

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION WORKSHOP**  
**February 12, 2019**  
**201 W. Chaco, City Hall**  
**5:15 p.m.**

**5:15 P.M.**

- A. HUB Renovation Discussion
- B. Teen Center Discussion

**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.

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** Workshop  
**AGENDA TITLE:** The vision and future of the Aztec HUB – Business Incubator, located at 119 E Chuska St, 119 S Church Ave, Aztec NM 87410

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**ACTION REQUESTED BY:** Community Development  
**SUMMARY BY:** Steven Saavedra

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## **PROJECT DESCRIPTION / FACTS**

The HUB is designed to offer training and support to the business community throughout the four corners region. The HUB has four small office spaces for lease, three of which are on the second (2nd) floor and accessible by a separate entrance. These businesses sign annual leases and or purchase an annual membership. Another user group includes businesses that want to connect with corporate headquarters or other business partners using a professional setting and teleconferencing equipment. Aztec is the seat of San Juan County and home to the many courtrooms that serve the legal and criminal justice systems. The HUB provides space ideal for attorneys, mediators, or counselors, who may need access to the buildings or its resources.

The HUB provides small office lease space, office support services, open workspace with internet access via wired and WI/FI connection to Aztec's fiber-optic network. In addition, the HUB offers teleconference space for real-time meetings. A larger suite (950 sq. ft.) is available for retail lease space. Individual access to the HUB is designed by membership rates. These rates vary depending on the need or duration.

In 2015 the City of Aztec evaluated ways to encourage entrepreneurs and startups to collaborate with the Small Business Development Center and San Juan College Enterprise Center, in hopes of developing and preparing small and startup businesses. Several existing organizations offer free assistance with business planning and training. The goal of the HUB is to improve the understanding of standard business practices, requirements, costs, constraints, and typical expectations. There is a cycle of startups opening and then quickly closing within six (6) months to a year. With proper training and in some cases, incubation, the City believes business ventures are more successful if they were better prepared before opening the business.

On November 28, 2017, the City Commission approved the purchase of the property located at 119 E Chuska St/119 S Church Ave. for \$135,230. There are mandatory Americans with Disabilities Act (ADA) improvements needed for the building, should the City continue operations at the said property. These building improvements are estimated at \$30,000.00. The remodel should take place in the spring or summer of 2019. The estimated duration of the remodel is one to two months.

Additional resources and funds are vital for the prosperity of the HUB. At a minimum, a full-time employee and part-time employee are required. Currently, \$64,000.00 is budgeted for personnel. An additional part-time employee will likely exceed the personal budget. Also, dedicated funds for programming, training, maintenance, and marketing are vital should the HUB achieve its mission of assisting businesses. The HUB Business Incubator is a service to the community and its unlikely revenue will exceed costs, evident in financial numbers from FT 2016 to FT 2019. Furthermore, costs will likely increase with a dedicated employee and service operations.

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**SUPPORT DOCUMENTS:** HUB Financial Numbers

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to continue or conclude the HUB Business Incubator discussion.

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ACCOUNT_NUMBER	DESCRIPTION	2018 YR_END_ACTL
58.33% Yr Complete For Fiscal Year: 2019 / 1		
HUB Business Incubator		
REVENUE ACCOUNTS:		
101-1115-33025	ST GR: HUB	0
101-1115-33580	ST GR: NM ECON DEV CCI GR	0
101-1115-33970	LCL GRNT: PNM POWER UP GR	0
101-1115-34111	SVCS: PRINTING-COPYING-FA	0
101-1115-34915	SVCS: HUB TRAINING FEES	0
101-1115-34921	SVCS: HUB MEMBERSHIPS (TA	0
101-1115-34928	FEES: FACILITY USAGE	150
101-1115-36211	CONTRIBUTIONS FOR DEVELOP	50000
101-1115-36425	RENT: HUB OFFICE SPACE	14970
101-1115-38100	SALE OF ASSETS - NON TAXA	0
TOTAL REVENUES:		65120
=====		
EXPENSE ACCOUNTS:		
101-1115-41000	PRSN: SALARIES - REGULAR	0
101-1115-41100	PRSNL: WAGES -PART TIME	8130
101-1115-41650	PRSN: CELL PHONE ALLOWANC	0
101-1115-42100	PRSN: FICA/MEDICARE TAXES	624
101-1115-42200	PRSN: PERA CONTRIBUTIONS	0
101-1115-43100	PRSN: HEALTH INSURANCE	0
101-1115-43110	PRSN: RETIREE HEALTH INSU	0
101-1115-43200	BENEFIT: W/COMP FUND ADM	5
101-1115-43201	BENEFIT: W/COMP INS PREMI	62
101-1115-43500	PRSN: UNEMPLOYMENT TAXES	0
TOTAL PERSONNEL EXPENSES:		8820
101-1115-51100	GENERAL SUPPLIES & MATERI	0
101-1115-51301	SUPPLIES: COMPUTER ACCES	0
101-1115-51520	SAFETY SUPPLIES & EQUIPME	0
101-1115-52104	GROUND MAINT SUPPLIES &	0
101-1115-52106	FACILITY SUPPLES & MATERI	73
101-1115-53210	NON-CAP: AV-TELECOM-TECH	0
101-1115-53220	NON-CPTL: FURNITURE	0
TOTAL SUPPLY EXPENSE:		73

101-1115-63200	FACILITY MAINTENANCE	28164
101-1115-63300	SOFTWARE /MAINTENANCE AGR	0
101-1115-64200	PROFESSIONAL SERVICES	3595
101-1115-65200	INS: PROPERTY	1087
101-1115-66100	UTIL: EL, WA, SW, TR	5411
101-1115-66200	UTIL: NATURAL GAS	1521
101-1115-66300	UTIL: COMMUNICATIONS	2964
101-1115-67213	CHAMBER DOWNTOWN DEVELOPM	0
101-1115-67214	ECON DEV PROMOTION/MARKET	0
101-1115-67215	VISITOR CNTR/TOURISM DEVE	0
101-1115-67216	HUB PROMOTION & MARKETING	0
101-1115-68201	DUES, MEMBERSHIPS, ASSOCI	20000
101-1115-68202	SVC: PUBLIC NOTICES, LEGA	0
101-1115-68227	PROPERTY TAXES	2512
101-1115-69700	CONTINGENCY	0
101-1115-69805	DEBT: PRNPL - HUB RENOVAT	0
101-1115-69851	DEBT: INT - HUB RENOVATIO	0
	TOTAL SERVICE EXPENSES:	65255
101-1115-71550	ST: NMEDD CCI COMMUNITIES	0
	TOTAL GRANT EXPENDITURE	0
101-1115-81010	LAND (HELD FOR DEVELOPMEN	0
101-1115-82000	CPTL: LEASHOLD IMPROVEMEN	0
101-1115-82100	CPTL: BUILDINGS & IMPROVE	135230
101-1115-83200	CPTL: OFFICE EQUIPMENT	0
	TOTAL CAPITAL EXPENSE:	135230
	TOTAL HUB EXPENSES:	209378
	=====	
	NET INCOME (LOSS)	-274498

2018 YTD

2019 BUDGET 2019 MTD 2019 YTD

2019 OUT\_EN( 2019 UNENC\_BAL

0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	500	0	0	0	500
0	500	0	0	0	500
150	500	0	0	0	500
0	0	0	0	0	0
10820	12000	0	6350	0	5650
0	0	0	0	0	0
10970	13500	0	6350	0	7150

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0	41000	0	0	0	41000
6074	0	0	0	0	0
0	1000	0	0	0	1000
467	3210	0	0	0	3210
0	3900	0	0	0	3900
0	13500	0	0	0	13500
0	900	0	0	0	900
5	100	0	0	0	100
62	270	0	252	0	18
0	400	0	0	0	400
6607	64280	0	252	0	64028
0	1000	0	0	0	1000
0	0	0	0	0	0
0	0	0	0	0	0
0	1000	0	0	0	1000
73	1000	0	0	0	1000
0	1000	0	0	0	1000
0	0	0	0	0	0
73	4000	0	0	0	4000

27774	1000	0	19	11	970
0	0	0	0	0	0
3595	5000	0	2637	0	2363
1087	1223	0	1223	0	0
3107	5600	575	4202	0	1398
905	1400	285	633	377	390
1988	3000	512	2021	979	0
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0	0	0	0	0	0
0	0	0	0	0	0
0	10000	0	0	0	10000
10000	20000	10000	20000	0	0
0	0	0	0	0	0
2512	0	0	0	0	0
0	50000	0	0	0	50000
0	0	0	0	0	0
0	0	0	0	0	0

50968	97223	11372	30736	1366	65121
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
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135230	0	0	0	0	0
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135230	0	0	0	0	0
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192879	165503	11372	30988	1366	133149
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-203849	-179003	-11372	-37338	-1366	-140299

2019 %\_USED

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20.0%

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-22.0%

**CITY OF AZTEC: HUB BUSINESS INCUBATOR**

**JUNE 30, 2017**

<b>Current ratio</b>	<b>4.23</b>
<b>Quick ratio</b>	<b>4.23</b>

<b>Cash ratio</b>	<b>4.23</b>
<b>Working capital</b>	<b>\$12,246</b>

**Assets**

<b>Current assets</b>	
Cash and cash equivalents	<b>16,038</b>
Short-term investments	-
Accounts receivable	-
Inventories	-
Prepaid expenses and other current assets	-
<b>Total Current Assets</b>	<b>\$ 16,038</b>
<b>Other assets</b>	
Property, plant, and equipment at cost	<b>24,887</b>
Less accumulated depreciation	<b>12,325</b>
Property, plant, and equipment (net)	<b>12,562</b>
Long-term cash investments	-
Equity investments	-
Deferred income taxes	-
Other assets	
<b>Total Other Assets</b>	<b>\$ 12,562</b>
<b>Total Assets</b>	<b>\$ 28,600</b>

**Liabilities**

<b>Current liabilities</b>	
Loans payable and current portion long-term debt	-
Accounts payable and accrued expenses	<b>492</b>
Facility Deposits	<b>800</b>
Unearned Revenues	<b>2,500</b>
<b>Total Current Liabilities</b>	<b>\$ 3,792</b>
<b>Long-Term Liabilities</b>	
Long-term debt	-
<b>Total Long-Term Liabilities</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ 3,792</b>
<b>CITY EQUITY</b>	
General Fund Investment	<b>98,456</b>
HUB Income Reserved	<b>12,404</b>
HUB Operating Loss	<b>(86,052)</b>
<b>Total Liabilities and Equity</b>	<b>\$ 28,600</b>

CITY OF AZTEC  
HUB BUSINESS INCUBATOR  
**TWO YEAR COMPARATIVE INCOME STATEMENT**

**30-Jun-18**

**REVENUE**

GRANTS  
SERVICES \*  
FEES\*  
RENT\*

**TOTAL REVENUES:**

**EXPENSES**

PRSN: WAGES -PART TIME  
PRSN: FICA/MEDICARE TAXES  
PRSN: WCOMP ADM FEE  
PRSN: WCOMP INSURANCE PRE  
PRSN: UNEMPLOYMENT TAXES

**TOTAL PERSONNEL EXPENSES:**

GENERAL SUPPLIES & MATERIALS  
SUPPLIES: COMPUTER ACCESSORIES  
SAFETY SUPPLIES & EQUIPMENT  
GROUNDS MAINT SUPPLIES & MATERIALS  
FACILITY SUPPLIES & MATERIALS  
N-CPT: AV-TELECOM-TECH  
N-CPT: FURNITURE

**TOTAL SUPPLY EXPENSE:**

FACILITY MAINTENANCE  
SOFTWARE/MAINTENANCE AGREEMENTS  
PROFESSIONAL SERVICES  
INS: PROPERTY  
UTIL: EL, WA, SW, TR  
UTIL: NATURAL GAS  
UTIL: COMMUNICATIONS  
HUB PROMOTION & MARKETING  
PROPERTY TAXES  
DEPRECIATION

**TOTAL SERVICE EXPENSES:**

**OPERATING EXPENSES**

CITY OF AZTEC  
HUB BUSINESS INCUBATOR  
**TWO YEAR COMPARATIVE INCOME STATEMENT**

**30-Jun-18**

CPTL: LEASEHOLD IMPROVEMENTS (Grant  
Funded)

CPTL: OFFICE EQUIPMENT

TOTAL CAPITAL EXPENSE:

**TOTAL HUB EXPENSES:**

**HUB OPERATING LOSS**

**General Fund Investment (All expenses less  
grant funded costs)**

HUB INCOME RESERVED FOR FUTURE  
IMPROVEMENTS AT FACILITY

MENT

	30-Jun-17	30-Jun-16	Increase / (Decrease)
	17,183	-	17,183
	590	-	590
	100	-	100
	11,714	-	11,714
	<u>\$ 29,587</u>	<u>\$ -</u>	<u>\$ 29,587</u>
	4,769	-	4,769
	365	-	365
	5	-	5
	-	-	-
	-	-	-
	\$ 5,139	\$ -	\$ 5,139
	912	58	854
	52	-	52
	-	-	-
	945	-	945
	6,006	7,472	(1,466)
	9,496	-	9,496
	1,790	620	1,170
	\$ 19,201	\$ 8,150	\$ 11,051
	17,948	15,156	2,792
	149	-	149
	-	2,153	(2,153)
	1,035	-	1,035
	2,179	650	1,529
	1,470	397	1,073
	2,134	-	2,134
	115	-	115
	2,551	-	2,551
	12,325	-	12,325
	\$ 39,906	\$ 18,356	\$ 21,550
	<u>\$ 64,246</u>	<u>\$ 26,506</u>	<u>\$ 37,740</u>

MENT

30-Jun-17	30-Jun-16	Increase / (Decrease)
16,887	-	16,887
8,000	-	8,000
\$ 24,887	\$ -	\$ 24,887
<u>\$ 89,133</u>	<u>\$ 26,506</u>	<u>\$ 62,627</u>
<u>\$ (59,546)</u>	<u>\$ (26,506)</u>	<u>\$ (33,040)</u>
<u>\$ 71,950</u>	<u>\$ 26,506</u>	

12,404

# Staff Summary Report

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<b>MEETING DATE:</b>	February 12, 2019
<b>AGENDA ITEM:</b>	Workshop
<b>AGENDA TITLE:</b>	B. Teen Center Discussion

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<b>ACTION REQUESTED BY:</b>	Staff
<b>ACTION REQUESTED:</b>	Direction as to purpose or disposition of property
<b>SUMMARY BY:</b>	Staff

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## PROJECT DESCRIPTION / FACTS

The Aztec Boys and Girls Club (Club), several years ago, was located in the building located at 107 Simonds Road. After the new facility was constructed on Ash St (1998), the Club identified the building to be used for a Teen Center.

Due to the deterioration of the building, legislative funds were appropriated to the City for improvements to the Simonds Road building. However, a requirement of the legislative appropriations was the building must be owned by the City. In 2002, the Club deeded the building to the City and entered into a 20 year agreement to operate the facility as a teen center. The agreement required the Club to be fully responsible for all maintenance, repair and replacement necessary to the facility.

With the declining economy, the Club has been unable to maintain the facility and continue to operate as a Teen Center. The Club has not operated in the facility since approximately 2014. The Club advised the City in approximately 2012 of water damage sustained in a portion of the building due to mechanical problems with the boiler and that the Club would be unable to complete the necessary repairs.

The City and Club attempted to identify means in which the building could be deeded back to the Club, however, there is no mechanism available to accomplish that without the building and property being declared surplus. The City took over the building in summer 2018 and with the exception of electricity; the utilities to the building have been turned off and the building is vacant. Staff is concerned that a vacant building will deteriorate quickly and become a nuisance within the neighborhood.

Due to limited funds, City staff is hesitant to consider any repairs to the facility without a determination of use. Staff has identified storage as the purpose with the least expense associated – bay doors would be installed in the gym facility and the other areas would be demolished (water damaged areas). Other ideas which would require additional funding both to renovate and operate included a recreational facility and community facility (trainings, events, indoor market, etc.). Parking is an issue if the facility was repurposed to these types of facilities. The property would require rezoning to allow the City to utilize for any of these uses.

A market appraisal has been completed on the property and is extremely high (\$400,000). This value is based on potential uses of the facility not necessarily the current value of the property recognizing zoning, parking limitations, and necessary repairs/renovations to the facility.

The building is a total of 12,609 sq ft; 3,609 sq ft is the area water damaged and 9,000 sq ft is the gymnasium addition.

### **FISCAL IMPACTS**

The City has limited expenses in the current fiscal year specific to the Simonds property approximately \$8,000 – utilities, property insurance, appraisal and spring weed control spraying. There are no funds currently budgeted for building maintenance, property management, staffing, or renovation.

**STAFF IS REQUESTING DIRECTION FROM CITY COMMISSION HOW TO PROCEED WITH THIS PROPERTY.**

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**AG E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**February 12, 2019**  
**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. PROCLAMATION**

Proclaiming the month of February African American History Month

**VIII. CITIZEN RECOGNITION**

**IX. EMPLOYEE RECOGNITION**

**X. CITIZENS INPUT (3 Minutes Maximum)**

**XI. CONSENT AGENDA**

- A. Commission Special Closed Session Minutes January 15, 2019
- B. Commission Workshop Minutes January 22, 2019
- C. Commission Meeting Minutes January 22, 2019
- D. Commission Special Workshop Minutes January 29, 2019
- E. Resolution 2019-1115 Municipal Surplus
- F. General Services and Public Works Department Record Destruction
- G. Lodger's Tax Advisory Board Member Appointments
- H. Resolution 2019-1116 Authorizing Opening And Closing Of Time Certificate Of Deposit for City Of Aztec
- I. Letter of Support for City of Bloomfield /Bloomfield Irrigation District Legislative Capital Outlay Request

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**XI. CONSENT AGENDA (Continued)**

J. Volunteer Firefighters Annual PERA Report

*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**

**XIII. BUSINESS ITEMS**

A. FY19 Funding Request: Aztec Farmers' Market

B. Intent to Adopt Ordinance 2019-489 Amending Chapter 16, Section 16-211  
Solid Waste and Recycle Rates

**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**

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1 CITY OF AZTEC  
2 SPECIAL CLOSED SESSION  
3 January 16, 2019  
4

5 **CALL TO ORDER**  
6

7 Mayor Snover opened the Closed Session at 6:00 pm at the Aztec City  
8 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
9

10  
11 MEMBERS PRESENT: Mayor Victor Snover; Mayor Pro-Tem Fry;  
12 Commissioner Sherri Sipe; Commissioner  
13 Randall  
14

15 MEMBERS ABSENT: Commissioner Mark Lewis  
16

17 OTHERS PRESENT: City Manager Steve Mueller; City Attorney  
18 Nicci Unsicker; Finance Director Kathy Lamb;  
19 General Services Director Jeff Blackburn;  
20 Community Development Director Steven  
21 Saavedra; Library Director Angela Watkins;  
22 Utility Director Delain George  
23

24 **CLOSED SESSION**  
25

26 Mayor Snover moved the meeting into Closed Session at 6:02 pm pursuant to  
27 State Law, Section 10-15-1 (H-6) discussion of sole source purchase that exceeds  
28 \$2,500 or of the contents of competitive sealed proposals during the contract negation  
29 process for Municipal Solid Waste Services; All Voted Aye  
30

31 Mayor Snover opened the closed session at 7:26 pm pursuant to State Law,  
32 Section 10-15-1 (H-6) discussion of sole source purchase that exceeds \$2,500 or of the  
33 contents of competitive sealed proposals during the contract negation process for  
34 Municipal Solid Waste Services and mentioned that there was no other discussion; All  
35 Voted Aye  
36

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38 **ADJORNMENT**  
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40 Mayor Snover adjourned the meeting at 7:28 pm.  
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ATTEST:

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

MINUTES PREPARED BY:

\_\_\_\_\_  
Sherlynn Morgan, Administrative Assistant

\_\_\_\_\_  
Mayor, Victor C. Snover

CITY OF AZTEC  
WORKSHOP MEETING MINUTES  
January 22, 2019

**I. CALL TO ORDER**

Mayor Snover called the Workshop to order at 5:16 pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**MEMBERS PRESENT:** Mayor Victor Snover; Mayor Pro-Tem Fry; Commissioner Sherri Sipe; Commissioner, Mark Lewis; Commissioner Randall

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** City Manager Steve Mueller; Project Manager Ed Kotyk; City Clerk Karla Sayler; see attached sign in sheet

**A. Economic Development Advisory Board Discussion**

City Manager Steve Mueller turned the meeting over to EDAB. John Faverino EDAB board chairman lead the discussion. The conversation was the planning of the City and finding a unified vision for the City. John explained that EDAB wants to be a proactive board. EDAB play a role in the development of Aztec because the members have experience in various areas. Mayor Pro-Tem Fry explained that she would like to start attending EDAB meetings. Other items of Discussion: How to design the arterial, put visions in place, go after tourism and professional services, film industry and advertising. Everyone is happy that communication has been reestablished and are excited to start working together to plan Aztec.

**II. ADJOURMENT**

Moved by Mayor Snover to adjourn the meeting at 5:57 p.m.

\_\_\_\_\_  
Mayor, Victor C. Snover

ATTEST:

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

MINUTES PREPARED BY:

\_\_\_\_\_  
Sherlynn Morgan, Administrative Assistant

1  
2 CITY OF AZTEC  
3 COMMISSION MEETING MINUTES  
4 January 22, 2019  
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 Community Center Director Cindy Iacovetto  
14

15 **III. PLEDGE OF ALLEGIANCE**  
16

17 The Pledge of Allegiance was led by Mayor Snover  
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 Mayor Snover  
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 Lewis to Approve the Agenda as given SECONDED  
41 by Mayor Pro-Tem Fry  
42

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

47 **VII. CITIZEN RECOGNITION**

48  
49 NONE

50  
51 **VIII. EMPLOYEE RECOGNITION**

52  
53 City Manager Steve Mueller and Electric Director recognized David Sparks for  
54 attaining his Journey Lineman certificate.

55  
56 **IX. CITIZENS INPUT (3 Minutes Maximum)**

57  
58 Richard Boone mentioned that his wife spoke to the Commission 2 weeks ago and  
59 they are still concerned with the Farmers Irrigation Ditch. They still have not heard  
60 anything from commission. They are asking for City involvement because they feel that  
61 the ditch company is breaking City Code. Farmers told him to get a lawyer. He said that  
62 going to be the squeaky wheel until they get results.

63  
64 **X. CONSENT AGENDA**

- 65  
66 A. Commission Workshop Minutes January 8, 2019  
67 B. Commission Meeting Minutes January 8, 2019  
68 C. Aztec Motocross Operation Agreement  
69 D. Resolution 2019-1114 A Resolution Concerning the Governing Body Meetings  
70 and Public Notice Required

71  
72 Moved by Commissioner Sipe, SECONDED by Commissioner Randall to  
73 approve the Consent Agenda with the exception of item (C) Aztec Motocross Operation  
74 Agreement

75  
76 All Voted Aye: Motion Passed Five to Zero

77  
78 **XI. ITEMS FROM CONSENT AGENDA**

79  
80 **(C) Aztec Motocross Agreement**

81  
82 Jeff Blackburn explained that they just changed a typo on the date and another  
83 correction on section number.

84  
85 Moved by Commissioner Sipe, SECONDED by Commissioner Randall to  
86 approve the Aztec Motocross Agreement with the changes

87  
88 All Voted Aye: Motion Passed Five to Zero

89  
90  
91

92 **XII. BUSINESS ITEMS**

93  
94  
95 **A. RFP 2019-672 Municipal Solid Waste Services Award**

96  
97 Finance Director Kathy Lamb explained that this item is for RFP 2019-672 for  
98 municipal solid waste services. She explained that they received 2 qualified responses  
99 one from Waste Management of New Mexico and the other from WCA transit waste  
100 who is our current provider. She mentioned that the evaluation committee met and  
101 independently evaluated the proposals. The committee asked for best and final offers  
102 from both firms. She mentioned that Waste Management was higher in their rates and  
103 she explained that due to the fact of a change in staff and current provider and poor  
104 services the committee is recommending that the City change to Waste Management  
105 despite the more expensive cost.

106  
107 Moved by Commissioner Randall, SECONDED by Mayor Pro-Tem Fry to  
108 Approve award of RFP 2019-672 Municipal Solid Waste Services to Waste  
109 Management of New Mexico and authorize City staff to finalize a solid waste services  
110 contract for commission approval.

111  
112 A Roll Call was taken: All Voted Aye: Motion Passed Five to Zero

113  
114 **XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

115  
116 City Manager Steve Mueller mentioned that based on the award of contract to  
117 Waste Management he would like to have a workshop on Tuesday the 29<sup>th</sup> at 6 pm. He  
118 mentioned that he will be out of the office tomorrow he will be in Albuquerque for the  
119 safety training.

120  
121 Commissioner Lewis took part in the MLK day of service in Farmington. He met  
122 with the interim director of Four Corners Development.

123  
124 Commissioner Randall mentioned that LTAB Board did not meet yesterday it was  
125 canceled due to a lack of a quorum.

126  
127 Commissioner Sipe mentioned that NWNM Seniors sent a letter to all the  
128 legislatures about the funding for the seniors programs across the state and that it is  
129 getting crucial for food across the state. She has an MPO meeting on Thursday. She  
130 reminded everyone to vote for the school bond.

131  
132 Mayor Pro-Tem Fry reported that she attended the San Juan County Partnership  
133 meeting. The 4CED meeting with Commissioner Lewis and the Interim was interesting.  
134 She attended EDAB and wants to continue attending as a visitor.

135

136 Mayor Snover thanked everyone for coming out for the workshop. He attended  
137 the Airport Advisory Board yesterday. He has an ECHO board meeting tomorrow. He  
138 mentioned that thousands of people in this community are being effected by the partial  
139 government shut down. Tomorrow he was invited to speak at the unveiling of the RAVE  
140 app. which gives the schools another tool to reach emergency services in time of crisis.  
141

142 **XIV. DEPARTMENT REPORTS**

143  
144 Chief Heal reported that he was contacted by one of the sponsors of house bill  
145 83 on the red flag and he was asked to be a witness speaker.  
146

147 Jeff Blackburn mentioned that the Moto Cross has the 2019 racing  
148 schedule and the first event will take place on March 23<sup>rd</sup> and 24<sup>th</sup>. He also mentioned  
149 that the girls Fast Pitch Soft Ball Association donated a new score board on field #6 at  
150 Hartman Park.  
151

152 Judge Gray reported that he went to Santa Fe to hear a bill that is set to effect  
153 the municipal courts at the state legislature but there was not a whole lot of talk  
154 on it. He just wanted to inform commission that the bill is still out there and he  
155 would keep them updated.  
156

157 **XV. CLOSED SESSION**

158  
159 Closed Session pursuant to Section 10-15-1 (H) (7) Threatened or Pending  
160 Litigation Regarding New Mexico Taxation and Revenue Department – Gross Receipts  
161 Tax Revenue  
162

163 Mayor Snover moved the meeting into closed session pursuant to Section 10-15-1 (H)  
164 (7) Threatened or Pending Litigation Regarding New Mexico Taxation and Revenue  
165 Department – Gross Receipts Tax Revenue  
166 at 6:42 pm.  
167

168 All Voted Aye  
169

170 Mayor Snover moved the meeting out of closed session at 6:51 pm. They all  
171 stated that no action was taken and nothing else was discussed.  
172

173 All Voted Aye  
174

175 **XVI. ADJOURNMENT**

176  
177 Moved by Mayor Snover, SECONDED by Commissioner Sipe to adjourn the  
178 meeting at 6:56 p.m.  
179  
180

181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193

\_\_\_\_\_  
Mayor, Victor Snover

ATTEST:

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

MINUTES PREPARED BY:

\_\_\_\_\_  
Sherlynn Morgan, Administrative Assistant

DRAFT

1 CITY OF AZTEC  
2 WORKSHOP MEETING MINUTES  
3 January 29, 2019  
4

5 **I. CALL TO ORDER**

6 Mayor Snover called the Workshop to order at 6:00 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 Sherri Sipe; Commissioner,  
11 Mark Lewis; Commissioner Randall  
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. RFP 2019-672 Municipal Solid Waste Services Award to Waste**  
20 **Management of New Mexico Agreement Discussion**  
21

22 Mayor Snover mentioned that this was a discussion only and no action will be  
23 taken on this item. Finance Director Kathy Lamb explained that the new contract will  
24 begin on March 1, 2019 with Waste Management of New Mexico. The first bill to the  
25 City will be in April for March services. This contract will replace the old contract with  
26 Transit Waste and will be for four years with the city having the option to renew at that  
27 time. Kathy mentioned recycling because the proposal did ask for curb side recycling.  
28 Dan Darnell with Waste Management explained that they can start curbside at any point  
29 it does not have to be effective immediately.

30 Mayor Snover asked how much room they had to change the frequency for  
31 adding curb side and trash pickup because curb side is something people expect.  
32 Commissioner Randall mentioned that he wanted the best trash service and deal for the  
33 citizens. Dan Darnell mentioned that trash service has to be provided at a minimum of  
34 once a week according to state statute and he recommended recycling every other  
35 week. He also mentioned that the citizens of Aztec would be able to use the landfill up  
36 to 6 times a year at no charge. Mayor Snover mentioned that since we are starting a  
37 new contract we should do both trash and recycle. Mayor Snover said the added  
38 convenience of curbside recycling may be enough to spur recycling within the city.  
39 Commissioner Sipe mentioned that it would be an additional cost to do both, she is not  
40 against recycling but worried about doing it now because of increases in GRT and utility  
41 rates. She feels that the area is facing economic uncertainties with the planned closure  
42 of the San Juan Generating Station and its associated San Juan Mine. She is  
43 concerned that residents on fixed incomes may struggle to pay their bills if curbside  
44 recycling is added. City Manager Steve Mueller mentioned that if we go to curb side  
45 then we need to transition away from the single stream down at the general services  
46 yard. Steve Mueller explained that they will need to have a decision about this at the

1 next commission meeting. Mayor Pro-Tem Fry mentioned that she is interested in  
2 recycling but she hates to see this increase all at once. Delain George mentioned that  
3 just for thought that this doubles the amount of carts in the street on pickup day. Dan  
4 Darnell explained that they can do a campaign and see if residents want recycle. Mayor  
5 Snover mentioned that we have to start somewhere even if we only do recycling once a  
6 month. Dan Darnell will get numbers on recycling for commission to review before they  
7 make a decision.

8  
9 **II. ADJOURMENT**

10  
11 Moved by Mayor Snover to adjourn the meeting at 7:06 p.m.

12  
13  
14  
15 \_\_\_\_\_  
16 Mayor, Victor C. Snover

17 ATTEST:

18 \_\_\_\_\_  
19 Karla Sayler, City Clerk

20  
21 MINUTES PREPARED BY:

22  
23 \_\_\_\_\_  
24 Sherlynn Morgan, Administrative Assistant

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** XI. CONSENT AGENDA (E)  
**AGENDA TITLE:** Resolution 2019-1115 Municipal Surplus

---

**ACTION REQUESTED BY:** Library and General Services  
**ACTION REQUESTED:** Approval of Resolution 2019-1115  
**SUMMARY BY:** Kathy Lamb

---

## PROJECT DESCRIPTION / FACTS

- The Public Works Departments has identified items no longer necessary to daily operations and request commission approval to sell or otherwise dispose of the equipment.
- The Library, during the normal course of operations, reviews circulation of all materials. Materials which are not circulating or are out of date are pulled from the shelves and become surplus material. These items would have been purchased with city or state library funds or donated to the library. Materials pulled include a large collection of adult and youth books, several DVDs and music CDs.
- Approved library surplus items will be disposed of in a variety of ways to best serve the library and the community. Materials which may have use to Good Sam's, local schools, and/or veteran's programs will be donated. Materials which may have public interest will be packaged and available for sale at the library. Other materials may be packaged and sent to book outlets at no cost to the city. The Public Surplus website has not resulted in interest for library materials, although it will continue to be utilized as well.
- If the items are not sold they will be donated or disposed of according to NM Statute Sections 3-54-2 and 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

## PROCUREMENT

- N/A

## FISCAL IMPACTS

- Revenues from sale of surplus items will be applied to General Fund / Joint Utility Fund

---

**SUPPORT DOCUMENTS:** Resolution 2019-1115  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2019-1115  
Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be  
Sold or Disposed.

---

# CITY OF AZTEC RESOLUTION 2019-1115

**A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.**

- WHEREAS,** Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and
- WHEREAS,** the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and
- WHEREAS,** the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** of the City of Aztec, New Mexico that the personal property described on the attached list which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 12th day of February 2019.

\_\_\_\_\_  
VICTOR C. SNOVER, MAYOR

ATTEST:

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

**CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019**

**MUNICIPAL SURPLUS**

<b>LIBRARY SURPLUS</b>	
<b>TITLE</b>	<b>AUTHOR</b>
The great and only Barnum : the tremendous, stupendous life of showman P.T. Barnum	Candace Fleming
Reaching for the stars	Sue L. Hamilton
Heroes in American history	Tracey West and Katherine Noll
Jacques Cousteau and the undersea world	Roger King
Miles Davis : jazz master	Pamela Dell
John Dewey : the founder of American liberalism	Amy Sterling Casil
The remarkable voyages of Captain Cook	Rhoda Blumberg
Hern*an Cort*es	Trish Kline
Hernando Cort*es and the conquest of Mexico	Gina DeAngelis
Bill Cosby : actor and comedian	Michael A. Schuman
Lewis Carroll, author of Alice in Wonderland	Carol Greene
Rachel Carson : the wonder of nature	Catherine Reef
Learning about justice from the life of C*esar Ch*avez	Jeanne Strazzabosco
John Burroughs	
Barbara Pierce Bush, 1925-	Judith E. Greenberg
George W. Bush : the family business	Daniel Cohen
Laura Welch Bush, First Lady	Tanya Lee Stone
Maya Angelou : woman of words, deeds, and dreams	Stuart A. Kallen
Hillary Rodham Clinton	Julie Bach
Jane Addams : helper of the poor (1860-1935)	Cindy Klingel
William Jefferson Clinton : 42nd president of the United States	David R. Collins
Bill Clinton	Victoria Sherrow
Josephine: the dazzling life of Josephine Baker	
Lord Baltimore : founder of Maryland	J. Dennis Robinson
Clara Barton	Cindy Klingel
Lance Armstrong : the race of his life	Kristin Armstrong
Virginia Apgar : innovative female physician and inventor of the Apgar score	Melanie Ann Apel
Susan B. Anthony	Cindy Klingel
Learning about fairness from the life of Susan B. Anthony	Kiki Mosher
Beethoven	Anna Carew-Miller
Arthur Ashe : athlete and activist	Kevin Cunningham
Vampireology: the true history of the fallen ones	

**CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019**

**MUNICIPAL SURPLUS**

<b>LIBRARY SURPLUS</b>	
<b>TITLE</b>	<b>AUTHOR</b>
Jim Carrey	John F. Wukovits
Alexander Graham Bell	Greg Linder
Garth Brooks : chart bustin' country	Paul Howey
Meet Eve Bunting	Alice B. McGinty
Bob Dole, legendary senator	Elaine Slivinski Lisandrell
Sir Francis Drake and the foundation of a world empire	Jim Gallagher
Hilary Duff : style, fashion, guys & more!	Mary Boone
Eminem	John Bankston
Learning about determination from the life of Gloria Estefan	Jeanne Strazzabosco
Michael Faraday	Anita Ganeri
Brett Favre	Sharlene and Ted Nelson
Sid Fleischman	Jeri Freedman
Vasco da Gama and the Portuguese explorers	Jim Gallagher
A free Black girl before the Civil War : the diary of Charlotte Forten, 1854	Christy Steele with Kerry Graves
Michael Jackson	Karen Marie Graves
A whaling captain's daughter : the diary of Laura Jernegan, 1868-1871	Megan O'Hara
The story of Frederick Douglass, voice of freedom	Eric Weiner
Learning about dedication from the life of Frederick Douglass	Sam Marlowe
Julius Caesar : the life of a Roman general	Gary Jeffrey & Kate Petty
Jane Goodall, protector of chimpanzees	Virginia Meachum
Al Gore : United States vice president	Betty Burford
Alex Haley : author of Roots	Doreen Gonzales
Bill Hanna & Joe Barbera : yabba-dabba-doo!	Laurie Rozakis
Henry VIII	David Fletcher
Sir Edmund Hillary, modern-day explorer	Kristine Brennan
S.E. Hinton	Antoine Wilson
Harry Houdini	Adam Woog
Josh Hutcherson	
Janet Jackson	D.L. Mabery
Van Gogh and his world	Terry Measham

**CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019**

**MUNICIPAL SURPLUS**

<b>LIBRARY SURPLUS</b>	
<b>TITLE</b>	<b>AUTHOR</b>
Bill Gates	Jeanne M. Lesinski
Small steps : the year I got polio	Peg Kehret
Ta*ig Khris : in line skating superstar	Aaron Rosenberg
Stephen King : king of thrillers and horror	Suzan Wilson
Jennifer Lawrence	
Bruce Lee	Linda Tagliaferro
Sports great Mario Lemieux	Ron Knapp
Lenin : founder of the Soviet Union	Abraham Resnick
Leonardo da Vinci	Ibi Lepsky
Meet Gail Carson Levine	Alice B. McGinty
Maya Lin : architect and artist	Mary Malone
Jack London : a writer's adventurous life	Elaine Slivinski Lisandrelli
Lois Lowry	Susanna Daniel
Madonna	Andy Koopmans
Ferdinand Magellan : opening the door to world exploration	Isaac Asimov
Ferdinand Magellan and the first voyage around the world	Jim Gallagher
Learning about forgiveness from the life of Nelson Mandela	Jeanne Strazzabosco
Thurgood Marshall : first African-American Supreme Court justice	Carol Greene
Mark McGwire : record breaker = rompe r*ecords	Rob Kirkpatrick
Michelangelo : genius of the Renaissance	Jayne Pettit
John Glenn : astronaut and U.S. senator	Robert Green
John Muir : at home in the wild	Katherine S. Talmadge
Learning about compassion from the life of Florence Nightingale	Kiki Mosher
The lost childhood : a World War II memoir	Yehuda Nir
Richard M. Nixon : 37th president of the United States	Rebecca Steffoff
Annie Oakley : legendary sharpshooter	Jean Flynn
One Direction: breakout boy band	
Jesse Owens, champion athlete	Heather Lehr Wagner
Gary Paulsen	Sarah L. Thomson
The great and only Barnum : the tremendous, stupendous life of showman P.T. Barnum	Candace Fleming
The autobiography of Benjamin Franklin : with related documents	Louis P. Masur
Heroes in American history	Tracey West and Katherine Noll
The UFO investigator's guide	David Coomer

**CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019**

**MUNICIPAL SURPLUS**

<b>LIBRARY SURPLUS</b>	
<b>TITLE</b>	<b>AUTHOR</b>
UFO cults and the new millennium	William M. Alnor
Swirled harvest : views from the crop circle frontline	Andy Thomas
Exopolitics : all the above : essays and interviews with experts in the field of UFOs and related phenomena	Paola Leopizzi Harris
iPhone 5 for dummies	
CNET Do-it-yourself home networking projects : 24 cool things you didn't know you could do!	Jim Aspinwall
How to do everything : iPod & iTunes	Guy Hart-Davis
Adobe Creative Suite 4 design premium	
Uncle John's bathroom reader extraordinary book of facts and bizarre information	Bathroom Readers'
Robert's rules of order, newly revised, in brief	Henry M. Robert III
NOOK eReaders for dummies	
The story: a reporter's journey	
Teach yourself visually WordPress	
The flight of Feathered Serpent	
Mercury retrograde : its myth and meaning	Pythia Peay
The starfleet messages: a Galactic Guide to Spiritual Expansion	Catherine Richardson
Maurice Sendak / by Julie Berg	
Dr. Seuss	Mae Woods
Oskar Schindler	Bruce Thompson
La Salle and the exploration of the Mississippi	Daniel E. Harmon
The story of Sacajawea : guide to Lewis and Clark	Della Rowland
Sacagawea : Indian interpreter to Lewis and Clark	Marion Marsh Brown
Eleanor Roosevelt	Amy Stone
Julia Roberts	Terri Dougherty
Julia Roberts : prettiest woman	Rosemary Wallner
Learning about the work ethic from the life of Cal Ripken, Jr.	Jeanne Strazzabosco
LeAnn Rimes	Cathy Alter Zymet
Daniel Radcliffe	John Bankston
Marco Polo	Anita Ganeri
Marco Polo and the wonders of the East	Hal Marcovitz
Edgar Allan Poe	Rafael Tilton
Francisco Pizarro and the Conquest of the Inca	Gina De Angelis
Francisco Pizarro	Trish Kline
Zebulon Pike : explorer and soldier	Robin S. Doak

**CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019**

**MUNICIPAL SURPLUS**

<b>LIBRARY SURPLUS</b>	
<b>TITLE</b>	<b>AUTHOR</b>
The village	Alice Taylor
Henry David Thoreau : a neighbor to nature	Catherine Reef
Leon's story	Leon Walter Tillage
Sojourner Truth : antislavery activist	Peter Krass
Learning about bravery from the life of Harriet Tubman	Kiki Mosher
Nat Turner : slave revolt leader	Terry Bisson
Alice Walker : author of The color purple	Barbara Kramer
Elie Wiesel : voice from the Holocaust	Michael A. Schuman
Laura Ingalls Wilder	Jill Wheeler
Christopher Reeve : Hollywood's man of courage	Laura Lee Wren
Prince William	Terri Dougherty
Finding Providence : the story of Roger Williams	
Oprah Winfrey : television star	Steve Otfinoski
Meet Shel Silverstein	S. Ward
Hernando de Soto and the exploration of Florida	Jim Gallagher
John Philip Sousa : the March King	Carol Greene
Britney Spears	Ann Graham Gaines
Steven Spielberg : Hollywood filmmaker	Virginia Meachum
Meet Jerry Spinelli	Alice B. McGinty
Steven Spielberg : amazing filmmaker	Jim Hargrove
Introducing Stravinsky	Roland Vernon
Meet Jane Yolen	Alice B. McGinty
Meet Laurence Yep	Alice B. McGinty
Tiger Woods	Jonatha A. Brown
A colonial Quaker girl : the diary of Sally Wister, 1777-1778	Megan O'Hara

CITY OF AZTEC  
RESOLUTION 2019-1115  
FEBRUARY 12, 2019

MUNICIPAL SURPLUS

GENERAL SERVICES DEPARTMENT SURPLUS

Department		Item/Model
GS		<p>Toro Mower Model: T30450 S/N: 40153 Unit #: 012-004</p> <p>Acquisition Date: 1994 Hours: 3707</p> <p>Reason for Surplus: Obsolete, Non-Functional</p>
GS		<p>Toro 455D Mower Model: 30450 S/N: 220000318 Unit #: 012-015</p> <p>Acquisition Date: 2002 Hours: 841</p> <p>Reason for Surplus: Obsolete, Non-Functional</p>

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** XI. CONSENT AGENDA (F)  
**AGENDA TITLE:** General Services and Public Works Departments Record Destruction

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

---

## 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 General Services & Public Works 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):
  - Public Works Employee Time Cards: July 2007 to December 2008.
  - General Services Department Budgets and Financial Reports: FY05, FY06, FY07, FY08, FY09
  - Golf Course Daily Cash Reconciliations: 2016
  - General Services Small Purchase Orders (department copy): 2016
- Destruction of the following General Services & Public Works Department records **requiring** City Commission approval. **Records are NOT scanned but have met record retention requirements:**
  - Public Works Employee Time Cards: FY95, FY97, FY98
  - General Services Employee Time Cards: FY98
  - Public Works Equipment Maintenance Records: FY98
  - Public Works Miscellaneous Internal Correspondence: 1990s
  - General Services Maxicom Irrigation Daily Reports: March 2009 to October 2009 & March 2010 to October 2010
  - General Services Youth Recreation Schedules: 2009 & 2010

- General Services Department Budgets and Financial Reports: FY05, FY06, FY07, FY08, FY09
- Public Works Department Budgets: FY90, FY93, FY05
- Public Works Purchase Requisitions: FY01, FY023, FY03, FY04, FY05

---

**PROCUREMENT**

---

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

---

**FISCAL IMPACTS**

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- The Finance Department will has custody of the documents to be destroyed and will make arrangements for document destruction. Funds were included in the FY19 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 General Service and Public Works Department Documents

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# Staff Summary Report

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<b>MEETING DATE:</b>	February 12, 2019
<b>AGENDA ITEM:</b>	XI. CONSENT AGENDA (G)
<b>AGENDA TITLE:</b>	Lodger's Tax Advisory Board Member Appointments

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<b>ACTION REQUESTED BY:</b>	Lodger's Tax Advisory Board
<b>ACTION REQUESTED:</b>	Approve Lodger's Tax Advisory Board Member Appointments
<b>SUMMARY BY:</b>	Sherlynn Morgan

---

## PROJECT DESCRIPTION / FACTS

- Recent events have put LTAB board down 3 members
- At this time we are unable to have a meeting, LTAB only has 2 members and we need 3 to have a quorum.
- Sherlynn has received email confirmations from Joshua Large of Presidential Inn and Suites, Sandi Harber with Urban Rebel Design and Denise Robertson with Aztec Ruins
- These 3 appointments will put LTAB at having a full board

## DIVISION 2. ADVISORY BOARDS AND COMMITTEES

### Sec. 2-354. Membership

- 2. Unless otherwise specified, the terms of office for members of each committee shall be four (4) years after the initial terms have been served.
- 3. All members shall have residency within the Aztec Municipal School District, unless otherwise specified.

### Sec. 2-354. Membership

- 5. A City Commissioner, City Manager, City Clerk, or their authorized delegate or representative shall participate as a member on each committee in an advisory position, but shall have no voting privileges.

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<b>SUPPORT DOCUMENTS:</b>	Emails provided by Interested Persons for Appointment to LTAB
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>	Move to Approve the Appointment of Lodger's Tax Advisory Board Members
---	--

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**Re: City of Aztec Lodgers Tax Advisory Board**

Joshua Large <gm@presidentialsuitesaztec.com>

Thu 1/24/2019 8:39 AM

To: Kathy Lamb <klamb@aztecnm.gov>; Keith Barbeau <keithscookin@gmail.com>

Cc: Sherlynn Morgan <smorgan@aztecnm.gov>; Steve Mueller <smueller@aztecnm.gov>

Good morning! Yes, I will be taking over as the representative for the Presidential Inn and Suites on the Lodgers Tax board moving forward, If you could send me the date of the next meeting I will be there. I look forward to working with you all. Have a wonderful Day!

*Joshua Large*

*General Manager*

*Presidential Inn & Suites*

*623 Phoenix Ct*

*Aztec NM 87410*

*gm@presidentialsuitesaztec.com*

*505-334-4014*

*[www.presidentialsuitesaztec.com](http://www.presidentialsuitesaztec.com)*

There are 1440 minutes everyday to exceed our guests unique expectations, we deliver **that** kind of hospitality.

**LTAB**

SANDRA HARBER <sandi@urbanrebeldesigns.com>

Thu 2/7/2019 8:40 AM

To: Sherlynn Morgan <smorgan@aztecm.gov>

Dear Ms. Morgan,

I am writing to express interest in the advertised vacancy on the Lodgers Tax Advisory Board. As a business owner (Urban Rebel Design) who is currently offering classes, goods and area information to tourists, as well as offering Guided Historic Walking Tours, I feel that serving my community in this capacity would be beneficial for all parties.

Thank you for your consideration.

Sandi Harber

Urban Rebel Design

Sent from my iPhone

**Re: [EXTERNAL] Lodger's Tax Board**

Robertson, Denise <denise\_robertson@nps.gov>

Fri 2/1/2019 10:30 AM

To: Sherlynn Morgan <smorgan@aztecnm.gov>

Hi Sherlynn,

I can do March 18th.

Thanks,  
Denise

*Denise Robertson*  
Superintendent

Chaco Culture National Historical Park  
Aztec Ruins National Monument  
725 Ruins Road, Aztec, New Mexico 87410

AZRU Phone: 505-334-6174, ext 222  
CHCU Phone: 505-786-7014, ext 222  
Cell Phone: 505-634-6014  
Fax: 505-334-6372

Email: Denise\_Robertson@nps.gov

On Wed, Jan 30, 2019 at 8:18 AM Sherlynn Morgan <smorgan@aztecnm.gov> wrote:

Good Morning Denise,

Steve Mueller mentioned that he spoke with you about the Lodger's Tax Board. I am so glad that you are willing to help the board out. Can you please just email me a short statement the you are interested in participation.

The next meeting will be March 18th at 2:00pm and I will send you the agenda packet closer to the meeting.

*Thanks,*

*Sherlynn Morgan*

# Staff Summary Report

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**MEETING DATE:** FEBRUARY 12, 2019  
**AGENDA ITEM:** XI. CONSENT AGENDA (H)  
**AGENDA TITLE:** Resolution 2019-1116 Authorizing Opening and Closing of Time Certificates of Deposit for City

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**ACTION REQUESTED BY:** Finance Department  
**ACTION REQUESTED:** Approve Resolution 2019-1116 Authorizing Opening and Closing of Time Certificates of Deposit for City  
**SUMMARY BY:** Kris Farmer

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## PROJECT DESCRIPTION / FACTS

- The banks and independent auditors have asked that formal action be taken to open and close investments.
- The Finance Department solicited all approved depositories (Resolution 2018-1095) for interest rates on a twelve (12) month certificate of deposit in the amount of \$75,000.
- These funds are specific to the security provided by Guzman Energy as required by the Purchase Power Agreement. These funds are not co-mingled with other city funds and are invested independently of other funds.

## PROCUREMENT

- None

## FISCAL IMPACTS

- Joint Utility Fund estimated interest earned at 2.05% for 12 months on \$75,000 is \$1,537.50.

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**SUPPORT DOCUMENTS:** Resolution 2019-1116

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2019-1116 Authorizing Opening and Closing of Time Certificates of Deposit for City

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**CITY OF AZTEC  
RESOLUTION 2019-1116**

**AUTHORIZING OPENING AND CLOSING OF TIME CERTIFICATES OF DEPOSIT  
FOR CITY**

**WHEREAS**, the City Commission of the City of Aztec, New Mexico, is the authorized Board of Finance of said City of Aztec, and as such has control of the manner and method that monies belonging to the City shall be handled; and

**WHEREAS**, the City Commission of the City of Aztec, New Mexico, passed, approved and adopted Resolution 2018-1095 Authorizing signatures for city accounts on August 14, 2018 and identified approved depositories for city funds; and

**WHEREAS**, time certificate of deposit 0235659726, in the amount of \$75,000.00, interest rate of 1.35% for 12 months is expiring January 29, 2019, at Citizens Bank, Aztec NM; and

**WHEREAS**, City of Aztec, New Mexico, Finance department solicited all banks authorized as designated depositories of said City per Resolution 2018-1095, for the term of 12 months; Vectra Bank, Farmington, New Mexico offered an interest rate of 2.05% for 12 months.

**NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY** of the City of Aztec, New Mexico, to close time certificate of deposit 0235659726 in the amount of \$75,000 at Citizens Bank, Aztec, New Mexico and open time certificate of deposit 5796244589 at Vectra Bank, Farmington, New Mexico, in the amount of \$75,000, interest rate of 2.05% for 12 month period, beginning January 30, 2019, and maturing January 30, 2020.

**PASSED, APPROVED, SIGNED AND ADOPTED** this 12<sup>th</sup> day of February 2019, by the Aztec City Commission, City of Aztec, New Mexico

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Mayor Victor C. Snover

ATTEST:

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Karla Sayler, City Clerk CMC

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** **XI. CONSENT AGENDA (I)**  
**AGENDA TITLE:** Support for City of Bloomfield/Bloomfield Irrigation District  
Legislative Capital Outlay Request – Blanco Flume  
Replacement Project

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**ACTION REQUESTED BY:** City of Bloomfield  
**ACTION REQUESTED:** Support for City of Bloomfield/Bloomfield Irrigation District  
Legislative Capital Outlay Request - Blanco Flume  
Replacement Project  
**SUMMARY BY:** Steve Mueller

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## PROJECT DESCRIPTION / FACTS

The City of Bloomfield and the Bloomfield Irrigation District have prepared and submitted a 2019 Legislative Capital Outlay Request for the construction of a new flume. The flume is a wood, concrete and steel structure that is about 100 years old. The City of Bloomfield serves as an emergency back-up source for the City of Aztec water supply during drought conditions.

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**SUPPORT DOCUMENTS:** Bloomfield Capital Outlay Request for Blanco Flume  
Replacement Project, Letter from Bloomfield Mayor to San  
Juan County Legislators

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve support for City of  
Bloomfield's Capital Outlay request legislative request for Blanco Flume Replacement Project

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**BLOOMFIELD IRRIGATION DISTRICT**  
**CAPITAL OUTLAY REQUEST – 2019 SESSION**  
**BLANCO FLUME REPLACEMENT PROJECT**

**1.0 EXECUTIVE SUMMARY**

The Bloomfield Irrigation District diverts water from the San Juan River a few miles downstream of the Navajo Dam, and carries it 42 miles to the end of the Ditch west of Bloomfield. Over this distance, there are 17 syphons, five tunnels, 19 spill gates, 21 culverts, about seven miles of raw water pipeline, the Cottonwood Ditch Diversion, and four flumes. The Ditch has been diverting water for irrigators and municipalities since May 1912, and has a Water Right Priority Date of 1907.

The Blanco Flume is a wood, concrete, and steel structure that is about 100 years old, that carries water over an arroyo in the Town of Blanco, and is situated at the intersection of Route 575 and Highway 64. The concrete structure is in a state of failure, showing advanced deterioration of the concrete superstructure, leaking around the abutments, and scouring around the footings. The Flume is a critical link in the conveyance of water from the San Juan River to downstream users, including farms and ranches, the City of Bloomfield Reservoir, and the Enterprise Reservoir.



*Blanco Flume in January 2019 while the Ditch is off-line for maintenance. Ice below the flume has accumulated from leaks during operation.*

The Bloomfield Irrigation District serves 2542 customers. Approximately 2000 customers are downstream of the flume. The District operates a raw water pipeline in East Blanco Blvd, and serves 260 customers.

Bloomfield's water system serves the City's population of 8,000, the Blanco Water User's Association (369 customers), the Apple Orchard Mutual Domestic Water User's Association (Harvest Gold, population of 500), and is an emergency supply to the City of Aztec (population of 6,600). All of these municipal customers receive water from the City of Bloomfield Reservoir. By way of either the Bloomfield or Enterprise Reservoir, water is supplied to the San Juan, Milagro, and Kutz Gas Plants (owned by Harvest Midstream), the Val Verde/Blanco Plants (Enterprise), the El Paso Natural Gas Company Plant, the Transwestern Pipeline Company Bloomfield Compressor Station, and Marathon Petroleum Corp Terminal (formerly Western Refining). Due to the reliance of these users on the Bloomfield Irrigation District as the primary raw water source, failure of the Flume would result in an immediate water emergency for all of these users and the regional energy sector. About 60% of the Ditch must be operated year-round since the two reservoirs mentioned above rely on flow from the Ditch. The Flume is upstream of the reservoirs, and therefore must stay in service. During a failure, reservoir capacities can last about two weeks before emergency measures must be taken by the facility operators.



*The City of Bloomfield Reservoir in January 2019, with low storage while the Ditch is off-line. The City and Enterprise Reservoir must be supplied with water year-round.*

## 2.0 PROPOSED SCOPE OF THE PROJECT

The project includes a hydraulic analysis, preliminary engineering, survey, environmental, cultural (including historic) surveys, geotechnical engineering, materials testing and observation, utility coordination, and construction to construct a new flume. The largest challenge in construction sequencing will be to minimize the down-time of the flume. This sequencing will require the active coordination of all downstream users, but particularly the year-round municipal and industrial users, who will need to rely on their emergency water supplies while the flume is out of service.

### 3.0 WATER WASTE

Bloomfield Irrigation District diverts approximately 160 cubic feet per second of water in the summer months. As the influent rate and demands change, the water level changes. When water levels surge, the Flume often over-tops resulting in water waste that returns to the river. The overflow causes erosion of the abutments and results in the permanent loss of raw water to the downstream users. One of the goals of the design will be to improve the hydraulic efficiency and minimize water waste.



*Flume overflowing in August 2018. Boards were added last year to reduce the amount of water waste that spills over the sides during flow surges. Representatives from The City and the District made a site visit with Senator Neville on September 12, 2018 to review the project scope.*

### 4.0 FINANCIAL COMMITMENT AND PARTNERSHIP

The City of Bloomfield has partnered with the Bloomfield Irrigation District in the preparation of this application, and is a financial partner in this project. If this Capital Outlay Request is awarded, the City intends to provide up to \$100,000 in project contingency. The City has also agreed to share half of the cost of stabilization grouting this winter (an estimated total of \$20,000). These commitments will be memorialized in a new Agreement between the District and the City. Further, the City of Bloomfield has not submitted a Capital Outlay Request for this 2019 Session that would compete for funding. The estimated project budget is attached.

**TOTAL PROJECT BUDGET ESTIMATE:**

**\$ 645,537**

Community Support for the FY19 Capital Outlay Request - BID Blanco Flume Project:

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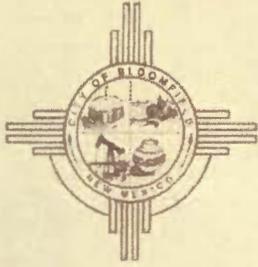
Name of Affected Entity

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Name and Signature of Entity Official

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Date



# City of Bloomfield

January 22, 2019

San Juan County Legislators

RE: Capital Outlay Request – Bloomfield Irrigation District Blanco Flume Project

Dear Legislators:

Please consider sponsoring this critical project that supplies water from the San Juan River to the Bloomfield Irrigation District customers, the Bloomfield Reservoir, and the Enterprise Reservoir. The Blanco Flume is a critical link in the delivery of raw water to ranches and farms, and also to the domestic water supply of Bloomfield, Blanco Water Users, Apple Orchard Mutual Domestic (Harvest Gold), and a backup supply for the City of Aztec. The Refineries and Gas Plants in Bloomfield also rely on the Flume. While the Flume has been in service for about 100 years, it is showing signs of failure from structural deficiencies, leaking around the abutments, and scouring around the footings. **A complete failure of the Flume would result in an immediate water emergency for all of these users and the regional energy sector.**

The City of Bloomfield has partnered with the Bloomfield Irrigation District in financially supporting this project. We hope that you will sponsor this project during this Session.

Thank you.

Sincerely,

Cynthia Atencio  
Mayor, City of Bloomfield

Attachments:

Capital Outlay Request Form  
Blanco Flume Replacement Project Report

# Staff Summary Report

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**MEETING DATE:** February 12, 2019

**AGENDA ITEM:** XI. CONSENT AGENDA (J)

**AGENDA TITLE:** Volunteer Firefighters Annual PERA Report

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**ACTION REQUESTED BY:** Kevin Simpson, Fire Chief

**ACTION REQUESTED:** Approve the Mayor's Signature on the Volunteer Firefighters Annual PERA Report

**SUMMARY BY:** Karla Sayler

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## PROJECT DESCRIPTION / FACTS

- All affiliated Certified Volunteer Firefighter Departments must submit all required reports to the Public Employees Retirement Association by March 31, 2019 (deadline set by State Statute)
- The attached report shows the number of members with prior service reported for the year =12; New Member Enrollments=3; totaling 15 member volunteer firefighters reported for the year.

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**SUPPORT DOCUMENTS:** 1) Reporting Guidelines  
2) Volunteer Firefighters Annual Report Form

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Mayor's Signature on the Volunteer Firefighters Annual Report

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# PERA

Public Employees  
Retirement Association  
of New Mexico

33 Plaza La Prensa, Santa Fe, New Mexico 87507  
(505) 476-9300 voice  
(800) 342-3422 Toll-Free  
[www.nmpera.org](http://www.nmpera.org)

## 2018 Volunteer Firefighter Department Fire Chief & Reporter Contact Information

### SECTION A – CONTACT INFORMATION (COMPLETE ALL SECTIONS)

1. Department Name: AZTEC FIRE DEPARTMENT

2. PERA VFD Number (5 digit number): 09813

3. Fire Chief Name: KEVIN SIMPSON Telephone Number: 505-320-4687

4. Reporter Name: KEVIN SIMPSON Telephone Number: 505-320-4687

5. Department Email Address: ksimpson@aztecnm.gov

6. Department Telephone Number(s): 505-334-7635

7. Department Mailing Address: 201 W Chaco

City, State: Aztec, NM Zip Code: 87410

### SECTION B – AUTHORIZATION

Name of Fire Chief (print): Kevin Simpson

Signature of Fire Chief: 

Please return this form on or before March 31 of each calendar year or as the department's administration changes. The original of this form must be completed in its entirety and returned to PERA for processing. Please keep a copy for your department's records.



**PERA**

Public Employees  
Retirement Association  
of New Mexico

33 Plaza La Prensa, Santa Fe, New Mexico 87507  
(505) 476-9300 voice  
(800) 342-3422 toll-free  
[www.nmpera.org](http://www.nmpera.org)

## 2018 Volunteer Firefighters Annual Reporting Form

### SECTION A – VOLUNTEER FIREFIGHTER DEPARTMENT – GENERAL INFORMATION

1. Department Name: AZTEC FIRE DEPARTMENT

2. Department Mailing Address: 201 W Chaco  
 City, State: Aztec, NM Zip Code: 87410

3. PERA VFD Number (5 digit number): 09813

4. Fire Chief: Kevin Simpson Email Address: ksimpson@aztecnm.gov

5. Phone (work): (505) 334-7635 (home): (505) 320-4687

### SECTION B – DEPARTMENT TOTALS

1.	New Member Enrollments reported this year:	3
2.	Current Active (Non-Retired) Members reported this year:	8
3.	Retired Members with Continuing Service reported this year:	4
4.	<b>Total number of Volunteer Firefighters reported this year:</b>	<b>15</b>

### SECTION C - CERTIFICATION

I, Kevin Simpson, Fire Chief of Aztec Fire Department

Volunteer Firefighter Department, affirm that the records submitted to PERA are true and correct and reflect 100% of my Department's 2018 roster.

  
Signature of Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Mayor or Chair of County Commission

\_\_\_\_\_  
Date

State of New Mexico )  
) SS:  
County of \_\_\_\_\_ )

Subscribed and sworn to before me by \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_.  
(Printed name of Fire Chief)

My Commission Expires \_\_\_\_\_ Notary Public Telephone No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Notary Signature \_\_\_\_\_

Return this form on or before March 31 of each calendar year to the Public Employees Retirement Association. Keep a copy for your department's records. Strikethroughs and white-out edits are not permitted.

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** XIII. BUSINESS ITEMS (A)  
**AGENDA TITLE:** FY19 Funding Application: Aztec Farmers Market

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**ACTION REQUESTED BY:** Aztec Farmers Market  
**ACTION REQUESTED:** Determination of Amount of Funding  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

The FY19 Adopted Budget includes funds to allow the City Commission to respond to community funding requests during the fiscal year. These funds are appropriated at the discretion of the City Commission. As of February 6, 2018, \$14,606 is available.

- Requests funded this year include:

Aztec Boys and Girls Club	\$ 25,000
Aztec Ruins National Park	\$ 540
Aztec Museum Association	\$ 10,000
San Juan County Partnership	\$ 2,000

Aztec Farmers Market has submitted a funding request for the 2019 market. Aztec Farmers Market is an all-volunteer market and are members of the New Mexico Farmers' Marketing Association dedicated to strengthening the local food systems around the state. Aztec Farmers Market provides opportunity for local growers to sell their produce and products in our community encouraging local spending. The funding request is a minimum of \$7,800 to a maximum of \$10,000 and the application identifies that approved funding could be disbursed in May 2019 (FY19) and August 2019 (FY20). A representative with Aztec Farmers Market will be available to present the request to the Commission.

The City has not provided direct funding to the Aztec Farmers Market previously.

## PROCUREMENT / PURCHASING (if applicable)

N/A

## FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

Available balance for appropriation by Commission: \$14,606.

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**SUPPORT DOCUMENTS:** • Aztec Farmers Market Request for Funding including letter of introduction, market guidelines and annual budget

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**RECOMMENDED MOTION:** Move to Approve funding to the Aztec Farmers Market in the amount of \$\_\_\_\_\_.

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**CITY OF AZTEC  
REQUEST FOR FUNDING APPLICATION  
FISCAL YEAR 2019**

Today's Date: <b>02/06/2019</b>	
Organization Name:	<b>Aztec Farmers' Market</b>
Name of Project/Program/Event:	<b>Aztec Farmers' Market 2019</b>
What City Commission Goal(s) would this funding address: (Check all that apply)	<input checked="" type="checkbox"/> Safe, Clean, Livable Community <input type="checkbox"/> Cost Effective Public Services <input checked="" type="checkbox"/> Economic Development <input type="checkbox"/> Financial Stability of Public Funds <input checked="" type="checkbox"/> Local / Regional Partnerships <input checked="" type="checkbox"/> Environmental Practices <input checked="" type="checkbox"/> Enhance Quality of Life <input checked="" type="checkbox"/> Citizen Involvement

**FUNDING REQUEST INFORMATION**

Describe the need for the funding:  
to make the farmers' market more of an 'event', create opportunities for new vendors, increase customers at market as well as to surrounding businesses

Describe how funding would be utilized:  
advertising, events, tables & canopies, manager/volunteer/entertainment stipends

Location of project site (maps may be attached):  
1409 W. Aztec Blvd. (Westside Plaza)--currently, but considering a location change in 2019

How will success of the project be measured?  
customer counts, customer survey, and vendor sales

Total Amount Requested: <b>\$ 10,000.00</b>	Minimum Amount : <b>\$ 7,800.00</b>	Date Funding Required: <b>05/01/2019</b>
--	--	---

Can project be phased? If so, describe the phases including timelines.  
Yes. Half of funds in May and remainder midseason (August)

PROJECT TYPE	START	END	AMOUNT REQUESTED	MATCHING FUNDS	TOTAL PROJECT BUDGET
Construction/Renovation					
Design/Engineering					
Equipment					
Vehicle					
Special Program or Event - attach detailed description, budget and marketing materials/brochures for program or event			\$ 10,500.00	\$ 2,700.00	\$ 7,800.00
<b>Totals</b>			\$ 10,500.00	\$ 2,700.00	\$ 7,800.00

**ORGANIZATION INFORMATION**

Organization Legal Name: <b>Aztec Farmers' Market</b>	Website: <b>none</b>		
Organization Main Address:	City:	State:	ZIP Code:
Organization Mailing Address: <b>P.O. Box 1086</b>	<b>Aztec</b>	<b>NM</b>	<b>87410</b>

Principal Contact: <b>Pauline Pao</b>		Phone Number: <b>(505) 334-3290</b>	Fax Number:
Title: <b>Market Manager</b>		Email Address: <b>aztecfarmersmarket@gmail.com</b>	
Chief Executive Officer (or equivalent):		Phone Number:	Fax Number:
Title:		Email Address:	
What Type of Service does the Organization Provide (Check all that apply)			
<input type="checkbox"/> Housing / Homeless	<input type="checkbox"/> Senior Services	<input type="checkbox"/> Drug / Alcohol Related	<input type="checkbox"/> Recreation
<input checked="" type="checkbox"/> Educational	<input type="checkbox"/> Child Care	<input type="checkbox"/> Youth Services	
<input checked="" type="checkbox"/> Economic Development	<input checked="" type="checkbox"/> Community Event	<input type="checkbox"/> [Other]	
EIN/Taxpayer ID Number: <b>46-3521736</b>	Indicate Tax Status of Organization (include IRS letter of determination):	Has the Organization's tax-exempt status been revoked in the past five years? If yes, attach explanation	
Briefly describe mission, history and principal programs and activities of the Organization: The Aztec Farmers' Market strives to provide a place for local farmers and growers to highlight local agriculture by providing fresh, high quality farm products and improve the quality of life for all in our community			
Has entity received funding from the City of Aztec previously? If so, when, amount received and how funds were used: <b>No</b>			
How many paid full-time equivalents does the Organization have? <b>None (all employees are volunteers)</b>		How many paid part-time equivalents does the Organization have? <b>None</b>	
Are Organization services and/or programs available to all residents of the City of Aztec? If no or restricted, please explain. <b>Yes</b>		Are fees charged for services? <b>No</b>	
Is membership in the Organization required to participate in any of the Organization programs or to be a recipient of Organization services? <b>No</b>		Have other organizations, firms, individuals provided or will provide funds or services for this project? If yes, please describe. <b>Yes, New Mexico Farmers' Marketing Association (see attached spreadsheet) and vendor fees</b>	

**REPRESENTATION**

I, **Pauline Pao**, as **Market Manager**, have the authority to submit this funding request on behalf of **Aztec Farmers' Market**, and certify that all information submitted is factual, accurate and complete to fullest extent of my knowledge. If funding is granted, a verbal report is required before the City Commission prior to July 1, 2019.

**Pauline Pao**

Digitally signed by Pauline Pao  
Date: 2019.02.05 13:35:35 -07'00'

**02/06/2019**

Signature

Date

Aztec Farmers' Market  
P.O. Box 1086  
Aztec, NM 87410

February 06, 2019

Kathy Lamb  
City of Aztec  
Finance Department  
201 W. Chaco  
Aztec, NM 87410

Dear Ms. Lamb,

The Aztec Farmers' Market began in 2000 and exists to provide fresh, local, healthy, tasty produce and farm products to all people in our community as well as highlight our local agriculture. In turn, the community supports farm families and growers and keeps spending local. Since 2008, we've functioned as an all-volunteer market and now seek funds from the city to take the market in new directions.

We are members of the New Mexico Farmers' Marketing Association (NMFMA; farmersmarketsnm.org), who are dedicated to strengthening local food systems around the state. Being members of this organization provides us with networking opportunities as well as support and access to statewide programs. One of these programs allows us to accept SNAP/EBT at the Aztec Farmers' Market. Another program known as Double Up Food Bucks, allows us to then double SNAP recipients dollars for purchasing fresh produce. Through NMFMA, we also offer state and federal programs for low income seniors and women with children to purchase items at the market. Programs like these ensure an equitable marketplace for all members of our community and keep our customers as diverse as the products at market.

The Aztec Farmers' Market also serves our community in other ways. Customers who frequent the market choose to spend their dollars supporting a farmer or grower who often live within a 10 mile radius of the market thereby keeping these dollars in our community and receiving the freshest, most flavorful food often harvested that day. Customers have direct contact and interaction with who grows the food they eat giving them an opportunity to ask questions and have real choices. The market provides an opportunity for entrepreneurship into an honest, essential profession whose members are eager to share knowledge and pass on their skill set. The market provides a showcase to the responsible stewardship of open spaces by our growers that go hand in hand with our surrounding natural wonders that bring visitors to our doorstep. And lastly, the market provides our community with a gathering spot where one can come for real human interaction, catch up with friends, marvel in Mother Nature's bounty, and witness the seasons come and go as the tomatoes come and go.

We currently function as an all-volunteer market on a sparse budget with money generated from vendor fees and small stipends from the NMFMA. With the help from the city, we would like to provide opportunities to new vendors, increase the visibility of the market, provide a destination for locals as well as visitors, bolster other local businesses, and demonstrate why the Aztec Farmers' Market is an essential part of our community.

Thank you for your time and consideration. I look forward to hearing back from you.

Kindest regards,



Pauline Pao  
Market Manager  
Aztec Farmers' Market  
(505) 334-3290  
aztecfarmersmarket@gmail.com

# AZTEC FARMERS' MARKET GUIDELINES—2018

**MARKET MANAGER: PAULINE PAO**

**PHONE: 334-3290**

**EMAIL: aztecfarmersmarket@gmail.com**

**MAILING ADDRESS: P.O. BOX 1086, AZTEC, NM 87410**

## **WHO may sell at the Aztec Farmers' Market?**

Local growers or producers residing in surrounding areas within 100 miles radius of Aztec, New Mexico. A grower or producer is any person offering for sale items such as fruits, vegetables, edible grain, nuts, berries, honey, meat, plants, livestock products, and farm crafts that have been raised or grown by the vendor or immediate family member. Potential vendors are required to grow all items on land owned or leased by them within the 100 mile radius of Aztec. A limited number of local craft vendors will be allowed.

## **WHAT may you sell at the Aztec Farmers' Market?**

**ABSOLUTELY NO RE-SELLING ALLOWED. ALL ITEMS MUST BE PRODUCED BY YOU OR YOUR IMMEDIATE FAMILY and be one of the following:**

- A. Fresh produce, including fruits, vegetables, herbs, nuts
  - Produce should be mature but not overripe, clean and absent of decay, and have good external and internal appearance
- B. Farm products such as eggs, honey, meat
  - Farm fresh eggs must be labeled “Un-graded-Nest Run Eggs” and “Un-candled” or “Fertilized” if they are. The eggs must be clean, free of cracks, and properly refrigerated.
  - Meat must be locally raised by the vendor, meet all USDA and NM Livestock Board regulations, packaged, and properly refrigerated.
- C. Producers of value added “low-risk” EDIBLE products such as dried herbs, dried chile, dried beans, dried fruit
  - All “dried” items must be grown by the vendor.
  - Items must be bagged and labeled with ingredients, name of producer, address, and indication of quality
- D. Producers of value added EDIBLE products such as bread, baked goods, cheese, jams and jellies, salsas
  - All producers of these items must be licensed by the NM Environment Department. Licensing requires a \$100-\$200 annual fee, annual inspections, adherence to food protection requirements in the Food Service and Processor regulations, and use of a certified home kitchen or certified commercial kitchen (kitchen dedicated to food processing).
  - 60% of ingredients must be grown by the vendor, obtained at the Market, or locally produced
- E. Potted plants and cut flowers
  - Unless you have your own license, please notify Market Manager of intention to sell live potted/nursery plants or cut flowers. NMDA plant protection license will be obtained for blanket coverage for Market.
- F. Producers of value added NON-EDIBLE, decorative, farm-craft items such as wreaths, dried floral arrangements, ristras, dried and painted gourds, potpourri
  - ALL ITEMS MUST BE MADE BY THE SELLER USING 60% LOCALLY GROWN ITEMS
- G. Producers of craft items
  - ALL ITEMS MUST BE OF QUALITY AND HANDMADE BY THE SELLER.

**NOTE 1: Vendors falling into categories C & D exclusively, are limited to 4 spaces per market per day subject to availability.**

**NOTE 2: Vendors falling into categories F & G exclusively, are limited to 4 spaces per market per day subject to availability.**

**\*NOTE 3: ALL VENDORS ARE SUBJECT TO AN ON-SITE VISIT BY THE MARKET MANAGER  
VERIFY SOURCE OF PRODUCTS.**

## **WHEN?**

### **Market Season:**

The Aztec Farmers' Market season begins **July 11, 2018** and runs until **October 10, 2018** (14 weeks total). If weather permits, the Market will run to the end of October or beyond. During this period, all vendor fees will be waived for those vendors who have sold during the 2018 season.

### **Market Days and Hours:**

The Aztec Farmers' Market is held every **Wednesday** starting at **4:30 until sell out or 7pm** (whichever comes first) during the dates listed above.

### **Vendor Check-In & Set-Up Time:**

All vendors may arrive at the Market beginning no earlier than **3:30 pm**. They may park and set-up in their assigned spots or drive in, set-up, then move their vehicles to outside the market area (allowing for more sale space). Vendors are encouraged to set up between 3:30 and 4:15 pm but must be parked in their slots by 4:15 pm. Vendors arriving after 4:15 pm may still participate but **MUST** hand carry their items into the market area for set-up. (This is in concern for not having moving vehicles in the market area so close to the opening time of 4:30pm.) Day Vendors (one time vendors) and **New Vendors** to the Market in any particular week should be directed to the Market Manager for slot assignment.

## **WHERE?**

### **Location:**

The Aztec Farmers' Market is located in the **Westside Plaza** (1409 –W. Aztec Blvd.)

## **MARKET/BOOTH SPACES & FEE.**

### **Market/Booth Space:**

One market space consists of 2 parking lot spots totaling approximately 16' x 16' in size. Fees below pertain to ONE market space. Vendors requiring more than one space during the season may purchase additional space. Vendor areas must be left relatively clean at the end of the market day.

### **Vendor Display:**

All vendors must display their product and prices in an aesthetically pleasing manner with all items elevated at least 2 feet above ground level. Shade canopies, chairs, tables, tablecloths and coverings are strongly encouraged and not provided by the Market.

### **Vendor Fees:**

Vendor fees are for ONE market space (2 parking lot slots approximately 16' x 16' total). With the exception to extreme circumstances, all fees are non-refundable. FULL and HALF SEASON vendors are encouraged to pay their fees at the beginning of the season. Once paid, FULL and HALF SEASON attendance will be kept track of by the Market Manager. All Day Vendors are responsible for paying the weekly vendor fee to the volunteer at the Market Booth...the Manager will not come around to pick it up unless she finds it necessary to do so. Payment can be made before the Market begins or anytime before the vendor leaves that week.

FULL SEASON (14 weeks).....\$90.00 (this is \$6.5/day...20% off the Day Vendor price)  
(every Wednesday from 07/11 through 10/10) (vendors get 1<sup>st</sup> priority for permanent booth space)

HALF SEASON (7 weeks).....\$50.00 (this is \$7.14/day...11% off the Day Vendor price)  
(any 7 Wednesdays from 07/11 through 10/10) (vendors get 2<sup>nd</sup> priority for permanent booth space)

DAY VENDORS.....\$8.00/day

SPECIAL KID-FARMER RATE (ages 7-17 year old)...\$4.00/day

### **Additional Vendor Space:**

If FULL and HALF SEASON vendor require more than one market space, they may purchase each additional space at the listed price for their category. For example, for the FULL SEASON vendor who would like to occupy 2 market spaces, their total will be  $\$90 \times 2 = \$180/\text{season}$ . Knowing that produce quantities fluctuate during the season, FULL and HALF SEASON vendors will be allowed to purchase more space (adjacent to their permanent spot) mid-season, again at the listed price of \$6.5/day (FULL) and \$7.14/day (HALF) for each additional space. The vendor can either pay for additional space on the spot or when they predict no more additional space will be necessary.

### **Permanent Vendor Spaces:**

Permanent vendor spaces will be assigned to FULL AND HALF SEASON vendor with FULL SEASON vendors given first priority on a first 'notify the Market Manager' first serve basis at the beginning of the season. If FULL or HALF SEASON vendors do not intend to participate in the Market on any given week, please notify the Market Manager at least 24 hours in advance by phone or email so she can assign your spot that week to another vendor. If you fail to notify the manager 24 hours in advance or you fail to appear at the Market by 4:00 pm, she will assign your spot to another vendor.

### **Licensing & Taxation:**

All vendors requiring special licensing (Nursery License NMDA, NM Environment Department, etc.) are responsible for obtaining those licenses. The Market Manager may ask to see those licenses any time during the season. All vendors required to report gross receipts tax are responsible for obtaining a business license from the City of Aztec and a tax id number from the NM Taxation and Revenue Department and reporting all sales. Please ask the Market Manager for further details if unclear.

## **WIC/SENIOR FARMERS' MARKET NUTRITION PROGRAM**

### **All Produce (WIC & Senior) & Honey Vendors (Senior ONLY):**

Farmers/Growers/Producers (farms/gardens must be in the state of NM or within an 80 mile radius of the market outside of the NM border) of fresh, unprepared fruits and vegetables, honey, or dried beans ONLY can sign up to accept checks from the WIC/Senior Farmers' Market Nutrition Program. The program allows WIC (Women, Infants, and Children) participants (low income women and children at nutritional risk) and seniors signed up for the Senior Supplemental Food Program to purchase fresh fruits and vegetables at \$5 increments. The program is intended to improve the diets of those women, children, and seniors, increase awareness of local farmers' markets, and the benefits of buying from local producers. The program benefits the farmer/grower/producer by increasing your sales and introducing you to a new group of customers.

If you are a farmer/grower/producer of fresh, unprepared fruits, vegetables, honey, or dried beans, you are encouraged to participate in this program. The Market Manager will ask you to apply. If you say "yes", she will give you the WIC Farmers' Market Program rules, a participation number, and eye-catching sign to let all customers know you accept these checks, and full instructions on check accepting procedures. Note that the WIC checks, the State Senior Program checks, and the Federal Senior Program checks are three different colors. Please note the current year in the upper right-hand corner of each check.

## **SNAP (Supplemental Nutrition Assistance Program)**

### **All Vendors Selling Food Items or Plants producing food:**

More people than ever are receiving SNAP benefits (Supplemental Nutrition Assistance Program, formerly known as the food stamp program). In 2013, 21.9% of the population of San Juan County received SNAP benefits. All New Mexicans deserve the opportunity to purchase fresh fruits and vegetables from local growers in their community.

Our Market is a SNAP eligible market. This means that SNAP recipients will be able to purchase the following **food** items at our Market with their SNAP benefits:

- Fruits & Vegetables
- Breads & Cereals
- Meats, fish, and poultry
- Dairy products
- Seeds and plants which produce food for the household to eat

The food items NOT allowed for purchase with SNAP benefits are:

- Food that is meant to be consumed on the premises
- Hot prepared foods
- Beer, wine, liquor, cigarettes, or tobacco
- Any NON-FOOD item such as pet foods, soaps, paper products, crafts, etc.
- Vitamins and medicines

Vendors may choose to participate or not. All participating vendors will receive a display sign indicating to customers that they accept SNAP tokens (**wooden tokens in \$1 increments**), instructions on how to accept the SNAP tokens, and how to redeem them for cash at the end of the market day.

## **SNAP Double Up Food Bucks (DUFB) Program—NM Fruit & Vegetable Vendors ONLY**

### **Eligible Vendors MUST:**

- Grow fruits or vegetables, sell plants that provide food, sell fresh cut herbs or herb plants in the state of NM
- Receive training on DUFB program and how to accept and redeem tokens
- Fill out a DUFB vendor agreement

All participating vendors will receive a display sign indicating to customers that they accept DUFB at their market stand. DUFB tokens are **SILVER** and in **\$2 increments**.

### **Debit Purchases:**

#### **All Vendors:**

With our market accepting SNAP benefits, the machine to process such transactions also allow debit purchases. Thus, customers may use their debit cards to purchase market tokens in \$5 increments for use at ANY vendor booth. These tokens will be redeemed for cash at the end of the market day.

### **OTHER CONCERNS:**

#### **Leaving the Market Early:**

Vendors are strongly encouraged NOT TO LEAVE THE MARKET EARLY unless sold out. If vendors know they have to leave before the end of the Market, notify the Market Manager and she will assign you a spot close to the Market exit.

#### **Customers:**

Customers will be allowed into the sale area before the 4:30 pm start time, but will NOT be able to purchase items prior to that time—NO EXCEPTIONS. Likewise, no vendor may sell, trade, or give away items to customers before the 4:30 pm start time—NO EXCEPTIONS. However, sales, trades, or give aways may be made between vendors before opening time. The Market Manager will officially open the Market at 4:30 pm by ringing a bell to allow sales to commence.

#### **Disclosure:**

As a member of the New Mexico Farmers' Market Association (NMFMA; check out their website at: **www.farmersmarketsnm.org**—full of useful information and tips for market growers), the Market Manger must report certain information to the association at the end of the market season. Along with data pertaining to advertising and marketing, budgeting, and customer attendance, the Market Manager must report an estimate of vendor sales for the season. To get an idea of vendor sales, the Manager will ask vendors to disclose their earnings for the Market anonymously at various times during the season. Your cooperation is greatly appreciated.

#### **Donations:**

During the season, the Market Manager may ask you to donate items for promotional events. This might include items for a drawing for a "Basket of Produce", for a tasting (like a tomato variety tasting), or for a tasting of a creation from a local chef. Keep in mind that these sorts of events could boost attendance at the Market which could boost your sales. Your cooperation and participation are greatly appreciated, but never required.

#### **Aztec Farmers' Market Board:**

The Aztec Farmers' Market currently does not have a Board. The Market Manager makes all final decisions for items pertaining to the Market. Two annual meetings, pre-season and post-season, serve as forums for vendors to express ideas, suggestions and opinions about the direction of the Market, how the Market is run, changes to the guidelines, etc. No topic is ever discouraged from discussion. Vendors are strongly encouraged to attend these meetings. If at any time, the Manager or vendors feel the need to form a Board, action will be taken to do so.

### **FINAL NOTE:**

Please always bring any questions, suggestions, concerns, or issues that may arise during the season directly to the Market Manger's attention immediately—she's there to serve your needs and be your advocate. Have a great 2018 season!

Aztec FM 2019--Proposed Funding Needs & Ideas				02/05/19
<b><u>Expenses:</u></b>				<b><u>Income:</u></b>
NMFMA membership	\$35		Vendor Fees*	\$1,350
Group Liability Insurance	\$330		NMFMA advertising stipend	\$410
Advertising--Talon	\$1,500		NMFMA stipend for managing DUFB	\$1,000
City of Aztec insert/Aztec schools flyer	?			
Advertising--Radio: public service announcements & underwriting	\$100			
Advertising--SW Colorado Summer Guide	\$100			
Advertising--San Juan County Kids	\$700			
EBT terminal fees	\$100			
Copies--posters, forms, postcards, labels	\$160			
Postage--vendor postcards, DUFB binder, correspondence	\$50			
Office Supplies	\$25			
Promotional supplies--seeds, soil, pots, magnets	\$100			
Other--token bags, cups	\$40			
Vendor banquet	\$500			
Market canopy EZUp Pyramid (1)	\$250			
Loaner/Entertainment/Event canopy EZUp Envoy (2)	\$280			
Feather Flag (1)	\$350			
Banners	\$100			
Sandwich Board Signs (2)	\$250			
Extra Tables (2)	\$200		*Vendor fees will increase in 2019 to \$10/market	
Market Manager stipend (10hrs x 26 wks x \$15/hr)	\$4,000			
Volunteer stipend (2)	\$500			
Entertainment stipend (18 weeks; \$50/wk)	\$900			
	<b><u>\$10,570</u></b>			<b><u>\$2,760</u></b>
<b><u>Community Involvement Ideas:</u></b>				
Farmers' Market Photograph contest & exhibit			Recycle bins at market	
Farmers' Market Vegetable Poetry contest/reading			Seek out food trucks	
Farmers' Market poster contest			Seek out musicians, entertainment	
Large Zucchini Toss/Lob				
Eat Local Dinner/Eat Local Cookoff				
Bike to Market day/Bike Safety Event (w/Alien Bike Shop?) & helmet giveaway (NMBIAC)				

# Staff Summary Report

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**MEETING DATE:** February 12, 2019  
**AGENDA ITEM:** XIII. Business Item (B)  
**AGENDA TITLE:** Intent to Adopt Ordinance 2019-489 Amending Chapter 16, Division 3, Section 16-211 Solid Waste Rates

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**ACTION REQUESTED BY:** Staff  
**ACTION REQUESTED:** Approval of Intent to Adopt Ordinance 2019-489  
**SUMMARY BY:** Staff

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## PROJECT DESCRIPTION / FACTS

- RFP 2019-672 Municipal Solid Waste Services was awarded to Waste Management of New Mexico during the regular commission meeting of January 22, 2019. Commission approval of the award directed staff to enter into contract negotiations with Waste Management.
- A workshop was held January 29, 2019 to discuss the solid waste and recycling programs in the City of Aztec.
- The agreement with Waste Management would be effective March 1, 2019. The first billing to the City would in April for March services. The City will be responsible for the costs under the contract rate structure regardless of the status of a rate increase to utility customers. The monthly increase from current rates to new rates is estimated to be \$10,500 (does not include curb side recycling).
- The ordinance effective date would be March 22, 2019 and will be included on customer March billing. In this situation, the rate increase to customers would be the difference between the current rate structure and the new contract rate – for residential customers, this would be a minimum of \$3.47 (one polycart \$10.53/current rate to \$14.00/new rate).
- The rate ordinance will establish a recycle rate using the proposed rates provided in Waste Management’s proposal. For residential customers, the rate would be assessed to all residential customers with a monthly charge of \$7.46 for a bi-monthly pickup of recyclables. During the workshop held January 29, 2019, Waste Management was asked by City Commission to provide a cost for once a month residential curb side pickup. Waste Management proposed a cost of \$6.68 per month.
- For commercial customers, Waste Management would work with the individual customer to determine the size of the receptacle and the additional monthly fee. Waste Management would directly bill all commercial recycling customers. With all direct bill customers the city would receive a 6% franchise fee from the amounts billed to customers.
- Commission will need to determine whether or not the city will begin a recycling program now or postpone the recycling program. If it is the decision to implement curbside

recycling service to become effective March 1, 2019, City Commission will need to determine to implement a bi-monthly pickup or once a month pickup.

- If the once a month pickup is decided upon, the rate and description in the ordinance would be changed before the final adoption is presented to City Commission. A motion will be made stating the option City Commission would like to approve.
- If the commission desires to postpone the recycling program, the rates will be established in the ordinance, but would not be assessed to customers until such time the recycling program begins.
- Recycling rates may need to be updated, if the program started at a later date, as the cost to start a program with Waste Management may change, which may affect the proposed rates.
- If curbside recycling is implemented, city staff will monitor the usage of the single stream recycling and debris containers at the convenience center. Until the services at the convenience center are terminated, the \$2.35 billed to trash customers for those operations will continue to be necessary.
- The agreement allows for an annual CPI (Consumer Price Index) adjustment using the CPI-U, trash industry index. The provider must provide written notification before such adjustment will be assessed.

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**SUPPORT DOCUMENTS:** Ordinance 2019-489

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Intent to Adopt Ordinance 2019-489 Amending Chapter 16, Division 3, Section 16-211 Solid Waste and Recycling Rates including: Solid Waste rates effective March 22, 2019 and \_\_\_\_\_

Option 1 – Bi-Monthly Curb side recycling city wide for residential, effective March 22, 2019. Curb side recycling for commercial customers would be an opt-in option effective March 22, 2019.

Option 2 - Monthly Curb side recycling city wide for residential, effective March 22, 2019. Curb side recycling for commercial customers would be an opt-in option effective March 22, 2019.

Option 3 - Postponing curb side recycling, but establishing recycling rates.

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**City of Aztec  
Ordinance 2019-489  
Amending Chapter 16, Section 16-211 Solid Waste and Recycle Rates**

**WHEREAS,** RFP 2019-672, Municipal Solid Waste Services, was approved by City Commission and was awarded to Waste Management of New Mexico;

**WHEREAS,** With the award of RFP 2019-672, current rates to solid waste service need to be increased;

**WHEREAS,** this amendment will establish curb-side recycle rates for future implementation of a residential curb-side recycling program.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the City of Aztec, New Mexico that Ordinance 2019-489 Amending Chapter 16, Section 16-211 Solid Waste and Recycle Rates be adopted as attached.

**PASSED, APPROVED, SIGNED AND ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_ 2019.  
By the Aztec City Commission, City of Aztec, New Mexico

\_\_\_\_\_  
Mayor Victor C. Snover

ATTEST:

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

APPROVE AS TO FORM:

\_\_\_\_\_  
City Attorney

Advertised Date of Final Adoption:

Effective Date of Ordinance:

\_\_\_\_\_

\_\_\_\_\_

## DIVISION 4. SOLID WASTE AND RECYCLE FEES

### Sec. 16-211. Solid Waste Rates.

#### 1. Residential Trash Service.

<del>(1) All single family residents, duplexes, and apartments. Each unit – Cart (1 x Week) –</del>	<del>\$10.53</del>
<del>(2) Extra Cart (1 x Week)</del>	<del>\$ 5.07</del>
<del>(3) All single family residents, duplexes, and apartments. Each unit – Cart (2 x Week)</del>	<del>\$18.64</del>
<del>(4) Extra Cart (2 x Week)</del>	<del>\$23.71</del>

(1) All single family residents, duplexes, and apartments. Each unit – Cart (1 x Week)	\$14.00
(2) Extra Cart (1 x Week)	\$ 5.25

(Ord. 2018-476, eff. 2018-Jul-18)

#### 2. Multi-Unit Residential Trash Service.

<del>(1) All single family residents, duplexes, and apartments. Each unit – Cart (1 x Week) –</del>	<del>\$10.53</del>
<del>(2) Extra Cart</del>	<del>\$5.07</del>
<del>(3) All single family residents, duplexes, and apartments. Each unit – Cart (2 x Week)</del>	<del>\$18.64</del>
<del>(4) Extra Cart (2 x Week)</del>	<del>\$23.71</del>

(1) All single family residents, duplexes, and apartments. Each unit – Cart (1 x Week)	\$14.00
(2) Extra Cart	\$5.25

(Ord. 2018-476, eff. 2018-Jul-18)

#### 3. Commercial Trash Service.

<i>Size</i>	<i>Frequency</i>					
	<i>1 x Week</i>	<i>2 x Week</i>	<i>3 x Week</i>	<i>4 x Week</i>	<i>5 x Week</i>	<i>6 x Week</i>
1-Cart	\$15.17	\$27.33	N/A	N/A	N/A	N/A
2-Carts	\$30.34	\$54.67	N/A	N/A	N/A	N/A
2-Yard	\$66.23	\$104.23	\$142.20	\$180.12	\$218.18	\$255.49
3-Yard	\$76.94	\$120.01	\$192.67	\$250.57	\$308.48	\$366.36
4-Yard	\$91.93	\$140.70	\$211.99	\$272.01	\$332.11	\$392.11
6-Yard	\$120.50	\$178.91	\$265.92	\$338.83	\$411.23	\$481.35
8-Yard	\$160.69	\$219.76	\$313.96	\$390.54	\$467.22	\$543.86

Size	Frequency					
	1 x Week	2 x Week	3 x Week	4 x Week	5 x Week	6 x Week
1 Cart	\$18.75	\$37.50	N/A	N/A	N/A	N/A
Extra Cart	\$18.75	\$37.50	N/A	N/A	N/A	N/A
2 Yard	\$35.54	\$71.08	\$106.62	\$142.16	\$177.70	\$213.24
3 Yard	\$53.31	\$106.63	\$159.94	\$213.26	\$266.57	\$319.88
4 Yard	\$71.08	\$142.16	\$213.24	\$234.32	\$355.40	\$426.47
6 Yard	\$106.62	\$213.24	\$319.86	\$426.47	\$533.09	\$639.71
8 Yard	\$142.16	\$284.32	\$426.47	\$568.63	\$710.79	\$852.95

(Ord. 2018-476, eff. 2018-Jul-18)

#### 4. City Facilities Trash Service

Size	Frequency					
	1 x Week	2 x Week	3 x Week	4 x Week	5 x Week	6 x Week
-						
1-Cart	\$15.17	\$27.33	N/A	N/A	N/A	N/A
2-Carts	\$30.34	\$54.67	N/A	N/A	N/A	N/A
2-Yard	\$66.23	\$104.23	\$142.20	\$180.12	\$218.18	\$255.49
3-Yard	\$76.94	\$120.04	\$192.67	\$250.57	\$308.48	\$366.36
4-Yard	\$91.93	\$140.70	\$211.99	\$272.04	\$332.14	\$392.14
6-Yard	\$120.50	\$178.94	\$265.92	\$338.83	\$411.23	\$481.35
8-Yard	\$160.69	\$219.76	\$313.96	\$390.54	\$467.22	\$543.86
Roll-Off	Delivery	Exchange				
30-Yard	\$80.07	\$410.27				
40-Yard	\$80.07	\$480.40				
<del>Treated Sludge Removal (Empty and Return Fee)</del>						
20-Yard	\$405.40 plus fees					

Size	Frequency					
	1 x Week	2 x Week	3 x Week	4 x Week	5 x Week	6 x Week
1 Cart	\$18.75	\$37.50	N/A	N/A	N/A	N/A
Extra Cart	\$18.75	\$37.50	N/A	N/A	N/A	N/A
2 Yard	\$35.54	\$71.08	\$106.62	\$142.16	\$177.70	\$213.24
3 Yard	\$53.31	\$106.63	\$159.94	\$213.26	\$266.57	\$319.88
4 Yard	\$71.08	\$142.16	\$213.24	\$284.32	\$355.40	\$426.47
6 Yard	\$106.62	\$213.24	\$319.86	\$426.47	\$533.09	\$639.71

8 Yard	\$142.16	\$284.32	\$426.47	\$568.63	\$710.79	\$852.95
Roll-Off	Delivery	Exchange				
30 Yard	\$115.00	\$145.00	Plus \$34.90	per ton		
40 Yard	\$115.00	\$145.00	Plus \$34.90	per ton		
Treated Sludge Removal (Empty and Return Fee)						
20 Yard	\$225.00 plus \$34.90 per ton					
Single Stream Recycle Container						
30 Yard	\$145.00 plus \$195.00 per ton					

(Ord. 2018-476, eff. 2018-Jul-18; Ord. 2017-455, eff. 2017-Apr-05; Ord. 2008-359, eff. 2008-Oct-17)

5. Residential Curb Side Recycling Service

- (1) All single family residents, duplexes, and apartments.  
Each unit – Cart (Bi-Monthly) \$7.46
- (2) Extra Cart (Bi- Monthly) \$7.46

6. City Facilities Recycling Service

- (1) All single family residents, duplexes, and apartments.  
Each unit – Cart (Bi-Monthly) \$11.10
- (2) Extra Cart (Bi-Monthly) \$11.10

7. Recycling Convenience Center

A monthly flat rate of \$2.35 will be charged to all solid waste customers for purposes of operating the recycling convenience center.

(Ord. 2017-465, eff. 2017-Oct-01)

8. CPI Adjustment

The solid waste and recycle rates will be reviewed and adjusted annually to reflect increases in the Consumer Price Index for All Urban Consumers; Garbage and Trash collection services (CUUR0000SEHG02), as published by the United States Department of Labor, for the 12 month period ending December 31.

**Secs. 16-212 to 16-250. Reserved.**