

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**April 11, 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. San Juan Historical Society Annual Report
- B. FY16 Annual Audit Report

**VII. CITIZEN RECOGNITION**

**VIII. EMPLOYEE RECOGNITION**

**IX. CONSENT AGENDA**

- A. Commission Workshop Meeting Minutes, March 28, 2017
- B. Commission Meeting Minutes, March 28, 2017
- C. Travel Requests
- D. Resolution 2017-1045 Surplus
- E. Acceptance of FY2016 Annual Financial Report
- F. FY2018 Youth Conservation Corps (YCC) Proposal
- G. Special Budget Resolution 2017-1046 NMFA Metropolitan Redevelopment Act Plan
- H. Special Budget Resolution 2017-1047 Animal Care Contributions

*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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**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.

**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. Final Adoption of Ordinance 2017-456 Amending Chapter 16, Article II Parks & Recreation Fees by Eliminating Section 16-15 Golf Course Fees
- B. Final Adoption of Ordinance 2017-457 Amending Chapter 16, by Creating Article X HUB Incubator Fees
- C. Final Adoption of Ordinance 2017-458 Amending Chapter 2, Article II, Division 4 Governance Policies

**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.

**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.

1 CITY OF AZTEC  
2 WORKSHOP MEETING MINUTES  
3 March 28, 2017  
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Workshop to order at 5:10 pm at the Aztec  
7 City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
8

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

13 MEMBERS ABSENT: Mayor Pro-Tem Sipe  
14

15 OTHERS PRESENT: City Manager Josh Ray; Administrative  
16 Assistant Sherlynn Morgan; Project Manager,  
17 Ed Kotyk  
18

19 **A. Annual Performance Plan FY 2018**  
20  
21

22 Josh mentioned that this workshop is to review the draft performance plan for  
23 FY2018. He mentioned that the goal for this workshop is to reach a plan that can be  
24 agreed on so they can move forward with the budget process. The plan will not be  
25 adopted until the budget is finalized. The plan will be used as a guideline for the budget  
26 process.  
27

28 Commission reviewed and staff reviewed the plan that was presented to them as  
29 follows:  
30

- 31 • North Main (Phase 1)
- 32 • Airport Apron
- 33 • Street Sweeping Policy & Implementation
- 34 • Affordable Housing
- 35 • Street maintenance
- 36 • Police Staffing
- 37 • Utility Rate Study
- 38 • Waste to Energy Options
- 39 • Sewer Laterals
- 40 • Sewer Connections
- 41 • Update Economic Development Strategy
- 42 • HUB Incubator Goals
- 43 • Metropolitan Redevelopment Area Program
- 44 • Employment Plan
- 45 • School Safety
- 46 • School Solar Project

- 1 • Cross Training
- 2 • Recycling
- 3 • LED Lighting
- 4 • Maintenance of Parks
- 5 • River Corridor Recreation
- 6 • North Main Trail Development
- 7 • Development of Dog Park
- 8 • Employee Recognition
- 9 • Public Outreach
- 10 • Trail Development
- 11 • Proactive Volunteer Program
- 12 • Town Hall Meetings
- 13 • Youth Participation

14

15 **II. ADJOURMENT**

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17 Moved by Mayor Burbridge to adjourn the meeting at 6:00 p.m.

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

23 ATTEST:

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25

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

27

28 MINUTES PREPARED BY:

29

30

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

1  
2 CITY OF AZTEC  
3 COMMISSION MEETING MINUTES  
4 March 28, 2017

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Meeting to order at 6:05 pm at the Aztec City  
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

8  
9 **II. INVOCATION**

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11 The Invocation was lead by Judge Carlton Gray

12  
13 **III. PLEDGE OF ALLEGIANCE**

14  
15 The Pledge of Allegiance was led by General Services Director Steve Mueller

16  
17 **IV. ROLL CALL**

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

22  
23 Members Absent: Mayor Pro-Tem Sherri Sipe

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

28  
29 **V. AGENDA APPROVAL**

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

33  
34 **VI. PRESENTATION**

35  
36 Aztec Boys and Girls Club

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38 Mike Patch thanked commission on behalf of the club for their support. He  
39 presented a power point. He mentioned the mission for the club the core areas, the  
40 attendance for the past year and activities. He mentioned that the boys and girls club  
41 has been here for 45 years.

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43 **VI. CITIZEN RECOGNITION**

44  
45 None

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1 **VII. EMPLOYEE RECOGNITION**

2  
3 None

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5 **VIII. CONSENT AGENDA**

6  
7 MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to  
8 Approve the Consent Agenda as presented

- 9  
10 A. Commission Workshop Meeting Minutes, March 14, 2017  
11 B. Commission Meeting Minutes, March 14, 2017  
12 C. Travel Requests  
13 D. Appointment of Library Member  
14 E. YCC Grant Application Pre-Application Forms  
15 F. Aztec Airport Fuel Access Road Sponsor Certifications  
16 G. Resolution 2017-1043 Authorizing Submission of Application to the Federal  
17 Aviation Administration  
18 H. Resolution 2017-1044 Authorizing the Acceptance of Mayor's Signature on the  
19 Aztec Airport Terminal Apron Project FAA Federal Grant Offer Once Received  
20 Bid 2016

21  
22 **X. ITEMS FROM CONSENT AGENDA**

23  
24 None

25  
26 **XI. CITIZENS INPUT**

27  
28 None

29  
30 **XII. BUSINESS ITEMS**

31 A. Final Adoption of Ordinance 2017-455 Amending the Municipal Code of Aztec,  
32 New Mexico, 2007, Chapter 16, Article IV, Division 4, Sec 16-211 Solid Waste Rates

33  
34 Josh mentioned that this is the final adoption for solid waste rates. He mentioned  
35 that there have been no comments and what we would do is change the rates based on  
36 the new rate structure for the solid waste collection per our agreement with Transit  
37 Waste, WCA.

38  
39 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to  
40 Approve Ordinance 2017-455 Amending the Municipal Code  
41 of Aztec, New Mexico, 2007, Chapter 16, Article IV, Division 4, Sec 16-211 Solid Waste  
42 Rates

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44 A Roll Call Was Taken; All Voted Aye; Motion Passed 4-0

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

Mayor Burbridge mentioned there will be a workshop scheduled on Monday at 5:00pm for Utility Rates Discussion will be rescheduled for Tuesday at 5:30pm-7:30pm. The Mayor mentioned that April 10<sup>th</sup> is the Municipal District meeting at the Farmington Civic Center. She mentioned that she attended 4CED meeting and mentioned that there is a study to expand the Durango Airport. She mentioned that they put forward a bond and it failed. She mentioned that this meeting was a feeler to see if there is an interest in San Juan County to partner in an airport authority which would create a new governing body for the airport which would include the entities in San Juan County which would help set direction. She mentioned that through 4CED also they are working with La Plata County Economic Development and with the COG and trying to pull in Arizona and Utah and putting together a Four Corners Economic Summit.

**XIV. DEPARTMENT REPORTS**

Community Development Director Steven Saavadra updated commission that the NMLZO annual conference will be May 3-5 in Albuquerque and that he will send out information to Commission on the conference.

**XV. ADJOURNMENT**

Moved by Mayor Burbridge, SECONDED by Commissioner Rogers to adjourn the meeting at 6:31 p.m.

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

ATTEST:

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

MINUTES PREPARED BY

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

# Staff Summary Report

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**MEETING DATE:** April 11, 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.
  - Finance Director is requesting approval of attendance of the 2017 Audit Rule held in Las Vegas, NM. She has attended the training last month.
  - Electric Crew Leader is requesting approval of attendance of the Overhead Distribution Design Course held in Albuquerque, NM. last week. This training covers how to design overhead electrical distribution structures and also covers the 2017 NESC clearances for overhead distribution lines.
  - Electric Lineman Apprentice is requesting approval of attendance of the Fiber Optics Training Course held in Albuquerque, NM. This training provides a fundamental understanding of fiber optics plus the practical skills required to install and maintain fiber optic networks, resulting in certification which is valid for four years.
  - City Clerk is requesting approval of attendance of the NMML Clerks Spring Meeting held in Las Cruces, NM. Meeting will educate her of new regulations and procedures.
  - Public Works Supervisor is requesting attendance of the NM Water & Wastewater Association 2017 Northern School. The law requires all work on water breaks to be overseen by employees with NMED Water 2 Certificate. Attending this training will allow him the opportunity to become certified.

## **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 April 11, 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: APRIL 11, 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>
03/30-31/17	Finance	2017 Audit Rule Las Vegas, NM.	Yes	No	36.00 50.00 115.00	Meals & Gratuity Allowance Estimated Cost for Fuel Lodging	Yes
04/05-07/17	Electric	Overhead Distribution Design Course Albuquerque, NM.	Yes	No	108.00 400.00 40.00 303.68	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
04/17-21/17	Electric	Fiber Optics Training Course Albuquerque, NM.	Yes	No	158.40 1700.00 40.00 425.00	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
04/18-21/17	Admin.	NMML Clerks Spring Meeting Las Cruces, NM.	Yes	No	144.00 200.00 125.00 327.03	Meals & Gratuity Allowance Registration Estimated Cost for Fuel Lodging	Yes
05/07-12/17	Public Works	NM Water & Wastewater Association 2017 Northern School Ohkay Owingeh, NM.	Yes	No	216.00 300.00 30.00 35.00 231.95	Meals & Gratuity Allowance Registration Test Fee Estimated Cost for Fuel Lodging	Yes

# Staff Summary Report

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**MEETING DATE:** April 11, 2017  
**AGENDA ITEM:** IX. CONSENT AGENDA (D)  
**AGENDA TITLE:** Resolution 2017-1045 Surplus

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**ACTION REQUESTED BY:** Library, Public Works  
**ACTION REQUESTED:** Approval o Resolution 2017-1045  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- The Public Works Departments has identified items no longer necessary to daily operations and request commission approval to sell or otherwise dispose of the equipment.
- 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 2017-1045  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2017-1045 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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**SURPLUS RESOLUTION 2017-1045**

**April 11, 2017**

**SURPLUS LIST**

Department	Item/Model	
Public Works		14" Gas Powered Cut-Off Saw, 5400 RPM Make: Partner Model: K-950 S/N: 60500109  Condition: Fair Reason for Surplus: Replaced

LIBRARY SURPLUS

**Adult Nonfiction**

National security 2011	information plus
Social Worker's desk reference	
The healing of America	Reid, T.R.
Breathing for a living	Rothenberg, Laura
The helth care system 2011	information plus
Social discrimination and body size	Libal, Autumn
Blindsided	Cohen Richard M.
U.S. National Debate Topic 2009-2010	The Reference Shelf
Teen suicide	
Death and the afterlife	Taylor, Richard P.
Surviving your wedding	Hubbert, Wendy
A treasury of American folklore	Botkin, B.A. ed.
Miss Manners on painfully proper weddings	Martin, Judith
Christmas customs around the world	Wernecke, Herbert
Spain	Batan, Mario
School Violence	Contemporary Issues
Making schools work	Ouchi, William G.
Three cups of tea	Mortenson, Greg
America's prisons	Opposing viewpoints
The official Warren Commission report on the assassination of JFK	
Crime, prisons and jails	information plus
Education meeting America's needs?	information plus
The deniers	Solomon, Lawrence
NMTA practice test 2	
NMTA practice test 1	
Draw-and-tell	Thompson, Richard
Empty promises	Rule, Ann
Global climate change	The Reference Shelf
The domestic violence sourcebook	Berry, Dawn Bradley

**SURPLUS RESOLUTION 2017-1045**

**April 11, 2017**

**SURPLUS LIST**

Healing from the trauma of childhood sexual abuse	Duncan, Karen
Hope Meadows	Smith, Wes
CNN reports Katrina State of emergency	
Community policing	Miller, Linda S
Race and Crime	Wright, John
U.S. Infrastructure	The Reference Shelf
Protecting yourself against criminals	Lock, Joan
Child abuse	Contemporary Issues
Womebody hear me crying	Libal, Joyce
Child abuse and domestic violence 2011	information plus
Gambling 2011	information plus
Growing old in America 2012	information plus
To be a crime scene investigator	Holden, Henry M.
The restless sleep	Horn, Stacy
Lewis & Clark Historic places	Appleman, Roy E
Guinness world records Gamer's edition	

**Reference**

2016 The World Almanac

**Adult Large print fiction**

Talking God	Hillerman, Tony
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**Adult Fiction**

Pride and prejudice	Austen, Jane
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**Junior Fiction**

Revenge of the witch	DeLaney, Joseph
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Wolf Stalker	Skurznski, Gloria
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the hunted	Skurznski, Gloria
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**Easy Fiction**

Bibbidii-bobbidi-Boo!

**SURPLUS RESOLUTION 2017-1045**

**April 11, 2017**

**SURPLUS LIST**

Baby giggles	Hale, Rachael
Animal babies peek a boo!	
Love you more	Duksta, Laura
I can read with my eyes shut!	Seuss, Dr.

**Junior Non-fiction**

Horse	Eyewitness title
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My first magic book	Leyton, Lawrence
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String games	Darsie, Richard
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**Adult Audio**

Honor thyself	Steel, Danielle
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# CITY OF AZTEC RESOLUTION 2017-1045

**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 11th day of April 2017.

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

ATTEST:

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

# Staff Summary Report

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<b>MEETING DATE:</b>	April 11, 2017
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (E)
<b>AGENDA TITLE:</b>	Acceptance of FY2016 Annual Financial Report

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<b>ACTION REQUESTED BY:</b>	Finance Department
<b>ACTION REQUESTED:</b>	Accept FY2016 Annual Financial Report
<b>SUMMARY BY:</b>	Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- The FY16 Annual Financial Report was approved for release by the State Auditor's Office on February 9, 2017. As per Sec 12 -6 -5 NMSA 1978, the audit report does not become public record until 5 days from the date of the State Auditor's release, or February 14, 2017. The State Auditor's office also approved final payment to Axiom CPA for the FY16 which was processed on March 14, 2017. Single audit submission was completed on March 31, 2017.
- Page 133 of the report identifies the findings.
  - The Segregation of Duties finding from FY2014, repeated in FY2015, was resolved and not repeated in FY2016.
  - The FY2016 audit identified an unallowable use of utility revenue and included the transfer of Joint Utility Funds to the Golf Course Fund. The transfer should have been from the Joint Utility Fund to the General Fund and then to the Golf Course Fund. This situation has not been repeated and will be corrected in FY2017.
- Management's Discussion and Analysis (MD &A) begins on page 6; Basic Financial Statements begin on page 19 and notes to the financial statements on page 31. Supplementary schedules begin on page 87.
- This is the last year in a three year agreement with Axiom CPA. A RFP has been issued and city staff anticipates a recommendation for the next three year audit cycle to be presented for commission approval on April 25, 2017. The maximum term a firm, or same group of individuals, may perform our audit is six consecutive years.

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<b>SUPPORT DOCUMENTS:</b>	FY2016 Annual Financial Report (bound copies provided to Commission separately, electronic document available <a href="http://www.aztecnm.gov">www.aztecnm.gov</a> NM Office of the State Auditor Release Letter, 02-09-17
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**DEPARTMENT'S RECOMMENDED MOTION:** Move to accept the FY2016 Annual Financial Report.

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**Timothy M. Keller**  
State Auditor



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

**State of New Mexico**  
**OFFICE OF THE STATE AUDITOR**

Via E-mail

February 9, 2017

SAO Ref. No. 6008

Joshua Ray, City Manager  
City of Aztec

jray@aztecnm.gov

Re: Authorization to Release FY2016 City of Aztec Audit Report

The Office of the State Auditor ("Office") received the audit report for your agency on 12/19/2016. The Office has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC. This letter is your authorization to make the final payment to the Independent Public Accountant ("IPA") who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the Office. Once the five-day period has expired, or upon the Office's receipt of a written waiver:

- the Office will send the report to the Office to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the Office will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per 2.2.2.10.J(4), at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on page 120. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Keller".

Timothy M. Keller  
State Auditor

cc: Axiom CPA and Business Advisors, LLC

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

# Staff Summary Report

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<b>MEETING DATE:</b>	April 11, 2017
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (F)
<b>AGENDA TITLE:</b>	FY18 Youth Conservation Corps (YCC) Proposal

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<b>ACTION REQUESTED BY:</b>	City Staff
<b>ACTION REQUESTED:</b>	Approval to submit FY18 Youth Conservation Corps (YCC) Proposal
<b>SUMMARY BY:</b>	Kris Farmer

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## PROJECT DESCRIPTION / FACTS

- New Mexico Youth Conservation Corps (YCC) uses a formal proposal process to apply for funding. Proposal due date is April 26, 2017, at 3pm,
- Youth Conservation Corps Commission will equally distribute funds for projects in 2 categories: 1) Projects located in urban Metropolitan Statistical Areas (MSAs), which include Bernalillo, Sandoval, Valencia, Dona Ana, Los Alamos, Santa Fe, Torrance, and San Juan Counties (urban counties) and 2) Projects located in all other counties (rural counties).
- The City has had successful applications since 2003.
- If funding is successful, the City is required to accept funding. Typically response is required within a week of notification of grant award. Due to this, staff is requesting that City Manager be approved to accept the funding on behalf of the City.
- YCC program requires the City meet our match before last reimbursement payment will be processed. As a result, the proposal will not identify 100% of the anticipated City match in the event that all projects are not completed or actual costs are less than estimated costs.
- Aztec Park Improvements 2018 has been identified as the project for FY18. Projects include:
  - Minium Park – form and pour two concrete slabs and install two (2) shade structures at entrance to splash park, form and pour concrete slabs and install three (3) additional benches around the playground area, and lay crusher fines on the northeast corner between the splash park and playground area.  
**NOTE:** After further evaluation, staff recommendation is not to install shade structures over play ground benches. The reason is the inability to ever provide any effective shade. The Parks Department will look at planting trees in the future to provide shade.
  - Memorial Rose Garden – redesign and landscape rose garden, plant 12 rose bushes and 7 trees, install lighting at corners of garden, redesign and extend irrigation system for trees and rose bushes, and construct drive pad for the RV dump station.

- Alternate projects, if time and funding permits, will include Rio Animas Park installation of three (3) picnic tables, constructions of input/output ramp for rafting and tubing, improve the remote parking area, construction of a pavilion/ramada for large group gatherings. Construct and widen City trails, overlay trails with mulch and reconstruct playground fall zones.
- It is estimated the program will begin in May 2018 with the hiring of the YCC youth and continue through the middle of August 2018. The program will provide employment for 12 youth plus 6 alternates and the YCC Coordinator
- This funding application continues the YCC youth wage pay scale which compensates returning YCC members at a higher rate than non-experienced youth. The YCC youth also benefit through the YCC Cash Bonus/Tuition Voucher Program. Corps members who have worked 12 months in a 48 month period may be eligible to receive a \$500 cash bonus or a \$1500 tuition voucher. The tuition voucher maybe used over a two year period. Corps members must have satisfactory employment evaluations during their YCC service to be eligible.
- The grant provides funding for youth employment and some program supplies. However, the NM YCC desires a larger portion of the YCC funding to be utilized for youth wages. As A result the bulk of the project supplies will be borne by the City.
- The City has had successful YCC programs in the past; however, the summer months are the busiest months for the Parks and Recreation Department, which makes it extremely difficult to add supervision of 12 additional employees to staff. If the City's proposal is successful, the City will hire a project coordinator as in previous years.

#### PROCUREMENT / PURCHASING

- To ensure availability of materials and timely completion of projects listed, if funded, City will begin procuring many items spring 2018, after Notice to Proceed is received. Any items received prior to Notice to Proceed are not considered a match to the YCC funds

#### FISCAL INPUT / FINANCE DEPARTMENT

Entire Project costs for FY18-19 proposed grant: \$95,605

- Projected costs for labor and materials for YCC are as follows: \$54,806
  - 1. YCC Youth \$49,106
  - 2. Materials, Supplies and Training \$ 5,700

**NOTE-** YCC Youth wages could change depending on Governor's action on Senate bill 386 which could increase minimum wage to \$9.00 as of April 2018.

- Projected costs for labor and materials for City are as follows: \$40,799
  - 1. YCC Coordinator \$ 8,464
  - 2. City Staff (included in budget) \$ 1,933
  - 3. Materials, Supplies and Training \$30,402

- FY18 Preliminary Budget currently includes all funds for materials, supplies, training, YCC Coordinator and youth wages to June 30, 2018.
- The program will actually cross the FY18 and FY19 budget years and funds will be appropriated in FY19 to complete the City's obligation if proposal submittal is authorized by the City Commission and funding is granted.

FY18 YCC Youth (YCC Grant)	\$25,535
FY19 YCC Youth (YCC Grant)	\$23,571

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**SUPPORT DOCUMENTS:** 2018 YCC Proposed Projects with maps

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**DEPARTMENT'S RECOMMENDED MOTION:** Move To Approve Submittal Of FY18 Youth Conservation Corps (YCC) Proposal And Approve City Manager To Accept Funding, If Grant Is Successful, On Behalf Of The City

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**YCC 2018 – MINIMUM PARK / MEMORIAL ROSE GARDEN / RIO ANIMAS PARK**

**MINIMUM PARK:** Will involve the installation of two (2) shade structures around the Water Splash Park (Project 1), three bench areas around the play ground (Project 2) and some landscaping improvements (Project 3).



## **Project 1. Splash & Play Shade Structures**

Task 1: Install two shade structures at Splash Park main entrance.

Task 2: Concrete slabs at base of shade structures

## **Project 2. Playground Benches and Shade Structures**

Task 1: Frame and pour concrete bases for benches around playground.

Task 2: Install 3 benches.

## **Project 3. Landscaping**

Task 1: Clear landscape area.

Task 2: Lay weed barrier.

Task 3: Lay and compact crusher fines

**MEMORIAL ROSE GARDEN:** Will involve cleanup of planting zones, planter boxes (1-3), xeriscaping, irrigation and tree planting (Project 4 - Zones A-C); landscaping, irrigation, and tree planting (Project 5); concrete drive pad for RV station (Project 6).



## **Project 4. Redesign and Landscaping of Rose Garden**

- Task 1: Clear vegetation in Zones A-C.
- Task 2: Re-design irrigation system.
- Task 3: Plant rose bushes (Locations 1-3).
- Task 4: Plant three (3) new trees.
- Task 5: Lay weed barrier in Zones A-C.
- Task 6: Lay crusher fines in Zones A-C.
- City Task: Install lighting system at corners of garden (Zones B & C);  
Work to be done by city electric department.

## **Project 5. Landscaping**

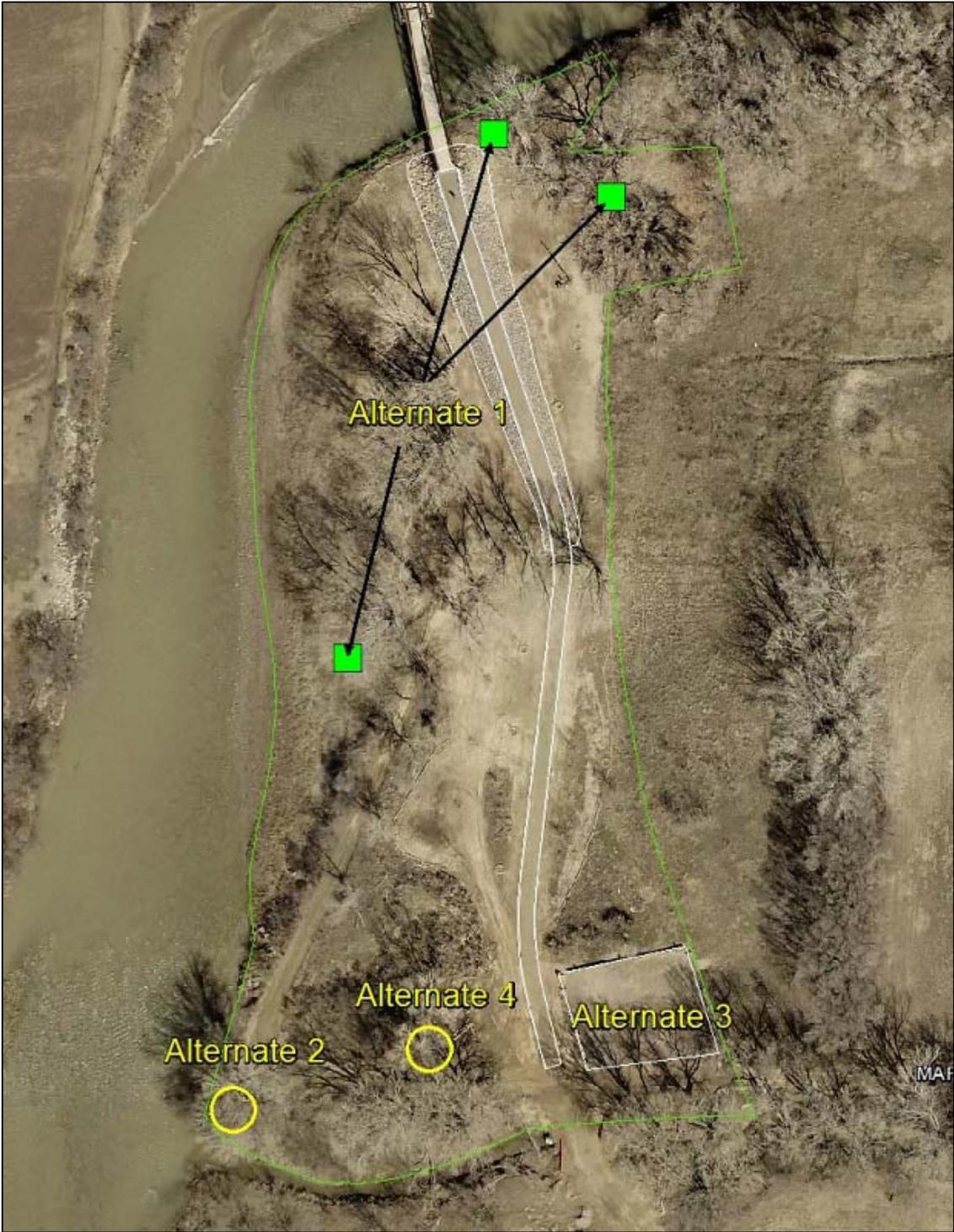
- Task 1: Clear and level.
- Task 2: Extend irrigation system for tree locations.
- Task 3: Plant trees.
- Task 4: Lay weed barrier.
- Task 5: Xeriscape (gravel and/or cobble).

## **Project 6. RV Dump Station Drive Pad**

- Task 1: Excavate and frame drive pad.
- Task 2: Pour and surface concrete pad.

# ALTERNATE PROJECTS

**RIO ANIMAS PARK:** Will include installation of three picnic tables (Alternate 1), construction of input/output ramp for rafting and tubing (Alternate 2), improving the remote parking area (Alternate 3), and construction of a pavilion/ramada for large group gatherings (Alternate 4).



## **Alternate 1. Picnic Tables**

- Task 1: Clear vegetation.
- Task 2: Assemble picnic tables.
- Task 3: Install picnic tables into concrete footers.
- Task 4: Install trash can at each location.
- Task 5: Mulch trail paths to picnic tables.

## **Alternate 2. Input Ramp**

- Task 1: Clear vegetation.
- Task 2: Lay gravel along ramp.
- Task 3: Lay cobble along border of ramp.

## **Alternate 3. Parking Lot Graveling**

- Task 1: Clear vegetation.
- Task 2: Lay and spread gravel.
- Task 3: Install two (2) trash cans.

## **Alternate 4. Pavilion / Ramada**

- Task 1: Clear vegetation.
- Task 2: Construct pavilion/ramada.
- Task 3: Install picnic table, trash can, and grill.
- Task 4: Gravel area.

# Staff Summary Report

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**MEETING DATE:** April 11, 2017  
**AGENDA ITEM:** IX. CONSENT AGENDA (G)  
**AGENDA TITLE:** Special Budget Resolution 2017-1046 NMFA Metropolitan  
Redevelopment Act Plan

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**ACTION REQUESTED BY:** Finance Department  
**ACTION REQUESTED:** Approval of Special Budget Resolution 2017-1046 NMFA  
Metropolitan Redevelopment Act Plan  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

NMFA: New Mexico Finance Authority  
NMEDD: New Mexico Economic Development Department

- Funding for a Metropolitan Redevelopment Act Plan was conditionally awarded by NMFA in December 2016 in the amount of \$50,000. Insufficient contingency funds exist in the General Fund to provide funds for plan development and require a special budget resolution.
- Community Development is working with NMFA and NMEDD to meet the requirements of the funding. A scope of work has been developed and proposals will be requested and evaluated.

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**SUPPORT DOCUMENTS:** NMFA Funding Notification December 7 2016  
Resolution 2017-1046

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Special Budget Resolution  
2017-1046

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**RESOLUTION 2017-1046**  
**Special Budget Resolution**  
**Metropolitan Redevelopment Act Plan**  
**Fiscal Year 2016-2017**

**WHEREAS**, the City of Aztec submitted an application to the Local Government Planning Fund for the purpose of creating a Metropolitan Redevelopment Plan; and

**WHEREAS**, New Mexico Finance Authority has reviewed the application and approved funding for plan development on December 7, 2016; and

**WHEREAS**, the City of Aztec will develop a plan which will identify sites and projects, and sustainable implementation strategies and become a living document to guide Aztec Downtown revitalization and public/private investment; and

**WHEREAS**, it is necessary to establish a budget based on the funding notification; and

**NOW, THEREFORE, BE IT RESOLVED** that the following special budget adjustment be made and approved.

	<u>General Fund</u>	Increase/(Decrease)
<b>Revenue:</b>		
St Grant: NMFA MRA	101-1160-33021	\$50,000
<b>Expenditures:</b>		
Community Development: Professional Services	101-1160-64200	\$50,000

**Passed, Adopted and Approved** this 11th day of April 2017.

SEAL

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

ATTEST:

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

# **Staff Summary Report**

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<b>MEETING DATE:</b>	April 11, 2017
<b>AGENDA ITEM:</b>	IX. CONSENT AGENDA (H)
<b>AGENDA TITLE:</b>	Special Budget Resolution 2017-1047 Animal Care Contributions

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<b>ACTION REQUESTED BY:</b>	Finance Department
<b>ACTION REQUESTED:</b>	Approval of Special Budget Resolution 2017-1047 Animal Care Contributions
<b>SUMMARY BY:</b>	Kathy Lamb

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## **PROJECT DESCRIPTION / FACTS**

- NM DFA: New Mexico Department of Finance and Administration
- Animal Care and Control is the beneficiary of the generosity of the public and various organizations in the form of monetary and non-monetary contributions. During the current fiscal year, as of March 24, 2017, the cash contributions have exceeded the established budget and Animal Care and Control has need for additional funding for medical services for animals through the end of the fiscal year.
- To make the funds available to the department, it is necessary for a special budget resolution to be approved by the City Commission and NMDFA Local Government Division.

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**SUPPORT DOCUMENTS:** Resolution 2017-1047

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Special Budget Resolution 2017-1047

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**RESOLUTION 2017-1047**  
**Special Budget Resolution**  
**Animal Care Contributions**  
**Fiscal Year 2016-2017**

**WHEREAS**, the City of Aztec Animal Care and Control accepts monetary contributions for the care of animals; and

**WHEREAS**, cash contributions received through March 24, 2017 have exceeded the established budget for the current fiscal year; and

**WHEREAS**, the Animal Care and Control Department has need for the additional funds for medical services provided to animals through the end of the current fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the following special budget adjustment be made and approved.

	<u><b>General Fund</b></u>	Increase/(Decrease)
<b>Revenue:</b>		
Contributions	101-5210-36217	\$7,800
<b>Expenditures:</b>		
Animal Care & Control:		
Medical Services	101-1160-64150	\$7,800

**Passed, Adopted and Approved** this 11th day of April 2017.

SEAL

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

ATTEST:

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

# Staff Summary Report

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**MEETING DATE:** April 11, 2017  
**AGENDA ITEM:** XII. Business Item (A)  
**AGENDA TITLE:** Final Adoption of Ordinance 2017-456 Amending Chapter 16, Article II Parks & Recreation Fees by Eliminating Section 16-15 Golf Course Fees

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**ACTION REQUESTED BY:** Staff  
**ACTION REQUESTED:** Approve the Final Adoption of Ordinance 2017-456 Amending Chapter 16, Article II Parks & Recreation Fees by Eliminating Section 16-15 Golf Course Fees  
**SUMMARY BY:** Edward Kotyk

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## **PROJECT DESCRIPTION / FACTS**

1. The fees for the Golf Course operations had previously been established under Section 16-15 which established changing of the fees through approval of a Resolution by the City Commission.
2. The City no longer manages the day to day operations of the Aztec Municipal Golf Course.
3. Management of the Aztec Municipal Golf Course is now through a third-party contract that handles the day to day expenses and maintenance of at the Aztec Municipal Golf Course.
4. To allow the third party management of the Golf Course, the contractor needs to have the flexibility to adjust fees and expand on services that will require different fees.
5. Since the City is no longer managing the golf course (despite the name) there is no reason to retain or establish fees for the Aztec Municipal Golf Course within Chapter 16 of the Aztec Code Book.
6. Commission approved the Intent to adopt at their March 14 meeting.
7. No comments from public or changes made since the intent to adopt.

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**SUPPORT DOCUMENTS:** Ordinance 2017-456

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Final Adoption of Ordinance 2017-456 Amending Chapter 16, Article II Parks & Recreation Fees by Eliminating Section 16-15 Golf Course Fees

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**CITY OF AZTEC**

**ORDINANCE 2017-456**

**An Ordinance Amending Chapter 16, Article II Parks & Recreation Fees  
By Eliminating Section 16-15 Golf Course Fees**

**WHEREAS,** The fees for the Golf Course operations had previously been established under Section 16-15 which established changing of the fees through approval of a Resolution by the City Commission; and

**WHEREAS,** The City no longer manages the day to day operations of the Aztec Municipal Golf Course; and

**WHEREAS,** Management of the Aztec Municipal Golf Course is now through a third-party Contract that handles the day to day expenses and maintenance of at the Aztec Municipal Golf Course;

**NOW, THEREFORE, BE IT RESOLVED** that the Aztec City Commission no longer is required to establish fees for the Aztec Municipal Golf Course and therefore no longer is required in the Aztec City Code Book.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_ day of April 2017, by the Aztec City Commission, City of Aztec, New Mexico.

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

ATTEST:

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

APPROVE AS TO FORM:

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

Advertised Date of Final Adoption: \_\_\_\_\_

Effective Date of Ordinance: \_\_\_\_\_

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## ARTICLE II. PARKS & RECREATION FEES

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### ~~Sec. 16-15. Golf Course Fees.~~

#### ~~1. In General.~~

- ~~1) Memberships are for 1 year from the date of purchase.~~
- ~~2) Must be 16 or older to drive a cart.~~
- ~~3) No private carts allowed on golf course.~~
- ~~4) Fees are subject to New Mexico Gross Receipts Tax.~~

#### ~~2. Annual Memberships.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

#### ~~3. Daily Rates.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

#### ~~4. Associated Fees.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

#### ~~5. Tournament Fees.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

#### ~~6. League Play.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

#### ~~7. Special Events.~~

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	<i>Fees</i>
Patio	To Be Negotiated
Patio and Grill Equipment	To Be Negotiated
Cart Rental Off Premise for Special Events	\$50.00 per 24 hour period

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~~(Ord. 2015-449; eff. 2015-Dec-23; Ord. 2015-444, eff. 2015-Sept-03; Ord. 2015-442, eff. 2015-Apr-01)~~

#### ~~8. Promotional Fees.~~

~~Established through Resolution and approval by City Commission.  
(Ord. 2015-449, eff. 2015-Dec-23)~~

**Secs. 16-15 to 16-50. Reserved.**

# Staff Summary Report

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<b>MEETING DATE:</b>	April 11, 2017
<b>AGENDA ITEM:</b>	XII. Business Item (B)
<b>AGENDA TITLE:</b>	Final Adoption of Ordinance 2017-457 Amending Chapter 16, by Creating Article X HUB Incubator Fees

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<b>ACTION REQUESTED BY:</b>	Staff
<b>ACTION REQUESTED:</b>	Approve the Final Adoption of Ordinance 2017-457 Amending Chapter 16, by Creating Article X HUB Incubator Fees
<b>SUMMARY BY:</b>	Edward Kotyk

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## PROJECT DESCRIPTION / FACTS

1. The City has in the recent year established a program for the purpose of assisting economic development through an incubator program. This program is called the “the HUB”.
2. The HUB has fees for the use of the facility.
3. The City Commission establishes fees for various operations by the City and so to be consistent, the HUB fees ought to be included within Chapter 16.
4. Commission approved the Intent to adopt at their March 14 meeting.
5. No comments from public or changes made since the intent to adopt.

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<b>SUPPORT DOCUMENTS:</b>	Ordinance 2017-457
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<b>DEPARTMENT’S RECOMMENDED MOTION:</b>	Move to Approve the Final Adoption of Ordinance 2017-457 Amending Chapter 16, by Creating Article X HUB Incubator Fees
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**CITY OF AZTEC**

**ORDINANCE 2017-457  
An Ordinance Amending Chapter 16, Fees  
By Creating Article X. HUB Incubator Fees**

**WHEREAS,** The City Commission establishes fees for various operations by the City; and

**WHEREAS,** The City has established a program for the purpose of assisting economic development within the City of Aztec; and

**WHEREAS,** this program is known as “the HUB”; and

**WHEREAS,** The HUB has fees for the use of the facility;

**NOW, THEREFORE, BE IT RESOLVED** that the Aztec City Commission has created Article X. HUB Incubator Fees within Chapter 16 of the Aztec City Code to be consistent with all other established fees.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_ day of April 2017, by the Aztec City Commission, City of Aztec, New Mexico.

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

ATTEST:

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

APPROVE AS TO FORM:

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

Advertised Date of Final Adoption: \_\_\_\_\_

Effective Date of Ordinance: \_\_\_\_\_

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## ARTICLE X. HUB INCUBATOR FEES

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### Sec. 16-301. Membership Fees.

1. Memberships are annual or monthly from the date of purchase.

	<u>Regular</u>	<u>Student</u>
Annual Membership	\$275	\$50
Monthly Membership	\$25	\$10

2. Students must provide a valid student I.D.
3. Aztec Chamber of Commerce Members receive 50% discount on annual and monthly memberships.

### Sec. 16-302. Pass Fees.

1. Passes are for weeks or daily.

	<u>Regular</u>	<u>Student</u>
Weekly Passes	\$5	\$2
Daily Passes	\$2	\$1

2. Students must provide a valid student I.D.

### Sec. 16-302. Rental Space.

1. Office Rental spaces are rented on a monthly basis.

Offices 1-3	<i>\$200 per month for 1st 6 months \$250 per month for 2nd 6 months \$300 per month for next 24 months</i>
Suite A	<i>\$800 per month</i>

2. Conference Rooms are rented by the hour.

	<u>Member</u>	<u>Non-member</u>
Smart Room Teleconference	<i>\$25 per hour</i>	<i>\$50 per hour</i>
Small Conference Room	<i>\$10 per hour</i>	<i>\$20 per hour</i>
Training	<i>Free</i>	<i>\$25</i>

**Sec. 16-303. Outdoor Mercado.**

1. Outdoor Mercado area rented as a weekend setup.

Annual Member	<i>1 Free space per month</i>
Office Renter	<i>1 Free space per month</i>
All Others	<i>\$25 per weekend (\$100 per month)</i>

**Sec. 16-304. Services.**

1. Copies.

Annual Renters	<i>1,500 per year</i>
Members	<i>2,000 per year</i>
Monthly Renters	<i>200 per month</i>
Weekly Passes	<i>250 per week</i>
Daily Passes	<i>10 per day</i>
Regular Page Price	<i>\$0.10 per page</i>

2. Faxes.

Annual Renters	<i>52 uses per year</i>
Members	<i>52 uses per year</i>
Monthly Renters	<i>5 uses per year</i>
Weekly Passes	<i>1 per day</i>
Daily Passes	<i>1 per day</i>
Regular Page Price	<i>\$0.10 per page</i>

# Staff Summary Report

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**MEETING DATE:** April 11, 2017

**AGENDA ITEM:** XII. Business Item (C)

**AGENDA TITLE:** Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

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**ACTION REQUESTED BY:** Staff

**ACTION REQUESTED:** Approve the Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

**SUMMARY BY:** Edward Kotyk

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## PROJECT DESCRIPTION / FACTS

1. The City Commission established Governance Policies in October 2009, with an amendment in 2010.
2. City Commission had a workshop on March 1, 2017 to review the existing policies which include:
  - Policy 1.1. Job Description
  - Policy 1.2. Code of Conduct
  - Policy 1.3. Process for Filling a Vacant Commissioner Position
  - Policy 2.1. Delegation to City Manager
  - Policy 2.2. Commission Personnel Committee Policy
  - Policy 2.3. Monitoring City Performance
  - Policy 3.1. City Manager Accountability Policy
  - Policy 3.2. Staff Treatment Policy
  - Policy 3.3. Employee Recognition Program Policy
  - Policy 4.1. Annual Performance Plan Policy
3. Commission approved the Intent to adopt at their March 14 meeting.
4. No comments from public or changes made since the intent to adopt.

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**SUPPORT DOCUMENTS:** Ordinance 2017-458  
Policies 1.1 through 4.1

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

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**CITY OF AZTEC**  
**Ordinance 2017-458**

**An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies**

**WHEREAS,** The Aztec City Commission recognizes their role as policy developers for the City of Aztec, and

**WHEREAS,** The Aztec City Commission recognizes the need for producing measurable results while working effectively with citizens, professional staff and other boards and agencies, and

**WHEREAS,** The Aztec City Commission desires to have policies that establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored, and

**WHEREAS,** The Aztec City Commission desires to have policies about the authority and accountability of the City Manager; how authority is delegated to the City Manager; and how its use is monitored, and

**WHEREAS,** The Aztec City Commission desires to have policies for what the Commission intends the city to achieve, and

**WHEREAS,** The Aztec City Commission desires to have policies for how the Commission will conceive, carry out and monitor its own work,

**NOW, THEREFORE,** the City of Aztec creates and ordains as attached.

**PASSED, APPROVED, SIGNED AND ADOPTED** this \_\_\_\_ day of April 2017, by the Aztec City Commission, City of Aztec, New Mexico.

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

ATTEST:

\_\_\_\_\_  
Karla Saylor, City Clerk CMC

APPROVE AS TO FORM:

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

Advertised Date of Final Adoption: \_\_\_\_\_

Effective Date of Ordinance: \_\_\_\_\_

## DIVISION 3. GOVERNANCE POLICIES

### Sec. 2-61. Policies.

It is the purpose of this Division to establish the Commission's governance policies incorporate herein by reference and set forth as follows:

1. Commission Process Policies.
  - 1) Job Description Policy
  - 2) Code of Conduct Policy
  - 3) Process for Filling a Vacant Commission Position Outside of an Election
  
2. Commission / City Manager Relationship Policies.
  - 1) Delegation to the City Manager Policy
  - 2) Commission Personnel Committee Policy
  - 3) Monitoring City Performance Policy
  
3. City Manager Accountability Policies.
  - 1) City Manager Accountability Policy
  - 2) Staff Treatment Policy
  - 3) Employee Recognition Program Policy
  
4. Strategic Direction Policy.
  - 1) Annual Performance Plan Policy

Policies shall be monitored by the method and with the frequency as specified on each policy document. **Revisions or updates to the policies shall be approved by the City Commission through the adoption of an ordinance.**