

City Commission Meeting Date: September 27, 2016

ACTION: APPROVED DENIED

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date



## CITY OF AZTEC CONDITIONAL USE EVALUATION

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Permit #: 2016-099

1. Is the Conditional Use necessary for public convenience?  No  Yes
2. Does the Conditional Use impose a health issue on the public?  No  Yes
3. Does the Conditional Use impose a safety issue on the public?  No  Yes
4. Is the Conditional Use detrimental to the property?  No  Yes
5. Is the Conditional Use detrimental to surrounding properties?  No  Yes
6. Have a majority of the property owners within 100 ft signed a written protest?  No  Yes



## CITY OF AZTEC CONDITIONAL USE CHECKLIST

### X Applicable Fees

Administrative Fee \$10

Conditional Use Permit Fee \$50

**Total: \$60 (Paid)**

### X Detailed site map which includes the following:

- Address of property and adjacent properties
- Property boundary (all sides)
- Existing or proposed street(s) adjoining property (labeled)
- North arrow and scale
- All utility easements
- All utility lines
- All utility meters
- Existing and/or proposed structures
- Location of improvement(s)
- Setbacks for front, side and rear yards
- Driveway location (required for new addresses)
- Proposed parking area (if different than driveway)
- Location of all drainages

**X** Conceptual map has been provided. Detailed maps will be submitted at the time the development applies for Commercial Development permit.

### X Ownership

A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract, Assessor document, etc).

In the project file.

### X Legal Description

Includes the legal description or physical address of the property.

Current address is 221 W Aztec Blvd. Once the development is under construction a new address will be assigned.

### X Proposed Use

Statement describing the proposed use of the buildings, structures, premises, etc.

Stated in the application.

### X Property Notifications

Letters sent to surrounding property owners within 100 ft sent out by city staff.

Letters sent to five (5) surrounding land owners.

As of 9/22/2016, the department received one call from a property owner in support of the development. No communication opposing the development to date.