

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION WORKSHOP**  
**January 10, 2017**  
**201 W. Chaco, City Hall**  
**5:15 p.m.**

**5:15-5:45 p.m.**

A. Subdivision Fees

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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.

# Staff Summary Report

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<b>MEETING DATE:</b>	January 10, 2017
<b>AGENDA ITEM:</b>	WORKSHOP
<b>AGENDA TITLE:</b>	Clarify Plat Recordation procedures and Signature Blocks

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<b>ACTION REQUESTED BY:</b>	Steven M. Saavedra, Community Development Director
<b>ACTION REQUESTED:</b>	Consideration of Approval
<b>SUMMARY BY:</b>	Steven M. Saavedra, Community Development Director

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## **PROJECT DESCRIPTION / FACTS**

The Community Development Department intends to edit, change, and clarify recordation of procedures in Aztec City Code Chapter 23 Subdivision. Pursuant to Sec 23-5(6) the subdivider or his agent files the approved plats with the Clerk and Recorder for San Juan County. Pursuant to Sec 23-63(2)2 ) It shall be the responsibility of the Community Development Department to file the final plat with the County Clerk and Recorder's Office within ten (10) days of the date of signature. Pursuant to Sec 23-5(1) These regulations apply to all subdivision of land, as defined in Section 23-31, located within the corporate limits of the City of Aztec and all territory within three (3) miles of such present municipal boundary. If annexation of land to the City of Aztec should occur, these regulations automatically apply to the annexed land and that land lying up to three (3) miles therefrom.

A discrepancy exists within Chapter 23 Subdivisions; the Community Development Department intends to clarify the recordation requirements. One section states it is the responsibility of the applicant and or agent to record the plats. Another section states it is the responsibility of the Community Development Department to record the plats. The Community Development Department intends to clarify Chapter 23 and proposes to record all plats within City Limits with San Juan County Assessor's Office. Plats outside of City limits, but within Aztec's 3-mile platting jurisdiction are to be recorded by the applicant or agent(s).

Recordation comes at a cost. Currently, San Juan County Assessor's Office charges \$25.00 for every page recorded, plus a processing fee of \$2.50. Currently, the City of Aztec lists a Final Plat: County recording fee as "Varies." This fee is only listed for Final Plats. The Community Development Department requests a recordation fee apply to all plats within City Limits.

The City of Aztec charges:  
Alternate Summary Plats = \$25.00 for  
Preliminary Plats (flat fee + per lot) = \$200.00 for  
Preliminary Plat Lot Fee = 2.00 for each lot  
Final Plat: County Recording Fee Varies

The Community Development fee structure intends to remain the same. However, the Community Development Department requests to record and charges for the County Recording Fee for all plats within City Limits accordingly. The Community Development will request the recordation fee when the Mylar is requested.

Furthermore, all plats within City Limits need to include signature blocks for the Electric Director, Public Works Director, CenturyLink, and Enterprise Field Services to review and sign off prior to recordation.

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**SUPPORT DOCUMENTS:**      • Aztec City Code Chapter 23 Subdivision

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to consider.

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**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**January 10, 2017**  
**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. PRESENTATION**

- A. Aztec Museum Annual Report

**VII. CITIZEN RECOGNITION**

- A. Christmas Parade Winners-Wilann Thomas

**VIII. EMPLOYEE RECOGNITION**

**IX. CONSENT AGENDA**

- A. Commission Closed Session Meeting Minutes, December 19, 2016
- B. Commission Meeting Minutes, December 20, 2016
- C. Travel Requests
- D. Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Eight
- E. 2017-1031 Concerning the Governing Body Meetings and Public Notice Requirements
- F. 2017-1033 Surplus

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

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**X. ITEMS FROM CONSENT AGENDA**

**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 2017-454 Amending Chapter 17, Section 17-3 Safety Policy

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

**XIV. DEPARTMENT REPORTS**

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

**XV. ADJOURNMENT**

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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.

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CITY OF AZTEC  
**SPECIAL** COMMISSION MEETING MINUTES  
December 19, 2016

**I. CALL TO ORDER**

Mayor Burbridge called the Meeting to order at 5:34pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**II. ROLL CALL**

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

Members Absent: None

Others Present: City Attorney Larry Thrower

**III. CLOSED SESSION**

Pursuant To State Law Section 10-15-1 (H-2) Limited Personnel Matters, City Manager

Mayor Burbridge moved the meeting into Closed Session Pursuant to Section 10-15-1 (H-2) Limited Personnel Matter, City Manager at 5:35pm. Mayor Burbridge voted aye, Mayor Pro-Tem Sipe voted aye, Commissioner Randall voted aye, Commissioner McClure voted aye, Commissioner Rogers voted aye.

Mayor Burbridge moved the meeting out of closed session at 6:47 pm by stating that the only discussion that took place during the closed session was Pursuant to Section 10-15-1 (H-2) Limited Personnel Matter, City Manager. Mayor Burbridge voted aye, Mayor Pro-Tem Sipe voted aye, Commissioner Randall voted aye, Commissioner McClure voted aye, Commissioner Rogers voted aye.

**III. ADJOURNMENT**

Moved by Mayor Burbridge, **SECONDED** by Mayor Pro Tem Sipe to adjourn the meeting at 6:47 p.m.

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Mayor, Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Karla Sayler, City Clerk

DRAFT

1 CITY OF AZTEC  
2 COMMISSION MEETING MINUTES  
3 December 20, 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 The Invocation was lead by City Attorney Larry Thrower  
11  
12

13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by Commissioner Austin Randall  
15  
16

17 **IV. ROLL CALL**

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

23 Members Absent: None  
24

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

28 **V. AGENDA APPROVAL**

29  
30 MOVED by Commissioner Rogers, SECONDED by Commissioner Randall to  
31 Approve the Agenda as Presented  
32

33 **VI. CITIZEN RECOGNITION**

34  
35 Josh recognized the Aztec Sparkles Lighting contest winners as follows:  
36

- 37 • Abode Furnishings-1<sup>st</sup> Place
- 38 • T Ryan Lane-2<sup>nd</sup> Place
- 39 • Aztec Feed-3<sup>rd</sup> Place
- 40 • Aztec Restaurant and Crane Insurance-Honorable Mention  
41

42 **VII. EMPLOYEE RECOGNITION**

43 Josh mentioned that the City of Aztec won the ECHO food drive. He mentioned  
44 that San Juan County came in with 13.14 lbs per employee; City of Farmington with  
45 3.92 lbs per employee, City of Bloomfield with 9.44 lbs per employee and City of Aztec

1 with 19.64 lbs per employee. He recognized Chief Heal and Sherri Gurule for delivering  
2 the food to ECHO food bank. Josh recognized the Department Of The Year as Parks  
3 and Recreation and Employee of the Year Tina Roper, Animal Shelter Director. Mayor  
4 Pro Tem Sipe recognized Josh Ray, Kathy Lamb, Steven Saavedra, and Bill Watson for  
5 the work put in with DOT, BLM and EPA on the Arterial which will remain on the State  
6 Transportation Improvement Plan (STIP) and the project will move forward as  
7 scheduled.

8  
9 **VIII. CONSENT AGENDA**

10  
11 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to  
12 Approve the Consent Agenda with the Exception of Item C, Travel Requests  
13 And Item F, RFP 2008-208 Wilson & Company Engineering Services  
14 Agreement, Aztec Arterial Phase 2

- 15  
16  
17  
18 A. Commission Meeting Minutes, November 22, 2016  
19 B. Commission Special Workshop Minutes, December 5, 2016  
20 C. PULLED  
21 D. Bid #2017-596 N Main Corridor Lighting Fixtures  
22 E. Resolution #2016-1029 Surplus  
23 F. PULLED  
24 G. Resolution 2016-1130 Uncollectible Utility Accounts

25  
26  
27 **IX. ITEMS FROM CONSENT AGENDA**

28  
29 C. Travel Requests

30  
31 Commissioner McClure pulled Item C Travel Requests with questions on why the  
32 items were not on agenda to be approved before the travel was taken. Josh mentioned  
33 that some travel comes up after commission meetings depending on what type of travel  
34 it is therefore it will not be on for approval until after the travel is taken. Some travel is  
35 for Certifications that are required for Departments and some can be meetings that  
36 come up in between commission meetings.

37  
38 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner McClure to  
39 Approve Employee/Public Official Travel Requests

40  
41 All Voted Aye; Motion Passed 5-0

42  
43 F. RFP 2008-208 Wilson & Co Engineering Services Agreement, Aztec Arterial  
44 Phase 2

45

1 Mayor Burbridge pulled Item F due to a question concerning the RFP that was  
2 issued and already awarded for GEO Technical Services for the Arterial Route. Josh  
3 mentioned that Mr. Madrid is with GEOMAT who provides us with GEO Technical  
4 Services for our projects. Josh mentioned that this item tonight before commission is an  
5 amendment to Wilson & Company for a cost change order. Josh mentioned that the City  
6 does not control the subcontractors and that RFP 2008-208 was for design work only on  
7 the Arterial with Wilson & Co.

8  
9 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner McClure to  
10 Approve Wilson and Company request for approval of engineering agreement for  
11 Arterial Phase 2

12  
13 All Voted Aye; Motion Passed 5-0

14  
15 **X. CITIZENS INPUT**

16  
17 Melissa McClelland criticized the commissioners for not asking questions during  
18 meetings on items presented to them on the agenda. She mentioned that as a citizen  
19 and a business owner who is just getting into the political realm she would like to see  
20 that the commission question more on what is being presented to them and that she  
21 would like to see accountability be taken and would like to see people be held  
22 accountable for wrong numbers and would like to see commission question more before  
23 decisions are made. Mayor Burbridge mentioned that if citizens have any questions  
24 from commission they can notify them via email or phone or text. Commissioner Rogers  
25 mentioned that because questions are not being asked in the meetings doesn't mean  
26 they don't get asked.

27  
28 **XI. BUSINESS ITEMS**

29  
30 A. Customer Generation "CG" Agreement Between City of Aztec and Aztec  
31 Municipal School District (McCoy Elementary)

32  
33 Ken George, Electric Director mentioned that before them is an agreement  
34 with Aztec Municipal School District to install a 149 kilowatts solar field at McCoy  
35 Elementary. This agreement is identical to the one that we have with them for the  
36 administration building. Both parties understand that the City is under a cost of  
37 service study and that in part or in whole can be terminated once the study is  
38 done and new rates for "CG" are submitted to commission for approval. The new  
39 rate structure is anticipated to go into effect July 1, 2017 which is currently on  
40 schedule.

41  
42 MOVED by Commissioner Rogers, SECONDED by Commissioner  
43 Randall to Approve the "Interconnection and Parallel Operation of Customer

1           Generation” agreement between the City of Aztec and the Aztec Municipal  
2           School District for 901 McCoy Ave, McCoy Elementary School

3  
4                   All Voted Aye; Motion Passed 5-0

5  
6           B. Aztec Municipal Golf Course Operation Contract

7  
8                   Josh mentioned that there are two items presented tonight per the  
9           previous workshop. Item B which is to enter into an agreement with Mr. Randy Hodge  
10          dba Ruby's in the Valley to operate the AMGC with the figures that were presented to  
11          them in the staff summary, and Item C to terminate the lease with the owners and close  
12          the Golf Course. There were questions on the golf cart agreement by Commissioner  
13          McClure and the dates which will be changed on page 2 Section 4-2 to March 3, 2015  
14          and March 30, 2015. Mr. Hodge will be reimbursing the liquor license fee to the City  
15          annually, and Mr. Hodge has proposed a 20% revenue for all daily golf cart rentals.  
16          Commissioner McClure mentioned that at the workshop the cost of the city parks came  
17          up and now Commissioner McClure asked if the City can afford another park which will  
18          be put in the city budget for the fees that the City will be responsible for. Mayor Pro-Tem  
19          mentioned that this can be used as an economic tool like the parks and library and  
20          soccer and baseball fields. People look to see what amenities' the city's offers for them  
21          and their families to bring them to the area.

22  
23                   MOVED By Mayor Burbridge, SECONDED By Mayor Pro-Tem Sipe To Postpone  
24          Action on Item B To Discuss Item C

25  
26                   All Voted Aye; Motion Passed 5-0

27  
28                   MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to  
29          Approve the Contract with Randy Hodge, dba Ruby's in the Valley to operate Aztec  
30          Municipal Golf Course with the Amendments to the Contract to include both Golf Cart  
31          Agreements

32  
33                   Motion Passed Four to Zero: Voting Aye; Mayor Burbridge, Mayor Pro-Tem Sipe,  
34          Commissioner Randall, Commissioner Rogers; Voted Nay; Commissioner McClure

35  
36  
37           C. Aztec Municipal Golf Course Operations  
38

1 Commissioner McClure questioned what it would cost to close the golf course  
2 and what the date would be to close it. The date would be February 16, 2017 and the  
3 City will expend an additional estimated \$42,000 up to this date plus the cost of the golf  
4 carts of \$127,969.20. The city will have the option to sell our golf carts back to Yamaha  
5 to reduce our total liability.  
6

7 MOVED by Mayor Pro Tem Sipe, SECONDED by Mayor Burbridge To Terminate  
8 The Lease Agreement With Hidden Valley And To Cease All Operation At Aztec  
9 Municipal Golf Course  
10

11 Motion Denied Four to One; Voted Aye; Commissioner McClure  
12 Voting Nay; Mayor Burbridge, Mayor Pro-Tem Sipe, Commissioner Randall,  
13 Commissioner Rogers;  
14

### 15 **XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

16  
17 Mayor Pro-Tem Sipe thanked employee association for organizing the Christmas  
18 Party. She mentioned she made the parade for Aztec Sparkles. She attended NWNM  
19 Seniors meeting on Wednesday. She wished everybody a Merry Christmas.  
20

21 Commissioner Randall mentioned that he attended the parade and mentioned  
22 there was a lot of participation. He thanked the City for all the Christmas lights around  
23 the city.  
24

25 Commissioner McClure volunteered at the Library for the Christmas Kick Off  
26 Party for Aztec Sparkles. She mentioned that she felt Aztec Sparkles went well with the  
27 participation of vendors and businesses. She congratulated Cindy Iacovetto for winning  
28 1<sup>st</sup> place for the Steamers and Dreamers in the parade. She mentioned that she visited  
29 the Aztec Fire Department and mentioned that the waiting area could use some  
30 updating.  
31

32 Larry mentioned that he his office will be closed from Friday to January 4<sup>th</sup> and  
33 he will be out of town for the Holiday's.  
34

### 35 **XIV. DEPARTMENT REPORTS**

36  
37 Ken George, Electric Department mentioned that the lights will be lit up on the  
38 Aztec Bridge tonight.  
39

1 Kate Skinner, Library Director thanked the community for attending the  
2 Christmas Kick Off at the Library and all the volunteers and staff that helped.

3  
4 Cindy Iacovetto thanked Commission for the recognition on the parade. She also  
5 thanked all the volunteers for the Thanksgiving dinner and also for donating to a citizen  
6 in Aztec that was in need. She invited all to the Christmas Dinner and Wished all a  
7 Merry Christmas.

8  
9 **XV. ADJOURMENT**

10  
11 Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the  
12 meeting at 7:25p.m.

13  
14  
15  
16 \_\_\_\_\_  
Mayor, Sally Burbridge

17 ATTEST:

18  
19 \_\_\_\_\_  
20 Karla Sayler, City Clerk

21  
22 MINUTES PREPARED BY:

23  
24 \_\_\_\_\_  
25 Karla Sayler, City Clerk

# Staff Summary Report

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**MEETING DATE:** January 10, 2017  
**AGENDA ITEM:** IX. CONSENT AGENDA (C)  
**AGENDA TITLE:** Travel Requests

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**ACTION REQUESTED BY:** Finance Staff  
**ACTION REQUESTED:** Approval of Employee/Public Official Travel Requests  
**SUMMARY BY:** Finance

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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.
  - Court Administrator is requesting approval to attend the NM Municipal Court Clerks Association Education and Board Meeting. As a past president for the Judicial Education and was appointed to the Education Committee, her attendance is required. This meeting is to start the planning process for the upcoming conference in July for the Court Clerks Association. The meeting on Friday is a Board Meeting for the Court Clerks.
  - Water/Wastewater Operator, Public Work Tech II and Sewer Collection Tech all request for approval to attend the NM Water and Wastewater Association 2017 Annual School in Las Cruces as required by their job descriptions.

## **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 January 10, 2017

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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: JANUARY 10, 2017**

<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>
01/18-20/17	Courts	NM Municipal Court Clerks Assoc. Education/Board Meeting Albuquerque, NM.	Yes	No	86.40 60.00 90.00	Meal & Gratuity Allowance Estimated Fuel Cost Lodging (JEC Paying for the 18 <sup>th</sup> )	Yes
01/22-27/17	Water/WW	NM Water & Wastewater Assoc. 2017 Annual School Las Cruces, NM.	Yes	No	216.00 330.00 81.00 426.10	Meal & Gratuity Allowance Registration/Cert. Fee Estimated Fuel Cost Lodging	Yes
01/22-27/17	Public Works	NM Water & Wastewater Assoc. 2017 Annual School Las Cruces, NM.	Yes	No	216.00 330.00 81.00 426.10	Meal & Gratuity Allowance Registration/Cert. Fee Estimated Fuel Cost Lodging	Yes
01/22-27/17	Public Works	NM Water & Wastewater Assoc. 2017 Annual School Las Cruces, NM.	Yes	No	216.00 330.00 426.10	Meal & Gratuity Allowance Registration/Cert. Fee Lodging *Traveling w/Gabe D.	Yes

# Staff Summary Report

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**MEETING DATE:** January 10, 2017  
**AGENDA ITEM:** IX. CONSENT AGENDA (D)  
**AGENDA TITLE:** Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Eight

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**ACTION REQUESTED BY:** City Manager  
**ACTION REQUESTED:** Approve the Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Eight  
**SUMMARY BY:** Sherlynn Morgan

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## PROJECT DESCRIPTION / FACTS

All other provisions from the 2007 agreement remain in effect.

The County has submitted an eighth amendment to the Detention Center Services Agreement executed in 2007.

While the agreement provides that an annual adjustment to the per diem rate may occur. This agreement increases the per diem rate from \$65.14 to \$68.52, applicable from July 1, 2017, through June 30, 2018.

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**SUPPORT DOCUMENTS:** Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Eight

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Intergovernmental Agreement with San Juan County for Detention Center Services, Amendment Eight

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**EIGHTH AMENDMENT TO  
INTERGOVERNMENTAL AGREEMENT  
DETENTION CENTER SERVICES**

**THIS EIGHTH AMENDMENT** to the Intergovernmental Agreement for Detention Center Services by and between San Juan County, New Mexico, hereinafter referred to as "The County", and the City of Aztec, New Mexico, hereinafter referred to as "the City."

**WHEREAS**, the Intergovernmental Agreement for Detention Center Services made and entered into the 17<sup>th</sup> day of July, 2007, requires that the County provide to the City, on or before October 15<sup>th</sup> of each year, the *per diem* rate for the County Detention Center to be effective July 1 of the succeeding calendar year; and

**WHEREAS**, the Seventh Amendment to the Intergovernmental established the *per diem* rate at \$65.14.

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Paragraph D. of the July 17, 2007, Intergovernmental Agreement for Detention Center Services shall be amended to read as follows:

The parties agree that the City Prisoner Day rate shall be \$68.52, applicable from July 1, 2017, through June 30, 2018.

2. All other provisions of the Agreement including prior amendments other than those establishing the *per diem* rate shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals by their duly authorized officers, agents or representatives.

**BOARD OF COUNTY COMMISSIONERS OF  
SAN JUAN COUNTY, NEW MEXICO**

ATTEST:

Debbie Holmes  
Debbie Holmes, County Clerk

By: Janya Shelby, deputy

By: [Signature]  
Scott Eckstein, Chairman  
Date: 12-15-16

**APPROVED AS TO FORM:**

[Signature]  
San Juan County Attorney



**CITY OF AZTEC, NEW MEXICO**

ATTEST:

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

By: \_\_\_\_\_  
Sally Burbridge, Mayor

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Aztec City Attorney

# Staff Summary Report

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<b>MEETING DATE:</b>	January 10, 2017
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (E)
<b>AGENDA TITLE:</b>	Resolution 2017-1031 Concerning the Governing Body Meetings and Public Notice Requirements

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<b>ACTION REQUESTED BY:</b>	Karla Sayler, City Clerk
<b>ACTION REQUESTED:</b>	Approve Resolution 2017-1031
<b>SUMMARY BY:</b>	Karla Sayler

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## PROJECT DESCRIPTION / FACTS

- The Governing Body of each municipality is required to determine, at least annually, in a public meeting, reasonable notice provisions for public meetings of the public body. This is done by resolution.
- Once approved, the Resolution will be advertised in its entirety in the legal section of the Farmington Daily Times (state law).
- If there are any future legislative changes regarding public meetings we will need to amend the resolution.

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<b>SUPPORT DOCUMENTS:</b>	Resolution 2017-1031
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>	Move to Approve Resolution 2017-1031 Concerning the Governing Body Meetings and Public Notice Requirements
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**CITY OF AZTEC**

**RESOLUTION 2017-1031**

**A Resolution Concerning the Governing  
Body Meetings and Public Notice Required**

**WHEREAS,** the Aztec City Commission, is a policy making body as defined in the New Mexico Open Meetings Act (N.M.S.A. 1978, Section 10-15-1 et seq.); and

**WHEREAS,** Section 10-15-1B, NMSA 1978 provides that “all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, or agency or authority of any county, municipality, district or any political subdivision held for the purpose of taking any action within the authority of or the delegated authority of such board, commission or the policy-making body, is declared to be public meetings open to the public at all times, except as otherwise provided in the constitution or the provision of the Open Meetings Act”; and

**WHEREAS,** Section 10-15-3A, NMSA 1978 provides that “No resolution, rule, regulation, ordinance or action of any board, commission, committee, or other policy making body shall be valid unless taken or made at a meeting held in accordance with the requirements of Section 10-15-1 NMSA, 1978,” and

**WHEREAS,** Section 10-15-4, NMSA 1978 provided that “Any person violating any of the provisions of Section 10-15-1 NMSA 1978 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500.00) for each offence,” and

**WHEREAS,** Section 10-15-1D, requires that “Any meeting at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs, and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public.

**WHEREAS,** all public bodies are required to determine, at least annually, in a public meeting, reasonable notice provisions for public meetings of the public body;

**NOW, THEREFORE, BE IT RESOLVED** that the Aztec City Commission, of Aztec, New Mexico, adopts the following open meeting policy: (All Aztec Advisory Boards and Committees will follow the requirements as stated)

1. The regularly scheduled meetings of the governing body will be held at 6:00 p.m., second and fourth Tuesday of each month and the Commission Organizational Meetings will be held on an as-needed basis in the Commission Room of City Hall located at 201 West Chaco in Aztec. If there is a need for a special workshop or meeting it will be scheduled according to need. In the event that the regular meeting date falls on a legal holiday or Election Day, the governing body may cancel or designate an alternate meeting date and shall cause advance notice of the change to be published or posted as provided in this resolution. In the event that a regular meeting of the governing body is changed to a different location, advance notice of the meeting location shall be published as provided in this resolution.
2. Notice of all meetings shall be available at City Hall, 201 W Chaco, Aztec, New Mexico and on the City's website. Notice of all meetings shall be given to all broadcast stations licensed

by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice.

3. Notice of all meetings shall include information on how the public may obtain a copy of a preliminary or final agenda. A final agenda for all meetings shall be available at City Hall and on the City's Website, no later than 72 hours preceding the meeting.
4. Special Meetings: Notice shall be given at least three (3) days in advance of any special meeting of a quorum of the members of the governing body, board, commission, committee, agency, authority or other policy-making body held for the purpose of discussing public business or taking any formal action with the authority of such body. An agenda shall be available to the public at least 72 hours prior to any special meeting.
5. Emergency Meetings: which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss shall be held as required, with as much advance notice as the emergency permits.
6. Telephone Conference: A member of the governing body or any board, commission, committee, agency or other policy-making body may participate in a meeting of the public body by means of a telephone conference or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by telephone conference can be identified when speaking, and all participants are able to hear each other at the same time members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.
7. Citizens Input: A maximum of three (3) minutes may be allowed during Citizens Input.
8. Presentations: A maximum of 10 minutes unless extended by the chair, will be allowed for each presentation. A copy of the presentation and/or any related documents, if available, shall be presented to the City Clerk prior to preparing the Commission packets.
9. Closed Meetings: Shall be held in the following manner:
  - 1) If the Commission is in an open meeting when a closed meeting is desired and authorized by the Open Meetings Act, then the closed meeting shall be approved on motion by a majority of a quorum of the City Commission, and the authority for closure shall be stated in the motion.
  - 2) If the Commission is not in a public meeting and a closed meeting is desired and authorized, public notice, appropriate under the circumstances, shall be given stating the authority for the closure.
  - 3) Following completion of any closed meeting, the minutes of the open meeting as closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state that the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
10. Minutes: Once transcribed, all minutes produced, as a result of open meetings will be open for public inspection. Recordings are recycled or destroyed 30 days after the minutes are approved with the exception of *Public Hearings*.

11. All meetings shall be conducted in accordance with accepted parliamentary procedures.
12. All Aztec Advisory Boards and Committees will follow the requirements as stated above.
13. Agendas for all Aztec Advisory Board and Committee meetings shall be prepared by City Staff in conjunction with the Chair of the particular Board or Committee.
14. Aztec Advisory Board and Committee meetings are scheduled as follows:

Airport Advisory Board. Meets the first quarter of the current year, date and time to be determined and on an as needed basis. Meeting held in the Commission Room at City Hall.

Library Advisory Board. Meets the Second Wednesday of January, March, May, July, September, and November at 5:30 p.m. Meeting held at the Aztec Public Library.

Lodger's Tax Advisory Board. Meets the third Monday of January, March, May, July, September and November at 2:00 p.m. Meeting held in the Commission Room at City Hall.

Economic Development Advisory Committee. Meets the third Thursday of each Month at 8:00 a.m. Meeting held in the Commission Room at City Hall.

**PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of January, 2017.**

CITY OF AZTEC

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Mayor Sally Burbridge

ATTEST:

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Karla Sayler, City Clerk

# Staff Summary Report

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**MEETING DATE:** January 10, 2017  
**AGENDA ITEM:** IX. CONSENT AGENDA (F)  
**AGENDA TITLE:** Resolution 2017-1033 Surplus

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**ACTION REQUESTED BY:** General Services, Public Works, 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.
- NM Department of Finance and Administration (DFA) issued a memo effective 12/9/2016 establishing process for disposal of municipal property. After governing body approval, information will be submitted to DFA for approval to dispose of property. DFA will provide written approval for disposal to both the local agency and NM Office of the State Auditor. Until approval is received, the entity is not permitted to dispose of property.
- 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 2017-1033  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2017-1033  
Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be  
Sold or Disposed.

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**SURPLUS RESOLUTION 2017-1033**

**January 10, 2017**

**SURPLUS LIST**

**Adult Fiction**

The right address

Karasyov, Carrie

Buttons & beads

Brownley, Margaret

Fried Green tomatoes at the Whistle Stop Café

Flagg, Fannie

Echo burning

Child, Lee

Hillerman,

Tony

Skeleton Man

The risk agent

Pearson, Ridley

The edge of justice

McKinzie, Clinton

The Christmas clock

Martin, Kat

The mermaid chair

Kidd, Sue Monk

**Adult Nonfiction**

Messages

Romanek,

Stan

Need to know

library

The goth scene

The New York Times guide to essential knowledge

Addiction & recovery for dummies

2014 Writer's market

We interrupt this broadcast

Garner, Joe

Passante,

Christopher K

Idiot's guide to journalism

Moments

Buell, Hal

The news and it's future

Reference shelf

The longest trip home

Grogan, John

Wedding readings

Munro, Eleanor

Masterpieces of world philosophy

Our dumb world

the Onion

All music guide to Rock

Book lust

Pearl, Nancy

Rothman, Kevin

F.

Dangers on the internet

MacDonald Joan

Vos

Cybersafety

Heart of the community: the libraries we love

Creating the full-service homework center in your library

Mediavilla, Cindy

Giriliches, Diane

Library: the drama within

Asseo

Mental floss: in the beginning

**SURPLUS RESOLUTION 2017-1033**

**January 10, 2017**

**SURPLUS LIST**

Adobe photoshop CS4	Perkins, Chad
Adobe flash CS4 Professional	
Adobe phtotshop elements and adobe premier elements collection	Hester, Nolan
Introducing Maya	Derakhshani,
Creating music and sound for games	Darius
The game animator's guide to Maya	Childs, G.W. IV
Adobe flash CS4 Professional	McKinley,
The Newbery and Caldecott awards	Michael
Adobe dreamweaver CS4	
Digital storytelling	Miller, Carolyn
Blogging for dummies	Handler
The reading promise	Gardner,
The Paranormal	Susannah
Walking through walls	Ozma, Alice
Human technology	The Reference
The Penguin encyclopedia of horror and the supernatural	Shelf
Encyclopedia of occultism and parapsychology part 1	Smith, Philip
Encyclopedia of occultism and parapsychology part 2	Lee, Ilchi
Crystal and sound	
The mystery of 2012	Ruiter, Dick de
Dorm room feng shui	
The Nostradamus code	Ramotti, Ottario
Feng-shui	Cesare
Feng shui in a weekend	Wong, Eva
Possessions and exorcisms	Brown, Simon
Children of now	
Psychics	Losey, Meg
Sonya Fitzpatrick the pet psychic	Blackburn
The awakening heart	Fitzpatrick,
Mighty fine motor fun	Sonya
They just don't get it!	Eadie, Betty J.
Ten stupid things women do to mess up their lives	Isbell, C hristy
The mature mind	Yerkes, Leslie
Helping children cope with the death of a parent	Schlessinger,
	Laura
	Cohen, Gene D.
	Lewis, Paddy
	Greenwall

**SURPLUS RESOLUTION 2017-1033**

**January 10, 2017**

**SURPLUS LIST**

Homecoming	Bradshaw, John
Real magic	Dyer, Wayne W.
A woman's guide to successful negotiation	Miller, Lee E.
The second half of life	Arrien, Angeles
Loving what is	Katie, Byron
Ten years later	Kotb, Hoda
The happiness choice	Tam, Marilyn
Betrayal, trust, and forgiveness	Hedva, Beth
Words I wish I wrote	Fulghum, Robert
The ethics of biotechnology	Morris, Jonathan
The assault on reason	Gore, Al
the one percent doctrine	Suskind, Ron
The red hat society	Cooper, Sue Ellen
The cloister walk	Norris, Kathleen
Twice adopted	Reagan, Michael
	Levine, Suzanne
	Braun
Inventing the rest of our lives	Zaslow, Jeffrey
The girls from Ames	Pinker, Steven
The better angels of our nature	
U.S. immigration and migration biographies vol. 1	
U.S. immigration and migration biographies vol. 2	
City profiles USA 2006-2007	
Images in the heavens, patterns on the Earth: The I Ching	
Who cooked the last supper?	Russek, Janet
	Miles, Rosalind
	Galenorn,
	Yasmine
Crafting the body divine	Allenbaugh, Kay
Chocolate for a woman's soul	Pagels, Elaine
Revelation	
A chicken soup for the soul Christmas	
The everything family guide to RV travel & campgrounds	Eure, Marian
What happened to the church?	Barth, William L.
	Osbeck, Kanneth
	W.
Amazing grace	Ehrman, Bart D.
God's problem	Branton
The Dulce wars	Cole, W. Owen
Sikhism	
El Libro de Mormon	
	Gladwell,
	Malcolm
The tipping point	Rogers, Peter D.
The community building companion	Hllenbrand,
	Laura
Seabiscuit	Henry, Gray
Beads of faith	

**SURPLUS RESOLUTION 2017-1033**

**January 10, 2017**

**SURPLUS LIST**

Santa Biblia	
The power of soul	Sha, Zhi Gang
Reasons to believe	Hahn, Scott
Catechism of the Catholic Church	
American Muslims	
Divine soul songs	Sha, Zhi Gang
Sonwriter's market 2008	
Abundance	Diamandis, Peter H. Friedman, Thomas L.
The world is flat	
The Blackwell handbook of Early childhood development	
Social networking	
Animal rights 2011	information plus
Minorities 2012	information plus
Hi-fi color for comics	Miller
Growing up 2011	information plus
Electronic America 2011	information plus
Official Blackbook price guide to world coins 2008	
The book of Mormon	
Crossing the threshold of hope	John Paul II
May crowning, Mass, and Merton	Kelly, Liz
War	Junger, Sebastian
Soul prints	Gafni, Marc Eddy, Mary Baker Prophet, Elizabeth Clare Wesselman, Hank
Science and health with key to the scriptures	Kushner, Harold
Nurturing your baby's soul	Hultkrantz, Ake Subramuniaswa mi, Satguru
Spiritwalker	Galarza, Ernesto
When bad things happen to good people	Page, Christine R.
The religions of the American Indians	Taylor, Robert
Dancing with Siva	Currie, Stephen
Barrio boy	Joseph, Lawrence E.
2012 and the galactic center	
The History of terrorism	
Terrorists and terrorist groups	
Apocalypse 2012	
Masterpieces of world literature	
Religious sites in America	Snodgrass, Mary Ellen

**SURPLUS RESOLUTION 2017-1033**

**January 10, 2017**

**SURPLUS LIST**

**Easy fiction**

Gossie-Gansi

Dunrea,  
Olivier  
Berenstain,  
Stan

Inside, outside, upside down

Fairy numbers

Repchuk, Caroline

Bedtime

Monsters Inc.

Hallelujah, a cat comes back!

Curtiss, A.B.

The reindeer afraid to fly

**Multimedia**

Midway

DVD

**Junior fiction**

Brooklyn Nine

Gratz, Alan

The bad beginning

Snicket, Lemony

**Junior Nonfiction**

How to find flower fairies

Barker, Mary

This book is a joke

Kowitt, Holly

This book is a joke

Kowitt, Holly

**Southwest**

Stone Magic of the ancients

Cunkle, James R.

**YA Fiction**

Fallen

Lauren, Kate

The iron king

Kagawa, Julie

# CITY OF AZTEC RESOLUTION 2017-1033

**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 10<sup>th</sup> day of January 2017.

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

ATTEST:

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

# Staff Summary Report

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<b>MEETING DATE:</b>	January 10, 2017
<b>AGENDA ITEM:</b>	XII. BUSINESS ITEM (A)
<b>AGENDA TITLE:</b>	Intent to Adopt Ordinance 2017-454 Amending Chapter 17, Section 17-3 Safety Policy

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<b>ACTION REQUESTED BY:</b>	Safety Coordinator Troy Morris
<b>ACTION REQUESTED:</b>	Approve Intent to Adopt Ordinance 2017-454 Amending Chapter 17, Section 17-3 Safety Policy
<b>SUMMARY BY:</b>	Troy Morris

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## PROJECT DESCRIPTION / FACTS

The Safety Policy has been under annual review by the safety committee. The last adoption for updates was done in November 2015.

Minor changes were made and are attached.

Staff recommends the intent to adopt Ordinance 2017-454 for the Safety Policy.

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<b>SUPPORT DOCUMENTS:</b>	<ul style="list-style-type: none"><li>• Safety Policy Changes</li><li>• Ordinance 2017-454</li></ul>
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>	Move to APPROVE the Intent to Adopt Ordinance 2017-454 Amending Chapter 17, Section 17-3 Safety Policy
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## Safety Policy Changes

Section 1. Safety Plan	No changes.
Section 2. Safety Responsibilities And Duties	See attached.
Section 3. Accountability	No changes.
Section 4. General Safety Rules	See attached.
Section 5. Accident Reporting And Investigation Plan	See attached.
Section 6. Blood Borne Pathogens / Exposure Control Plan	See attached.
Section 7. Compressed Gas Safety	No changes.
Section 8. Electrical Safety Rules	No changes.
Section 9. Excavation And Trenching	No changes.
Section 10. Fleet Safety	No changes.
Section 11. Fall Protection Program	No changes.
Section 12. Hazard Communication Program	No changes.
Section 13. Hand And Power Tool Safety	No changes.
Section 14. Equipment Lockout / Tagout Program	No changes.
Section 15. Ladder Safety	No changes.
Section 16. Personal Protective Equipment (PPE)	No changes.
Section 17. Proper Lifting Techniques	No changes.
Section 18. Welding And Cutting Safety	No changes.
Section 19. Portable Electric Space Heater	No changes.
Section 20. Permit-Required Confined Space Entry Program	No changes.
Section 21. Job Hazard Analysis	No changes.
Section 22. Emergency Action Plan	See attached.

## SECTION 2. SAFETY RESPONSIBILITIES AND DUTIES

### 2.2 Safety Coordinator

#### 1. Responsibilities

The City of Aztec will be responsible for the overall safety program. Although the Safety Coordinator is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with every employee, from the newest hire to senior management.

#### 2. Duties

(1) Develop educational materials and implement training programs.

~~(2) Arrange for training of all employees.~~

(3) Assure ~~compliance awareness~~ with government regulations.

(4) Arrange for work place inspections.

(5) Review all incidents.

(6) ~~Ensure~~ ~~Verify~~ that the resources necessary to implement this program are available.

(7) ~~Ensure~~ ~~Verify~~ that this safety policy is communicated to all employees of the City of Aztec.

### 2.4 Supervisors

#### 1. Responsibilities

Supervisors have a direct responsibility for the safety of the employees. They will help build safety into the work process and be alert for safety and health problems.

#### 2. Duties

(1) Train new employees upon hire.

(2) Train employees on job assignments and identified hazards.

(3) Re-train present employees on an on-going basis.

(4) Stop work if unsafe conditions exist or develop.

(5) Ongoing informal inspections.

(6) Prepare all accident/injury reports and document on appropriate forms

(7) Enforce safety rules.

(8) Correct unsafe acts and conditions.

(9) Conduct ~~weekly~~ toolbox safety meetings/training sessions ~~as needed~~.

(10) Conduct a hazard analysis of each new job, prior to commencement of work (see Appendix B for forms).

(11) Attend scheduled safety trainings.

### 2.6 Safety Committee

1. Safety Committee may meet ~~quarterly~~ ~~(or as determined)~~ to discuss workplace safety and health issues.

2. Conduct safety inspections randomly throughout the city. ~~in their respective departments.~~

3. Safety Committee may be responsible for assisting the Safety Coordinator(s) in reviewing and updating workplace safety rules and evacuation plans.
4. Safety Committee is responsible for promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety and health program.

## SECTION 4. GENERAL SAFETY RULES

### 4.1 In General

1. Follow the safe job procedures established by this Safety Policy and Departmental Safety Guidelines.
2. Wear the protective equipment required for your job. It is your responsibility to see that your protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately and replaced.
3. Written job hazard assessments should be utilized as outlined in Section 26, Job Hazard Analysis.
4. Report unsafe acts or unsafe conditions to your supervisor without delay.
5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
6. Keep all mechanical safeguards in position during operation. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. Horseplay, such as scuffling, playing practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical Equipment is not to be tampered with in any way.
10. Compressed air should never be used for cleaning clothes, cooling or practical jokes.
11. ~~No worker will be permitted to use flammable solvents in an open container.~~ Flammables must be stored and handled in approved safety containers.
12. Only qualified personnel are permitted to repair machinery and equipment.
13. Good housekeeping should be maintained at all times throughout all work areas.
14. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.

15. Areas on, around, in front and over electrical controls or panels and fire extinguishers are to be kept clear at all times. This includes emergency exits.
16. Employees who violate these safety rules will be subject to disciplinary action as described in the City of Aztec's Personnel Policy, Section 6 - Disciplinary Action and Terminations.

#### 4.5 Safety Training and Communication

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

<u>Course</u>	<u>Personnel</u>	<u>Frequency</u>
<del>Blood Borne Pathogens</del>	<del>Police</del>	<del>Each Year</del>
<del>Defensive Driver Education</del>	<del>All City Staff</del>	<del>Every 2 years</del>
<del>First Aid / CPR</del>	<del>Field Personnel</del>	<del>Every 2 years</del>
<del>Hazard Communication</del>	<del>Field Personnel</del>	<del>Each Year</del>
<del>Sexual Harassment</del>	<del>All City Staff</del>	<del>Every 2 years</del>

## SECTION 5. ACCIDENT REPORTING AND INVESTIGATION PLAN

### 5.3 Program Administration

1. Safety Coordinator. The Coordinator will:
  - (1) Develop and revise, when necessary, the Accident Investigation Plan.
  - (2) ~~Provide~~ **Recommend** relevant training to ensure that accident investigators and other personnel involved in accident investigations properly carry out investigations.
  - (3) Monitor corrective actions implemented as a result of accident investigations.
  - (4) Make recommendations when needed concerning the effectiveness of corrective actions.

### 5.6 Accident Investigation and Reporting Procedures for Injury or Damages

If an employee sustains a work-related injury, the employee or a co-worker will immediately notify the supervisor of the work-related injury or illness, and the supervisor will ensure the injured or ill employee receives prompt medical treatment. The employee will complete the employee part of the Accident Investigation Form (Appendix C). If the date and time of the injury or illness cannot be determined, such as an injury caused by cumulative or repeated stress, the date of the last time that the employee worked is entered on the form. Any person who observes or causes damage to property or equipment will immediately report such damage to a supervisor.

#### Injury to Visitors

Injuries sustained by visitors at a City of Aztec work site will be reported to the Department Head and the Safety Coordinator. Injured visitors will be provided immediate medical treatment if necessary. The causes of injuries to visitors will be investigated through the same processes as for an employee accident investigation.

#### Near-Miss Incident

The investigation procedures for near-miss incidents will follow an abbreviated outline derived from the Accident Investigation Report procedures. Near misses are investigated so that procedures or training can be put in place that may help prevent future accidents. Investigations of near misses will not result in disciplinary action. See Appendix C for a copy of the *Near-Miss Investigation Form*.

#### Accident Investigation Procedures

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

1. Launch an accident investigation after a work-related injury or illness that requires medical treatment or property damage occurs at any City of Aztec work site. Near-miss incidents will also be investigated.
2. Assign supervisors to carry out specific tasks. Such tasks may include:
  - Inspect the accident site.

- Interview witnesses and injured person(s).
  - Compile and review data.
  - Develop recommendations for corrective action(s).
  - Compile the written investigation report.
3. Present a preliminary briefing to the investigating team, may including:
    - A description of the accident, with damage estimates.
    - Normal operating procedures.
    - Maps (local and general).
    - The location of the accident site.
    - List of witnesses.
    - Events that preceded the accident.
  4. When needed, visit the accident site to:
    - Secure the site to protect evidence and prevent further injuries.
    - Inspect the area, including walking and working surfaces, equipment, entrances and exits, air quality systems, and all other conditions, processes, or items that could possibly have contributed to the accident or injury.
    - Record by voice recorder or in writing the details of the accident site, including lighting conditions, other environmental factors, and any unsafe conditions, tools, equipment, or operations.
    - Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
    - Prepare drawings and/or photographs, label each item carefully, and keep accurate records. Interview each injured person and witnesses. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a voice recorder if desired. See Appendix C for a copy of the *Accident Witness Statement Form* and instructions for conducting interviews.
    - After all information from the accident site and interviews have been collected, determine and record in writing:
      - What was not normal before the accident;
      - Where the abnormality occurred;
      - When the abnormality was first noted; and
      - How it occurred.
  5. Analyze the data collected from the determination/analysis of accident causes. Repeat any of the prior steps, if necessary. Determine:
    - Why the accident occurred;
    - A likely sequence of events and probable causes (direct, indirect, and basic); and
    - Alternative sequences.
  6. Develop recommendations for corrective action, if needed.
  - ~~7. Conduct a post-investigation briefing.~~
  8. Prepare a summary report including the recommended actions to prevent a recurrence, and distribute the report according to applicable instructions. See Appendix C for a copy of the *Accident Investigation Form* and instructions.

## 5.9 Training

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

The training program will include the following topics:

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

## SECTION 6. BLOOD BORNE PATHOGENS / EXPOSURE CONTROL PLAN

### 6.1 Purpose

The purpose of the Exposure Control Plan for this facility is to implement the requirements of OSHA Standard 29 CFR 1910.1030 Blood Borne Pathogens, and thereby reduce the risk of employee infection with blood borne pathogens such as, but not limited to, Hepatitis B Virus (HBV), and Hepatitis C (HCV), Human Immunodeficiency Virus (HIV) which results in the disease commonly known as AIDS ~~and Rabies~~. The OSHA standard is included as Appendix A of this plan. This plan shall be reviewed and updated as least annually and as needed, to reflect any changes.

## SECTION 22. EMERGENCY ACTION PLAN

### 22.2 Employee Awareness

1. All personnel should be aware of fire extinguisher locations.
2. All personnel should be aware of first aid equipment locations.
3. All personnel should have a list of emergency phone numbers.
4. All equipment and first aid boxes shall be inspected ~~monthly~~ and expired or missing items replaced.

### 22.6 Alerting Building Occupants During Emergencies

In general, employees should only alert other occupants, emergency personnel, or staff when it does not put their own safety in jeopardy.

## 1. Fire

- (1) Call 911 (9-911 City phone) to report the fire. If a fire alarm is available pull the alarm. The locations of the fire alarm boxes are noted on the evacuation floor plans. The fire alarm alerts building occupants of the need for evacuation.
- (2) If possible notify the immediate supervisor.
- (3) If your building does not have a fire alarm, and it is safe to do so, use a desk phone to alert the administration that there is an emergency. The City Manager will initiate the intercom notification system to alert City employees. If the City Manager is unavailable then the Safety Coordinator or the IT Director may initiate the intercom notification system.
- (4) It may be necessary to verbally shout the alarm, if people are still in the building and the phone system alarm has stopped sounding, or if the alarm does not sound at all. This can be done while exiting the building.
- (5) The administration should be contacted in the following order:
  - City Manager
  - Safety Coordinator
  - IT Director

## 2. Gas Leak

- (1) If you smell gas (often smells like rotten eggs) or detect a gas leak do not use any phones while inside the building. They could create a static spark that could cause an explosion. Verbally notify the other occupants of the building and evacuate.
- (2) If possible notify the immediate supervisor.
- (3) Once outside call 911.
- (4) ~~Next notify General Services about the leak at 505-793-4181 or 334-7664. Then~~ Contact the New Mexico Gas Company at 888-664-2726
- (5) Next alert the administration that there is an emergency.
- (6) The administration should be contacted in the following order:
  - City Manager
  - Safety Coordinator
  - ~~IT Director~~

## 3. Workplace Violence

- (1) First call 911 (9-911 City phone).
- (2) If possible notify the immediate supervisor.

- (3) Next alert the administration that there is an emergency.
- (4) The administration should be contacted in the following order:
  - City Manager
  - Safety Coordinator
  - ~~IT Director~~

#### 4. Bomb Threat

- (1) If you receive a bomb threat, notify your immediate supervisor. Do not use cell phones inside the building. Do not turn the lights or electrical equipment on or off. If it is possible notify the immediate supervisor.
- (2) Once you are outside the building call 911 ~~or 505-334-6622~~ to notify the Police.
- (3) Next alert the administration that there is an emergency.
- (4) The administration should be contacted in the following order:
  - City Manager
  - Safety Coordinator
  - ~~IT Director~~

#### 5. Suspicious Package

- (1) If you observe a suspicious package call 911 (9-911 City Phone) ~~or 334-6622~~.
- (2) If possible notify the immediate supervisor.
- (3) Next alert the administration that there is an emergency.
- (4) The administration should be contacted in the following order:
  - City Manager
  - Safety Coordinator
  - ~~IT Director~~

#### 1. Other Emergencies

- 1) To report other emergencies, employees should call 911 (9-911 City phone).
- 2) If possible notify the immediate supervisor.
- 3) Next alert the administration that there is an emergency.
- 4) The administration should be contacted in the following order:
  - City Manager

- Safety Coordinator
- ~~IT Director~~

**City of Aztec**  
**ORDINANCE 2017-454**

An Ordinance to Amend Chapter 17, Section 17-3 Safety Policy

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

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

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

**Sec. 17-3. Safety Policy.**

The document entitled "City of Aztec Safety Policy, Revised February 2017" is adopted by reference. All associated forms can be amended through an administrative process by the City Manager.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2017.

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: \_\_\_\_\_