

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
November 27, 2018
201 W. Chaco, City Hall
5:30 p.m.

5:30 p.m.

Local Election Act

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.

MEMORANDUM

TO: Commission and City Manager
FROM: Karla Sayler, City Clerk
DATE: November 15, 2018
RE: Local Election Act

House Bill 98, known as the Local Election Act, became law on July 1, 2018 and it repealed the Municipal Election Code in its entirety. As a result, governing bodies must decide whether to;

1) Opt-In to the Local Government Election which establishes a statewide local election every November of odd-numbered years; or

2) Opt-out and follow the Municipal Officer Election cycle which provides for elections every March of even-numbered years for non-partisan officers and local government ballot questions. The Local Election Act also establishes uniform procedures for special elections to include all mail, postage pre-paid ballots.

I will try to outline the major differences to the two options:

Opt-In/Local Government Election Day – Requires adoption of an Ordinance by January 30, 2019
Election held the first Tuesday following the first Monday in November in odd-numbered years
All currently-seated elected officials' terms must be shortened by 9 weeks or extended by 21 months
Term starts on January 1
Filing day is between 9 am and 5 pm on the 70th day preceding the election (August 27, 2019)
Municipal Officers are listed first on the ballot
Secretary of State issues the Proclamation calling for the election
San Juan County Clerk conducts the election and establishes ballot order
San Juan County Commission is responsible for canvassing the results
The estimated cost is \$2,000 per election (\$250/\$1 million of GF expenditures)

NOTE: If the terms are shortened, they will expire December 31, 2019 (Dist. 1 & 3 and Municipal Judge) and December 31, 2021 (Dist. 2, 4 & 5); If extended, they will expire December 31, 2021 and December 31, 2023, respectively.

Opt-Out/Municipal Officer Election Day – Requires adoption of a Resolution by January 30, 2019
Election held the 2nd Tuesday in March on even-numbered years
Currently-seated elected officials' terms will be extended to March 30
Term starts on April 1
Filing day is between 9 am and 5 pm on the 56th day preceding the election (only the time has changed)
Secretary of State issues the Proclamation calling for the election
City Clerk conducts the election
Secretary of State will determine the ballot order
City Clerk's Office must be open on Saturdays for early voting and provide an alternate voting location
San Juan County Commission is responsible for canvassing the results
The estimated cost is \$4,000 per election

We may opt in or out any time.

Municipal Clerk Office will be need to be open on Saturday's for Early Voting

Local election questions may appear on the General Election Ballot if there is space and the question has been approved by the San Juan County Commission no later than 70 days before the election.

AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
November 27, 2018
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

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. CITIZEN RECOGNITION

VIII. EMPLOYEE RECOGNITION

IX. CONSENT AGENDA

- A. Commission Special Workshop Minutes November 13, 2018
- B. Commission Workshop Minutes November 13, 2018
- C. Finance Department Record Destruction

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"

X. ITEMS FROM CONSENT AGENDA

XI. CITIZENS INPUT (3 Minutes Maximum)

(Citizens who wish to speak will sign up prior to the meeting. This is for items not otherwise listed on the agenda

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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XII. BUSINESS ITEMS

- A. Intent to Adopt Ordinance 2018-486 An Ordinance to Opt-In to The Election of Municipal Officers in the Regular Local Election
- B. Resolution 2018-1111 Confirming the Continuation of Municipal Election to Be Conducted on Municipal Officer Election Day

XIII. LAND USE HEARINGS

None

XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XV. DEPARTMENT REPORTS

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

XVI. 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 November 13, 2018
4

5 **I. CALL TO ORDER**

6 Mayor Snover called the Workshop to order at 5:16 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: City Manager Steve Mueller; Finance Director
16 Kathy Lamb; Project Manager Ed Kotyk; City
17 Clerk Karla Saylor
18

19 **A. GO Bond Discussion**

20
21 Finance Director Kathy Lamb and Chris Muirhead of Modrall Sperling Law firm
22 explained to the Commissioners about the General Obligation (GO) bonds.
23 Muirhead explained that under NM Law a GO bond must first get approval of the
24 voters and it is limited to use for projects such as parks, bridges, and streets.
25 Muirhead explained that after the first tax raise, it is possible to time the bonds so
26 that the city can continue to get them without raising the taxes again. Kathy
27 explained that this could be a possible avenue to do the project on north Main.
28 GO helps eliminate the risk to lenders.
29

30
31 **II. ADJOURMENT**

32
33 Moved by Mayor Snover to adjourn the meeting at 5:55 p.m.
34
35
36

37 _____
38 Mayor, Victor C. Snover

39
40
41 ATTEST:

42 _____
43 Karla Saylor, City Clerk

44
45 MINUTES PREPARED BY:

46 _____
47 Sherlynn Morgan, Administrative Assistant

1
2 CITY OF AZTEC
3 COMMISSION MEETING MINUTES
4 November 13, 2018
5

6 **I. CALL TO ORDER**
7

8 Mayor Victor Snover called the Meeting to order at 6:02 pm at the Aztec City
9 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
10

11 **II. INVOCATION**
12

13 The Invocation was led by Chief Mike Heal
14

15 **III. PLEDGE OF ALLEGIANCE**
16

17 The Pledge of Allegiance was led by Abe Siaz
18

19 **IV. NEW MEXICO PLEDGE**
20

21 I Salute The Flag Of The State Of New Mexico And The Zia Symbol Of Perfect
22 Friendship Among United Culture's.
23

24 The New Mexico pledge was led by Abe Siaz
25

26 **V. ROLL CALL**
27

28 Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry;
29 Commissioner Sipe; Commissioner Mark
30 Lewis; Commissioner Austin Randall
31

32 Members Absent: None
33

34 Others Present: City Manager Steve Mueller; City Attorney Nicci Unsicker;
35 Project Manager Ed Kotyk; City Clerk Karla Sayler (see
36 attendance sheet)
37

38 **VI. AGENDA APPROVAL**
39

40 MOVED by Commissioner Randall to Approve the Agenda as given
41 SECONDED by Commissioner Sipe
42

43 All voted Aye: Motion passed five to zero
44
45
46

47 **VII. CITIZEN RECOGNITION**

48
49 Commissioner Sipe recognized Angela Watkins, and also the JROTC kids. She
50 mentioned that both the boys and girls soccer teams were district champs.

51 Mayor Snover thanked the people at Lydia Rippey Elementary School for the
52 Veterans Day Celebration.

53
54 **VIII. EMPLOYEE RECOGNITION**

55
56 City Manager Steve Mueller recognized the Veterans with the City of Aztec and
57 thanked them for their service.

58
59 **IX. CONSENT AGENDA**

- 60
61 A. Commission Special Workshop Minutes October 15, 2018
62 B. Commission Workshop Minutes October 23, 2018
63 C. Commission Meeting Minutes October 23, 2018
64 D. Animal Care and Control Intergovernmental Agreement with Town of Kirtland
65 E. Amendment Intergovernmental Detention Center Services Agreement
66 F. ITB 2019-666 Church Alley Sewer Reconstruction Bid Award
67 G. Resolution 2018-1110 Surplus

68
69 Moved by Commissioner Randall, **SECONDED** by Commissioner Lewis to
70 approve the Consent Agenda as given with the exception of Item (F).

71
72 All Voted Aye: Motion Passed Five to Zero

73
74 **X. ITEMS FROM CONSENT AGENDA**

75
76 **F. ITB 2019-666 Church Alley Sewer Reconstruction Bid Award**

77
78 Commissioner Randall asked about the pipe bursting. Finance Director Kathy Lamb
79 explained it is not new but new to us. Steve Morse Public Works Director explained that
80 it would break the pipe from the inside and then can put a new pipe in. Does away with
81 the need to dig up a trench.

82
83 Moved by Commissioner Randall, **SECONDED** by Commissioner Sipe to
84 approve award of ITB 2019-666 Church Alley Sewer line Reconstruction, Alternate 1
85 and 1a, to Triman Construction in the amount of \$170,201.10 plus tax and authorize the
86 City Manager to execute the construction agreement.

87
88 All Voted Aye: Motion Passed Five to Zero

89
90
91

92 **XI. CITIZENS INPUT (3 Minutes Maximum)**

93
94 Abe Siaz with the Veterans Association read a statement of support for the guard
95 and reserve.

96
97 **XII. BUSINESS ITEMS**

98
99 **A. Final Adoption of Ordinance 2018-483 Amending Chapter 26, Article III,**
100 **Division 2 Communications Tower and Antenna**

101
102 Steven Saavedra Community Development Director mentioned they have not
103 received any comments, questions or concerns.

104
105 Moved by Commissioner Lewis, SECONDED by Commissioner Sipe to Approve
106 Final Adoption of Ordinance 2018-483 Amending Chapter 26, Article III, Division 2
107 Communications Tower and Antenna.

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

110
111 **B. Intent to Adopt Ordinance 2018-484 International Property Maintenance**
112 **Code within Chapter 14, Article IV. Dangerous and Unsafe Structures**

113
114 Steven Saavedra Community Development Director mentioned that this item was
115 workshopped already and asked if anyone had questions.

116
117 Moved by Mayor Pro-Tem Fry, SECONDED by Commissioner Sipe to Approve
118 Intent to Adopt Ordinance 2018-484 International Property Maintenance Code within
119 Chapter 14, Article IV. Dangerous and Unsafe Structures.

120
121 A Roll Call was taken: All Voted Aye: Motion Passed Five to Zero

122
123
124 **C. Intent to Adopt Ordinance 2018-485 Amending Section 1-12 Mandatory**
125 **Penalty and Fees**

126
127 Steven Saavedra Community Development Director mentioned that this was also
128 workshopped and the fees would also need to be changed to reflect the property
129 maintenance code.

130
131 Moved by Commissioner Sipe, SECONDED by Commissioner Lewis to Approve
132 Intent to Adopt Ordinance 2018-485 Amending Section 1-12 Mandatory penalty and
133 Fees.

134
135 A Roll Call was taken: All Voted Aye: Motion Passed Five to Zero

136

137 **XIII. LAND USE HEARINGS**

138
139 NONE

140
141 **XIV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

142
143 City Manager Steve Mueller thanked the Veterans for their service and wished
144 everyone a happy holiday.

145 Commissioner Lewis attended the San Juan Water Commission meeting on the
146 7th and came away with a lot of information and presented the board with a handout. We
147 will need to work on a drought contingency plan.

148 Commissioner Randall attended LTAB on the 5th and they gave \$2,000 for Aztec
149 Sparkles.

150 Commissioner Sipe mentioned that she attended the Veterans parade. She
151 worked the election and recognized the county clerk for having everything organized
152 and together. She and staff met with Senator Neville and Representative Bandy about
153 continuing to secure our funding for the arterial. She has EDAB and MPO on Thursday

154 Mayor Snover asked the board to consider making Christmas Eve a City Holiday
155 in order to give employees more time for Christmas. The Commission agreed and told
156 City Manager to give employees and public notice. He and JROTC were part of the
157 Veterans Day parade. The City's ECHO food drive is winding down. He attended ECHO
158 board meeting a couple of weeks ago. He congratulated state wide and local officials.
159 He will attending the Mayors of Americas Conference. He will be dropping off sparkles
160 ballots off at business. He mentioned that on 11-19-18 there will be a hearing regarding
161 doubling the density for oil and gas in Santa Fe if anyone is interested.

162
163 **XV. DEPARTMENT REPORTS**

164
165 Chief Mike Heal thanked Commission for giving employees Christmas Eve off.
166 Karla Sayler reminded Commission on the Employee Association pot luck on 11-
167 15-18 at 12:00.

168
169 **XVI. ADJOURNMENT**

170
171 Moved by Mayor Snover, SECONDED by Commissioner Lewis to adjourn the
172 meeting at 6:45 p.m.

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Mayor, Victor Snover

ATTEST:

Karla Sayler, City Clerk

MINUTES PREPARED BY:

Sherlynn Morgan, Administrative Assistant

DRAFT

Staff Summary Report

MEETING DATE: November 27, 2018
AGENDA ITEM: IX. CONSENT AGENDA (C)
AGENDA TITLE: Finance Department Record Destruction

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approval of Finance Department Record Destruction
SUMMARY BY: Kris Farmer

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.

Documents to be Destroyed

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 15- June 16) Bank reconciliations Citizens Bank Operating Account - records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2017 (July 2016- June 2017) Bank reconciliations (Citizens Bank Operating Acct) – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY2018 (July 2017-June 2018) Bank Statements and reconciliation (Citizens Bank Operating Acct) – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY14-FY18 (July 2013 to June 2018) Bank statements and reconciliations for NMFA Reservoir, NMFA Library, CDBG Citizens Bank, Court Bond Account Citizens Bank – records have been scanned and electronic records will be retained. Paper documents to be destroyed.

- FY2018 (July 2017-June 2018) Bank statements and reconciliations for MVD Accounts Citizens Bank-records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- CY2015 Payroll Quarterly Reports 941 reports, and W2 tax forms – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- CY2017 Payroll Quarterly Reports 941 reports, and W2 tax forms – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- January 2018 – September 2018 Payroll Quarterly Reports 941 reports – records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY07, FY08, FY09 & FY10 YCC Grant- records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY10, FY11, FY12 & FY13 Payroll Budget Projections- records have been scanned and electronic records will be retained. Paper documents to be destroyed.
- FY08, FY11, FY12, FY13, FY14, FY15, FY16, FY17 New Mexico Self Insurers Yearly renewal. Paper documents to be destroyed.
- FY13 Lodgers Tax Reports (our internal documents) Paper documents to be destroyed.

Destruction of the following Finance Department records **requiring** City Commission approval. Records are NOT scanned but have met record retention requirements:

- FY09 Scenic Byways Grant – retention period close of agreement plus 3 years thereafter
- 2012-2015 Miscellaneous Revenue Paper Documentation

PROCUREMENT

None Required; paper shredding service cost estimated at \$200

FISCAL IMPACTS

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 FY19 Finance Department budget specific to this purpose.

SUPPORT DOCUMENTS: None

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

Staff Summary Report

MEETING DATE:	November 27, 2018
AGENDA ITEM:	XII. BUSINESS ITEM (A)
AGENDA TITLE:	Intent to Adopt Ordinance 2018-486 An Ordinance to Opt-In to The Election to Be Conducted on Municipal Officer Election Day

ACTION REQUESTED BY:	Commission
ACTION REQUESTED:	Approval of Intent to Adopt Ordinance 2018-486 An Ordinance to Opt-In to The Election to Be Conducted on Municipal Officer Election Day
SUMMARY BY:	Karla Sayler

PROJECT DESCRIPTION / FACTS

The Municipal Election Code has been repealed and all municipal elections shall now be conducted in accordance with the State Election Code effective July 1, 2018. All municipalities have the following options under this new election act:

The Governing Body may choose, by Ordinance to “opt-in” to the regular local election which will be held on the First Tuesday of November of odd numbered years and the County Clerk will administer the November Election

OR

The Governing Body can choose to opt-out by Resolution and the City Clerk will administer the Municipal Officer Elections the First Tuesday in March of even numbered years.

If the Governing Body Opts-in, then the terms of office for the current municipal office holders shall be adjusted, so that:

- (A) Municipal officers elected or appointed to a term ending in 2020 shall serve until December 31, 2021, the new term of the position shall be elected at the regular local election in November 2021, and the new term shall commence January 1, 2022; and
- (B) Municipal officers elected or appointed to a term ending in 2022 shall serve until December 31, 2023, the new term of the position shall be elected at the regular local election in November 2023, and the new term shall commence January 1, 2024

OR

The terms of office for the current municipal office holders shall be adjusted, so that:

- (A) Municipal officers elected or appointed to a term ending in 2020 shall serve until December 31, 2019, the new term of the position shall be elected at the regular local election in November 2019, and the new term shall commence January 1, 2020; and
- (B) Municipal officers elected or appointed to a term ending in 2022 shall serve until December 31, 2021, the new term of the position shall be elected at the regular local election in November 2021, and the new term shall commence January 1, 2022.

If the Governing Body chooses to opt-in City Code will need to be modified with the new Election Code.

FISCAL IMPACTS

A municipality that opts-in will pay a predictable annual assessment to the Secretary of State to cover all costs to participate in the regular local election which is \$250 per million of general fund expenditures which will not include any special elections. The current budget includes \$3,500 specific to municipal election costs; the FY18 municipal election total cost was \$4,002.

If the first election would not occur until FY20, Opt-In estimated election costs would be \$2,000 due to growth in the general fund expenditure budget. If commission does not opt in the City would continue to budget for election approximately \$4,500.

SUPPORT DOCUMENTS: Ordinance 2018-486

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Intent to Adopt Ordinance 2018-486 An Ordinance to Opt-In to the Election to Be Conducted on Municipal Officer Election Day

**CITY OF AZTEC
ORDINANCE 2018-486**

**An Ordinance Pursuant to NMSA 1978, Section 1-22-3.1 (2018)
to Opt in to the Election of the Municipal Officers of the City of Aztec
in the Regular Local Election**

WHEREAS, on July 1, 2018 the Local Election Act went into effect as Chapter 1, Article 22, NMSA 1978 establishing the Regular Local Election, a consolidated election day for non-partisan local government bodies on the first Tuesday after the first Monday in November of each off-numbered year; *and*

WHEREAS, the Local Election Act also established the Municipal Officer Election Day on the first Tuesday of even-numbered years; *and*

WHEREAS, the Local Election Act provides the option for each municipality to determine if its elective officers shall be elected on the Municipal Officer Election Day or at the Regular Local Election; *and*

WHEREAS, the City of Aztec has considered the issues related to opting in, including uniformity of procedure and convenience for the voters.

NOW, THEREFORE, be it ordained by the governing body of the City of Aztec, New Mexico:

SECTION 1. Municipal Officers to Be Elected at the Regular Local Election

Pursuant to Subsection B of Section 1-22-3.1 NMSA 1978, the City of Aztec opts in to the election of its municipal officers in the Regular Local Election.

SECTION 2. Adjustment of Terms to Correspond with New Election Date

Option 1:

The terms of office for the current municipal office holders shall be adjusted, so that:

- (A) Municipal officers elected or appointed to a term ending in 2020 shall serve until December 31, 2021, the new term of the position shall be elected at the regular local election in November 2021, and the new term shall commence January 1, 2022; and
- (B) Municipal officers elected or appointed to a term ending in 2022 shall serve until December 31, 2023, the new term of the position shall be elected at the regular local election in November 2023, and the new term shall commence January 1, 2024.

Option 2:

The terms of office for the current municipal office holders shall be adjusted, so that:

- (A) Municipal officers elected or appointed to a term ending in 2020 shall serve until December 31, 2019, the new term of the position shall be elected at the regular local election in November 2019, and the new term shall commence January 1, 2020; and
- (B) Municipal officers elected or appointed to a term ending in 2022 shall serve until December 31, 2021, the new term of the position shall be elected at the regular local election in November 2021, and the new term shall commence January 1, 2022.

Section 3. Filing With Secretary of State

Following approval of this ordinance, the Municipal Clerk shall file a copy of the ordinance with the secretary of state no later than January 30, 2019.

PASSED, ADOPTED, AND APPROVED at _____ on this _____ day of _____, 2018.

ATTEST:

Mayor Victor Snover

Municipal Clerk Karla H. Sayler

COMMISSION MEMBERS:

Mayor Pro-Tem Rosalyn A. Fry

Commissioner Austin R. Randall

Commissioner Sherri Sipe

Commissioner Mark E. Lewis

APPROVE AS TO FORM:

City Attorney

Advertised Date Of Final Adoption: _____
Effective Date Of Ordinance: _____

Staff Summary Report

MEETING DATE: November 27, 2018
AGENDA ITEM: XII. BUSINESS ITEM (B)
AGENDA TITLE: Adopt Resolution 2018-1111 Confirming the Continuation of Municipal Elections to be Conducted on Municipal Officer Election Day in March of Even Numbered Years

ACTION REQUESTED BY: Commission
ACTION REQUESTED: Adopt Resolution 2018-1111 Confirming the Continuation of Municipal Elections to be Conducted on Municipal Officer Election Day in March of Even Numbered Years
SUMMARY BY: Karla Saylor

PROJECT DESCRIPTION / FACTS

The Municipal Election Code has been repealed and all municipal elections shall now be conducted in accordance with the State Election Code effective July 1, 2018. All municipalities have the following options under this new election act:

The Governing Body may choose, by Ordinance to “opt-in” to the regular local election which will be held on the First Tuesday of November of odd numbered years and the County Clerk will administer the November Election

OR

The Governing Body can choose to opt-out by Resolution and the City Clerk will administer the Municipal Officer Elections the First Tuesday in March of even numbered years.

A new ordinance will be needed to amending Chapter 29 Elections of the Aztec City Code.

FISCAL IMPACTS

A municipality that opts-in will pay a predictable annual assessment to the Secretary of State to cover all costs to participate in the regular local election which is \$250 per million of general fund expenditures which will not include any special elections. The current budget includes \$3,500 specific to municipal election costs; the FY18 municipal election total cost was \$4,002.

If the first election would not occur until FY20, Opt-In estimated election costs would be \$2,000 due to growth in the general fund expenditure budget. If commission does not opt in the City would continue to budget for election approximately \$4,500.

SUPPORT DOCUMENTS: Resolution 2018-1111

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2018-1111 Confirming the Continuation of Municipal Elections to be Conducted on Municipal Officer Election Day in March of Even Numbered Years.

**CITY OF AZTEC
RESOLUTION 2018-1111**

**A Resolution Confirming the Continuation of Municipal Elections to be Conducted
on Municipal Officer Election Day in March of Even Numbered Years**

WHEREAS, on July 1, 2018, the Local Election Act went into effect as Chapter 1, Article 22, NMSA 1978 establishing the Municipal Officer Election Day on the first Tuesday in March of even numbered years; and

WHEREAS, the Local Election Act provides the option for each municipality to determine if its elective officers shall be elected at the Regular Local Election on the first Tuesday after the first Monday in November of odd numbered years or at Municipal Officer Election Day on the first Tuesday of March of even number years; and

WHEREAS the City of Aztec has considered the issues related to selecting an election day, including the uniformity of procedure and convenience for the voters.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
CITYOF AZTEC, NEW MEXICO:**

Section 1.

The City of Aztec selects to elect its municipal officers at the Municipal Officer Election Day, the first Tuesday in March of even numbered years.

Section 2.

The Municipal Clerk shall conduct the Municipal Officer Elections for the City of Aztec utilizing the appropriate statutes and New Mexico Administrative Code (NMAC) rules.

Adopted this 27th day of November, 2018.

Mayor Victor Snover

ATTEST:

Municipal Clerk Karla H. Sayler