

**A G E N D A  
CITY OF AZTEC  
CITY COMMISSION WORKSHOP  
May 22, 2018  
201 W. Chaco, City Hall  
5:15 p.m.**

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

**Fiscal Year 19 Budget Workshop**

**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.

**GENERAL FUND**

Commission	(1,000.00)	Travel
HUB Economic Development	(14,131.00)	Part-time Employee @ HUB
Visitor Center	(7,932.00)	Supplies, Travel, Prof Svcs, Bldg Maint,
Municipal Court		
City Administration	(4,496.00)	Supplies, Travel, Meeting Exp
Finance	(17,750.00)	Purchasing Agent not hired until late fall 2018; supplies, ref materials, travel & trng
Legal		
MVD		
Community Development		
Info Technology		
Building Maintenance	(2,000.00)	Supplies
Project Management	(8,580.00)	Supplies; Travel; Prof Svcs
Police		
Fire		
Streets	(20,200.00)	Delay filling vacant PW positions (2) until late fall 2018
Animal Care	(7,180.00)	Supplies
Vector Control		
Recreation	(13,600.00)	Temp Seasonal Labor
Golf Course		
Parks	(49,409.00)	Splash Park PT EE, Supplies, Travel/Training, Memberships, Temp Seasonal Labor
Library		
Senior Center		
	(146,278.00)	

**JOINT UTILITY**

Electric		
Water Treatment		
Water Distribution	(21,000.00)	Delay filling vacant PW positions until late fall 2018
Wastewater Treatment	(14,800.00)	Reduce budgeted debt payment for extra principal (refinance savings) and transfer to R&R
Wastewater Collection	(75,500.00)	Reduce debt principal payment by refinance savings & transfer to R&R; Delay filling vacant PW positions until late fall 2018
Transfer to Wastewater R&R	69,800.00	Refinance savings on WWtr Treatment Plant & WWtr Sewerline transfer to R&R for future use as directed by City Commission
	(41,500.00)	

CITY OF AZTEC  
MULTI YEAR BUDGET  
CASH RESERVE ESTIMATES: GOVERNMENTAL FUNDS

5/22/2018

	GENERAL FUND FUND #101			
	FY18 EST	FY19 EST	FY20 EST	FY21 EST
BEG. CASH BALANCE	\$ 2,660,951	\$ 2,402,026	\$ 772,566	\$ (1,655,002)
EST. REVENUES	\$ 5,883,120	\$ 5,504,657	\$ 5,373,910	\$ 5,373,910
EST. EXPENDITURES	\$ (6,877,045)	\$ (6,939,117)	\$ (7,646,478)	\$ (7,622,681)
CONTINGENCIES		(50,000)		
CONTINGENCIES		(50,000)	(50,000)	(50,000)
CONTINGENCIES		(25,000)	(25,000)	(25,000)
Transfers In	785,000			
Transfers Out	(50,000)	(70,000)	(80,000)	(85,000)
SURPLUS/(DEFICIT)	\$ (258,925)	\$ (1,629,460)	\$ (2,427,568)	\$ (2,408,771)
<b>ENDING CASH BALANCE</b>	<b>\$ 2,402,026</b>	<b>\$ 772,566</b>	<b>\$ (1,655,002)</b>	<b>\$ (4,063,773)</b>
REQUIRED 1/12TH RESERVE - AS CALCUATED BY DFA (does not include transfers)	\$ -	\$ (588,676)	\$ (643,457)	\$ (641,473)
<b>AVAILABLE CASH BALANCE</b>	<b>\$ 2,402,026</b>	<b>\$ 183,890</b>	<b>\$ (2,298,459)</b>	<b>\$ (4,705,246)</b>
	FY18 Adopted			
	<b>400,649</b>			

Specific to General Fund Econ Dev  
Cmsn discretion to respond to requests throughout year

207- Corrections: 270 - Airport

CITY OF AZTEC  
MULTI-YEAR BUDGET  
CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

	JOINT UTILITY FUND FUND #500				ELECTRIC RPR & RPLCMNT FUND #503			
	FY18 EST	FY19 EST	FY20 EST	FY21 EST	FY18 EST	FY19 EST	FY20 EST	FY21 EST
BEG. CASH BALANCE	\$ 3,683,916	1,960,173	125,829	(333,683)	4,862,173	5,403,173	5,989,173	6,575,173
EST. REVENUES	9,489,015	9,127,641	9,187,954	9,192,923	36,000	36,000	36,000	36,000
* Utility Rate Increases		686,000	1,385,270	1,841,310				
EST. EXPENDITURES	(10,214,758)	(11,441,185)	(10,914,423)	(12,202,595)				
CONTINGENCIES	-	-	-	-				
Transfers In	600,000	703,000	721,687	1,771,718	505,000	550,000	550,000	550,000
Transfers Out	(1,598,000)	(909,800)	(840,000)	(840,000)				(1,050,000)
SURPLUS/(DEFICIT)	(1,723,743)	(1,834,344)	(459,512)	(236,644)	541,000	586,000	586,000	(464,000)
<b>ENDING CASH BALANCE</b>	<b>1,960,173</b>	<b>125,829</b>	<b>(333,683)</b>	<b>(570,327)</b>	<b>5,403,173</b>	<b>5,989,173</b>	<b>6,575,173</b>	<b>6,111,173</b>
NMED 2008- W/Wtr Debt Rsv	(305,000)	(305,000)	(305,000)	(305,000)				
NMED 2013 W/Wtr Debt Rsv (\$133k)	(133,000)	(133,000)	(133,000)	(133,000)				
<b>AVAILABLE CASH BALANCE</b>	<b>1,522,173</b>	<b>(312,171)</b>	<b>(771,683)</b>	<b>(1,008,327)</b>	<b>5,403,173</b>	<b>5,989,173</b>	<b>6,575,173</b>	<b>6,111,173</b>
	FY18 Adopted				FY18 Adopted			
	<b>429,535</b>				<b>5,430,173</b>			

**Revenue budget includes increases:**

FY19 Utility Increases: Electric 4% = 156,000; Water 9.5% = \$121,000; Wastewater  
35% = 409,000 (October 2018 effective date)

CITY OF AZTEC  
MULTI-YEAR BUDGET  
CASH RESERVE ESTIMATES: ENTERPRISE FUNDS

FY20 Utility Increases: Electric 3% = 120,000; Water 10.5% = 143,000; Wastewater 14% = 206,0000 (October 2019 effective date)

FY21 Utility Increases: Electric 2.5% = 102,000; Water 10.5% = 154,000; Wastewater 4% = 65,000 (October 2020 effective date)

	WATER RPR & RPLCMNT FUND #506				WWTR RPR & RPLCMNT FUND #509			
	FY18 EST	FY19 EST	FY20 EST	FY21 EST	FY18 EST	FY19 EST	FY20 EST	FY21 EST
BEG. CASH BALANCE	\$ 1,439,122	1,295,122	1,049,622	804,122	1,456,093	1,284,093	1,158,893	963,893
EST. REVENUES	6,000	4,500	4,500	4,500	10,000	5,000	5,000	5,000
EST. EXPENDITURES CONTINGENCIES								
Transfers In	150,000	150,000	150,000	150,000	118,000	169,800	100,000	100,000
Transfers Out	(300,000)	(400,000)	(400,000)	(400,000)	(300,000)	(300,000)	(300,000)	(300,000)
SURPLUS/(DEFICIT)	(144,000)	(245,500)	(245,500)	(245,500)	(172,000)	(125,200)	(195,000)	(195,000)
<b>ENDING CASH BALANCE</b>	<b>1,295,122</b>	<b>1,049,622</b>	<b>804,122</b>	<b>558,622</b>	<b>1,284,093</b>	<b>1,158,893</b>	<b>963,893</b>	<b>768,893</b>
NMED 2008- W/Wtr Rpr Rsv					(250,000)	(250,000)	(250,000)	(250,000)
NMED 2013 W/Wtr R&R Rsv					(166,241)	(166,241)	(166,241)	(166,241)
<b>AVAILABLE CASH BALANCE</b>	<b>1,295,122</b>	<b>1,049,622</b>	<b>804,122</b>	<b>558,622</b>	<b>867,852</b>	<b>742,652</b>	<b>547,652</b>	<b>352,652</b>
	FY18 Adopted				FY18 Adopted			
	<b>1,293,622</b>				<b>813,094</b>			

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**May 22, 2018**  
**201 W. Chaco, City Hall**  
**6:00 p.m.**

**I. CALL TO ORDER**

**II. INVOCATION: (Raymond Dunton)**

**III. PLEDGE OF ALLEGIANCE**

**IV. NEW MEXICO PLEDGE**

I Salute The Flag Of The State Of New Mexico And The Zia Symbol Of Perfect Friendship Among United Culture's.

**V. ROLL CALL**

**VI. AGENDA APPROVAL**

**VII. PROCLAMATION**

**VIII. PRESENTATION**

Purchase Power Update from Guzman Energy

**IX. CITIZEN RECOGNITION**

**X. EMPLOYEE RECOGNITION**

**XI. CONSENT AGENDA**

- A. Commission Workshop Meeting Minutes May 8, 2018
- B. Commission Meeting Minutes May 8, 2018

*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"*

**XII. ITEMS FROM CONSENT AGENDA**

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

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**XIII. 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)*

**XIV. LAND USE HEARINGS**

- A. Zone Change from O-1 (Office & Institutional District) to C-1 Limited (Retail/Neighborhood Commercial District)

**XV. BUSINESS ITEMS**

- A. Fiscal Year 2019 Preliminary Budget Submission Approval

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

**XVII. DEPARTMENT REPORTS**

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

**XVIII. ADJOURNMENT**

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

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

1 CITY OF AZTEC  
2 WORKSHOP MEETING MINUTES  
3 May 8, 2018  
4

5 **I. CALL TO ORDER**

6 Mayor Snover called the Workshop to order at 5:20 pm at the Aztec City  
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
8

9 MEMBERS PRESENT: Mayor Victor Snover; Mayor Pro-Tem Fry;  
10 Commissioner Austin Randall; Commissioner  
11 Sherri Sipe; Commissioner, Mark Lewis  
12

13 MEMBERS ABSENT: None  
14

15 OTHERS PRESENT: Interim City Manager Steve Mueller; City  
16 Attorney Larry Thrower; Finance Director Kathy  
17 Lamb; Utilities Director Delain George; Project  
18 Manager, Ed Kotyk; City Clerk, Karla Saylor  
19

20 **A. Water Conservation Plan**  
21  
22

23 Interim City Manager Steve Mueller presented the water conservation plan. It is  
24 the plan that was put in place in 2002 with updates to include the splash pad.  
25

26 Stage 1 changed from mandatory to voluntary

- 27 • With watering recommendations and discouraging people from filling
- 28 outdoor swimming pools and spas
- 29 • Water features may operate if they re-circulate water but not when winds
- 30 exceed 12mph. Water features that do not re-circulate water are
- 31 prohibited.
- 32 • Excessive misuse of water will be subject to a Notice  
33

34 Stage 2 Water Conservation is mandatory and warnings will be given.

- 35 • Citations or penalties will be issued for repeat offenders.
- 36 • The operation schedule for the City's Splash Park at Minium will be
- 37 determined by the City Manager in consultation with the Parks Director
- 38 and Water Chief Operator
- 39 • 1<sup>st</sup> violation notice; 2<sup>nd</sup> violation \$75 penalty; 3<sup>rd</sup> violation \$125 penalty
- 40 and 4<sup>th</sup> water service may be restricted or suspended.  
41

42 Stage 3 Water Conservation is mandatory and citations or penalties will be issued

- 43 • Water features are prohibited from operation. The operation schedule for
- 44 the City's Splash Park at Minium will be determined by the City Manager
- 45 in consultation with the Parks Director and Water Chief Operator

- 1<sup>st</sup> violation will receive a notice; 2<sup>nd</sup> violation a \$175 penalty; 3<sup>rd</sup> water service may be restricted or suspended

Stage 4 emergency restriction may be temporary or long term based upon nature of emergency.

- Residential water sales will be subject to emergency water rates or \$7.50 per 1,000 gallons for anything above 15,000 gallons
- Water features and City's Splash Park at Minium will not operate
- 1<sup>st</sup> violation a notice; 2<sup>nd</sup> violation a \$330 penalty and 3<sup>rd</sup> violation water service may be suspended

## II. ADJOURMENT

Moved by Mayor Snover to adjourn the meeting at 6:05 p.m.

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Mayor, Victor C. Snover

ATTEST:

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Karla Sayler, City Clerk

MINUTES PREPARED BY:

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Sherlynn Morgan, Administrative Assistant

1  
2 CITY OF AZTEC  
3 COMMISSION MEETING MINUTES  
4 May 8, 2018

5 **I. CALL TO ORDER**

6 Mayor Victor Snover called the Meeting to order at 6:10 pm at the Aztec City  
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

8  
9 **II. INVOCATION**

10 The Invocation was led by Dr. Cynthia Mortensen

11  
12  
13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by Community Development Director Steven  
15 Saavedra

16  
17  
18 **IV. NEW MEXICO PLEDGE**

19 The New Mexico Pledge was led by Community Development Director Steven  
20 Saavedra

21  
22  
23 **V. ROLL CALL**

24  
25 Members Present: Mayor Victor Snover; Mayor Pro-Tem Rosalyn Fry;  
26 Commissioner Austin Randall; Commissioner Mark  
27 Lewis; Commissioner Sherri Sipe

28  
29 Members Absent: None

30  
31 Others Present: City Attorney Larry Thrower; City Clerk Karla Saylor;  
32 Administrative Assistant Sherlynn Morgan; Project  
33 Manager Ed Kotyk (see attendance sheet)

34  
35 **VI. AGENDA APPROVAL**

36  
37 MOVED by Commissioner Sipe to Approve the Agenda as given, SECONDED  
38 by Commissioner Randall

39  
40 All voted Aye: Motion passed five to zero

41  
42 **VII. PROCLAMATION**

43  
44 A. Month of May Bike Month  
45

46 Mayor Snover read the proclamation and presented it to the owners of the new  
47 bike shop on Main St.

48

49 **VIII. CITIZEN RECOGNITION**

50

51 Interim City Manager Steve Mueller recognized the High School Shot Gun Team  
52 for winning the State Championship.

53

54 **IX. EMPLOYEE RECOGNITION**

55

56 Commissioner Sipe recognized Jeff Blackburn and the rest of the parks crew for  
57 how great the parks and fields look.

58

59 **X. CONSENT AGENDA**

60

- 61 A. Commission Meeting Minutes April 24, 2018
- 62 B. NW NM COG FY 2019 Membership Agreement
- 63 C. Resolution 2018-1082 Surplus
- 64 D. Resolution 2018-1083 Authorizing Submission of Application to the Federal  
65 Aviation Administration
- 66 E. RFP 2018-624 Engineering Task Order #2 for Airport Runway Light Design and  
67 DBE Program Update

68

69 MOVED by Commissioner Randall, SECONDED by Mayor Pro-Tem Fry to  
70 Approve the Consent Agenda as given

71

72 All Voted Aye: Motion Passed Five to Zero

73

74 **XI. ITEMS FROM CONSENT AGENDA**

75

76 None

77

78 **XII. CITIZENS INPUT (3 MINUTES MAXIMUM)**

79

80 None

81

82 **XIII. BUSINESS ITEMS**

83

- 84 A. Intent to Adopt Ordinance 2018-473 Amending Section 8-21 Fire Code,  
85 Standards Adopted

86

87 Interim City Manager Steve Mueller explained that this a request from the Fire  
88 Chief to update the fire code from the 2009 version to the most current which is 2015.

89

90            MOVED by Commissioner Randall to Approve the Intent to Adopt Ordinance  
91 2018-473 Amending Section 8-21 Fire Code, Standards Adopted, SECONDED by  
92 Commissioner Sipe

93  
94            A Roll Call Vote was taken  
95            All Voted Aye: Motion Passed Five to Zero

96  
97            B. Intent to Adopt Ordinance 2018-474 Amending the Municipal Code of Aztec,  
98            New Mexico, Chapter 4, Alcoholic Beverages

99  
100           Utilities Director Delain George explained that this will give her permission to sign  
101 off on the Public Celebration Permits because they require a signature from the  
102 governing body, this should help streamline the process. The State will have to approve  
103 all permits.

104  
105           MOVED by Commissioner Lewis to Approve the Intent to Adopt Ordinance 2018-  
106 474 Amending the Municipal Code of Aztec, New Mexico, Chapter 4, Alcoholic  
107 Beverages

108  
109           A Roll Call Vote was taken  
110           All Voted Aye: Motion Passed Five to Zero

111  
112           C. Intent to Adopt Ordinance 2018-475 Amending Article IV of Chapter 25 to  
113           Adopt a Revised Water Conservation Plan

114  
115           Interim City Manager Steve Mueller mentioned that we would make the changes  
116 that were discussed in the workshop.

117  
118           MOVED by Commissioner Sipe to Approve the Intent to Adopt Ordinance 2018-  
119 475 Amending Article IV of Chapter 25 to Adopt a Revised Water Conservation Plan,  
120 SECONDED by Commissioner Randall

121  
122           A Roll Call Vote was taken  
123           All Voted Aye: Motion Passed Five to Zero

## 124 125 **XV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

126  
127           Commissioner Sipe reported that she had visited with Mike Patch about the Boys  
128 and Girls Club concerns with budget. She mentioned that she will attend EDAB on the  
129 17<sup>th</sup> and the San Juan Comprehensive Plan on the 15<sup>th</sup>. She also mentioned that  
130 Graduation was on the 18<sup>th</sup> and congratulated all of the graduates.

131  
132           Commissioner Randall mentioned that last week Game and Fish put 1200 trout  
133 in Tiger Pond.

134  
135 Mayor Snover recognized that today is teacher appreciation day and he thanked  
136 all teachers. He mentioned he attended the senior honor banquet last week. He  
137 presented recognition letters to new recruits. Mayor Snover mentioned that he attended  
138 a zoning seminar in Clovis and he learned a lot and really appreciated the compliance  
139 fold.

140  
141 **XVI. DEPARTMENT REPORTS**

142  
143 Chief Heal reported that Chiefs Association recommended him as the  
144 spokesperson for Municipal League. He will be recommending changes to the red flag  
145 law, felony threats and PERA to allow retired officers to work as SRO's.

146  
147 Community Center Director Cindy Iacovetto invited everyone to attend the  
148 Mother's Day breakfast on Thursday.

149  
150 Community Development Director Steven Saavedra mentioned that the draft of  
151 the MRA plan is on the website and encouraged everyone to review for any changes.  
152 He explained that the consultant will be here on the 15<sup>th</sup> to present.

153  
154 **XVII. ADJOURNMENT**

155  
156 Moved by Mayor Snover, SECONDED by Commissioner Sipe to adjourn the  
157 meeting at 6:37 p.m.

158  
159  
160 \_\_\_\_\_  
Mayor, Victor Snover

161 ATTEST:

162  
163 \_\_\_\_\_  
164 Karla Saylor, City Clerk

165  
166  
167 MINUTES PREPARED BY:

168  
169 \_\_\_\_\_  
170 Sherlynn Morgan, Administrative Assistant

# Staff Summary Report

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**MEETING DATE:** May 22, 2018  
**AGENDA ITEM:** XIV. LAND USE HEARING (A)  
**AGENDA TITLE:** ZC 18-02 - Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District)

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**ACTION REQUESTED BY:** Rodney Foss  
**ACTION REQUESTED:** Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District)  
**SUMMARY BY:** Steven Saavedra, CFM

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## PROJECT DESCRIPTION / FACTS

Applicant	Rodney Foss
Representative	N/A
Date of Application	April 11, 2018
Requested Action	Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District)
Location	118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave.
Dimensions	Total Building Square feet: 4,445 Total Lot(s) size 0.39-Acres
Existing Land Use	Office Buildings
Existing Zoning	O-1 Office & Intuitional District
Surrounding Zoning / Land Use	North: O-1 Office & Intuitional District / Intuitional South: O-1 Office & Intuitional District / Residential East: O-1 Office & Intuitional District / Residential/Office West: C-1 Limited Retail/Neighborhood Commercial District / Commercial
Notice	Property owners within 100 feet were sent notice by certified mail on Monday, April 30, 2018 and an advisement was placed with the Daily Times. There also a poster placed on one of the buildings, advertising the Public Hearing.
Floodplain Area Access	No Public roadway frontage on S. Church and Chaco St.

### Summary

The petitioner requests a zone change from the O-1 Office & Institutional District to the C-1 Limited Retail / Neighborhood Commercial District for 0.39 acres located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave. The petitioner seeks this zone change to allow a higher number of commercial uses that are not permitted by right in the Office & Institutional District. The main purpose of this zone change is to allow retail sales and storage of boats and other future commercial uses. Prior to this zoning application, the petitioner has mentioned the desire for a dog grooming facility or a small eatery at the subject properties.

The subject properties consist of three (3) parcels, housing two (2) buildings and one (1) parking lot. The San Juan County Assessor lists the large building as 2,730.00 square feet and the small building as 1,715.00 square feet. The buildings are single-story, built in 1957. The subject properties are located in a residential neighborhood, surrounded by offices, a church, residential dwelling units, and commercial businesses to the west. In all zone change requests, consideration must be given to the present use and possible future uses and externalities.

#### **O-1 OFFICE AND INSTITUTIONAL DISTRICT:**

The O-1 District is primarily intended to accommodate office, office park, and research park development. The following uses are permitted without prior approval of the Commission: Single Family Dwelling, Accessory Structures, Apartments or Multifamily Dwellings, Condominiums, Offices, Hotels/Motels, and Institutions (Code 2007, 26-51).

#### **Conditional Uses**

The following uses will be permitted in the O-1 District provided that the use has been reviewed by the Community Development Department and approved by the City Commission include: A Nursery, Public Utility Structures, Real Estate Offices, Storage Structures, Recreational Facilities, Golf Courses, Churches, Hospitals, semi-professional offices, Boarding Houses, Private Clubs, Personal Services (beauty shop, barber shops, massage parlors), Mortuaries, Studios (music or dance).

#### **C-1 : LIMITED RETAIL / NEIGHBORHOOD COMMERCIAL DISTRICT:**

This district is intended to accommodate neighborhood-oriented, low-intensity retail sales and service uses in commercial clusters. The C-1 district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve. The C-1 District enables a mixed-use neighborhood commercial district. An activity permissive in this district should attempt to locate in or near the City's "Central Business District." This district should contain the major bulk of the shopper's goods, specialty goods, and professional services needed to satisfy the day-to-day requirements of the City's population. The district should also encourage in-fill housing, institutional uses, public buildings, and spaces (Code 2007, 26-61).

The following uses are permitted in the C-1 District without prior approval of the Commission: Accessory Structures (living quarters), Offices, Hotel/Motel, Institutions, Retail & Service Establishments (bank, barber shop, bakery, stationery store, bookstore, dry goods store, clothing store, tailor shop, millinery shop, drugstores AZTEC CITY CODE CHAPTER 26 – LAND USE REGULATIONS 2011 APR 13 26-26 store, laundry or dry cleaning, prescription store, gift shop, florist, furniture store, service station, building supplies, hardware, appliance, beauty shop, jewelry, package liquor store, notions or sundry store, photography, art supplies, radio or television shops, and other similar type establishments), Temporary Stands, Mortuaries, and Studios (music or dance).

#### **Conditional Uses**

The following uses will be permitted in the C-1 District provided that the use has been reviewed by the Community Development Department and approved by the City Commission: A Nursery, Public Utility Structures, Real Estate Offices, Storage Structures, Recreational Facilities, Golf Courses, Churches, Hospitals, semi-professional offices, Boarding houses, Theaters & Commercial Auditorium, Amusement centers (dance halls, nightclubs, bowling alleys, billiard

halls, boxing arenas, miniature golf course, games of skill and other similar activities), Multiple Family Dwellings.

**Sec. 26-4-501. Uses Not Listed.**

Any land use not specified under "Uses Permitted" within the text of this Chapter shall be considered a conditional use provided the applicant can demonstrate compatibility with other land uses in the surrounding property or community. The inclusion of a use in a District as "Permissive Uses" as set forth herein shall follow the procedures as outlined in the section entitled "Application for Change". (Code 2007, 26-501)

Changing the use from O-1 to C-1 allows more flexibility and advertisement usage of signs. Pursuant to 20-4-1, the C-1 District allows one (1) wall sign and one (1) freestanding sign per building. The wall sign cannot exceed 15% of the building façade, and the freestanding sign cannot exceed 200 square feet, 30-feet in height.

If the zoning is changed and retail sales are allowed, at least one (1) parking space for each three hundred (300) square feet of floor is required. If all buildings in the requested zone change are retail, fifteen (15) parking spaces are required. Currently, the petitioner is not allowing parking on the subject property.

The petitioner is currently storing boats until sold. Pursuant to COA 26-2-62 Outdoor storage is not permitted in this district unless surrounded by a solid wall or fence between six to eight (6 to 8) feet in height. Outdoor storage is not allowed in the O-1 District and is currently out of compliance.

Both the City and the State of New Mexico require applicable licenses for retail sales of boats. Pursuant to COA 11-2-1 It shall be unlawful for any person to engage in, conduct or carry on any business or occupation within the city without first registering the business or occupation or obtaining a license thereof and without first paying the fees, in compliance. The petitioner has not registered or obtained a business license from the City of Aztec for the retail sales of boats. The State of New Mexico requires a dealer's license, since the items (boats) are subject to registration. The petitioner has not obtained a dealer's license from the State of New Mexico for the sale boats. Therefore, the petitioner is in violation of State of New Mexico Law and City Ordinances.

**Parking, Signage, Storage, & licenses.**

**Analysis**

Pursuant to Chapter 26 Land Use Regulation, The regulations, restrictions and requirements of this ordinance have been made in accordance with the Comprehensive Plan of the City of Aztec (July 1999), and are intended to promote the general health, safety, and welfare of the residents of Aztec. Such regulations, restrictions, and requirements are deemed necessary in order to regulate and restrict within the Corporate Limits of the City of Aztec, as they exist at any given time (Code 2007, 26-3).

▪ **Compatibility of the proposed zoning and land uses with the present zoning and conforming uses of nearby property and the character of the neighborhood:**

A combination of office, commercial, and residential properties are located in and around 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave. The primary zoning district is O-1, and the primary uses surrounding the area are residential and office. However, there are commercial uses along Main Avenue. The commercial properties are separated by an

access alley and are further from residential dwelling units. The proposed uses of retail sales/storage of boats and other commercial uses are not in conformity to the character of the neighborhood.

**Is not met**

▪ **Creation of adverse impacts and the ability to mitigate these impacts:**

The change from O-1 to C-1 increases potential adverse impacts to surrounding areas pursuant to the requested zone change. Issues, such as noise, smells, bright lights, increased signage, and increase-motorized traffic are likely if the zoning and use change from O-1 to C-1. Properties located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave abuts residential dwelling units and the likelihood to mitigate negative externalities from commercial uses is unlikely, based on the proposed use. For example, the delivery of boats, require large semi-trailer trucks to complete shipment distribution. A semi-trailer truck is not intended to be on collector or local streets, nor near residential dwelling units. The weight of semi-trailer trucks influences street conditions. The height of semi-trailer trucks impacts visibility. The noise of semi-trailer trucks impacts the noise of the neighborhood. Furthermore, potential commercial uses, such as laundry services, prescription drug stores, gift shops, florists, furniture stores, service stations, building supplies stores, and package liquor stores could present challenges to the residential neighborhood in the future. The petitioner has not indicated any mitigation measures for the potential negative externalities associated with the commercial zone.

**Is not met**

▪ **Consistency with the Comprehensive Plan:**

The Comprehensive Plan recommends suitable locations for local-serving commercial uses and economic growth. Typically, sales and storage of boats are found along an arterial thoroughfare. Retail sales and storage of boats are typically not located in commercial neighborhood districts, office districts, or residential districts. The proposed use would likely require additional signage to attract attention from arterial thoroughfares. Large signage would negatively impact residential units in the neighborhood. Therefore, the proposed use is not consistent with the comprehensive plan.

**Is not met**

▪ **Whether the proposed zoning constitutes a spot zone:**

A spot zoning is, where a particular tract within a larger area is specifically zoned so as to impose upon it restrictions not imposed upon the surrounding lands, or grant to it special privileges, commercial zoning and uses abuts the property to the west. The proposed zone change does not constitute a spot zone.

**Is met**

**COMMUNITY DEVELOPMENT CONCLUSION**

The Community Development Department understands the petitioner's desire for retail sales and storage of boats. However, the given location is not conducive for growth and exposure. Furthermore, the logistical supply and delivery of boats would impact street pavement conditions and noise levels in the neighborhood. Retail sales and storage of boats are usually not located in close proximity to residential dwelling units. Community Development has heard from one residential dwelling unit to the south, opposing the requested zone change. The Aztec

United Methodist Church expressed their reservation on ZC 18-02, and is opposed to alcohol and or liquor stores, which are allowed in the C-1 District.

Changing the zoning, to allow commercial uses would impact the neighborhood. The petitioner did not provide any means of mitigating for such commercial uses. Therefore, the criteria justifying the approval of this zone change is not met. Lastly, the petitioner is not compliant with numerous City of Aztec Ordinances and the New Mexico Department of Motor Vehicle. Therefore, Staff is recommending denial of ZC- Zone Change 18-02 and recommending the sales and the storage of boats be relocate to the appropriate location.

**STAFF RECOMMENDATION**

The Community Development Department recommends **denial** of application ZC 18-02, a request from Rodney Foss, for a zone change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave.

**FINDINGS OF FACT**

1. The application, ZC 18-02 is a request to rezone 119 S. Church Ave. from O-1 Offices-Institutions to C-1 Commercial Limited.
2. The petitioner for the zone change request is Rodney Foss.
3. The applicant seeks to zone change the subject properties to allow for the sale and storage of boats and other commercial uses.
4. The criteria justifying the approval of this zone change is not met.
5. The Storage and Sales of boats be relocated from 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave.

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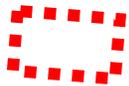
**SUPPORT DOCUMENTS:**

1. Application
  2. List of Adjacent Property Owners
  3. Adjacent Property Owner Notification Letter
  4. Notification sign
  5. Notification Ad
- 

**DEPARTMENT'S RECOMMENDED MOTION:** Move To deny ZC- Zone Change 18-02, a request from Rodney Foss, for a zone change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave and accepting Findings of Fact 1-5.



### ZONING MAP CLASSIFICATIONS



Site – 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave.







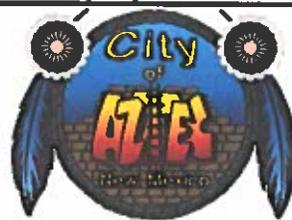


# PETITION APPLICATION

4/11/18



**Community Development Department**  
**City of Aztec**  
 201 W. Chaco St.  
 Aztec, NM 87410  
 (505) 344-7605  
 (505) 344-7609 (fax)



**PROJECT TYPE (Check Those Applicable)**

- Annexation
- Alt/Summary Plat
- Preliminary Plat
- Final Plan

- Variance
- Residential/ Commercial Development

- Zone Change to C1 District
- Conditional Use Permit
- Well site equipment modification
- Sign Permit
- Other

**INFORMATION**

Applicant's Name: <u>RODNEY FOSS</u>	Project Location: <u>118 E Chaco / 120 E Chaco</u>
Address: <u>PO BOX 1084 AZTEC</u>	Existing Use: <u>OFFICE / Empty</u>
E-Mail: <u>VIPPERCATT@YAHOO.COM</u>	Proposed Use: <u>BOAT SALES location</u>
Telephone: <u>505-787-9115</u>	Current Zoning: <u>office</u>
Relationship to Property Owner: <u>OWNER</u>	Assessor's Parcel I.D. and/or Tax I.D. Number: <u>85-0478377</u>

Legal Description of Subject Property:

Is the Property in a Flood Zone? Yes  No

Is Property subject to deed restrictions, covenants, or homeowners' association agreements? Yes  No   
 If Yes, please provide copy with application.

**REPRESENTATIVE / CONTACT PERSON (if other than applicant)**

Name: _____	E-Mail: _____
Phone: _____	Address: _____

**OWNERSHIP**

<p><b>PROPERTY OWNER</b> (Identify General Partners, Managing Partner, Corporation President and Secretary. Specify type of ownership interest: Fee, Real Estate Contract, Option to Purchase)</p> <p>Name: <u>RODNEY FOSS</u> Phone: <u>505-787-9115</u></p> <p>Address: <u>PO Box 1084 AZTEC NM</u></p>	<p><b>MORTGAGE HOLDERS</b> (If any)</p> <p>Name: <u>Bank of Southwest</u> Phone: <u>325-1971</u></p> <p>Address: <u>6500 E main Farmington</u></p>
---	--

**OWNER CERTIFICATION**

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application, I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the City of Aztec to enter the premises described in this application. I understand applications will generally be reviewed by City Commission at their first regular session following City staff review.

Name: <u>[Signature]</u>	Address: <u>PO Box 1084</u>
Owner's Signature: <u>[Signature]</u>	Phone / Email: <u>VIPPERCATT@YAHOO.COM</u>

**\*\*All sections of this application need to be completed**  
**\*This application accompanies the project/request**



# CITY OF AZTEC ZONE CHANGE APPLICATION

Permit #: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION

Name: RODNEY FOSS  
Mailing Address: PO BOX 1084  
Phone: 787-9115  
Email: VupperCatt@yahoo.com

### PROPERTY INFORMATION / DEVELOPMENT SITE

Address: 118 E. Chaco / 120 E. Chaco  
Tax ID: 85-0478379 Parcel Size (ac): \_\_\_\_\_  
Current Zone District: O-1  
Current Use: Office  
Proposed Zone District: C-1  
Proposed Use: Boat Sales  
Flood Zone Designation: \_\_\_\_\_

### REASON FOR REQUESTING A ZONE CHANGE

to allow sales & stay at Sales Products

### APPLICANT SIGNATURE

I, [Signature] representing A-Quil hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature: [Signature] Date: 4/11/18

### CITY OF AZTEC USE ONLY

City Commission Meeting Date: \_\_\_\_\_

City Commission Action: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

### FEES ARE DUE PRIOR TO COMMISSION MEETING

Fees are: \$10 Administration Fee + \$50 first acre and \$5 each additional acre. Total \$ \_\_\_\_\_



## CITY OF AZTEC ZONE CHANGE CHECKLIST

### Applicable Fees

Administrative Fee	\$10
Zone Change	\$50 (first acre) \$5 (for each additional acre)

### Detailed site map which includes the following:

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

### Ownership

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

### Legal Description

Includes the legal description or physical address of the property.

### Proposed Use

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

*Bank*

**EXHIBIT A**

**Legal Description**

Lots One (1) and Two (2) in Block Thirty-One (31) of the ORIGINAL TOWNSITE OF AZTEC, in the City of Aztec, San Juan County, New Mexico, as shown on the Amended Plat of said Townsite filed for record November 21, 1895, EXCEPT, HOWEVER, that part thereof described as follows:  
 BEGINNING at the Northeast corner of said Lot 1;  
 THENCE South 19°20' West 34.9 feet along the Easterly line of said Lots to curb;  
 THENCE North 69°13' West 48.7 feet along the Northerly line of said curb to the Westerly edge of the wall of the building located at 120 East Chaco Street;  
 THENCE North 19°20' East 34.9 feet to the Northerly line of said Lot 1;  
 THENCE South 69°13' East 48.7 feet along the Northerly line of said Lot 1, to the point of beginning.

- AND -

Lots Three (3), Lot Four (4) and Five (5) in Block Thirty-One (31) of the ORIGINAL TOWNSITE OF AZTEC, in the City of Aztec, San Juan County, New Mexico, as shown on the Plat of said Townsite filed for record November 21, 1895.

[No further text on this page]

*Cornie Burch*

**NOTICE OF REAL ESTATE CONTRACT**

OWNER(S): H. Steven Murphy and Karen L. Townsend, Trustees of the  
Murphy-Townsend Revocable Trust, dated November 7, 2014

PURCHASER(S): Rodney Foss and Sheri R. Foss,  
husband and wife, as Joint Tenants

*P.O. Box 1084  
Aztec, NM 87410*

The above parties have entered into a Real Estate Contract as follows:

Date of Contract: June 26, 2015

Escrow Agent: Four Corners Escrow Service

Description of property in San Juan County, New Mexico,

to-wit:

That part of Lots One (1) and Two (2) in Block Thirty-One (31) of  
the TOWN OF AZTEC, in the City of Aztec, San Juan County, New  
Mexico, according to the Plat thereof filed for record in the  
Office of the San Juan County Clerk on September 13, 1890,  
described as follows:

BEGINNING at the Northeast corner of said Lot 1;

THENCE South 19°20' West 34.9 feet along the Easterly line of said  
Lots to curb;

THENCE North 69°13' West 48.7 feet along the Northerly line of said  
curb to the Westerly edge of the well of the building located at  
120 East Chaco Street;

THENCE North 19°20' East 34.90 feet to the Northerly line of Lot 1;

THENCE South 69°13' East 48.7 feet along the Northerly line of said  
Lot 1 to the point of beginning.

SUBJECT TO easements, reservations, and restrictions of record  
or in place.

Owners will hold legal title to the above property until the contract  
has been performed, then deed placed in escrow will be delivered to  
Purchasers. If Purchasers default for the time specified in the  
contract after written demand, owners may terminate the contract,  
record the Special Warranty Deed and be entitled to possession of the  
property, and all rights of the Purchasers (and all parties claiming  
under them) shall terminate.

Dated this 26<sup>th</sup> day of June, 2015.

Purchaser(s)

Owner(s)

*Rodney Foss*

The Murphy-Townsend Revocable Trust

By

*[Signature]*

Rodney Foss  
Rodney Foss

By H. Steven Murphy  
H. Steven Murphy, Trustee

Sheri R. Foss  
Sheri R. Foss

By Karen L. Townsend  
Karen L. Townsend, Trustee



201507340 06/29/2015 09:05 AM  
1 of 2 B1588 P966 R \$25.00  
San Juan County, NM DEBBIE HOLMES



KS

Addresses for 118, 120 E Chaco St and 101 S Church Ave

✓ 102 S Main/ R0001731  
Pro Fix Inc  
Attn: Jayco customs  
PO Box 176  
Aztec, NM 87410

✓ 104 S Main/ R0000895  
Morey Havens  
C/O Chanya Mitchell  
PO Box 233  
Aztec, NM 87410

✓ 106 S Main/ R0000430  
Daniel Larabee Et Al  
PO Box 580  
Aztec, NM 87410

✓ 108 S Main/R0001553  
Elizabeth Alexandra Bassett  
18925 Hwy 12 Lot 18  
Sanoma, CA 95476

✓ 110 S Main/R0001532  
Morey Havens  
207 Road 3950  
Farmington, NM 87401

✓ 113 S Church Ave/ R0001150  
Morey Havens  
C/O Robert and Tani Pollock  
113 S Church Ave  
Aztec, NM 87410

✓ 112 S Church Ave/ R0002341  
Terry and Michelle Kennedy  
2 Road 2631  
Aztec, NM 87410

✓ 100 S Church Ave/ R4005896  
Mountain States Telephone  
Attn: Qwest Corp  
1801 California St  
Denver, CO 80202

201 E Chaco ST/ R0000348  
Randy and Kimberly Hodge  
201 E Chaco St  
Aztec, NM 87410

✓ 116 N Church Ave/ R0001326  
Tyler Mann  
383 Canyon View Dr  
Farmington, NM 87401

✓ 123 E Chaco St/ R0000385  
Aztec Methodist Church  
123 E Chaco St  
Aztec, NM 87410

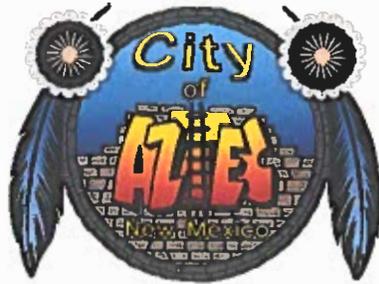
✓ 100 N Main St/ R0001360  
Michael and Jessie Smith Trust  
PO Box 3136  
Farmington, NM 87499

102 N Main St/ R0000845  
W L And Shirley Gilkey Trust  
722 Otten Circle  
Aztec, NM 87410

104/106 N Main St/ R0000025  
Buck Jr and Karen Graybill  
2625 Cherry Cir  
Emmett, ID 83617

*Mayor*  
Victor C. Snover

*Mayor Pro-Tem*  
Rosalyn A. Fry



*Commissioners*  
Austin R. Randall  
Sherri A. Sipe  
Mark E. Lewis

*A desirable place to live, work and play; rich in history and small town values!*

**NOTICE OF PUBLIC HEARING  
ZONE CHANGE  
PETITION NO. ZC 18-02**

May 8, 2018,

Dear Property Owner:

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for a zone change from the O-1 Office & Institutional Zoning District to the C-1 Limited Retail / Neighborhood Commercial Zoning District for properties located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave, Aztec, NM.

**LEGAL DESCRIPTION**

LOTS 1 AND 2 BLOCK 31 LESS 34.9 X 48.7 FT TO CLEMENT KOOGLER BK.1621 PG.222 and AZTEC ORIGINAL TOWNSITE PART OF LOTS 1, 2, 4, and 5 BLOCK 31 BEG AT THE NE CORNER OF LOT 1, TH S19-20-W 34.9 FT ALONG E LINE TO CURB, N69-13-W 48.7 FT ALONG N LINE TO W EDGE OF WALL OF BLDG AT 120 E CHACO ST, N19-20-E 34.9 FT TO N LINE OF LOT 1, S69-13-E 48.7 FT ALONG N LINE OF LOT 1 TO PT OF BEG. BK.1582 PG.832 ESC BK.1588 PG.966 and BK.1621 PG.222

**Otherwise known as,  
118 E. Chaco St., 120 E. Chaco St, and 101 S. Church Ave, Aztec, NM.**

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that Aztec's City Commission will hear the petition in a public hearing on **Tuesday, May 22, 2018 at 6:00 p.m.** in the City Commission Chambers at City Hall, 201 W. Chaco Street, Aztec, NM, 87410. All persons shall have an opportunity to be heard why said application should be granted or denied. All persons are invited to attend said hearing.

You are receiving this letter because you may own property within 100 feet (excluding public right-of-way) of the proposed request. You are invited to attend the hearings noted above or submit written comments prior to the meeting to the Community Development Department at 201 W. Chaco Street, Aztec, NM, 87410. Please be advised this petition could be canceled or withdrawn prior to the meeting date. If you have any questions regarding this notice or would like additional information regarding this petition, please contact the Community Development Department at 505-334-7605

Steven M. Saavedra, CFM  
Community Development Director  
City of Aztec

 **NOTICE OF PUBLIC HEARING**   
An application has been filed with the City of Aztec for a zone change from the O-1 Office & Institutional Zoning District to the C-1 Limited Retail / Neighborhood Commercial Zoning District for properties located at 118 E. Chaco, 120 E. Chaco Street, and 101 S. Church Ave, Aztec, NM. The hearing date is May 22, 2018, at Aztec's City Hall. Please contact (505)334-7605 for more information.

  
MAY 22, 2018  
MAY 22, 2018

*Just Trust*

*Mayor*  
Sally Burbridge

*Mayor Pro-Tem*  
Sherri A. Sipe



*Commissioners*  
Austin R. Randall  
Katee McClure  
Sheri L. Rogers

*A desirable place to live, work and play; rich in history and small town values!*

February 13, 2018

Mr. Rodney Foss  
PO BOX 1084  
Aztec, NM 87410

**RE: Storage of Boats in the O-1 Zoning District**

Dear Mr. Rod Foss,

To my understanding, you are planning to store recreational boats in the parking lot of the old Wells Fargo Bank. Please note, this parking lot is located in the O-1 Office, and Institutional District and storage of boats is not a listed use. Therefore, a conditional use permit is required for the storage of boats. Lastly, retail sales are prohibited in this zoning district, as it is not zoned commercial. Attached to this letter are the O-1 District rules and regulations. Please feel free to contact me at (505)334-7605 to further discuss the O-1 Zoning District.

Kind regards,

*Steven M. Saavedra*

Steven M. Saavedra  
Community Development Department  
City of Aztec

Attachments: O-1 Zoning District Map  
O-1 Zoning Regulations  
Conditional Use Permit

CC: Delaine George  
Steve Muller  
Larry Thrower

# Staff Summary Report

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**MEETING DATE:** May 22, 2018  
**AGENDA ITEM:** XV. BUSINESS ITEMS (A)  
**AGENDA TITLE:** Approval of Preliminary Fiscal Year 2019 Budget **Updated**

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

---

## PROJECT DESCRIPTION / FACTS

City Staff distributed the FY19 budget and budget message to Commission at the regularly scheduled Commission meeting on May 9, 2018. Budget workshops were held on May 17, 2018 and May 22, 2018 to review the proposed budget.

The total budget for Fiscal Year 2019 is ~~\$26,529,493~~. \$26,341,415

This budgeted expenditures for the individual funds are:

General Fund -       \$ ~~7,280,395~~ \$ 7,134,117  
Joint Utility     -       \$ ~~13,172,485~~ \$13,130,985

Sec 6-6-2 NMSA 1978 requires the submittal of an annual budget to the Department of Finance and Administration Local Government Division (LGD). Each local public body is to furnish a proposed budget by June 1, 2018. Commission action by resolution for the interim budget is optional.

A final budget, including a formal resolution, by the public body must be submitted to LGD no later than July 31, 2018. In addition to the final budget, LDG requires governing body approval of the quarterly financial report for June 30, 2018.

## PROCUREMENT

N/A

## FISCAL IMPACTS

Stated above

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**SUPPORT DOCUMENTS:** FY19 Budget and Budget Message (provided separately)

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the submittal of the Fiscal Year 2019 Preliminary Annual Budget to NM Department of Finance and Local Government Division.

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