

**AG E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION WORKSHOP**  
**June 13, 2017**  
**201 W. Chaco, City Hall**  
**5:15 p.m.**

**5:15-6:00 p.m.**

Utility Rate Structure

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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.

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**June 13, 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. CITIZEN RECOGNITION**

**VI. EMPLOYEE RECOGNITION**

**VIII. CONSENT AGENDA**

- A. Commission Special Workshop Meeting Minutes, May 15, 2017
- B. Commission Special Workshop Meeting Minutes May 17, 2017
- C. Commission Workshop Minutes May 23, 2017
- D. Commission Meeting Minutes May 23, 2017
- E. Travel Requests
- F. Bid 2017-606 Western Drive Reconstruction
- G. Bid 2017-614 Annual Chemical Supply Water & Wastewater Treatment
- H. Resolution 2017-1049 Utility Account Write off
- I. Resolution 2017-1050 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"*

**IX. ITEMS FROM CONSENT AGENDA**

**X. 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)*

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

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

**XI. BUSINESS ITEMS**

- A. Intent to Adopt Ordinance to Amend Chapter 11, Article XI, Section 11-11-3  
Body Art Establishments
- B. Intent to Adopt Ordinance to Amend Chapter 2, Article V, Section 2-481  
Economic Development Advisory Board Membership
- C. Appointment of City Commissioner

**XII. LAND USE HEARING**

None

**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 **SPECIAL** WORKSHOP MEETING MINUTES  
3 May 15, 2017  
4

5 **I. CALL TO ORDER**

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

8  
9 MEMBERS PRESENT: Mayor Sally Burbridge; Commissioner  
10 McClure; Commissioner Austin Randall;  
11 Mayor Pro-Tem Sipe Via Phone  
12

13 MEMBERS ABSENT: None  
14

15 OTHERS PRESENT: City Manager Josh Ray; City Clerk Karla  
16 Saylor; Finance Director Kathy Lamb  
17

18 **A. Utility Rate Study Structure**  
19

20 Josh opened the workshop for utility rate structure by mentioning that this  
21 meeting was to talk about alternatives and to get direction from commissioners on the  
22 next step for staff to proceed with the utility rate study structure. There was discussion  
23 on different ways to see what the fees would be by using a spreadsheet that was  
24 provided by finance department. Kathy Lamb, Finance director moved numbers to see  
25 what different increase rates would do to the funds. There was discussion on maybe  
26 moving some projects out to be able to make the increases smaller over time so it  
27 would not be such a big hit to the citizens. There was discussion on water projects and  
28 what those impacts have. There were some comments by citizens with concerns on the  
29 rates and the impacts it could have to some of the lower income families and citizens in  
30 Aztec.  
31

32 **II. ADJOURMENT**  
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34 Moved by Mayor Burbridge to adjourn the meeting at 6:35 p.m.  
35  
36

37 \_\_\_\_\_  
38 Mayor, Sally Burbridge

39 ATTEST:  
40

41 \_\_\_\_\_  
42 Karla Saylor, City Clerk

43 MINUTES PREPARED BY:  
44

45 \_\_\_\_\_  
46 Karla Saylor, City Clerk

1 CITY OF AZTEC  
2 SPECIAL WORKSHOP MEETING MINUTES  
3 May 17, 2017  
4

5 **I. CALL TO ORDER**

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

8  
9 MEMBERS PRESENT: Mayor Sally Burbridge; Commissioner  
10 McClure; Commissioner Austin Randall;

11  
12 MEMBERS ABSENT: Mayor Pro-Tem Sipe

13  
14 OTHERS PRESENT: City Manager Josh Ray; City Clerk Karla  
15 Saylor; Finance Director Kathy Lamb  
16

17 **A. Fiscal Year 2018 Budget**

18  
19 Josh presented commission with an agenda on the items he would like to go  
20 through at the meeting this evening. The agenda included Fund Balance projections,  
21 community support requests, plan of work, distribution of Guzman documents and plans  
22 for follow up. Josh reviewed the budget message prepared for commission and  
23 mentioned that this year the total budget for FY18 is present to commission in the  
24 amount of \$28,433,369. The proposal is a 29% decrease over last year's budget. This  
25 budget includes the Arterial phase 1b, the N. Main extension project, and the  
26 construction of storm water mitigation projects. Josh reviewed General Fund and Joint  
27 Utility Fund with commission. He mentioned that General Fund revenues are projected  
28 at \$5,131,396 a decrease of 7% from FY17 and expenditures are budgeted at  
29 \$6,855,205 an increase of 5% from FY17. Joint Utility Fund revenues are projected to  
30 decrease 25% (3,395,382) to \$9,975,633 and expenditures are estimated to decrease  
31 6% (1,019,753) to \$13,592,964. These projections will result in a fund balance  
32 appropriation of approximately \$3,617,331. There were some points of interest which  
33 included COLA increases of 1.3%, Health Insurance increase by 1.0%, Workers  
34 Compensation modifier decreased from 1.07 to 1.03 and contingency at \$50,000. He  
35 reviewed the improvements of the Airport and mentioned the HUB project which was  
36 officially opened in January. He reviewed the 10 year financial analysis sheet that was  
37 included in the commission budget books. Commission reviewed the funding requests  
38 from the Aztec Museum Association, Aztec Boys and Girls Club and the Aztec Ruins.  
39 Josh mentioned that this item will go on the agenda for the next commission meeting for  
40 preliminary approval so it can be submitted to DFA.  
41

42 **II. ADJOURNMENT**

43  
44 Moved by Mayor Burbridge to adjourn the meeting at 6:35 p.m.  
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ATTEST:

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

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

MINUTES PREPARED BY:

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

1 CITY OF AZTEC  
2 WORKSHOP MEETING MINUTES  
3 May 23, 2017  
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Workshop to order at 5:15 pm at the Aztec  
7 City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
8

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

13 MEMBERS ABSENT: None  
14

15 OTHERS PRESENT: City Manager Josh Ray; City Attorney, Larry  
16 Thrower; Project Manager, Ed Kotyk; City  
17 Clerk, Karla Saylor  
18

19 **A. Budget Question**  
20  
21  
22  
23

24 Josh mentioned that we presented the commission with the budget at the May 17  
25 workshop and walked through a few questions at that meeting. He wanted to set this  
26 meeting to allow for additional questions before the regular meeting tonight due to it  
27 being on the agenda for preliminary approval. The preliminary approval will include the  
28 community support items, the work plan and the utility rate structure. Josh mentioned  
29 that the final approval of the budget could be impacted by the outcome of the special  
30 session of the state legislature.  
31  
32

33 **II. ADJOURMENT**  
34

35 Moved by Mayor Burbridge to adjourn the meeting at 5:57 p.m.  
36

37 \_\_\_\_\_  
38 Mayor, Sally Burbridge

39 ATTEST:  
40

41 \_\_\_\_\_  
42 Karla Saylor, City Clerk

43 MINUTES PREPARED BY:  
44

45 \_\_\_\_\_  
46 Karla Saylor, City Clerk

1 CITY OF AZTEC  
2 COMMISSION MEETING MINUTES  
3 May 23, 2017  
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 Pastor Johnathan Hobbs

11 **III. PLEDGE OF ALLEGIANCE**

12 The Pledge of Allegiance was led by General Services Director Steve Mueller  
13

14 **IV. ROLL CALL**

15  
16 Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe;  
17 Commissioner Austin Randall; Commissioner Katee  
18 McClure  
19

20  
21 Members Absent: None  
22

23  
24 Others Present: City Manager Joshua Ray; City Clerk Karla Sayler;  
25 Project Manager Ed Kotyk (see attendance sheet)  
26  
27

28  
29 **V. AGENDA APPROVAL**

30  
31 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to  
32 Approve the Agenda Moving Business Item C after Land Use Hearings  
33

34 All Voted Aye; Motion Passed Four to Zero  
35  
36

37 **VI. CITIZEN RECOGNITION**

38  
39 Josh recognized the Aztec Girls Varsity Softball team for their achievement on  
40 winning the state championship games. Josh mentioned the plaque that was awarded  
41 at the NMML Airport Managers meeting The Aztec Airport event of the year was  
42 nominated to Wings and Wheels Air Show Event. He mentioned that there were over  
43 1000 people in attendance. This is the second year it has received the award.  
44  
45  
46

1 **VII. EMPLOYEE RECOGNITION**

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3 Josh recognized and presented a plaque to Assistant Library Director Karen  
4 Lozier on her retirement from the City of Aztec and being a part of the City for 27years.

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6  
7 **VIII. CONSENT AGENDA**

8  
9 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to  
10 Approve the Consent Agenda

- 11  
12 A. Commission Meeting Minutes, May 09, 2017  
13 B. Travel Requests  
14 C. Bid 2017-601 Water Meters and ERTs  
15 D. Bid 2016-559 Airport Terminal Apron Change Order #1  
16  
17  
18

19 **IX. ITEMS FROM CONSENT AGENDA**

20  
21 None

22  
23 **X. CITIZENS INPUT**

24  
25 None

26  
27 **XI. BUSINESS ITEMS**

- 28  
29 A. Guzman Energy Prepayment Proposal

30  
31 Josh mentioned that this is amendment #3 to the current existing agreement that  
32 we have with Guzman Energy. He mentioned that the proposal is for the prepayment of  
33 \$2,000,000 by the City to Guzman which would reduce the purchase power rate from  
34 \$49.50/MWh to \$44.42/MWh and allow the City to participate in its full WAPA allocation.  
35 He mentioned that commission was presented at a workshop prior a list of scenerios to  
36 see that the worst possible scenario which could be a lossof \$21,000 over the six year  
37 period and best part scenario which would be a gain of \$891,359 in addition to  
38 recovering the prepayment over a six year period.

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40  
41 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to  
42 Approve Amendment #3 to the Power Sales Agreement between Guzman Energy LLC  
43 and the City of Aztec

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45 A Roll Call Was Taken; All Voted Aye; Four to Zero

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B. Approval of Preliminary Fiscal Year 2018 Budget

Josh mentioned that the budget message and FY18 budget was presented to Commission on May 9, 2017. There was a workshop on May 17, 2017 to review the proposed budget. He mentioned that the budget can be altered by the decision at the special legislative session if the state decides to bring back tax on food and medical. Josh mentioned that the proposed budget for FY18 is at \$28,433,369 which included the first phase of north main and the arterial project. The expenditures for General Fund are \$6,855,205 and Joint Utility fund at \$13,592,964. If preliminary budget is approved tonight it will be submitted to the LGD and they will give a preliminary approval and final budget can be approved by July 31, 2017 by Commission. Josh mentioned that in the recommended motion they would need to include the Plan of work and Commission support applications from Aztec Ruins, Boys and Girls Club and the Aztec Museum. Mayor Burbridge mentioned that she would like to hold of on the Commission Support Applications until the Final Budget approval.

MOVED By Mayor Burbridge, SECONDED By Mayor Pro-Tem Sipe To Approve The Submittal Of The Fiscal Year 2018 Preliminary Operating Budget To NM Department Of Finance And Local Government Division With The Approval Of The Plan Of Work Which Is Included With The Budget Numbers

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

**XII. LAND USE HEARINGS**

A. 2017-047 Zone Change from the A-1 Agricultural or Rural District to M-1 Light Manufacturing District

Mayor Burbridge opened the 2017-047 Land Use Hearing for a Zone Change from the A-1 Agricultural or Rural District to M-1 Light Manufacturing District. Mayor Burbridge stated that this hearing would be conducted under Procedures mandated by the New Mexico Court of Appeals in Battershell versus the City of Albuquerque, which were intended to protect the due process rights of our parties. Mayor Burbridge subsequently identified the parties and City Staff. Mayor Burbridge then asked Commission if they would accept the parties and they did. She reviewed the procedures

1 and then asked if any members of the Commission had a conflict of interest, bias, or  
2 engaged in ex parte communication, there were none. Mayor Burbridge then swore in  
3 the parties and reviewed the Order of Presentation.

4 Community Development Director Steven Saavadra reviewed the staff summary and  
5 photos of the properties with Commission mentioning that this is for a zone change to  
6 build Mosaic Academy Charter School. The purpose of this land use district is to protect and  
7 preserve agriculture lands and related activities in their present character. A-1 Agricultural or  
8 rural district will permit uses customarily conducted in an agricultural or rural area and is further  
9 controlled in that one-family, or multiple-family dwellings are permitted only on large lots thereby  
10 maintaining a low density of population. Single Family Dwelling, Farm and Mobile Home uses  
11 are permitted without prior Commission Approval. M-1 Light Manufacturing District is regulated  
12 to permit the C-2 uses in addition to light manufacturing developments, but will exclude all  
13 residential uses accepting an accessory dwelling unit. Radio or TV Transmission, Garages and  
14 Repair Shops, Public Utility stations, petroleum and gas plants and manufacturing uses are  
15 permitted without prior Commission Approval. Steven mentioned that the acreage in total is  
16 7.1 acres. He mentioned that there have been no comments from surrounding  
17 businesses or citizens. There was a concern by John Fifield local resident on water  
18 runoff and drainage and was assured there would be no problems. Steve Hernandez  
19 with Development Managing Consultants mentioned this would be a twenty thousand  
20 square foot contiguous building with a parking lot. He explained to commission where  
21 the school is going to be built, there was discussion on the busing routes and he  
22 mentioned that NMDOT has been contacted and a generation study has already been  
23 done. John Armenta, City of Farmington Electric Department mentioned that there is a  
24 Farmington owned Aztec electric substation south of the property that has been there  
25 since 1958. He mentioned that in the last year it has been replaced and mentioned that  
26 the old station is being demolished and will be complete by the end of this month. He  
27 mentioned that he would like to know if the zone change is approved how much the  
28 taxes are going to be affected to take to his management team. He is also concerned  
29 about the physical impacts that this may have on land slipping off due to where the plant  
30 is. He mentioned that the integrity can be compromised. He wanted on record that he is  
31 concerned about complaints from the school about the plant being there in the future  
32 because of the magnetic fields. Steven mentioned to Mr. Armenta that the property  
33 where the substation is will not be affected by taxes. He also mentioned there are  
34 always concerns with future impacts on new development and that in hopes the  
35 developer will take the concerns into consideration. Steven mentioned that the  
36 substation is grandfathered in and as long as the there are no significant changes or the  
37 footprint of the structure is expanded there should be no issues. Commissioner  
38 McClure asked Mr. Armenta if there was noise at the substation and Mr. Armenta  
39 mentioned that there is some noise but that they have put up a privacy fence to  
40 eliminate it as much as possible. Mr. Hernandez wanted to mention that they have done

1 research and there has been discussion with Mosaic Academy on magnetic fields and  
2 that there is no real evidence of them causing harm and he does not foresee any issues  
3 with the substation in the future.

4           MOVED By Commissioner McClure, SECONDED By Mayor Pro-Tem Sherri Sipe  
5 To Approve The Application 2017-047 From Sam Blue for Zone Change from A-1  
6 Agricultural Or Rural District To M-1 Light Manufacturing District With the Following  
7 Restrictions , Rendering Plants & Slaughter Houses Are Prohibited, Special  
8 Manufacturing Of Paints, Asphalt, And Other Similar Activities Are Prohibited, The  
9 Dumpsters And Solid Waste Receptacles Need To Be Enclosed And Not In View Of  
10 Residential Properties, And To Adhere To Lighting Practices And Systems To Minimize  
11 Light Pollution Including Findings of Fact 1-6

12           A Roll Call Was Taken: All Voted Aye; Motion Passed Four to Zero  
13  
14

## 15 **XI. BUSINESS ITEMS (Continued)**

### 16 C. Utility Rate Discussion

17  
18  
19           Josh mentioned that this discussion is part of our utility cost of service study that  
20 we have contracted with Raftelis. Staff has worked on changes based on capital  
21 projects to include our electric utility, wastewater utility and water utility. He mentioned  
22 that after the last workshop staff was asked to review some of the projects and  
23 mentioned that they did make the changes that were recommended by commission.  
24 They moved out three years on the waterplant dredging #1 project and #2 reservoir  
25 dredging could be moved out 6 or 7 years. Josh mentioned that the water rate  
26 increase is projected at 10.5% in a period of 3-5 yrs. And the sewer rate was 2  
27 consecutive 40% increases. Josh mentioned that he handed out four scenarios to  
28 commission. He mentioned that what they are trying to get at with commission is a  
29 percentage or increase that we would select to create healthy revenues either for joint  
30 utility as a whole or for each individual fund. They went through a model and scenarios  
31 for ways to keep the increase in rates to a minimum.  
32  
33  
34

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

## 36 37 38 **XIV. DEPARTMENT REPORTS**

39

1 Mayor Pro-Tem mentioned that she has a MPO meeting on Thursday.

2  
3 Commissioner McClure recognized Aztec Hardware for helping her fabricate a  
4 stair case railing.

5  
6 **XV. ADJOURMENT**

7  
8 Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the  
9 meeting at 8:18 p.m.

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

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ATTEST:

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Karla Sayler, City Clerk

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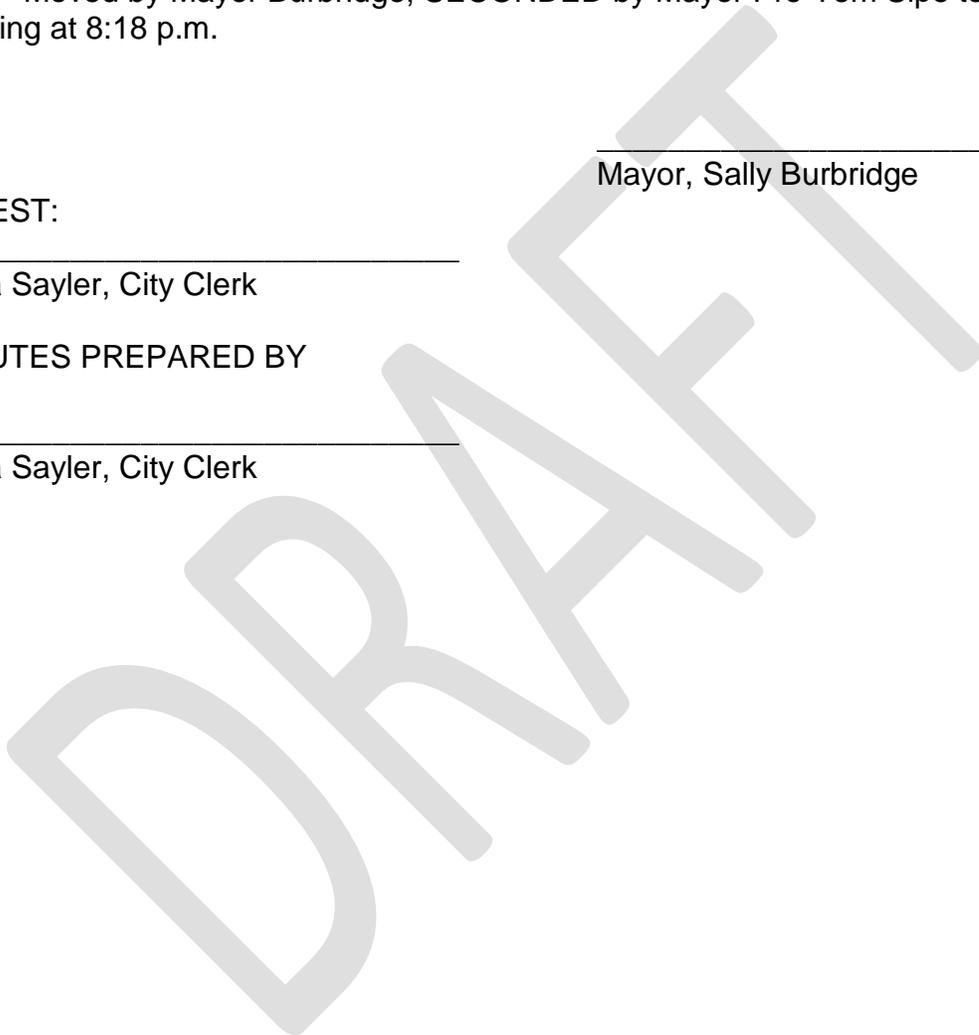
MINUTES PREPARED BY

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Karla Sayler, City Clerk



# Staff Summary Report

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**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (E)  
**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. Three requests for travel had already occurred and Commission and Electric Dept. is requesting approval for travel on the date of this meeting. This travel log and summary also includes four requests for FY18.
  - Commissioner is requesting approval of attendance of the NMML Board of Directors Meeting held in Albuquerque, NM. earlier this month.
  - Electric Crew Leader and Administrative Assistant is requesting approval of attendance of the Polychlorinated Biphenyls Training held in Denver, CO. earlier this month. By attending, they will learn guidelines for the handling, disposing and record keeping of oils and/or equipment containing "PBC's". This will also keep our department up to date in compliance with the OSHA Directive.
  - Public Works Superintendent is requesting approval of attendance to the NM Water & Wastewater Southwestern Section Training held in Ruidoso, NM. earlier this month. Attending will allow him to gain knowledge of Wastewater Distribution, receive Wastewater II Certification and assist him at performing his job better.
  - Public Works Superintendent is also requesting approval of traveling to Denver, CO. to transport a City Unit #003-025 Vac-truck for repairs. The Vac-truck has not been properly serviced by a factory representative and feel it is time to have it checked out by a factory trained technician. Expenditure may change due to the length of time to repair.

- Court Administrator and two Court Clerks is requesting approval of attendance to JSI Software Training and Annual Court Clerks Education Conference/Training held in Albuquerque at the beginning of FY18. With this training, up to date information will be taught to run our Court more efficiently and will also allow our new hire to attend New Clerk's Training.
- Library Director is requesting approval of attendance to a National Conference held in St. George, UT. She will present a paper to the Association of Rural and Small Libraries. By doing so, it will strengthen our library service to the community by giving Library Director the opportunity to explore the status quo and innovation at, and network with luminaries from, small and rural libraries across the nation, but having the COA Library Director represent and present on activities in Aztec/Aztec Public Library puts COA on the national radar as a cool place to work.

<b>FISCAL INPUT</b> (Finance Department)
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- All departments requesting travel have sufficient funds budgeted within their travel/training budgets

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**SUPPORT DOCUMENTS:** Travel Log June 13, 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: JUNE 13, 2017**

<b>Dates of Travel</b>	<b>Department</b>	<b>Employee</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>
06/02-03/17	Commission	Sherri Sipe	NMML Board of Directors Meeting Santa Fe, NM.	Yes	No	50.40 134.92	Meal & Gratuity Allowed Lodging (Traveling w/Mayor)	Yes
06/06-09/17	Electric	Greg Mizell	PCB Regulatory Compliance& Best Management Practices Denver, CO.	Yes	Yes	183.60 795.00 100.00 490.39	Meal & Gratuity Allowed Registration Estimated Cost for Fuel Lodging (Traveling w/G. Raymond)	Yes
06/06-09/17	Electric	Geri Raymond	PCB Regulatory Compliance& Best Management Practices Denver, CO.	Yes	Yes	183.60 795.00 490.39	Meal & Gratuity Allowed Registration Lodging	Yes
06/20-23/17	Public Works	Russell Burbridge	NM Water & Wastewater Assoc. Southwest Section Ruidoso, NM.	Yes	No	132.00 120.00 100.00 345.00	Meal & Gratuity Allowed Registration Estimated Cost for Fuel Lodging	Yes
06/26-29/17	Public Works	Russell Burbridge	Transport Unit #003-025 for repairs Denver, CO.	Yes	Yes	216.00 200.00 273.00	Meal & Gratuity Allowed Estimated Cost for Fuel Lodging	Yes

**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL  
MEETING DATE: JUNE 13, 2017**

<b>Dates of Travel</b>	<b>Department</b>	<b>Employee</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>FY18 Budget Available</b>
07/17-21/17	Courts	Theresa Archuleta	JSI Software Training & Annual Court Clerks Education Conference & Training Albuquerque, NM.	Yes	No	158.40 416.00	Meal & Gratuity Allowed Lodging	Yes
07/17-21/17	Courts	Laura Tillman	JSI Software Training & Annual Court Clerks Education Conference & Training Albuquerque, NM.	Yes	No	158.40 50.00 416.00	Meal & Gratuity Allowed Estimated Cost for Fuel Lodging (Traveling w/Theresa & Mia)	Yes
07/17-21/17	Courts	Mia Anderson	JSI Software Training & Annual Court Clerks Education Conference & Training Albuquerque, NM.	Yes	No	158.40 416.00	Meal & Gratuity Allowed Lodging	Yes
09/06-09/17	Library	Kate Skinner	Presentation at Association of Rural & Small Libraries (ARL- division of American Library Association) St. George, UT.	Yes	Yes	162.00 260.00 450.00 20.00 40.00 175.00	Meal & Gratuity Allowed Registration Air Fare Shuttle Parking Lodging	Yes

# Staff Summary Report

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**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (F)  
**AGENDA TITLE:** Bid 2017-606 Western Dr Reconstruction

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**ACTION REQUESTED BY:** Finance Department, Public Works Department  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb, William Watson PE

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## PROJECT DESCRIPTION / FACTS

- Western Drive, approximately 1000' from Swire Avenue west towards Oliver, will be reconstructed including curb, gutter, sidewalks, street lights and new asphalt paving. This section of Western Drive was removed during the construction of the sewer outfall project and the road is presently dirt. The Aztec Electric Department will coordinate street light installation with the PW Dept and concrete contractor.
- If approved, the project would begin shortly after the Independence Day Holiday and be completed before October 1, 2017.

## PROCUREMENT / PURCHASING

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times on Sunday, May 14, 2017. One addendum was issued on the bid. The bid was publically opened on Monday, June 5, 2017.
- The bid documents identified the concrete construction and pavement construction as separate bid items providing contractors the ability to bid on one or both items and the City the opportunity to award the concrete and pavement to separate contractors.
- Contract days for concrete construction are 60 calendar days from Notice to Proceed (NTP) and pavement construction are 10 calendar days from NTP.
- Three responsive bids were received from Abraham Construction (Albuquerque), and Oldcastle SW Group (Aztec) and TRC Construction (Flora Vista). All contractors submitted bids for both the concrete and pavement construction items.
- Recommended award (bid tabulation is attached):
  - TRC Construction; Concrete Construction: \$176,996.96
  - Oldcastle SW Group; Pavement Construction: \$ 85,960.00

## FISCAL INPUT / FINANCE DEPARTMENT

- FY17 Annual Adopted Budget, Joint Utility Fund, Sewer Collection Department, includes \$356,000 specific to the reconstruction of Western Drive which will be re-appropriated in FY18. Partial funding for this project is through NMDOT Local Government Road Funds

in the amount \$150,615.00 (expires December 2017). The balance of the project is funded by the Joint Utility Fund as a result of the sewer construction project.

- With gross receipts tax, total award for the project is \$283,994
- The City's portion of this cost is \$133,379

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**SUPPORT DOCUMENTS:** Bid Tabulation

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the award of Bid 2017-606 Western Dr Reconstruction to TRC Construction in the amount of \$176,996.96 for concrete construction and Oldcastle SW Group in the amount of \$85,960.00 for pavement construction and authorize the City Manager to execute the construction agreements.

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**WESTERN DRIVE RECONSTRUCTION**  
 BID #2017-606  
 NMDOT PN: SP-5-17(187) NMDOT CN: L500226

BID DATE: JUNE 5, 2017, 2:00 PM  
 TENTATIVE AWARD DATE: JUNE 13, 2017

**RECOMMENDED AWARD: CONCRETE CONSTRUCTION TO TRC CONSTRUCTION and PAVEMENT CONSTRUCTION TO OLDCASTLE SW GROUP**

ITEM	GROUP	DESCRIPTION	UNIT	QUANTITY	ENGINEER ESTIMATE		ABRAHAM CONSTRUCTION		OLDCASTLE SW GROUP		TRC CONSTRUCTION	
					UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	CC	Sawcut and Remove Curb and Gutter	LF	1935	\$ 5.00	\$ 9,675.00	\$ 6.00	\$ 11,610.00	\$ 3.40	\$ 6,579.00	\$ 2.96	\$ 5,727.60
2	CC	Sawcut and Remove Sidewalk and Driveways	SY	891	\$ 15.00	\$ 13,365.00	\$ 12.00	\$ 10,692.00	\$ 7.40	\$ 6,593.40	\$ 6.43	\$ 5,729.13
3	CC	4" Sidewalk	SY	940	\$ 60.00	\$ 56,400.00	\$ 46.00	\$ 43,240.00	\$ 85.00	\$ 79,900.00	\$ 73.93	\$ 69,494.20
4	CC	24" Curb & Gutter	LF	2093	\$ 25.00	\$ 52,325.00	\$ 23.00	\$ 48,139.00	\$ 29.00	\$ 60,697.00	\$ 25.10	\$ 52,534.30
5	CC	Double Curb Drop Inlet	EA	1	\$ 4,575.00	\$ 4,575.00	\$ 5,600.00	\$ 5,600.00	\$ 5,658.00	\$ 5,658.00	\$ 4,920.00	\$ 4,920.00
6	CC	Install 15" Storm Line	LS	1			\$ 10,000.00	\$ 10,000.00	\$ 5,905.00	\$ 5,905.00	\$ 5,134.43	\$ 5,134.43
7	CC	Inlet Box	LS	1			\$ 6,000.00	\$ 6,000.00	\$ 3,235.00	\$ 3,235.00	\$ 2,811.00	\$ 2,811.00
8	CC	Remove and Replace Mail Boxes	EA	16	\$ 200.00	\$ 3,200.00	\$ 200.00	\$ 3,200.00	\$ 71.30	\$ 1,140.80	\$ 62.00	\$ 992.00
9	CC	Storm Pipe Cap	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 350.00	\$ 350.00	\$ 6,796.50	\$ 6,796.50	\$ 5,910.00	\$ 5,910.00
10	CC	Flush Turn Down Sidewalk	SY	72	\$ 90.00	\$ 6,480.00	\$ 64.00	\$ 4,608.00	\$ 108.10	\$ 7,783.20	\$ 94.00	\$ 6,768.00
11	CC	6" Concrete Driveway	SY	95	\$ 90.00	\$ 8,550.00	\$ 88.00	\$ 8,360.00	\$ 132.90	\$ 12,625.50	\$ 115.54	\$ 10,976.30
12	CC	Construction Staking by Contractor	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 8,000.00	\$ 8,000.00	\$ 4,025.00	\$ 4,025.00	\$ 3,500.00	\$ 3,500.00
13	CC	Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 25,000.00	\$ 25,000.00	\$ 2,875.00	\$ 2,875.00	\$ 2,500.00	\$ 2,500.00
<b>CONCRETE CONSTRUCTION TOTAL</b>					\$	166,070.00	<b>BID:</b>	\$ 184,799.00	<b>BID:</b>	\$ 203,813.40	<b>BID:</b>	\$ <b>176,996.96</b>

Total Comparison including 5% NM State Preference \$ 175,559.05 \$ 193,622.73 \$ 168,147.11

Total Comparison including 10% (Maximum) Resident Veteran Preference

14	PC	NMDOT Base Course	TON	80	\$ 20.00	\$ 1,600.00	\$ 34.00	\$ 2,720.00	\$ 47.25	\$ 3,780.00	\$ 52.92	\$ 4,233.60
15	PC	Base Course Grading and Compaction	SY	3305	\$ 3.00	\$ 9,915.00	\$ 25.00	\$ 82,625.00	\$ 1.20	\$ 3,966.00	\$ 1.38	\$ 4,560.90
16	PC	HMA SPIV 3"	SY	3305	\$ 25.00	\$ 82,625.00	\$ 35.00	\$ 115,675.00	\$ 22.00	\$ 72,710.00	\$ 24.64	\$ 81,435.20
17	PC	Adjust Manhole to Grade	EA	12	\$ 900.00	\$ 10,800.00	\$ 350.00	\$ 4,200.00	\$ 97.00	\$ 1,164.00	\$ 111.55	\$ 1,338.60
18	PC	Adjust Water Valve to Grade	EA	5	\$ 400.00	\$ 2,000.00	\$ 400.00	\$ 2,000.00	\$ 80.00	\$ 400.00	\$ 92.00	\$ 460.00
19	PC	Construction Staking by Contractor	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 8,000.00	\$ 8,000.00	\$ 2,065.00	\$ 2,065.00	\$ 2,375.00	\$ 2,375.00
20	PC	Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 20,000.00	\$ 20,000.00	\$ 1,875.00	\$ 1,875.00	\$ 2,156.00	\$ 2,156.00
<b>PAVEMENT CONSTRUCTION TOTAL</b>					\$	116,940.00	<b>BID:</b>	\$ 235,220.00	<b>BID:</b>	\$ <b>85,960.00</b>	<b>BID:</b>	\$ 96,559.30

Total Comparison including 5% NM State Preference \$ 223,459.00 \$ 81,662.00 \$ 91,731.34

Total Comparison including 10% (Maximum) Resident Veteran Preference

# Staff Summary Report

**MEETING DATE:** June 5, 2017  
**AGENDA ITEM:** VIII. CONSENT (G)  
**AGENDA TITLE:** Bid 2017-614 Water/Wastewater Treatment Annual Chemical Supply

**ACTION REQUESTED BY:** Finance/ Water/Wastewater Plants  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb

**PROJECT DESCRIPTION / FACTS**

- Chemicals used in the treatment process of water and wastewater are bid annually.
- Annual usage is based on previous year usage and Plant operational changes.

**PROCUREMENT / PURCHASING (if applicable)**

- Bid 2017-614 was opened on June 5, 2017
  - Five (5) bids were received
  - A breakdown of the bids (per item) is shown on the attached Bid Tabulation Form.
- Comparison to FY17 bids:

Chemical	FY17		FY18	
	Unit Cost	Annual Est	Unit Cost	Annual Est
Aluminum Sulfate Liq Ton	161.37	16,137	175.76	17,576
Ferric Chloride (smaller tote in FY18 than FY17)	1,140.00	22,800	1,006.50	22,143
Clarifloc	414.00	3,312	445.50	3,564
Methanol (smaller tote in FY18 than FY17)	1,102.52	17,640	855.25	17,105
Sodium Hypochlorite 10%	1.20	21,600	1.25	22,500

- **UPDATE:** Thatcher bid a smaller tote than specified in the Invitation to Bid for both Ferric Chloride and Methanol. Finance Dept requested clarification from Thatcher Co regarding their unit price bid; however, no response was received from Thatcher Co by the agenda deadline. Thatcher Co. contacted the City on Monday, June 12, 2017, clarifying their bid unit prices and price per tote. Bid tabulation was updated, posted and circulated to bidders on June 12, 2017. The correction to unit prices bid is estimated to reduce the wastewater treatment chemical costs by \$2,348 for FY18.

**FISCAL INPUT / FINANCE DEPARTMENT (if applicable)**

- FY2017-18 Estimated costs based on estimated usage:

	Item	Estimated Usage	Bid Price	Annual Cost Est.
<b>Water Treatment</b>	1. Liquid Aluminum Sulfate	100 tons	\$175.76/ton	\$17,576
	2. Sodium Hypochlorite 10%	18,000 gal	\$1.25/bulk gal	22,500
<b>Water Treatment Total:</b>				<b>\$40,076</b>

<b>Wastewater Treatment</b>	3. Ferric Chloride	22 totes	\$1,006.50/tote	\$22,143
	4. Clarifloc	8 drums	\$445.50/drum	3,564
	5. Methanol	20 totes	\$855.25/tote	\$17,105
<b>Wastewater Treatment Total:</b>				<b>\$42,812</b>

- The FY2017-18 Preliminary Budget includes \$64,500 for water treatment chemicals and \$70,000 for wastewater treatment chemicals (including other various chemicals not on this bid).

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**SUPPORT DOCUMENTS:** Bid 2017-614 Bid Tabulation **UPDATED**

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Bid 2017-614 Annual Chemical Supply to the following:

Item 1 to Chemtrade in the amount of \$175.76 / liquid ton  
 Item 2 to DPC Industries in the amount of \$1.25 / bulk gallon  
 Item 3 to Thatcher in the amount of \$1,006.50 / 275 gallon tote  
 Item 4 to Polydyne Inc in the amount of \$445.50 / drum  
 Item 5 to Thatcher in the amount of \$855.25 / 275 gallon tote

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**CITY OF AZTEC  
ANNUAL CHEMICAL BID  
BID #2017-614**

**Opened on June 5, 2017 @ 3:00 PM**

**Tentative Award Date: Tuesday, June 13, 2017**

**Color Shaded Vendors and Items indicate bid award recommendations to City Commission  
Methanol results updated 6/12/2017**

	<i>Chemtrade No Residential Preference</i>	<i>DPC Industries NM Residential Preference</i>	<i>Polydyne Inc No Residential Preference</i>	<i>Sterling Water Technologies LLC No Residential Preference</i>	<i>Thatcher Co of Arizona Inc No Residential Preference</i>	<i>Univar USA No Residential Preference</i>
Liquid Aluminum Sulfate 48% (bulk truckload)	\$175.76/liq ton	No Bid	No Bid	No Bid	No Bid	No Bid
	Delivery 2 -3 days after order					
Sodium Hypochlorite 10% solution	No Bid	\$1.25/bulk gallon	No Bid	No Bid	No Bid	No Bid
Ferric Chloride – UN2582 40% Solution Strength 300 gallon/tote	No Bid	No Bid	No Bid	No Bid	\$1,006.50/ 275 gallon tote	No Bid
					4 days after order	
Clarifloc C4266 or equivalent	No Bid	No Bid	\$445.50/drum (Clarifloc C6266)	\$635.93/drum (Zeetag 8816)	No Bid	No Bid
			Delivery 3-5 days after order	Delivery 5 business days after order		
Methanol	No Bid	No Bid	No Bid	No Bid	\$855.25 / 275 gallon tote \$3.11/gal	\$1,102.52/ 345 gallon tote \$3.196/gal
					4 days after order	2 – 4 days after order

# Staff Summary Report

**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** VIII. CONSENT (H)  
**AGENDA TITLE:** Resolution 2017-1049 Write Off of Uncollected Utility Accounts

**ACTION REQUESTED BY:** Finance Department  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb

## PROJECT DESCRIPTION / FACTS

- State Statute 3-37-7, NMSA provides for the removal of uncollectable utility accounts from the Utility Accounts Receivable listing of the City. The governing body must approve this action. The attached list includes accounts more than four years old and considered uncollectable due primarily to age, but may also include death of the debtor or bankruptcy.
- The total write off amount is \$12,735.53 and includes 44 accounts final billed through May 31, 2013 and 1 bankruptcy. All remaining Utility Account Receivables will be less than four years old.
- As a comparison, the write-off amounts for the prior 4 years are below:

Fiscal Year	Write Off Time Period	Amount	Write Off Time Period	Amount	Total Write Off
FY2014	June 30, 2009	26,860.07	June 15, 2010	53,311.88	80,171.95
FY2015	Dec 31, 2010	19,745.62	June 15, 2011	26,547.89	46,296.51
FY2016	Dec 31, 2011	22,088.63	June 30, 2012	21,513.73	43,602.36
FY2017	Dec 31, 2012	18,796.73	May 31, 2013	12,735.53	31,532.26

## FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- The utility accounts will be written off against the allowance which is calculated based on annual utility accounts receivable using a % based on the averages of aged (current, 30, 60, and 90 day) receivables since January 1990. The utility allowance for uncollectible accounts as of June 5, 2017 is \$267,859. This write off, totaling \$12,735.53, represents 4.8%
- As of May 31, 2017, total utility accounts outstanding totaled \$852,789.71. Of this amount, \$172,788.43 was over 90 days past due (20.3% of total accounts). By utility, the over 90 day balances consist of:

▪ Electric utility:	\$ 94,693.89	54.80%
▪ Water utility:	\$ 33,256.01	19.25%
▪ Sewer utility:	\$ 30,201.97	17.48%
▪ Trash	\$ 14,636.56	8.47%

- Actual collection averages for utility accounts are:
  - 89.50% of current billings are collected within 30 days of billing;
  - 83.19% of accounts over 30 days are collected;
  - 54.61% of accounts over 60 days are collected; and
  - 1.00% of accounts over 90 days are collected.
- For fiscal year ending June 30, 2017, annual utility revenues are estimated to be \$9.0 million and the adopted budget includes \$85,400 (less than 1% of annual billing) for the current year write off expense which will establish the allowance for actual write offs in four years.

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**SUPPORT DOCUMENTS:**

1. Resolution 2017-1049
2. Schedule of Accounts to Write Off

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2017-1049  
Uncollectable Utility Accounts.

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**RESOLUTION 2017-1049**

**UNCOLLECTIBLE UTILITY ACCOUNTS**

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

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

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

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

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

**ADOPTED AND APPROVED THIS 13th day of June 2017.**

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

ATTEST:

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

**Resolution 2017-1049**  
**Write Off Inactive Utility Accounts**  
**Over Fours Old + Bankruptcy Accounts**

<b>Account Number</b>	<b>Name</b>	<b>Service Address</b>	<b>Last Bill</b>	<b>Balance Due</b>
51773	ABDOUCH STEVEN K	1605 N Glenmary DR	03/19/13	84.68
51471	ALBIN CALEB	524 Rio Pecos RD APT 1	01/31/13	205.01
51001	ALCON BRITTANY	805 Baird CIR	04/09/13	428.71
51619	ANDERSON NEAL L	620 Pioneer AVE APT A	03/20/13	204.84
51445	ANTHONY KYLE	315 Bunker AVE	04/02/13	465.90
51580	ASPAAS PRISCILLA	533 S Main AVE	04/23/13	392.16
51844	BAXTER ANSON	1216 W Aztec BLVD TRLR 31	05/08/13	215.70
51243	BEAUFORD MALCOLM	48 Road 2598 #A	01/09/13	145.61
49846	COOK SARAH/JASON	1216 W Aztec BLVD TRLR 36	02/21/13	282.11
50611	DAVIS GEOFFREY	3505 Rhodes DR	05/01/13	190.67
46642	DECKER JAMES W	712 N Light Plant RD	04/01/13	101.16
51112	DIONISIO EDILBERTO	527 S Main AVE	05/01/13	347.46
51443	ECO CLEAN SPECIALTIES, LL	113 S Light Plant RD	03/13/13	901.24
51670	EGGER AMIEE	318 S Park AVE APT 2	02/05/13	205.52
51887	EICHSTADT MYKA	1216 W Aztec BLVD TRLR 36	05/14/13	78.90
51531	GARCIA LILA	530 Kiva AVE	05/02/13	238.26
51498	GAY SHYIANNA	523 NE Aztec BLVD	01/10/13	296.86
51264	GOMEZ SANDRA	506 S Park AVE APT 4	03/04/13	297.59
51627	GRACE CYNTHIA	605 Lovers LN	05/13/13	223.03
51754	HALL TRISTAN	417 Animas ST	05/30/13	292.83
51250	HERNANDEZ THELMA	400 N Light Plant RD TRLR	03/21/13	799.02
51707	HICKS ALESIA	1608 N Glenmary DR	04/10/13	288.01
51602	KELCH BRANDON	601 Navajo AVE APT 207	01/07/13	53.77
51665	KINGSMILL MARGARET	1216 W Aztec BLVD TRLR 31	01/07/13	342.61
51484	LONG LOUISE	555 E Zia ST	02/04/13	294.63
51421	MCBRIDE MELISSA	400 N Light Plant RD TRLR	02/11/13	312.73
51298	MCELROY REBECCA ANN	220 Robinson AVE	02/12/13	207.20
49631	MOFFETT HOLLY	400 N Light Plant RD TRLR	02/14/13	11.86
51390	PADILLA MARIE	400 N Light Plant RD TRLR	01/08/13	385.21
51799	PATIENCE MALONE	48 Road 2598 #A	04/10/13	98.39
48698	PEDROZA SHAWNA	307 Mesilla DR APT D	05/08/13	305.78
51656	PIERCE SAM	1216 W Aztec BLVD TRLR 26	02/28/13	228.08
51666	RAY CASSANDRA	508 Lovers LN	01/15/13	321.49
47447	REZAC MARY R	621 S Park AVE APT C-4	04/10/13	184.91
51609	RIVERA CARLOS LUIS	305 N Light Plant RD TRLR	02/13/13	340.57
51085	SANDOVAL PAULA	400 N Light Plant RD TRLR	01/28/13	219.25
49287	SCOVILLE JONI	1813 W Aztec BLVD	04/04/13	120.28

**Resolution 2017-1049**  
**Write Off Inactive Utility Accounts**  
**Over Fours Old + Bankruptcy Accounts**

Account Number	Name	Service Address	Last Bill	Balance Due
51452	STALLINGS TEANNA	520 Rio Pecos RD APT 1	05/08/13	129.98
51631	STINNETT ARIN	1216 W Aztec BLVD TRLR 46	02/11/13	374.89
51721	SUN GLASS	509 Kiva AVE	05/30/13	2.32
51669	TUCKER ASHLEEANN	905 Lovers LN	01/21/13	207.86
45353	ULIBARRI CRYSTAL	307 Mesilla DR APT C	01/23/13	296.50
50819	VELASQUEZ JOHN	301 Swire AVE	03/13/13	708.20
49293*	ENYART KIM	314 Rio Pecos RD	07/30/13	372.46
51696	VIGIL THOMAS	400 N Light Plant RD TRLR	05/15/13	531.29

\$ 12,735.53

# OF ACCOUNTS TO WRITE OFF	44
# OF ACCOUNTS DISCHARGED DUE TO BANKRUPTCY	1
# OF ACCOUNTS DUE TO DECEASED CUSTOMER	0
AVG BALANCE DUE PER ACCOUNT (AFTER DEPOSITS APPLIED)	\$ 283.01

JUNE 2018: JULY 2013 - JUNE 2014	\$ 43,044.26
JUNE 2019: JULY 2014 - JUNE 2015	\$ 42,132.18
JUNE 2020: JULY 2015 - JUNE 2016	\$ 45,778.41

# Staff Summary Report

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**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (I)  
**AGENDA TITLE:** Resolution 2017-1050 Surplus

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**ACTION REQUESTED BY:** Library  
**ACTION REQUESTED:** Approval of Resolution 2017-1050  
**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 for 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 2017-1050  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2017-1050 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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# CITY OF AZTEC RESOLUTION 2017-1050

**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 13<sup>th</sup> day of June 2017.

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

ATTEST:

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

**SURPLUS RESOLUTION 2017-1050  
JUNE 13, 2017  
SURPLUS LIST**

## **Library Surplus Books**

### **Junior Non Fiction**

Children Just Like Me - Barnabas & Anabel Kindersley  
The Ultimate Treasury Horses - John Woodward  
Star Wars The New Essential Guide To Vehicles & Vessels - W. Blackman  
How To Draw Dinosaurs - Georgene Griffin  
Fly Guy And The Frankenfly - Tedd Arnold  
Monsterology - Ernest Drake  
Dinosaurs – Sarah Eason  
Naruto\_ volume 2Naruto – volume 3

### **Easy Books**

Rock-a-Bye Farm - Diane Hamm  
Fly Guy Meets Fly Girl - Tedd Arnold  
Where Are My Books - Debbie Ohi  
Bears In The Night – Stan & Jan Berenstain

### **Adult Non Fiction**

The complete guide to home plumbing  
Chicken Soup for the Mother's Soul  
Chicken Soup for the Mother & Daughter Soul  
Chicken Soup for the Teenage Soul: The Real Deal - Jack Canfield  
Chicken Soup for the Soul - Jack Canfield  
Chicken Soup for the Soul: Living Your Dreams 10th Anniversary - Jack Canfield  
A Fifth Portion of Chicken Soup for the Soul  
Find It Online - Alan Schlein

**SURPLUS RESOLUTION 2017-1050  
JUNE 13, 2017  
SURPLUS LIST**

How to Do Everything With YouTube - Chad Fahs

Consumer Reports Buying Guide 2014

Consumer Report Buying Guide 2015

Scholarships, Grants & Prizes - Peterson

The Rise Of The Fourth Reich - Jim Marrs

Greek Mythology - David Bellingham

Microsoft Windows XP Collection - John Rizzo

The Reference Shelf: New Media

Using Microsoft Windows XP Home Best Seller Edition - Robert Cowart

Windows Seven for Dummies - Andy Rathbone

Windows Vista Secrets - Brian Livingston

Cleaning Windows XP for Dummies - Allen Wyatt

Creating Web Pages All In One Desk Reference for Dummies

Monster Cookies

Best Of The Best Smoothies

**Adult Fiction**

She's Come Undone - Lamb, Wally

Blue Dahlia - Nora Roberts

Red Lily - Nora Roberts

The Mammoth Hunters - Jean Auel

**Multi Media**

Maid In Manhattan - DVD

The Recruit - DVD

Thor - DVD

The Walker - DVD

# Staff Summary Report

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**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** XI. BUSINESS ITEM (A)  
**AGENDA TITLE:** Intent to Adopt Ordinance 2017-459 to Amend Chapter 11, Article XI – Body Art Establishments, Section 11-11-3 Prohibition

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**ACTION REQUESTED BY:** Staff  
**ACTION REQUESTED:** Approve Intent to Adopt Ordinance 2017-459 to Amend Chapter 11, Article XI – Body Art Establishments, Section 11-11-3 Prohibition  
**SUMMARY BY:** Delain George

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## **PROJECT DESCRIPTION / FACTS**

- Chapter 11, Article XI – Body Art Establishments, Section 11-11-3- Prohibition, currently states “No Body Art Establishment shall be located within three hundred (300) feet of a private or public elementary school, secondary school or high school; church; or residence, unless waived by the City Commission by requesting a public hearing. The distance of three hundred (300) feet shall be measured on a straight line from the closest boundary line of the body art establishment to the closest boundary line of a prohibited area referenced in this subparagraph.”
- It has been expressed by Commission and Staff that this regulation should no longer be a requirement for a Body Art Establishment to obtain a business license.
- After research of State Statues related to Body Art Establishments, Chapter 61, Article 17B, Body Art Safe Practices and after speaking directly with a representative from the Board of Body Art Practitioners it has been found that there is no longer a restriction that a Body Art Establishment shall not be located within three hundred (300) feet of a private or public elementary school, secondary school or high school unless waived by the State or Local Governing Body.
- City Attorney, Larry Thrower, has confirmed these findings.
- The intent of the ordinance presented before Commission is to remove Section 11-11-3, Prohibition, in its entirety.

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**SUPPORT DOCUMENTS:** Ordinance 2017-459

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**DEPARTMENT’S RECOMMENDED MOTION:** Move to APPROVE the Intent to Adopt Ordinance 2017-459 to Amend Chapter 11, Article XI – Body Art Establishments, Section 11-11-3 Prohibition

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**City of Aztec  
ORDINANCE 2017-459**

An Ordinance to Amend Chapter 11, Article XI, Section 11-11-3  
Body Art Establishments

**WHEREAS**, it has been determined that the State of New Mexico does not require a waiver be granted from the local governing body before for a Body Art Establishment can be located within 300 feet from a church, school or residence.

**WHEREAS**, the Aztec City Commission recognizes that a waiver shall no longer be required for a Body Art Establishment that locates within 300 feet from a school, church or residence;

**WHEREAS**, the Aztec City Commission desires to remove Section 11-11-3 in its entirety;

**NOW THEREFORE BE IT ORDAINED** by the Governing Body of the City of Aztec, New Mexico that Chapter 11, Article XI, Section 11-11-3 be amended as follows:

**Sec. 11-11-3. ~~Prohibition.~~ Reserved.**

- ~~1. No Body Art Establishment shall be located within three hundred (300) feet of a private or public elementary school, secondary school or high school, church, or residence, unless waived by the City Commission by requesting a public hearing. The distance of three hundred (300) feet shall be measured on a straight line from the closest boundary line of the body art establishment to the closest boundary line of a prohibited area referenced in this subparagraph.~~
- ~~2. Administering of permanent body art will not be allowed at any physical location other than a permanent licensed body art establishment.~~

**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: \_\_\_\_\_

# Staff Summary Report

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<b>MEETING DATE:</b>	June 13, 2017
<b>AGENDA ITEM:</b>	XII. BUSINESS ITEM (B)
<b>AGENDA TITLE:</b>	Intent to Adopt Ordinance 2017-460 Amending Chapter 2, Article V Advisory Boards and Committees

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<b>ACTION REQUESTED BY:</b>	Steven Saavedra
<b>ACTION REQUESTED:</b>	Intent to Adopt Ordinance 2017-460 Amending Chapter 2, Article V Advisory Boards and Committees
<b>SUMMARY BY:</b>	Steven Saavedra

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## PROJECT DESCRIPTION / FACTS

The Economic Development Advisory Board is requesting an alternate member from the various qualifying entities encompassing EDAB. This alternate member is specifically for the Economic Development Advisory Board.

Staff recommends the intent to adopt Ordinance 2017-450 for the Advisory Board and Committees.

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<b>SUPPORT DOCUMENTS:</b>	<ul style="list-style-type: none"><li>• City of Aztec Codes Chapter 30</li><li>• Ordinance 2017-450</li></ul>
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**DEPARTMENT'S RECOMMENDED MOTION:** Move to APPROVE the Intent to Adopt Ordinance 2017-450 Amending Chapter 30, Section 30-1-5

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**City of Aztec**  
**ORDINANCE 2017-460**

An Ordinance to Amend Chapter 2, Article V, Section 2-481  
Economic Development Advisory Board Membership

**WHEREAS**, It has been determined that the Economic Development Advisory Board needs an alternate member from the various qualifying entities encompassing the Economic Development Advisory Board.

**WHEREAS**, the Aztec City Commission will allow an alternate member from the various qualifying entities encompassing the Economic Development Advisory Board.

**WHEREAS**, the Aztec City Commission desires to amend Section 2-481;

**NOW THEREFORE BE IT ORDAINED** by the Governing Body of the City of Aztec, New Mexico that Chapter 2, Article V, Section 2-481 be amended as follows:

**Sec. 2-481. Membership.**

The Economic Development Advisory Board shall be composed of seven (7) members qualified by training, experience, and ability to exercise sound and practical judgment on civic, social, economic and governmental affairs. The board shall be composed of the following:

1. An appointed representative from the Board or Staff of Four Corners Economic Development **and or alternate representative** from Four Corners Economic Development **if the representative is unable to attend;**
2. An appointed representative from the Board or Staff of the Aztec Chamber of Commerce **and or an alternate representative** from Aztec Chamber of Commerce **if the representative is unable to attend;**
3. One (1) member of the financial community appointed by the governing body by a majority vote **and or an alternate representative from the financial community if the representative is unable to attend;**
4. Two (2) members at large, at least one (1) representing the community, appointed by the governing body by a majority vote **and or an alternate representative from the community if the representative is unable to attend.**

Of the three (3) members appointed to the board, they will have two-year terms. There shall be no limitation on the number of consecutive terms a member may serve on the Economic Development Advisory Board.

**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: \_\_\_\_\_

# Staff Summary Report

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**MEETING DATE:** June 13, 2017  
**AGENDA ITEM:** XI. BUSINESS ITEM (C)  
**AGENDA TITLE:** Appointment of City Commissioner

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**ACTION REQUESTED BY:** City Commission  
**ACTION REQUESTED:** To Be Determined by Commission  
**SUMMARY BY:** Karla Sayler

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## PROJECT DESCRIPTION / FACTS

- Letter of Intent and Resumes were submitted for Commissioner District 5 vacant position.
- Commission interviewed at a Special Commission Meeting on June 5, 2017 the following candidates:
  - Sheri Rogers
  - Diana Mesch
- They will discuss and make a final appointment of the position at tonight's meeting.

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**SUPPORT DOCUMENTS:** None

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**DEPARTMENT'S RECOMMENDED MOTION:** To Be Determined by Commission

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