

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**July 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. CITIZEN RECOGNITION**

**VII. EMPLOYEE RECOGNITION**

**VIII. CONSENT AGENDA**

- A. Commission Special Workshop Meeting Minutes, June 05, 2017
- B. Commission Meeting Minutes June 27, 2017
- C. Travel Requests
- D. Bid 2017-615 Annual Pest Control Services
- E. Finance Department Record Destruction
- F. Bid 2017-614 Water/Wastewater Treatment Annual Chemical Supply

*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. Final Adoption of Ordinance to Amend Chapter 11, Article XI, Section 11-11-3  
Body Art Establishments
- B. Final Adoption of Ordinance to Amend Chapter 2, Article V, Section 2-481  
Economic Development Advisory Board Membership

**XII. LAND USE HEARING**

**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 June 05, 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 Austin Randall  
12

13 MEMBERS ABSENT: None  
14

15 OTHERS PRESENT: City Clerk, Karla Sayler  
16

17 **A. Interview of Candidates for Vacant Commission Seat**  
18

19 Mayor Burbridge mentioned that this workshop is to conduct interviews on the  
20 candidates for the vacant commission seat. She mentioned that we have two  
21 candidates and that one withdrew today. The candidates are Sheri Rogers and Diana  
22 Mesch both being two past commissioners. Mayor Burbridge mentioned that the final  
23 candidate will be appointed on the next commission meeting on June 13, 2017.  
24

25 **II. ADJOURMENT**  
26

27  
28 Moved by Mayor Burbridge to adjourn the meeting at 6:42 p.m.  
29

30 \_\_\_\_\_  
31 Mayor, Sally Burbridge

32 ATTEST:  
33

34 \_\_\_\_\_  
35 Karla Sayler, City Clerk

36 MINUTES PREPARED BY:  
37

38 \_\_\_\_\_  
39 Karla Sayler, City Clerk

1 CITY OF AZTEC  
2 COMMISSION MEETING MINUTES  
3 June 27, 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 Commissioner Austin Randall

11 **III. PLEDGE OF ALLEGIANCE**

12 The Pledge of Allegiance was led by Mayor Pro-Tem Sherri Sipe  
13  
14  
15

16 **IV. ROLL CALL**

17  
18 Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe;  
19 Commissioner Austin Randall; Commissioner Sheri  
20 Rogers  
21

22 Members Absent: Commissioner Katee McClure  
23

24  
25 Others Present: City Manager Joshua Ray; City Attorney Larry  
26 Thrower; City Clerk Karla Sayler; Project Manager Ed  
27 Kotyk (see attendance sheet)  
28  
29  
30

31 **V. AGENDA APPROVAL**

32  
33 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to  
34 Approve the Agenda Amending Consent Item A Changing to Commission Workshop  
35 Minutes & Item B Changing to Commission Meeting Minutes  
36

37 All Voted Aye; Motion Passed Four to Zero  
38

39 **VI. PRESENTATION**

40 Four Corners Economic Development  
41  
42

43 Four Corners Economic Development Director Warren Unsicker introduced  
44 himself to commission and presented them with a power point on Economic  
45 Development Brief. The presentation included the following topics:  
46

- Economic Development Trends

- 47 • Key Assets
- 48 • Overarching Goals
- 49 • Strategic Partnerships
- 50 • Strategic Targets for Diversification
- 51 • Marketing
- 52 • Infrastructure

53

54

55 **VI. CITIZEN RECOGNITION**

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None

57

58

59 **VII. EMPLOYEE RECOGNITION**

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None

61

62

63 **VIII. CONSENT AGENDA**

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65

MOVED by Commissioner Randall, SECONDED by Commissioner Rogers to

66

Approve the Consent Agenda With Amendments to Item A and Item B

67

68

A. Commission Special Workshop Meeting Minutes, June 13, 2017

69

B. Commission Special Workshop Meeting Minutes June 13, 2017

70

C. Destruction of Utility and Electric Administration Records

71

D. Resolution 2017-1051 BLM Water Utility Right of Way Application and

72

Signatory Authority

73

74

All Voted Aye: Motion Passed Four-Zero

75

76 **IX. ITEMS FROM CONSENT AGENDA**

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None

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79

80 **X. CITIZENS INPUT**

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None

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83

84 **XI. BUSINESS ITEMS**

85

None

86

87

88 **XII. LAND USE HEARINGS**

89

90 Mayor Burbridge opened the Land Use Hearings for A. 2017-056 A Zone Change  
91 from C-2 General Commercial and Wholesale District to MH Mobile Home District for  
92 104 Simonds Rd., B. 2017-057 Variance to the Setback Requirements for 104 Simonds  
93 Rd., C. 2017-072 A Zone Change From the C-2 General Commercial & Wholesale  
94 District to the MH Mobile Home District and D. 2017-073 A Variance to the Dimensional  
95 and setback requirements. Mayor Burbridge stated that this hearing would be  
96 conducted under Procedures mandated by the New Mexico Court of Appeals in  
97 Battershell versus the City of Albuquerque, which were intended to protect the due  
98 process rights of our parties. Mayor Burbridge subsequently identified the parties and  
99 City Staff. Mayor Burbridge then asked Commission if they would accept the parties and  
100 they did. She reviewed the procedures and then asked if any members of the  
101 Commission had a conflict of interest, bias, or engaged in ex parte communication,  
102 there were none. Mayor Burbridge then swore in the parties and reviewed the Order of  
103 Presentation.

104  
105 A. 2017-056 A Zone Change from C-2 General Commercial and Wholesale  
106 District to MH Mobile Home District for 104 Simonds Rd.

107  
108 Community Development Director Steven Saavadra mentioned that the applicant  
109 Pete Blea is asking for a zone change for his residence at 104 Simonds Rd. the current  
110 property is C-2 General Commercial & Wholesale District. The request here is to  
111 change it to Mobile Home District. Steven mentioned that the property is approximately  
112 0.11 acres. Steven mentioned that on November 8, 2011 Commission approved a  
113 special use permit to allow the demolition of a single family dwelling unit which allowed  
114 the placement of a two-section manufactured home with three conditions of approval.  
115 Without this change the property owner would not be allowed to rebuild if ever  
116 destroyed by fire, flood or other causes such as selling or passing the property to  
117 another owner due to the current Special Use Permit. The Community Development  
118 Department recommends approval of application 2017-056, a request from Pete J. Blea, for a  
119 zone change from the C-2 General Commercial & Wholesale District to the MH Mobile Home  
120 District, for property located at 104 Simonds Road with the following conditions; An approved  
121 variance to the lot size requirements of the MH Mobile Home District and an approved variance  
122 to the setback requirements of the MH Mobile Home District.

123  
124 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Randall to Approve  
125 Application 2017-056 A Zone Change From C-2 General Commercial & Wholesale District To  
126 The MH Mobile Home District for Property Located at 104 Simonds Road, Aztec, NM Including  
127 Findings of Facts 1-8

128  
129 A Roll Call Was Taken: Motion Passed Four to Zero

130

131

132 B. Approval of 2017-057 A Variance to The Dimensional and Setback Requirements

133 This is a variance to accompany zone change application 2017-056. The petitioner is  
134 requesting a variance to the required front yard setbacks and rear yard setbacks. This would  
135 allow him to have 9.62 foot front and 14.17-foot rear setbacks compatible with the other homes  
136 in the neighborhood. Steven mentioned that the Community Development Department  
137 recommends approval of application 2017-057 a request from the applicant Pete Blea for a  
138 variance to the front and rear yard setbacks and a variance to the lot size for property located at  
139 104 Simonds Rd.

140

141 MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to Approve  
142 Application 2017-057 A Request for a Variance To The Dimensional and Setback Requirements  
143 For A Residential Property Located at 104 Simonds Road, Aztec, NM Including the Findings of  
144 Facts 1-5

145 A Roll Call Was Taken: Motion Passed Four to Zero

146

147 C. 2017-072 A Zone Change from C-2 General Commercial & Wholesale District to the  
148 MH Mobile Home District

149

150 Steven mentioned that the applicant Venus Properties, LLC Represented by  
151 Berry Golberg has requested a zone change from the C-2 General Commercial District  
152 to the Mobile Home District. The residential use is on approximately 0.11 acres which is  
153 located at 112 Simonds Road. This request is the same as the request on 104 Simonds  
154 Rd. which was approved by commission this evening and the same changes will apply.  
155 The requested zoning district is compatible with the surrounding neighborhood.

156

157 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Sipe to  
158 Approve Application 2017-072 A Zone Change From C-2 General Commercial &  
159 Wholesale District to The MH Mobile Home District for property located at 112 Simonds  
160 Road, Aztec NM Including Findings of Fact 1-7

161

162 A Roll Call Was Taken: Motion Passed Four to Zero

163

164 D. 2017-073 A Variance To The Dimensional And Setback Requirements

165

166 This variance is to accompany zone change application 2017-072. This will allow  
167 a variance to the required front yard and rear yard setbacks. The applicant is requesting  
168 a variance to allow him to have approximately 12-foot front and 5-foot rear yard  
169 setbacks. The property is at 112 Simonds Road. The Community Development  
170 Department recommends approval of application 2017-057, a request from Barry  
171 Goldberg, for a variance to front and rear yard setbacks and a variance to the lot size  
172 for property located at 112 Simonds Road.

173

174

175            MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Rogers to Approve  
176 Application 2017-073 A Request for a Variance To The Dimensional And Setback  
177 Requirements For A Residential Property Located at 112 Simonds Road, Aztec, NM  
178 Including Findings of Facts 1-7

179  
180            A Roll Call Was Taken: Motion Passed Four to Zero

181  
182

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

184  
185            Mayor Burbridge attended the NMML Policy Committee Meetings and the  
186 discussion was on the lawsuit that some Municipalities in NM have against Tax and  
187 Revenue Department that's an ongoing concern on NMML perspective. She mentioned  
188 that they also had a discussion about looking into the state GRT's and the percentage  
189 that is supposed to be coming back to cities.

190  
191            Mayor Pro-Tem mentioned that she will not be at the first commission meeting in  
192 July. She was asked about the O'Rielly Auto Parts business and Josh mentioned that  
193 it won't be long before they get started with the building.

194  
195            Commissioner Rogers mentioned that she will continue attending San Juan  
196 County Commission Meetings and continue on the Airport Advisory Board. She  
197 mentioned that she attended the Mrs. New Mexico Pageant and Mrs. Ray did a very  
198 good job and made 1<sup>st</sup> runner up. She mentioned that she will be out of town for the  
199 first commission meeting in July but can be available via electronic or phone.

200  
201            Commissioner Randall mentioned that the streets look very nice with the flags  
202 and banners. He also mentioned that the parks look very nice also.

203  
204

### 204 **XIV. DEPARTMENT REPORTS**

205  
206            None

207  
208

### 208 **XV. ADJOURMENT**

209  
210            Moved by Mayor Burbridge, SECONDED by Mayor Pro-Tem Sipe to adjourn the  
211 meeting at 7:05 p.m.

212  
213  
214

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Mayor, Sally Burbridge

215  
216 ATTEST:  
217 \_\_\_\_\_  
218 Karla Saylor, City Clerk

219

220 MINUTES PREPARED BY

221

222

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

DRAFT

# Staff Summary Report

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**MEETING DATE:** July 11, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (C)  
**AGENDA TITLE:** Travel Requests

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**ACTION REQUESTED BY:** General Services, Commission, Administration  
**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.
  - Mayor Pro Tem is requesting approval to attend the New Mexico Municipal League (NMML) resolution committee in Albuquerque NM. During the July meeting, the committee will review previous year resolutions, Statement of Municipal Policy, and review new resolutions and policy statement amendments and make recommendations to be considered during the NMML Annual Meeting in August. A fall meeting will finalize and prioritize resolutions to become the League's primary legislative agenda.
  - Mayor Pro Tem, Commissioner Rogers and City Clerk request approval to attend the NMML Annual Meeting, mid-August, in Clovis NM. Sessions will address various issues of interest to municipalities, business meetings, and opportunity to network with others involved with local governments.
  - General Service Director is requesting approval of attendance of the National Recreation and Parks Association Annual Conference held in New Orleans, LA. By attending this conference, it will allow him to obtain Continuing Education Units (CEU's) necessary to maintain his certification as a Certified Park and Recreation Professional (CPRP) and will also allow him to keep up with changing trends in the parks and recreation field, research products, learn about potential grand/funding sources and exchange ideas with other professionals.

## **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 July 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: JULY 11, 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>
7/14 - 15/17	Commission	Sherri Sipe	NM Municipal League Resolutions Committee Meeting Albuquerque NM	Yes	No	\$50.40 \$103.00	Meal & Gratuity Allowance Lodging	Yes
08/14 -18/17	Commission	Sherri Sipe	NM Municipal League Annual Conference Clovis NM	Yes	No	\$168.00 \$280.00 \$100.00 \$538.78	Meal & Gratuity Allowance Registration Fuel Lodging	Yes
08/14 -18/17	Commission	Sheri Rogers	NM Municipal League Annual Conference Clovis NM	Yes	No	\$168.00 \$280.00 \$320.00	Meal & Gratuity Allowance Registration Lodging	Yes
08/14 -18/17	Administration	Karla Sayler	NM Municipal League Annual Conference Clovis NM	Yes	No	\$168.00 \$280.00 \$538.78	Meal & Gratuity Allowance Registration Lodging	Yes
09/25-29/17	Gen. Service	Steve Mueller	National Rec. & Parks Assoc. Annual Conference New Orleans, LA.	Yes	Yes	270.00 535.00 375.00 75.00 900.00	Meal & Gratuity Allowance Registration Airfare- United Airlines Shuttle/Taxi Service Lodging	Yes

# Staff Summary Report

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**MEETING DATE:** July 11, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (D)  
**AGENDA TITLE:** Bid 2017-615 Annual Pest Control Services

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**ACTION REQUESTED BY:** City Departments  
**ACTION REQUESTED:** Approval to Award Bid 2017-615  
**SUMMARY BY:** Kathy Lamb

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## **PROJECT DESCRIPTION / FACTS**

- The City of Aztec Pest Control Agreement expired on March 31, 2017 and has continued on a monthly basis pending the formal bid process. Service request includes all city buildings including parks restrooms.

## **PROCUREMENT / PURCHASING (if applicable)**

- Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times on Sunday, May 26, 2017. The bid was publically opened on Wednesday, June 14, 2017. Notification of ITB was sent to four local companies.
- Two responsive bids were received from Carter Services Inc and Larry's Pest Control. In addition to a price per facility per month, the ITB also requested what services were included in the amount bid. Services provided by both entities were the same with the exception of bees/wasps, moths and mice/rats. Carter Services bid indicates each of these pest treatments may result in additional costs (bees/wasps \$75/hr; moths require equipment installation and mice/rats are \$75/hr). Departments were asked if these services were required on a monthly basis; those departments which responded indicated services were not required regularly and could be scheduled as necessary.
  - Carter Services bid \$481.00 per month
  - Larry's Pest Control bid \$1,210.00 per month
- Bid award recommendation is to Carter Services Inc for a maximum of four years in one year increments.

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

- The award of the bid to Carter Services is an increase of \$90/month, \$60 of which is specific to the addition of the public restrooms located in local parks.
- The FY18 Preliminary Budget included monthly pest control services. The FY18 Final Budget will be reviewed to ensure adequacy of funds for each department.

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**SUPPORT DOCUMENTS:** Bid Tabulation

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the award of Bid 2017-615 to Carter Services in the amount of \$481.00/month and authorize the City Manager to execute the annual agreements.

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## CITY OF AZTEC BID TABULATION FORM

**Bid # 2017-615**

### Monthly Pest Control

Opened 4:00 p.m., June 14, 2017

Recommended Award to Carter's Services, Inc.

Commission Action Schedule for July 11, 2017

Location	Carter Services, Inc.	Larry's Pest Patrol
City Hall	22.00	45.00
Police Dept. & Municipal Court	25.00	55.00
Finance	12.00	40.00
Utilities & Motor Vehicle	18.00	45.00
Fire Department	18.00	45.00
Visitors Center	12.00	30.00
Museum	20.00	45.00
Historical Society	15.00	30.00
Civic/Senior Center	32.00	100.00
Parks/General Services	15.00	40.00
Parks/General Services Shop	18.00	45.00
Library	28.00	90.00
Electric Department	25.00	90.00
Public Works	15.00	45.00
Public Works Shop	18.00	45.00
Wastewater Treatment Plant	18.00	55.00
Airport Lounge	12.00	30.00
Airport Fire Substation	12.00	35.00
West Fire Station	12.00	35.00
Hartman Park Concession 1	12.00	30.00
Hartman Park Concession 2	12.00	30.00
Animal Shelter	25.00	50.00
Water Treatment Plant	25.00	100.00
Minium Park Restroom	12.00	15.00
Riverside Park Restroom	12.00	10.00
Florence Park Restroom	12.00	10.00
Capwalls Park Restroom	12.00	10.00
Tiger Park Restroom	12.00	10.00
<b>MONTHLY TOTAL:</b>	<b>\$ 481.00</b>	<b>\$1,210.00</b>
Monthly Service Includes		
Ants	Yes	Yes
Arachnids	Yes	Yes
Bats	No	No
Bed Bugs	No	No

Bees (incl wasps, bees, hornets, yellow jackets and honey bees)	No	Yes
Beetles	Yes	Yes
Centipedes & Millipedes	Yes	Yes
Cockroaches	Yes	Yes
Common House Flies	No	Yes
Fleas	No	No
Lice	No	No
Mosquitos	No	No
Moths	No	Yes
Reptiles	No	No
Rodents: Mice & Rats	No	Yes
Rodents: Other	No	No
Silverfish/House Centipedes	Yes	Yes
Spiders	Yes	Yes
Termites	No	No
Ticks	No	No

# Staff Summary Report

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**MEETING DATE:** July 11, 2017  
**AGENDA ITEM:** VIII. CONSENT AGENDA (E)  
**AGENDA TITLE:** Finance Department Record Destruction

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

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## PROJECT DESCRIPTION / FACTS

- Commission approved Resolution 2008-776 “Approving and Establishing a Records Management Program” for the City of Aztec on October 21, 2009.
- Prior to the final destruction of any city document, Commission approval must be obtained.
- If approval is obtained the documents will be shredded. The Destruction Form will be signed and held by the City Clerk.
- Destruction of the following Finance Department records **requiring** City Commission approval. Records are NOT scanned but have met record retention requirements:
  - Journal Entries (FY13) Journal vouchers for correction of errors of previously posted/recorded transactions – retention period 3 years after close of accounting period
  - Destruction of the following Finance Department records **requiring** City Commission approval. Destruction includes paper and electronic records
    - Budget Workpapers (FY13) – 3 year retention period
- Destruction of Finance Department records (information only – does not require City Commission approval, Resolution 2010-850 Authorizing Destruction of Hard Copy Records Once Digitally Archived, November 23, 2010):
  - FY2016 (July 2015 – June 2016) Accounts Payable records – records have been scanned and electronic records will be retained. Paper documents to be destroyed
  - FY2016 (July 2015 – June 2016) Bank Statements and Reconciliations – records have been scanned and electronic records will be retained. Paper documents to be destroyed.

**FISCAL INPUT**

- Due to the volume of paper to be destroyed, the Finance Department will contact a firm specializing in document destruction. Funds were included in the FY18 Finance Department budget specific to this purpose.

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**SUPPORT DOCUMENTS:** None

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

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# Staff Summary Report

**MEETING DATE:** June 5, 2017  
**AGENDA ITEM:** VIII. CONSENT (F)  
**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

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<b>MEETING DATE:</b>	July 11, 2017
<b>AGENDA ITEM:</b>	XI. BUSINESS ITEM (A)
<b>AGENDA TITLE:</b>	Final Adoption of Ordinance to Amend Chapter 11, Article XI – Body Art Establishments, Section 11-11-3 Prohibition

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<b>ACTION REQUESTED BY:</b>	Staff
<b>ACTION REQUESTED:</b>	Approve Final Adoption of Ordinance 2017-459, to Amend Chapter 11, Article XI, Section 11-11-3.
<b>SUMMARY BY:</b>	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 to adopt this ordinance was presented before Commission on June 13, 2017.
- No comments have been received regarding this matter after the Commission meeting was held on June 13, 2017.

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**SUPPORT DOCUMENTS:** Ordinance 2017-459

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**DEPARTMENT’S RECOMMENDED MOTION:** Move to APPROVE the Final Adoption of Ordinance 2017-459, an ordinance to remove Section 11-11-3, Prohibition, of Chapter 11, Article XI, in its entirety.

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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>	July 11, 2017
<b>AGENDA ITEM:</b>	XI. BUSINESS ITEM (B)
<b>AGENDA TITLE:</b>	Final Adoption of 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>	Approve Final Adoption of 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 adoption of Ordinance 2017-450 for the Advisory Board and Committees.

The intent to adopt this ordinance was approved by Commission on June 13, 2017.

No comments have been received regarding this matter after the Commission Meeting was held on June 13, 2017.

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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 Final Adoption of 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: \_\_\_\_\_